



MEDINA CITY COUNCIL

Monday, July 08, 2024

5:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, July 08, 2024 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

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

CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Jennifer S. Robertson

CITY CLERK | Aimee Kellerman

Hybrid Meeting Participation

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

Join Zoom Meeting

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

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

2. APPROVAL OF MEETING AGENDA

3. PUBLIC COMMENT PERIOD

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

4. PRESENTATIONS

[4.1](#) Introduction to City Business Licenses by Eric Jones, Management Analyst, Washington State Department of Revenue.

Time Estimate: 30 minutes

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

Time Estimate: 10 minutes

5. CITY MANAGER'S REPORT

Time Estimate: 45 minutes

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

[5.1a](#) City Manager Monthly Report

[5.1b](#) Police Monthly Report

[5.1c](#) Development Services Monthly Report

[5.1d](#) Finance Monthly Report

[5.1e](#) Central Services Monthly Report

[5.1f](#) Public Works Monthly Report

6. CONSENT AGENDA

Time Estimate: 5 minutes

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

- [6.1](#) June 2024, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Director of Finance and HR
- [6.2](#) Approved Park Board Meeting Minutes of:
a) March 18, 2024 Regular Meeting; and
b) April 15, 2024 Special Meeting.
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- [6.3](#) Approved Planning Commission Regular Meeting Minutes of:
a) April 23, 2024; and
b) May 29, 2024.
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- [6.4](#) Draft City Council Meeting Minutes of May 28, 2024 Special Meeting
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- [6.5](#) Ordinance Amending Special Events Permit Language
Recommendation: Adopt Ordinance No. 1028.
Staff Contacts: Stephen R. Burns, City Manager and Jennifer S. Robertson, City Attorney

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

- [9.1](#) Street Vacation Work Plan Follow-up
Recommendation: Discussion and direction.
Staff Contacts: Stephen R. Burns, City Manager and Jennifer S. Robertson, City Attorney

Time Estimate: 20 minutes

- [9.2](#) 2025-2030 Six Year CIP, TIP, Non-TIP
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director

Time Estimate: 5 minutes

[9.3](#) 2024 Comprehensive Plan Update, review and approval of Section A: Preface, Section B: Introduction and Section C: Background and Context

Recommendation: Approval.

Staff Contacts: Jonathan Kesler, AICP, Planning Manager and Dane Jepsen, Planner, LDC Inc., Consultants

Time Estimate: 20 minutes

[9.4](#) Ordinance Amending Section 2.24.020 of the Medina Municipal Code (MMC) Related to the Parks and Recreation Board Membership

Recommendation: Adopt Ordinance No. 1029.

Staff Contacts: Aimee Kellerman, CMC, City Clerk and Jennifer S. Robertson, City Attorney

Time Estimate: 10 minutes

[9.5](#) Park Board Appointment Confirmations

Recommendation: Approve.

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

Time Estimate: 5 minutes

[9.6](#) Medina Park Board Workplan

Recommendation: N/A

Staff Contacts: City Manager Steve Burns and Public Works Director Ryan Osada

Time Estimate: 15 minutes

[9.7](#) City Hall Use and Public Resource Discussion

Recommendation: Discussion and direction.

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

Time Estimate: 15 minutes

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

11. **PUBLIC COMMENT**

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

12. **EXECUTIVE SESSION**

Time Estimate: 15 minutes

RCW 42.30.110 (1)(i)

To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an

official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Council may take action following the Executive Session.

13. **ADJOURNMENT**

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

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS AND EVENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, July 8, 2024 Regular Meeting of the Medina City Council was posted and available for review on Wednesday, July 3, 2024 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.

City of Medina

Business Licensing Opportunity

Local partners



218 BLS city partners and 2 county partners as of June 4, 2024

Snohomish County

- Arlington
- Brier
- Darrington
- Edmonds
- Gold Bar
- Granite Falls
- Lake Stevens
- Lynnwood
- Marysville
- Mill Creek
- Monroe
- Mountlake Terrace
- Mukilteo
- Snohomish
- Stanwood
- Sultan
- Woodway

King County

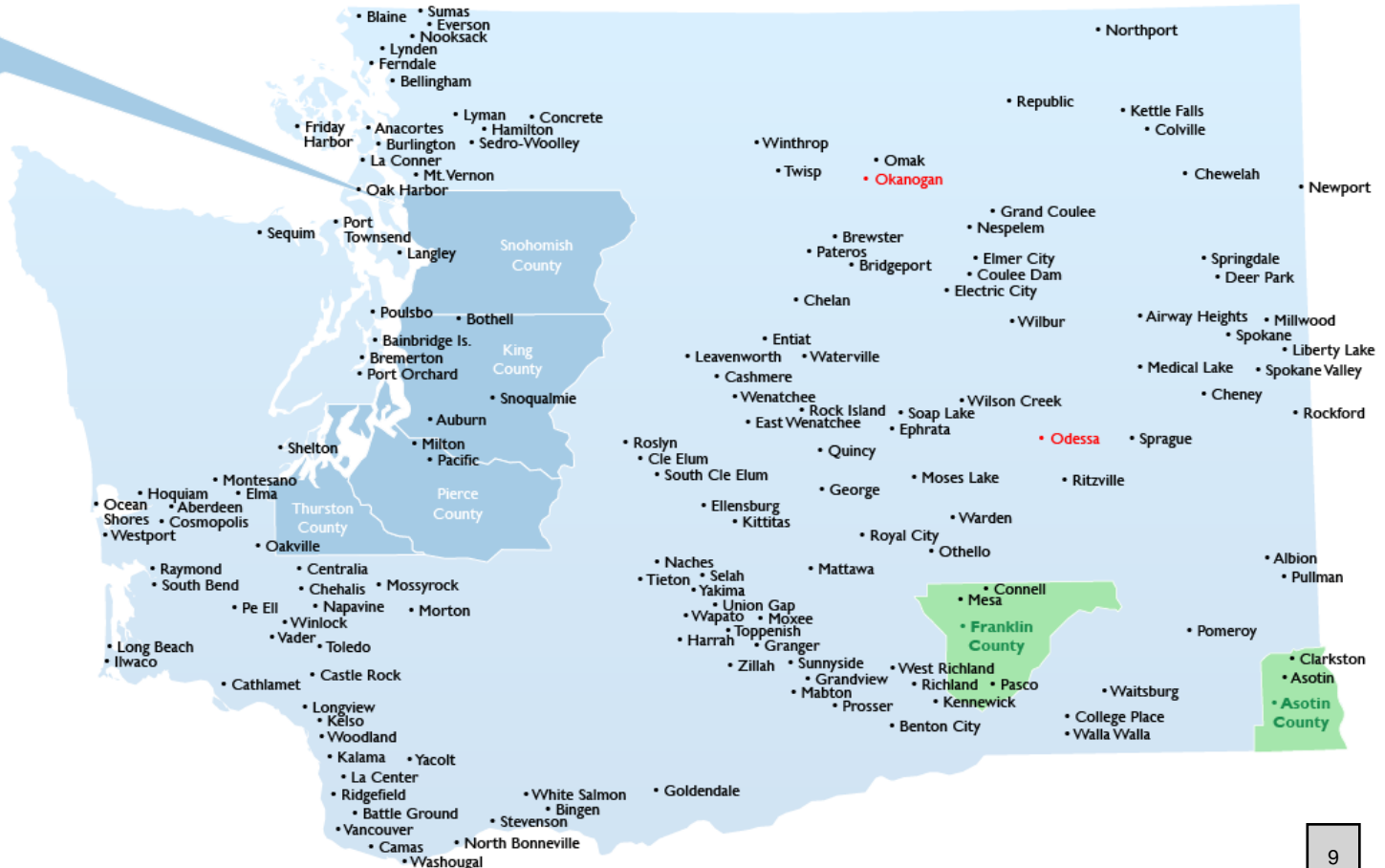
- Algona
- Black Diamond
- Bothell
- Burien
- Carnation
- Clyde Hill
- Covington
- Duvall
- Enumclaw
- Federal Way
- Issaquah
- Kenmore
- Kirkland
- Maple Valley
- Mercer Island
- Newcastle
- Normandy Park
- North Bend
- Redmond
- Sammamish
- Sea Tac
- Snoqualmie
- Tukwila
- Woodinville

Pierce County

- Bonney Lake
- Buckley
- Carbonado
- DuPont
- Eatonville
- Edgewood
- Fife
- Fircrest
- Gig Harbor
- Lakewood
- Orting
- Pacific
- Puyallup
- Roy
- Ruston
- South Prairie
- Steilacoom
- Summer
- University Place
- Wilkeson

Thurston County

- Bucoda
- Lacey
- Olympia
- Rainier
- Tenino
- Tumwater
- Yelm



Map Legend

- City partner
- County partner


• Future partner

What Does BLS Provide?


- Intake applications & renewals
- Print & mail licenses
- Collect & distribute fees
- Offer reporting to support compliance for partners
- Handle customer service



City of Medina License

WASRDY	
BUSINESS LICENSE	
 STATE OF WASHINGTON Municipality	Unified Business ID #: 601140641 Business ID #: 001 Location: 0001
CITY OF MEDINA PO BOX 144 MEDINA, WA 98039-0144	
UNEMPLOYMENT INSURANCE - ACTIVE	INDUSTRIAL INSURANCE - ACTIVE
LICENSING RESTRICTIONS: Not licensed to hire minors without a Minor Work Permit.	

Overlake CC License



STATE OF WASHINGTON

BUSINESS LICENSE

Nonprofit Corporation

Issue Date: Nov 17, 2023

Unified Business ID #: 179007992

Business ID #: 001

Location: 0001

Expires: Nov 30, 2024

OVERLAKE GOLF AND COUNTRY CLUB
8000 NE 16TH ST
MEDINA WA 98039

UNEMPLOYMENT INSURANCE #15732600 - ACTIVE
MINOR WORK PERMIT - ACTIVE
TAX REGISTRATION - ACTIVE
OFF-PREMISES SALE WINE #352033 - ACTIVE

INDUSTRIAL INSURANCE #179621008 - ACTIVE
TOBACCO PRODUCTS RETAILER - ACTIVE
PRIVATE CLUB - SPIRITS/BEER/WINE #352033 - ACTIVE

DUTIES OF MINORS:
Ages 16-17: Lifeguard duties and work in the snack bar. *MINOR MAY NOT OPERATE FOOD SLICERS OR GRINDERS.*

LICENSING RESTRICTIONS:
It is the business's responsibility to comply with minor work permit requirements. See WAC 296-125-030 and WAC 296-125-033 for Non-Agricultural and WAC 296-131-125 for Agricultural guidelines and restricted activities.
Occupations are prohibited if there is a risk of exposure to bodily fluids or infectious agents, including hepatitis and HIV (occupational exposure to bloodborne pathogens). WAC 296-125-030 (24)

Fee Types

- Flat fee
- Employee fee range
- Head counts (FTE)
- Nonprofit
- Home occupation
- Non-resident (2 types)
- Fee exempt
- Rental units



City Code

- BLS review months before Go-live
- City attorney review
- Council approval



Contract

- Standard contract
- Approval by council or city manager
- Final copy sent by BLS to city



City Stakeholder Outreach

- City newsletter
- Website
- Direct mail, email
- Chamber of Commerce and other groups



City of Newcastle Business License page



Licensing and Permits

Search...



- Licensing And Permits
- City Business License
- Solicitor Permit
- Alarm Monitoring Companies

City of Newcastle / Doing Business / Licensing and Permits



Newcastle welcomes your business to the city and aims to give you the most efficient permitting process possible. One of the first steps is to apply for a city business license. The Washington State Department of Revenue issues city business licenses as an addendum to Washington State Business Licenses. [Go to this web page](#) for more information, or directly to the [Department of Revenue website](#) to apply. After the city receives notification from the state of your application, staff will confirm that the business is consistent with the zoning of your proposed location and review your application for conformance with other requirements. If you plan to install a sign, a [sign permit](#) will be required.

Home Businesses

If you are conducting business at your home, and the activity is noticeable in your neighborhood, you may be required to obtain a Type II Home Occupation Permit. View regulations that apply to these permit types in [Newcastle Municipal Code 18.30.040](#), and find the home occupation permit application [here](#).

Online Content & Forms



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Home / Manage A Business / City Endorsements / Clyde Hill

Print

Clyde Hill city endorsement

Requirements and fees

^ General business license	\$25
<p>The City of Clyde Hill requires a license for all businesses located within city limits, or conducting business within city limits. If you are not sure if you will do business within the city limits, contact the city directly before you apply.</p> <p>If you will have more than one business located on a single property, you must complete a separate application for each business.</p> <p>Origination fee: \$25</p> <p>Renewal fee: \$25</p>	
v Non-resident businesses	Variable

Resources DOR Business Licensing Service

360-705-6741

Regulatory Questions

Clyde Hill [↗](#)

9605 NE 24th St
Clyde Hill, 98004

Phone: [425-453-7800](tel:425-453-7800)

Businesses exempt from city licensing

Your business may be exempt from getting a city business license. For more information, please contact the city directly.

Training

- Online video training
 - 1 or 2 weeks before Go-live
- Webinar Training
 - 1 week after Go-live



Questions?





CITY OF MEDINA

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

Date: July 8, 2024

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- The City of Medina along with the Points Communities of Clyde Hill, Hunts Point, and Yarrow Point are in mediation with WSDOT over maintenance of the SR 520 Lids. The Points Communities have been in discussions with WSDOT prior to the bridge re-opening in 2016 over maintenance responsibilities. The Points Communities met with WSDOT at a “Design Charrette” on Thursday, June 27. The charette allowed us to discuss and plan for the transportation concerns the community has with the SR 520 lids.
- At the March 25 Council Meeting, the Council approved the 2024/2025 Council Work Plan. The plan lays out Council priorities and projects through 2025 and provides staff direction to ensure these get met. See attached for current project status.
- The City of Medina has been working with WSDOT and the legislature on ways to reduce the noise coming from the expansion joints on SR 520. This has been an ongoing issue for Medina since the opening of the new bridge in 2016. In June, the Council approved the “SR-520 Communication Plan” which outlined consistent updates to the community about the status of the expansion joint noise reduction. An update will be going out to the community in the August Medina newsletter.
- Bellevue Fire Report – see attached.
- 2024 City Council Calendar – see attached.

Medina City Council 2024/2025 Work Plan

* indicates task is over 1 year old

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

	Communication	2/10/24 - City Council Retreat Develop a plan on how to keep the community informed of status.	Communication Plan will be presented at June 10, 2024 Council Meeting. CM to coordinate with lobbyist on city communication plan. 6/10/2024 - Council approved the SR-520 Communication and staff will send out communications quarterly.	6/10/2024 - City Business	6/10/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Solid Waste	Weekly Recycling and Compost Pick-ups	11/13/23 - Regular Meeting City Manager Steve Burns gave an update on moving to weekly recycling, including composting. Staff will invite Wendy Weiker from Republic Services to give a presentation to Council as well as work on a survey to send out to the community the first quarter of 2024.	Working with Republic Services to get cost estimates for added service to residents. A survey to go out to receive input from residents to gage the level of importance for adding the service. Survey set for April 1 through April 28, 2024 5/13/24 CC Meeting: Item is tabled and staff will conduct another survey later this year or early 2025.	5/13/2024 - City Business On Hold	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Annual City Manager Review	Wrap-Up of 2023 Review	Council directed only one specific action for follow-up by City Manager: "To accelerate his learning of city management policy and process, we ask Steve to create a learning plan that reflects this feedback and share it with Council." (S Burns Annual Review, 11/14/23) "The Personnel Committee will schedule some time to review this with you (Burns)." Executive session meeting between S Burns and Gokul, Johnston, Reeves, & Rossman expected to finalize and close out 2023 process	Personnel Committee to schedule meeting for wrap-up of 2023 review. City Clerk is working with Personnel Committee to set wrap-up of 2023 CM Review for May 2024. (3/25/24) Personnel Committee met with CM on 5/30/24 and will give a report out to Council on 6/10/24 in ES.	6/10/24 ES	6/10/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Resident Welcome Packet		Goals: to help new residents have comfortable transition to Medina; to improve neighbor relations by establishing shared expectations; to improve emergency preparedness; to market Medina's high quality residential character and attract people drawn to it Potential inclusions: # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. 2/10/24 - City Council Retreat Council directed staff to look at Resident Welcome Packet and come to Council with a plan.	City of Medina "Community" page New Residents - adding "Need to Know" resource box to include # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. Page located at https://www.medinawa.gov/community/page/new-resident-resources . Staff is preparing a letter from the City addressing Medina specific issues to be aware of as well as contact resources. First Review for Council will be in June 2024. 6/24/2024 - City staff has developed a draft and will be sending to Council for review and feedback TENTATIVELY on Friday, June 28, 2024.	7/8/2024 - CM Report	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Council Goals & Work Plan Visible and Trackable Online, including status, current calendar expectations, and links to relevant staff work			Tabled until Work Plan is adopted. 3/25/24 City Council Meeting - Work Plan accepted as presented and leadership staff will track on monthly basis. City staff is working on a City Council Work Plan page for the 2024/2025 City Council Work Plan under the City Council webpage and will update after every meeting where changes are made. Estimated Completion is 7/26/2024		
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

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

DEVELOPMENT SERVICES

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Comprehensive Plan	Community Design Element	Council First Review on 11/27/23	Element has been drafted by the City. Ready for DSC Review in April 2024 Ready for PSRC and Commerce review.	9/9/2024 Review After Commerce	
	Housing Element	Council First Review on 1/22/24	Element has been drafted by the City. Ready to send to PSRC and Commerce for Review. 3/25/2024 CC Meeting: Council forwarded to PC's 4/3/2024 Meeting for their review and comments. 4/23/24 PC Meeting: Planning Commission Second Review and approved amendments and forwarded to City Attorney and Council Review.	9/9/2024 Review After Commerce	
	Utilities		Started 3/11/2024 3/11/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	9/9/2024 Review After Commerce	
	Land Use		Started 3/11/2024	9/9/2024 Review After Commerce	
	Natural Environment (with Shoreline Sub-Element)		Estimated to start in April.	9/9/2024 Review After Commerce	
	Transportation & Circulation		Estimated to start in April.	9/9/2024 Review After Commerce	

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

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Zoning	Comp Plan	5/22/23 - Regular Meeting As part of the Comprehensive Plan update, Council directed staff to work with Planning Commission to look at reconfiguring parts of R-16, creating a smaller zoning district and applying it to lots that more appropriately fit that standard, allowing the City greater nuance with zoning controls in the future. DSC discussed and agreed on possible approach based on common understandings within the city, which also included adjustments to boundaries of adjoining zoning districts.	Planning Manager Jonathan Kesler to include in 2025 Planning Commission Workplan to be presented to Council at the November 2024 Council Meeting. Council and staff to wait until the completion of Comp Plan to determine if additional action or direction is needed. (3/25/24 Meeting)	11/12/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Lot Coverage		5/22/23 - Regular Meeting Council also directed staff to work with Planning Commission to look at decreasing impervious surface and structural coverage per staff recommendation	Planning Manager Jonathan Kesler to include in the Planning Commission Workplan to be presented at the November 12, 2024 Medina Council Meeting.	11/12/2024	

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

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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Wireless Facility Regulations		In Spring 2023, Council discussions relating to T-Mobile proposal that was unacceptable to community raised questions about whether current wireless facility code is sufficiently protective of community interests and character. When code was adopted, Council was assured that it was as protective as could be within limitations of federal law. That's no longer clear, given T-Mobile experience. Interest expressed in updating and strengthening code with this experience in mind, to prevent recurrence as best possible.	Telecom Law Firm can update Medina' Wireless Facility Regulation for a flat rate of \$12,350. They will prepare and deliver the Small Wireless Facilities policy and Permit Application Form. Not included in 2024 budget - can include in 2025 budget. Budget option for 2024 - use City Attorney funding. Staff to present to Council for discussion and direction.	7/22/2024 - Budget Retreat March 2025	
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TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Nonadministrative Variances Policy		2/10/24 - City Council Retreat Council directed staff to review and amend the non-administrative variance policy.	Staff to clarify with Council as task assigned during the Council Retreat Follow-up in March 2024. 4/22/24 CC Meeting - Council forwarded proposed revisions to Planning Commission for review and processing. On Planning Commission Agenda for Discussion in September 2024	3/25/2024 4/22/2024 - City Business Next CC Meeting - TBD	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
CAP Minor Code Amendment		Amendment to Construction Activity Permit to require sign for project down private lane be visible to public, as consistent with sign's notice purpose.	4/22/24 CC Meeting - Council forward proposed revisions to Planning Commission for review and processing. On Planning Commission Agenda for Discussion in September 2024	4/22/2024 - City Business TBD	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Tree Code	Violations Section	7/10/23 - Regular Meeting Council directed staff to include "special treatment for legacy and landmark trees in the draft ordinance." 9/11/23 - Regular Meeting Staff will send the proposed changes to the Department of Commerce for review. Following the Department of Commerce review, staff will bring an ordinance to the Council at a future meeting for discussion, direction and action.	Development Services Director Steve Wilcox to send proposed changes to DSC for review and discussion at a future DSC Meeting. Placed on the September Planning Commission Meeting for discussion and approval.	10/14/2024 - City Business	
	Updates	1/23/23 - Regular Meeting Motion Reeves to direct city staff to prepare for Council consideration draft amendments to the Medina Municipal Code Chapter 16.52 Tree Management Code according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 meeting by our tree code consultants. This was seconded by Zook and carried by a 6:1 (Garone dissented) vote. Motion Reeves to direct staff to prepare for Council consideration a plan for a comprehensive review of the Medina Municipal Code Chapter 16.52 Tree Management Code. This was seconded by Johnston and carried by a 6:1 (Garone dissented) vote.	Wilcox to provide a status update at the April 8 Council Meeting during the City Managers/Department Directors Report.	4/8/2024 - DS Report	4/8/2024

FINANCE/HR

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

TASK:					
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TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Business License			<p>The City is currently on the waiting list.</p>	<p>Presentation by Dept of Revenue July 8 Council Meeting</p>	

PUBLIC WORKS					
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TASK:					
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TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Right of Way Policies	Privately Maintained ROW	<p>12/11/23 - Regular Meeting</p> <p>Council directed "staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.</p>	<p>Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.</p>	February, 2025	
	City ROW Policy	<p>2/10/24 - City Council Retreat</p> <p>Create Street ROW Policy to include large lots Add clarity to "Allowable Parking" to ROW Policy</p>	<p>Staff recommends combining this with Privately Maintained ROW. Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.</p>	February, 2025	

	Hedge Reimbursement	Former City Manager Michael Sauerwein presented Council with a "Hedge Trimming Policy" in September 2019 with the recommendation to create a formal process to include billing property owners if the City does the work. Council Action - Council directed staff to work with residents by providing notice of hedge overgrowth and give them the option to trim themselves or the city will trim and bill the resident for cost recovery.	No further action has been taken. * Staff could work with the City Attorney to create an ordinance that allows the City to be reimbursed for the cost of performing the work to clear the right-of-way, either by Public Works or hiring an independent vendor to perform the work.	April 2025	
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TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Stormwater Management	Infrastructure	<p>3/28/22 - Regular Meeting</p> <p>Council directed staff to create a roadmap with priorities tentatively by the end of the year that will include maintenance as well as Capital projects. Public Works will work in tandem with Development Services on major construction projects to determine any impact fees or any up front requirements for approvals.</p> <p>11/14/22 - Regular Meeting</p> <p>Council directed staff to include for future presentations and agenda items to include... discussion of storm drainage....</p>	Council is provided a yearly CIP that covers capital projects. Stormwater projects are broadly listed. The Public Works Project List provides specific projects for the current calendar year. Costs and details are covered during the January Council Meeting. Storm water projects are covered specifically in the Project List and are presented to Council at the January Meeting. Project List will be included in Public Works Director monthly report.	Updates to be provided twice annually: January and June	
	Funding	<p>4/24/23 - Regular Meeting</p> <p>Council directed staff to move forward with funding stormwater infrastructure using capital reserves.</p>	CURRENTLY COMPLETED: BUDGETED ACCORDING TO THIS DIRECTION IN 2024. 2024 budget and 6-year CIP/TIP/non-TIP plans call for stormwater infrastructure funding from REET.		11/13/2023 Budget Adoption
	In Connection with Comp Plan and Housing - See Comp Plan under DS				

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

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Buildings/Facilities Management Planning		<p>3/13/23 - Regular Meeting</p> <p>Council directed staff to report back to Council with a list of improvements for both city hall and the post office. The list of improvements should be in priority order and noted where in the budget they are funded.</p>	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.	3/11/2024 - City Business	3/11/2024

	City Hall	<p>10/9/23 - Regular Meeting</p> <p>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.</p> <p>Improvements per CIP/TIP: 2024: Repaint exterior, excluding trim 2025: Repaint interior 2026: Reroof building</p> <p>Improvements expected per 2024 Capital Fund Preliminary Project List: City Hall Carpet Replacement</p>	<p>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.</p>	7/8/2024 - City Business	
	Post Office	<p>Improvements expected per CIP/TIP: 2024: Repaint exterior 2025: Repaint interior 2027: Reroof building</p> <p>Improvements expected per 2024 Capital Fund Preliminary Project List: HVAC</p>	<p>Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.</p>	3/11/2024 - City Business	3/11/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Park Memorials Policy		<p>Expected request from Department of Parks & Public Works for simple policy to govern memorials in Medina Park (who can request, is there a limit on how many we want in park, how long staff will be expected to maintain plaques, etc.).</p> <p>2/10/23 - City Council Retreat</p> <p>Council referred to Park Board</p>	<p>Osada to work with Park Board on the policy. On Park Board Agenda for discussion at their March 18, 2024 Meeting. Osada to prepare draft policy to present at Park Board meeting on May 20, 2024</p> <p>Added to Park Board Work Plan.</p>	TBD	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Parks Management	Tennis Courts	<p>7/10/23 - Regular Meeting</p> <p>Council directed staff to keep status quo, not to add pickleball striping on existing tennis courts except to extent already done (at Fairweather), & not to spend more time discussing.</p> <p>REMOVE AS COMPLETED UPON CONFIRMATION that pickleball conversion is no longer in CIP/TIP/non-TIP, city budget, or other workplan</p>	<p>Will be removed for approval at the adoption of the updated 6-year CIP/TIP and Non-TIP in July.</p>	<p>6/10/2024 - CIP/TIP/Non-TIP 7/8/2024 - CIP/TIP/Non-TIP</p>	
	Points Loop Trail	<p>7/10/23 - Regular Meeting</p> <p>Replacement signs in budget (2024 Capital Fund Preliminary Project List); Ryan Osada reports intent to coordinate with other Points Communities for consistency; Council wants updated map & make available on website.</p>	<p>Osada to report to Council at the June 10 Meeting about the status on the signs.</p>	6/10/2024 Director Report	
	Park Board	<p>2/10/24 - City Council Retreat</p> <p>Council would like Park Board to develop a Work Plan to include a policy for off-leash and on-leash areas.</p>	<p>Staff will work with Park Board to develop draft work plan. An update will be provided to Council at the July Council Meeting.</p>	7/8/2024 - City Business	

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

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

POLICE

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

Contract City Incident Summary (Medina) Jul 1, 2024 10:09:56 AM

Filter statement

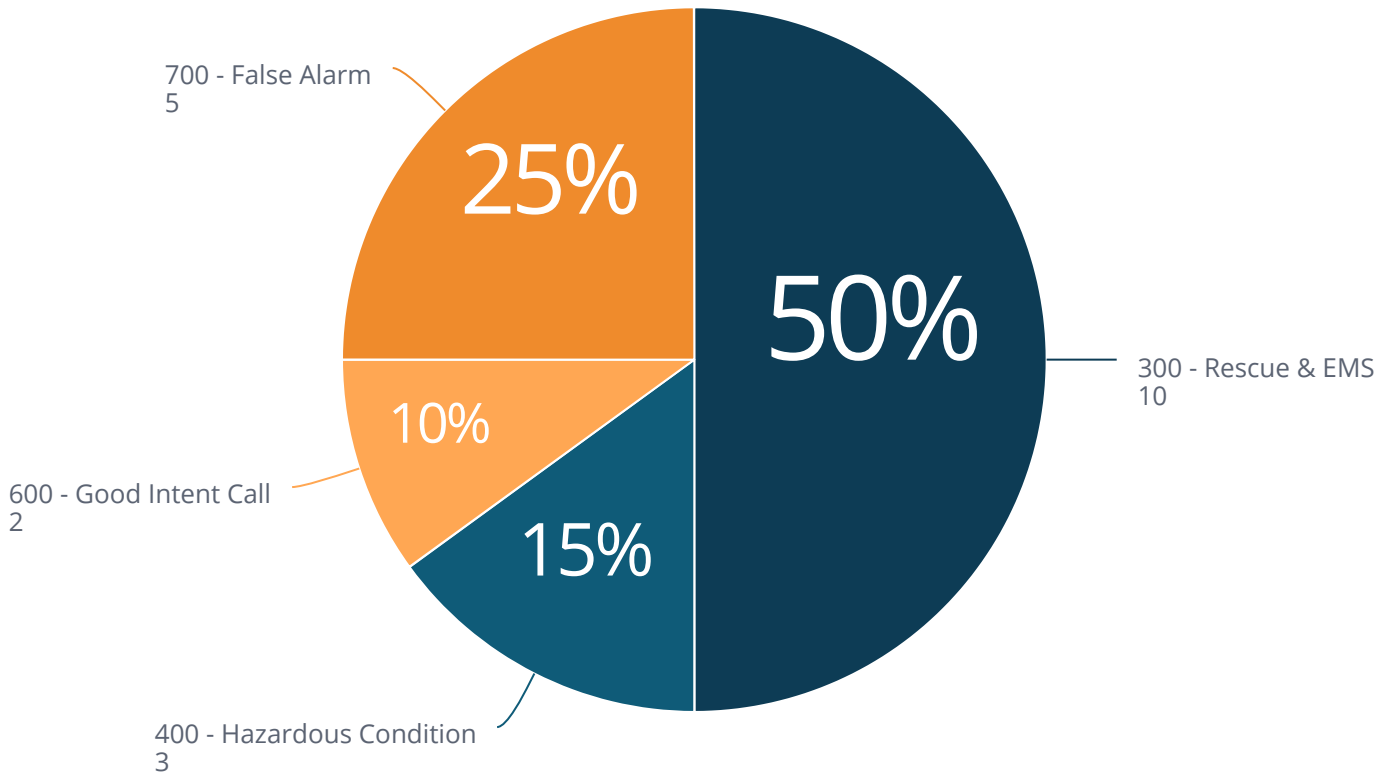
Filters **Alarm Date Range** Last Month | **Is Locked** true | **Is Active** true | **Location City** MEDINA, Medina

Fire and EMS Summary

Count of Total Incidents

20

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina) Jul 1, 2024 10:09:56 AM

Filter statement

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

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
300 - Rescue & EMS	EMS Call, Cancelled at Scene	3117	1
	EMS call, excluding vehicle accident with injury	321	1
	EMS Call, Medical	3211	7
	Patient Assist	3111	1
300 - Rescue & EMS Total			10
400 - Hazardous Condition	Gas leak (natural gas or LPG)	412	2
	Power line down	444	1
400 - Hazardous Condition Total			3
600 - Good Intent Call	Dispatched & canceled en route	611	1
	Dispatched & cancelled en route - EMS	6111	1
600 - Good Intent Call Total			2
700 - False Alarm	Alarm system activation, no fire - unintentional	745	1
	Detector activation, no fire - unintentional	744	1
	False alarm or false call, other	700	2
	Smoke detector activation, no fire - unintentional	743	1
700 - False Alarm Total			5
Count			20



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

JANUARY 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Oath of Office - New Councilmembers	Kellerman			
Presentation	Election of Mayor/Deputy Mayor	Kellerman			
Consent Agenda	December 2023, Check Register		Approve.		
Consent Agenda	DRAFT CC Minutes		Adopt minutes		
Consent Agenda	2024 Salary Schedule Amendment	Wagner	Adopt Ord. NO. 1024		
Legislative Hearing	None				
Public Hearing	None				
City Business					
Executive Session	RCW 42.30.110 (1)(i)				
JANUARY 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	Inslee Best Contract Approval for City Attorney Services	Burns			
Legislative Hearing					
Public Hearing					
City Business	Introduction of New Planning Manager and Comp Plan Update	Wilcox/Kesler			
City Business	Housing Comprehensive Plan Elements and Update	Kesler			
City Business	Council Committee and Regional Meetings	Burns			
FEBRUARY 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Introduction of new City Attorney				
Consent Agenda					
Consent Agenda	January and 13th Month Check Register				
Consent Agenda	Approved PC 11/20/2023 Minutes				

Consent Agenda	Approved PB 12/12/2023 Minutes				
Consent Agenda	DRAFT CC 1/8, 1/11, 1/22 Minutes				
Legislative Hearing	None				
Public Hearing	None				
City Business	2021 WA State Building Code Update	Wilcox	Update/Discussion	Approved	
City Business	Comp Plan Update	Kesler			

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None				
Consent Agenda	None				
Legislative Hearing	None				
Public Hearing	None				
City Business	Moratorium on Applications for Right-of-Way Vacation	Burns/Robertson	Discussion and direction	Public Hearing date set April 8th	
City Business	Medina Comprehensive Plan Update - Revised Flow Chart for Comp Plan Review	Kesler		Approved	
City Business	Comprehensive Plan Utility Element Review	Kesler		Direction Given	

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	January and February 2024, Check Register				
Consent Agenda	PC minutes 1/23/24				
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	NE 12 Street Pedestrian Improvements				
Consent Agenda	REBID Contract				
Legislative Hearing	None				
Public Hearing	None				
City Business	Comp Plan Utilities Element Final Review 30 minutes	Kesler	Discussion and approve.		
City Business	Comp Plan Land Use Element Gap Analysis - 60 minutes	Kesler	Discussion and direction.		
City Business	Medina Facilities Improvements - Priority List 15 minutes	Osada/Burns			

City Business	Human Resource Manual Update 20 minutes	Wagner/Burns			
MARCH 25, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	King County Councilmember Claudia Balducci - 30 minutes				
Consent Agenda	none				
Consent Agenda	none				
Legislative Hearing	none				
Public Hearing	none				
City Business	Comprehensive Plan Elements: *Housing *Capital Facilities - 60 Minutes	Kesler			
City Business	77th Street ROW 30 minutes	Burns/Osada			
City Business	Retreat Work Plan Follow-up 45 Minutes	Burns			

APRIL 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	State Auditor Office - Exit Conference	Wagner			
Presentation	ARCH Presentation				
Consent Agenda	March 2024, Check Register		Approve		
Consent Agenda	Approved PB minutes		Receive and file.		
Consent Agenda	Approved PC minutes		Receive and file.		
Consent Agenda	DRAFT CC Minutes		Adopt		
Consent Agenda	Sexual Assault Awareness Month Proclamation		Approve		
Consent Agenda	Proclamation Celebrating 55th Annual Municipal Clerks Week	Kellerman	Approve		
Consent Agenda	Ordinance Creating E-Vehicle Safety Code	Sass	Adopt Ordinance		
Consent Agenda	ARCH Budget and Workplan	Burns	Approve		
Consent Agenda	Repeal Adoption of the 2021 Wildland Urban Interface Code	Wilcox	Adopt Ordinance		
Public Hearing	Street Vacation Moratorium Extension and Work Plan	Burns/Robertson	Approve		

City Business	Comp Plan Elements: Land Use Natural Environment Transportation & Circulation Parks & Open Space - 60 Minutes	Kesler			
Executive Session	RCW 42.30.110 (1)(i)				
APRIL 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Elements: Land Use - 2nd look 30 Minutes	Kesler	Discussion and direction		
City Business	Comp Plan Elements: Housing 2nd look 30 Minutes	Kesler	Discussion and direction		
City Business	Comp Plan Elements: Natural Environment Transportation - 60 Minutes	Kesler	approve.		
City Business	Comp Plan Elements: Natural Environment - Final Transportation & Circulation - Final Parks & Open Space -Final TBD After PC meeting on 4/18	Kesler	approve.		
City Business	Nonadministrative Variances Policy - 30 Minutes	Wilcox	Discussion and direction		
City Business	CAP Text Amendments - 20 minutes	Wilcox	Approval		
Executive Session	RCW 42.30.110 (1)(i)		10 minutes		

MAY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Legislative Update and Check-in by Soundview Strategies	Burns			
Consent Agenda					
Consent Agenda	April 2024, Check Register			Approved	
Consent Agenda	Approved PC Minutes			Approved	
Consent Agenda	DRAFT CC Minutes			Approved	
Consent Agenda	Fee Schedule Update	Wilcox	Approve	Approved	
Consent Agenda	2024 ADA Improvements & Overlay - TIB UCE forms	Osada			
Consent Agenda	Proclamation in Recognition of National Police Week and Peace Officer Day: May 15 - 21, 2024			Adopted	
Consent Agenda	Proclamation in Recognition of National Safe Boating Week: May 18-24, 2024			Adopted	
Legislative Hearing	None				
Public Hearing	None				
City Business	Gas-Powered Leaf Blowers Discussion - 15 Minutes	Burns	Discussion and Direction		
City Business	Republic Services Solid Waste Survey Results - 15 Minutes	Burns	Discussion and Direction		
City Business					
City Business	Comp Plan Update: a) Natural Environment b) Transportation & Circulation c) Housing d) Land Use - 60 Minutes	Kesler			
City Business	Comprehensive Plan Update - Review of Parks and Open Spaces				
Executive Session	RCW 42.30.110 (1)(i) - 15 Minutes				

MAY 28, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	T-Mobile Presentation on Cell Tower	Burns/Wilcox			
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business	Comp Plan Update - 60 Minutes	Kesler			
City Business	Middle Housing Consultant Discussion - 20 Minutes - TENTATIVE	Burns/Wilcox			
City Business	Middle Housing Engagement Plan - 15 Minutes - TENTATIVE	Burns/Robertson			
JUNE 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	May 2024, Check Register			Approve	
Consent Agenda					
Consent Agenda	DRAFT CC Minutes			Adoped	
Consent Agenda	PB and PC Appointment Confirmations	Kellerman		Approved	
Consent Agenda	Adoption of Resolution No. 445 - Fee Schedule Update	Kellerman		Adopted	
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan - 30 Minutes	Osada		Completed	
City Business	Middle Housing Engagement Plan Resolution No. 444	Kesler	Adopt Resolution	Adopted	
City Business	Public Works Communication Plan	Osada		Completed	
City Business	SR-520 Community Communication Plan - 15 Minutes	Burns		Completed	
City Business					
Executive Session	RCW 42.30.110 (1)(i) Potential Litigation				
Executive Session	RCW 42.30.110 (1)(g)				

JUNE 24, City Council Retreat Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Middle Housing Legislation Elements - 90 Minutes	Robertson/Burns			
City Business	Transportation impact fees - Tentative	Kesler			
City Business	Education for CC/PC re: state legislature requirements	Robertson			
JULY 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Introduction to City Business Licenses by Department of Revenue Eric Jones - 30 Minutes	Wagner			
Consent Agenda	June 2024, Check Register				
Consent Agenda	Approved PB Minutes 3-18 & 4-15				
Consent Agenda	Approved PC Minutes 4-23 & 5-29				
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	Ordinance Amending Special Events Permit Language	Burns			
Legislative Hearing	None				
Public Hearing	None				
City Business	Street Vacation Work Plan Follow-up - 30 Minutes	Burns/Robertson	Approve		
City Business	Six-Year CIP/TIP/Non-TIP Plan	Osada	Adopt		
City Business	Comp Plan Update - 20 Minutes	Kesler	Update Only		
City Business	Ordinance Amending Park Board Membership - 10 Minutes	Robertson	Adopt Ordinance		
City Business	Park Board Appointment Confirmations - 5 Minutes	Kellerman	Approve		

City Business	Medina Park Board Work Plan - 10 Minutes	Burns/Osada	Update Only		
City Business	City Hall Use and Public Resource Discussion - 15 Minutes	Burns	Discussion and Direction		
City Business					
Executive Session	RCW 42.30.110 (1)(i)				

July 22, City Council Budget Retreat, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	Contract Approval for City Hall Deck Project	Osada	Approve.		
Consent Agenda	Contract Approval for Middle Housing Engagement Consultant	Kesler	Approve.		
Legislative Hearing					
Public Hearing					
City Business	Wireless Facilities Regulations	Wilcox/Burns			
City Business	Property Tax Levy Planning	Wagner/Burns			

AUGUST 12, COUNCIL DARK - NO MEETING

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

August 26, COUNCIL DARK - NO MEETING

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

City Business					
City Business					
SEPTEMBER 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Legislative Update and Check-in by Soundview Strategies	Burns			
Consent Agenda					
Consent Agenda	July/August 2024, Check Register				
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda	Street Vacation Code Amendment - TENTATIVE	Burns/Robertson			
Legislative Hearing					
Public Hearing	Preliminary 2025 Budget	Wagner			
City Business	Comp Plan	Kesler			
City Business	Middle Housing - Tentative	Robertson			
City Business	Viewpoint Park Parking Stall Discussion	Burns and Sass			
City Business	Park Board Work Plan	Osada/Burns			
City Business	Updated Executive Team Job Descriptions	Wagner	Approve.		
City Business	HR Lifecycle and Personnel Policy Updates	Wagner	Approve.		
City Business	T-Mobile Franchise Agreement - Tentative	Burns/Wilcox			
Executive Session					
SEPTEMBER 23, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					

Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Review	Kesler			
City Business	Preliminary 2025 Budget - Deep Dive	Wagner			
City Business					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Preliminary 2025 Budget	Wagner			
City Business	Comp Plan	Kesler			
City Business	Middle Housing	Kesler			
City Business	Tree Code Violations Code Amendment - 30 Miinutes	Wilcox	Discussion and Approve		
City Business					
City Business					
Executive Session					

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

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

City Business	Middle Housing	Kesler			
City Business					
City Business					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Final 2025 Budget and Salary Schedule	Wagner	Adopt		
Public Hearing	2025 Property Tax Resolution	Wagner	Adopt		
City Business	2025 Planning Commission Work Plan	Kesler	Discussion and Approval		
City Business	Republic Services Update	Burns			
City Business	Middle Housing	Kesler			
City Business					
Executive Session					

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

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

DECEMBER 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Legislative Update and Check-in by Soundview Strategies	Burns			
Consent Agenda					
Consent Agenda	November 2024, Check Register				
Consent Agenda					
Consent Agenda	Draft CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Middle Housing	Kesler			
City Business					
City Business					
City Business					
City Business					
Executive Session					
DECEMBER 23, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

Parking Lot Items:

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

In Progress:

American Towers Franchise
Street Vacation Moratorium



MEDINA POLICE DEPARTMENT

DATE: July 8, 2024
TO: Stephen R. Burns, City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – June, 2024

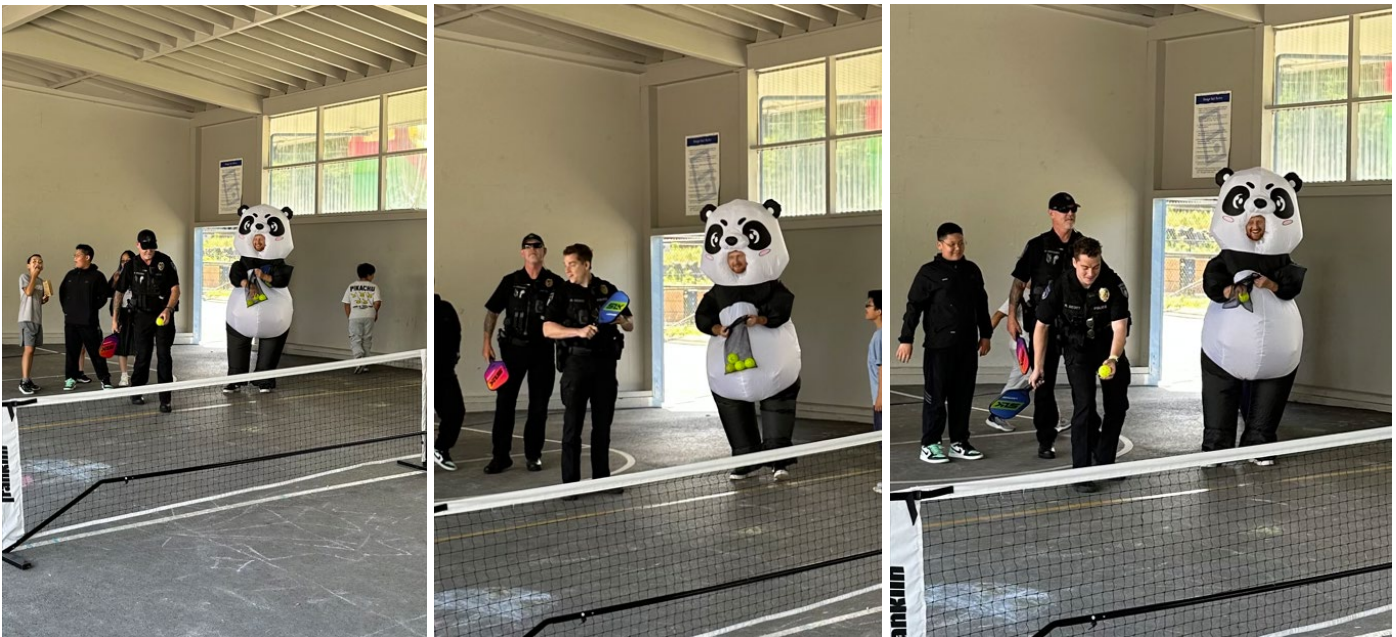
The following is a summary highlighting some of the Medina Police Department activity in June, 2024.

Follow up:

Nothing to report.

Bellevue Christian Elementary School Field Day:

On June 12th, the Medina Police Department was invited to participate in Bellevue Christian Elementary School’s end-of-year field day. The officers had a great time with the kids and parents!



Medina Elementary School 5th Grade Graduation Walk:

On June 12th, the Medina Police Department was invited to walk with the graduating 5th Grade students, parents and teachers from Medina Elementary School to the Overlake Golf & Country Club for their graduation ceremony!



Medina Police Welcome New Officer:

On June 13th, newest Medina Police Officer Luis Robles graduated from the 720-hour Basic Law Enforcement Academy and was presented with his graduation certificate and Peace Officer Certification by Chief Sass! Officer Robles grew up in the south Snohomish County area and earned an apprenticeship in the finishing trades before embarking upon his career in law enforcement. Officer Robles is a welcomed addition to our police family!



Tour of Medina Police Department with St. Thomas School Auction Winners:

The Medina Police Department “donates” a tour of the Medina Police Department to St. Thomas School’s auction event. The auction winners this year had a great time visiting the station, seeing all of the police equipment and meeting two of our officers!



Marine Patrol:

From Sergeant Chad Schumacher, Mercer Island Police Marine Patrol:

For June, the Marine Patrol was focused on replacing our marker buoys throughout our jurisdictions. We are $\frac{3}{4}$ of the way through replacing the ones that we lost over the winter months and should have the remaining buoys re-installed within the next week. The lake has started getting busier as the temperature continues to stay warm. We'd like to remind boaters to make sure that they have all of their required safety equipment before they head out. If anyone has questions about what is required, please contact the Marine Patrol Unit, and an Officer will happily go over the required equipment for their particular vessel.

of criminal activity and the referral was sent back to the Department of Social and Health Services for further review.

Marine Incident**2024-00002819****06/18/2024**

Officers were dispatched to a report of a jet ski that had capsized near the 3600 block of Fairweather Lane. Both riders were safely recovered from the water and pulled onto a nearby dock. The subjects were evaluated by the fire department on scene and determined to have not sustained any injuries.

Missing Adult**2024-00002824****06/19/2024**

Officers were dispatched to the 3600 block of Evergreen Point Road for a report of a missing person. The individual later returned home safely.

Marine Incident**2024-00002893****06/23/2024**

Officers were dispatched to a report of a jet ski rider that had fallen off the jet ski and was being carried away in the water currents near the 100 block of Overlake Drive East. Both riders were safely recovered from the water by Mercer Island Marine Patrol and transported to the Medina City Hall dock for medical evaluation. The subjects were evaluated by the fire department on scene and determined to have not sustained any injuries.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



JUNE, 2024

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	0	0	4	6
Vehicle Prowl	2	10	4	11
Vehicle Theft	0	0	2	4
Theft (mail & all other)	2	18	15	22
ID Theft/Fraud	1	5	6	22
Malicious Mischief (Vandalism)	0	7	9	13
Domestic Violence	1	4	5	10
Disturbance, Harassment & Non-DV Assault	4	10	5	28
TOTAL	10	54	50	116

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	1	0	0
Community Assists	31	192	86	197
Marine	2	5	3	7
House Watch Checks	54	380	448	1016
School Zone	8	157	111	206
Behavioral Health	0	2	17	46
TOTAL	95	737	665	1472

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	0	2	2	2
Non-Injury	0	1	9	14
Non-Reportable	0	1	0	0
TOTAL	0	4	11	16
Traffic Enforcement				
Citations	2	19	4	12
Infractions	41	166	67	131
Warnings	152	962	964	1928
TOTAL	195	1147	1035	2071

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	2	8	-	-
LPR alerts that were not located	5	29	-	-
LPR alerts that were located, not apprehended	1	3	-	-
TOTAL	8	40	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	2	13	29	43
Residential Alarms	23	109	118	235
Missing Person	1	1	2	3
Suspicious Activity/Area Checks	56	363	417	804
TOTAL	82	486	566	1085

ADMINISTRATIVE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Public Disclosure Requests Received	8	24	36	75
Concealed Pistol License Applications Processed	1	15	23	38
TOTAL	9	39	59	113

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



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police



MONTHLY SUMMARY

JUNE, 2024 (through 06/26/2024)

FELONY CRIMES

Fraud

2024-00002704

06/11/2024

Officers were dispatched to the 3000 block of Hunts Point Road for a report of a resident receiving a phone call from someone claiming to be a member of the King County Sheriff’s Office and stating that citations were issued to the resident for missing jury duty. Investigation showed that the numbers used by the suspects were disconnected. Report taken with no suspect information available at this time.

MISDEMEANOR CRIMES

Assault

2024-00002599

06/05/2024

Officers were dispatched to an assault that occurred in the 3600 block of Hunts Point Road. Upon further investigation, it appeared as though to members of a residential landscaping company became involved in a verbal altercation, prompting one of the parties to assault the other with a string trimmer. Minor injuries were sustained. The case is still under investigation and will be forwarded to the prosecuting attorney’s office for review.

MV Prowl

2024-00002850

06/20/2024

Officers were dispatched to Hunts Point Town Hall for a report of a motor vehicle prowling and theft. The reporting party left a backpack visible inside the locked vehicle that contained a wallet and a laptop, all of which were taken after the suspect(s) smashed the vehicle’s window to gain entry. The laptop’s location began showing in the 3000 block of Bellevue Way NE at an apartment complex with frequent criminal activity. Report taken with no specific suspect information available at this time.

OTHER

Order Service

2024-00002587

06/04/2024

Officers conducted an order service in the 3000 block of Fairweather Place.

Order Service

2024-00002721

06/12/2024

Officers conducted an order service in the 3000 block of Fairweather Place.

Missing Juvenile

2024-00002794

06/17/2024

Officers were dispatched to the 8500 block of NE 28th Street for a report of a missing juvenile. The juvenile returned home shortly after police arrival on scene.

Order Service

2024-00002923

06/25/2024

Officers conducted an order service in the 3000 block of Fairweather Place.

Order Service

2024-00002940

06/26/2024

Officers conducted an order service in the 3000 block of Fairweather Place.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



JUNE, 2024 (through 06/26/2024)

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	0	0	0	1
Vehicle Prowl	1	2	0	3
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	0	1	1
ID Theft/Fraud	1	2	3	3
Malicious Mischief (Vandalism)	0	1	1	1
Domestic Violence	4	8	1	3
Disturbance, Harassment & Non-DV Assault	1	3	1	6
TOTAL	7	16	7	18

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	0	0	0
Community Assists	3	25	8	21
Marine	0	0	0	2
House Watch Checks	2	15	28	53
Behavioral Health	0	1	1	5
TOTAL	5	41	37	81

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	1	0	0
TOTAL	0	1	0	1
Traffic Enforcement				
Citations	1	7	1	7
Infractions	10	35	30	49
Warnings	33	239	212	400
TOTAL	44	281	243	456

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	0	0	-	-
LPR alerts that were not located	0	1	-	-
LPR alerts that were located, not apprehended	0	0	-	-
TOTAL	0	1	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	1	6	2	5
Residential Alarms	3	32	13	27
Missing Person	1	2	0	1
Suspicious Activity/Area Checks	6	38	33	79
TOTAL	11	78	48	112

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



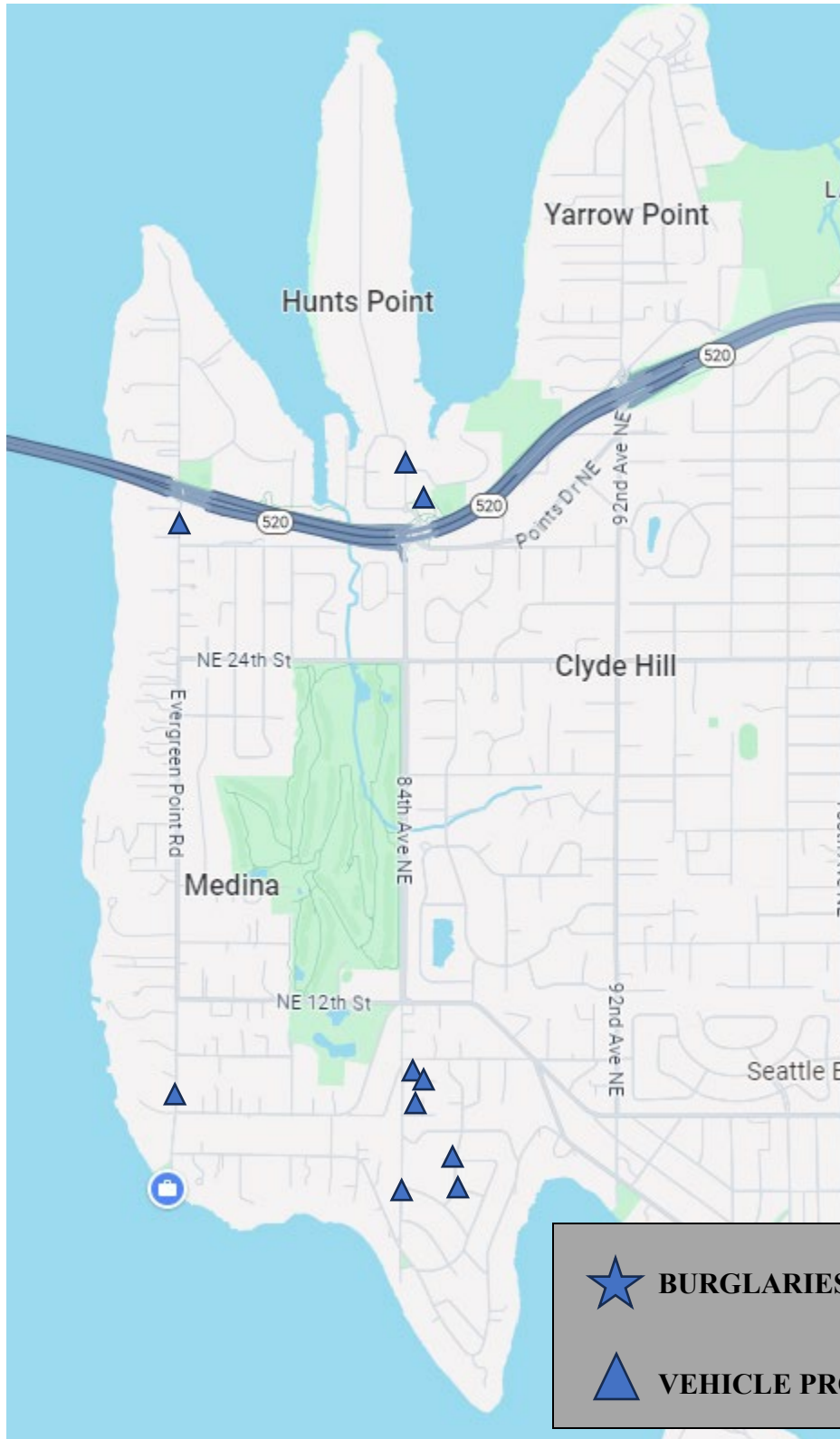
MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL

INCIDENT MAP



JUNE YEAR-TO-DATE





MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS



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

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

<p>Suspicious Activity/Area Checks</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Noise complaints • Suspicious person/activity reports • Field contacts made by officers on patrol • Loud party calls, juveniles • Reports of dangerous driving • Weapons Complaints • Soliciting • Welfare Check • Prowler
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**This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.*



CITY OF MEDINA

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

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

Permit Activity and Financial

Please see the permits issued and permits received reports. These two Development Services created reports, combined with data from our Finance Department, allow us to better understand the current state of the Development Services Fund budget.

I received the June 2024 financial statement for Development Services. While I have not yet had time to review the revenue and expenses statement in detail, I do have a summary for you:

Through June 2024 we are at 44.10% of budgeted revenue, and 48.76% of budgeted expenses.

This is actually very good considering the types and volume of activity we have had.

A conservative approach to the 2024 DS Fund revenue forecast seems to have been correct, at least through June. 2023 permit activity looked much like 2024 to this point in the year. 2023 became busy the second half of the year.

Since Covid, permit trends have changed.

T-Mobile Message

Included with this staff report is the full message from Matt Russo of T-Mobile dated June 28, 2024. The letter is addressed to Mayor Rossman and Council.

T-Mobile does not currently have a permit application with the City of Medina.

The text of the letter is self-explanatory and is a follow-up to the T-Mobile public presentation to Council on May 28, 2024.

The reason I am including the T-Mobile letter in this report is that I have found that some residents read these staff reports. I see this as one method of helping to inform residents of issues that they have previously shown interest in, and cellular sites is one of those.

Following the letter, I received a phone call from T-Mobile staff informing me that an application would be submitted to Medina soon. I was told that this future permit application submittal will include the monopine concealment option, and that this will be for the existing cellular site adjacent to Evergreen Point Road near the transit station.

As I know more about a permit application from T-Mobile, I will keep you informed. For now, there are no permit applications from T-Mobile, but I believe that one is imminent.

I will want to know more about how residents feel about the monopine concealment when the time comes for that once we receive the permit application.

Wildland Urban Interface Code

I feel it is important to keep you informed about the Wildland Urban Interface Code adoption process. As currently discussed, the Wildland Urban Interface Code.

The 2021 Wildland Urban Interface Code (WUI) was adopted, then immediately repealed by Washington State. This was a mandated code that Medina adopted, then repealed following the State's action. Eventually, this code will be returning to Medina as a mandate for adoption, but not likely for at least another year.

On June 10, 2024 a State House Local Government Committee met to hear a presentation by the Department of Natural Resources regarding their current work on the WUI code. I attended this meeting virtually. Testimony was allowed and there were three Washington jurisdiction representatives who spoke in response to the DNR presentation.

A summary of this meeting is that Medina is not alone in our concerns regarding the application of the WUI. The "Defensible Area" issue remains a primary concern. The WUI will have a defensible area requirement in it. Defensible area will limit vegetation including trees (outer edge of branches) from being near to buildings by some distance. This is a fire protection matter. The potential impact on Medina is that the WUI could require that new development projects, and certain remodels and additions remove trees, and limit specific types of vegetation near buildings.

Local control of the WUI is a new discussion at the State. It is possible that implementation of the WUI will be at the County level. Any changes that Medina, or other jurisdictions may want to make to the WUI may only occur through approval by the Washington State Building Code based on current discussion.

The WUI may become another pressure on private tree preservation efforts in Medina, as well as private property landscaping. More to come on this as the WUI is re-created by various agencies and interest groups involved. If I see an appropriate opportunity to voice Medina's opinions about the WUI I will do that, but I will want input first. Possibly a letter followed by testimony.

Middle Housing

The first two Middle Housing deliverables with a deadline of June 28, 2024 were completed and sent to the Department of Commerce. Our grant contract with DOC has a Scope of Work and timeline. The timeline includes deliverables and their due dates. In between deliverable due dates are various tasks with their own completion dates.

I had been asked to find a consultant to assist with the Middle Housing project. The closing date for the Middle Housing consultant RFQ is July 12th. The consultant will help lead Medina through the Middle Housing project. My hope is that the consultant is under contract by early August.

SB 5290 – Local Permit Review

Washington State is mandating new permit process be implemented in January 2025. Please see the MRSC document provided titled “2023 Legislative Updates to Modernize and Streamline Local Project Review”.

There will be the need for Planning Commission and Council involvement later this year due to required code amendment(s) that our City Attorney is currently considering.

Here are essentials about the new law with potential impacts on Medina:

- The new law will require Medina to meet new permit processing timelines.
- Failure to meet permit timelines will result in returning portions of fees to applicants.
- Our permit fees may require adjustment.
- There will be new procedures to draft and implement.
- Our staff will need to track permit timing, and may need to submit annual reports to the State.

As with all Washington jurisdictions, Medina has been under State mandated permit timelines since the early 1990’s with rare if any issues. To me, SB 5290 is taking what we already do and adding additional administration.

As more details associated with the impacts on Medina of SB 5290 are better defined I will provide those to you.

There is a grant to establish electronic permitting which does not apply to Medina, but otherwise this is a State unfunded mandate.

Planning Consultant

Medina contracted LDC Corp. at the beginning of 2024 with Kim Mahoney leading our Comprehensive Plan Update. We contracted with LDC primarily because of Kim. Kim left LDC in May and is now working in local government.

LDC has hired a replacement for Kim’s position. This new person is scheduled to start with LDC on July 15th. I have asked for the new person’s resume and for definition on how they will be used to fulfill the terms of our contract.

I will be meeting with LDC's Senior Vice President next week and will keep you informed as I know more.

Shoreline Permit Monitoring

Facet (formerly Watershed) is a company in Kirkland we contracted with in 2023 to perform a Department of Ecology study for us. The study was fully funded by a grant.

The study looked at how Medina has been doing regarding enforcing shorelines "No net loss" restoration laws. Facet sampled the past 10-years of Medina permits and found that we could do better. In addition to the study, Facet created a template for tracking shoreline restoration.

The study and template are based on anticipated Department of Ecology oversight of our shoreline permits. It is expected that within the next few years we will be mandated by DOE to follow new administrative process and the work Facet performed is intended to help us prepare for this.

This is another State unfunded mandate which in itself is manageable, but these compound.

Update: City Council 2024-2025 Development Services Workplan

This is a highlight rather than an in-depth update. If you would like more detail, I can work on that at your request.

Comprehensive Plan

All Elements are now with Department of Commerce and Puget Sound Regional Council for review. We expect to see the reviews completed by September and returned to Medina. Next steps will be defined by our Planning Manager.

Middle Housing Consultant

RFQ closing 7/12/24. DSC meeting the week of July 15th to review submittals. Contract completed by the second week in August.

Our grant agreement with the Department of Commerce outlines the schedule for deliverables. I provided the DOC grant agreement to Council at their request.

Tree Management Code Violations Section

I did not get this onto the second June Planning Commission meeting. Unfortunately, this will now need to wait until September for Planning Commission to see the draft of the proposed new tree code violations.

Because this is an amendment to our development regulations, Council, Planning Commission, SEPA, and Department of Commerce all have a part in this.

Non-Administrative Variance Policy and CAP Amendments

These are going to Planning Commission in September. Process is the same as the tree code violations amendment.

June 2024 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	06/13/2024	B-24-040	\$30,000.00	7675 NE 14th St.
B-ADD/ALT	06/14/2024	B-24-041	\$1,277,785.00	8432 MIDLAND RD
TOTAL B-ADD/ALT:	2		\$1,307,785.00	
B-FENCE	06/05/2024	B-24-038	\$34,768.00	8000 NE 16TH ST
TOTAL B-FENCE:	1		\$34,768.00	
B-GAS	06/17/2024	G-24-012		202 OVERLAKE DR E
B-GAS	06/25/2024	G-24-013		7409 Rambling Lane
TOTAL B-GAS:	2		\$0.00	
B-MECHANICAL	06/03/2024	M-24-059		620 Evergreen Point Rd
B-MECHANICAL	06/05/2024	M-24-060		1625 Evergreen Pt. Rd.
B-MECHANICAL	06/06/2024	M-24-061	\$70,000.00	1041 84th Ave NE
B-MECHANICAL	06/07/2024	M-24-062		2403 Evergreen Point Road
B-MECHANICAL	06/11/2024	M-24-063		7640 NE 8th St.
B-MECHANICAL	06/12/2024	M-24-064		8234 NE 8th St.
B-MECHANICAL	06/18/2024	M-24-067		8414 Overlake Dr. W.

B-MECHANICAL	06/17/2024	M-24-065		2060 79TH AVE NE
B-MECHANICAL	06/17/2024	M-24-066		8715 MIDLAND RD
B-MECHANICAL	06/28/2024	M-24-068		826 84th Ave NE
TOTAL B-MECHANICAL:	10		\$70,000.00	
B-PIER	06/06/2024	B-24-039	\$70,000.00	3619 EVERGREEN POINT RD
B-PIER	06/19/2024	B-24-042	\$50,000.00	3210 78TH PL NE
TOTAL B-PIER:	2		\$120,000.00	
B-PLUMBING	06/06/2024	P-24-029		2837 76TH AVE NE
B-PLUMBING	06/20/2024	P-24-030		8718 Overlake Dr W
B-PLUMBING	06/28/2024	P-24-031		2438 78TH AVE NE
TOTAL B-PLUMBING:	3		\$0.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	06/14/2024	CAP-24-023		7675 NE 14TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	06/14/2024	CAP-24-024		8432 MIDLAND RD
CAP - CONSTRUCTION ACTIVITY PERMIT	06/17/2024	CAP-24-025		3444 EVERGREEN POINT RD
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	3		\$0.00	
PW-RIGHT OF WAY	06/03/2024	PW-ROW-24-048		7611 NE 12th St.

PW-RIGHT OF WAY	06/03/2024	PW-ROW-24-049		202 Overlake Dr E.
PW-RIGHT OF WAY	06/03/2024	PW-ROW-24-050		8297 OVERLAKE DR W
PW-RIGHT OF WAY	06/03/2024	PW-ROW-24-051		8401 NE 7TH ST
PW-RIGHT OF WAY	06/03/2024	PW-ROW-24-052		3444 Evergreen Pt Rd.
PW-RIGHT OF WAY	06/05/2024	PW-ROW-24-053		450 110th AVE NE
PW-RIGHT OF WAY	06/10/2024	PW-ROW-24-054		116 Overlake Dr E.
PW-RIGHT OF WAY	06/11/2024	PW-ROW-24-055		7725 NE 8th St.
PW-RIGHT OF WAY	06/17/2024	PW-ROW-24-056		1041 84th Ave NE
PW-RIGHT OF WAY	06/19/2024	PW-ROW-24-057		2213 Evergreen Point Road
PW-RIGHT OF WAY	06/27/2024	PW-ROW-24-058		7800 NE 28TH ST
TOTAL PW-RIGHT OF WAY:	11		\$0.00	
TREE-HAZARD EVALUATION	06/17/2024	TREE-24-036		3444 EVERGREEN POINT RD
TOTAL TREE-HAZARD EVALUATION:	1		\$0.00	
TREE-NON ADMIN TREE ACTIVITY PERMIT	06/05/2024	TREE-24-034		2432 78TH AVE NE
TOTAL TREE-NON ADMIN TREE ACTIVITY PERMIT:	1		\$0.00	
TREE-PERFORMANCE	06/28/2024	TREE-24-038		1687 77TH AVE NE

TOTAL TREE-PERFORMANCE:	1		\$0.00	
TREE-RESTORATION	06/03/2024	TREE-24-033		1656 73RD AVE NE
TOTAL TREE-RESTORATION:	1		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	06/06/2024	TREE-24-035		2432 78TH AVE NE
TREE-WITH BUILDING/DEVELOPMENT	06/21/2024	TREE-24-037		2626 EVERGREEN POINT RD
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	2		\$0.00	
Total # of Permits	40		\$1,532,553.00	



June 2024 Issued Permits

Construction Value:	June 2024	June 2023	2024 YTM	2023 YTM	Difference
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$20,225.00	\$3,047,266.25	\$5,145,768.33	\$13,270,141.78	(\$8,124,373.45)
Fence / Wall	\$100,000.00	\$1,710,255.00	\$539,713.16	\$1,939,514.00	(\$1,399,800.84)
New Construction	\$5,672,285.00	\$2,753,450.00	\$33,655,060.00	\$16,697,892.00	\$16,957,168.00
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$5,792,510.00	\$7,510,971.25	\$39,340,541.49	\$31,907,547.78	\$7,432,993.71
Permits Issued:	June 2024	June 2023	2024 YTM	2023 YTM	Difference
New Construction	3	1	13	5	8
Permit Extension	2	4	21	23	(2)
Accessory Structure	-	-	-	-	0
Addition / Alteration	1	6	12	20	(8)
Construction Activity Permit	4	7	27	23	4
Demolition	3	1	10	6	4
Fence / Wall	1	1	10	11	(1)
Grading / Drainage	4	3	19	16	3
Mechanical	8	8	59	42	17
Other - Moving	-	-	-	-	0
Plumbing / Gas	6	6	32	25	7
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	11	4	59	37	22
Tree Mitigation	8	5	34	27	7
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	51	46	296	235	61
Inspections:	June 2024	June 2023	2024 YTM	2023 YTM	Difference
Building	93	104	545	438	107
Engineering/Other	23	19	109	95	14
	12	8	25	29	(4)
Tree	5	9	26	51	(25)
Total Inspections:	133	140	705	613	92



June 2024 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text
CC-2024-055	GENERAL	Rob Kilmer	3265 EVERGREEN POINT RD	<p>Description: Observed work vehicles parked along right-of-way</p> <p>Action Taken: Investigated and determined that the vehicles are not associated with construction activity. No further action taken.</p> <p>Estimated Penalty: N/A</p>
CC-2024-056	GENERAL	Rob Kilmer	1200 Evergreen Point Rd	<p>Description: Observed that the sidewalk along Evergreen Point Road was obstructed by branches.</p> <p>Action Taken: Notified the Public Works Department</p> <p>Estimated Penalty: N/A</p>
CC-2024-057	SIGN VIOLATION	Rob Kilmer	8847 NE 2ND PL	<p>Description: Observed commercial advertising sign (Johnny Tsunami) displayed along right-of-way.</p> <p>Action Taken: Removed sign and contacted company to inform them of sign rules in Medina.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-058	SIGN VIOLATION	Rob Kilmer	Along NE 8th and Along NE 12th	<p>Description: Observed multiple commercial advertising signs (Writing Symphony) displayed along right-of-way.</p> <p>Action Taken: Removed signs and contacted company to inform them of sign rules in Medina.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-059	GENERAL	Rob Kilmer	8315 OVERLAKE DR W	<p>Description: Observed tree work vehicle obstructing lane of right-of-way.</p> <p>Action Taken: Spoke with workers and confirmed they were in the process relocating out of the roadway.</p> <p>Estimated Penalty: N/A</p>
CC-2024-060	GENERAL	Rob Kilmer	8032 NE 8TH ST	<p>Description: Received concern that right-of-way work was obstructing traffic during the morning school pick-up time.</p> <p>Action Taken: Investigated and determined that work is permitted and proper traffic control is in place. Work is being done by Puget Sound Energy. Talked with project manager and workers to remind them that traffic must not be obstructed 30 minutes before or after school drop-of or pick-up times. Project manager stated that work should be complete before the afternoon pick-up time today 6/13/24.</p> <p>Estimated Penalty: N/A</p>

CC-2024-061	CAP VIOLATION	Rob Kilmer	3607 EVERGREEN POINT RD	<p>Description: Jobsite conditions require improvement</p> <p>Action Taken: Issued Notice of Correction to project Agent. A site meeting has been required to be scheduled during the week of 6/17/24.</p> <p>Estimated Penalty: None at this time</p>
CC-2024-062	INITIAL WARNING	Rob Kilmer	122 OVERLAKE DR E	<p>Description: Received complaint through the SeeClickFix portal regarding construction project work occurring during Memorial Day holiday.</p> <p>Action Taken: During an on-site meeting, builders were reminded of the holiday restrictions prohibiting construction work during observed holidays. They were additionally warned about the upcoming holidays on June 19 and July 4.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-063	GENERAL	Rob Kilmer	1000 Evergreen Pt Rd.	<p>Description: Observed construction type vehicles parked along Evergreen Point Road.</p> <p>Action Taken: Investigated and determined the vehicles belonged to property maintenance workers. No further action taken.</p> <p>Estimated Penalty: N/A</p>
CC-2024-064	STOP WORK ORDER	Rob Kilmer	3607 EVERGREEN POINT RD	<p>Description: Site conditions require correction. Correction letter issued on 6/14 and one week was given for a site meeting to be scheduled.</p> <p>Action Taken: Stop Work Order issued due to no action from project Owners to respond to correction letter.</p> <p>Estimated Penalty: Cost of delay to project.</p>
CC-2024-065	TREE INVESTIGATION	Rob Kilmer	2837 76TH AVE NE	<p>Description: Observed tree protection fencing require replacement and jobsite materials require removal.</p> <p>Action Taken: Instructed project manager and performed site visit with the City Arborist. Second follow-up visit will be performed on 6/25/24 to confirm compliance.</p> <p>Estimated Penalty: N/A</p>
CC-2024-066	GENERAL	Rob Kilmer	116 OVERLAKE DR E	<p>Description: Observed soil-hauling activities and spoke with traffic control flagger to confirm that loaded trucks were not heading north on Overlake Drive East. Flagger was not clear on the limitation.</p> <p>Action Taken: Spoke with excavator and confirmed that they are aware of the 5-ton limit bridges and that they were directing trucks to take Overlake Drive West to leave the City.</p> <p>Estimated Penalty: N/A</p>

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

Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-PERFORMANCE	8626 NE 6TH ST	1 Redbud, 4 Sumac, 5 Red Pine	6, 6, 8, 8, 8, 9, 10, 11, 13, 15"	N/A	Various small trees. No supplemental required but applicant will be replanting with 9 trees.
1	TREE-PERFORMANCE	8812 OVERLAKE DR W	1 Red pine	20"	N/A	No supplemental required.
N/A	TREE-PERFORMANCE	8809 NE 10TH ST	8 Pine	11, 11, 12, 13, 14, 14, 15, 17"	N/A	The trees aren't in very good condition. No supplemental required.
2	TREE-RESTORATION	1656 73RD AVE NE	1 Douglas fir	18"	1	Hazard ROW tree. Red ring rot (fungus).
3 & 4	Revision - TREE-RESTORATION	3434 EVERGREEN POINT RD	1 Scouler's Willow, 2 WRC	17, 28, 29"	7	Willow crown dieback. Cedar's have thinning crowns.

Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-WITH BUILDING/DEVELOPMENT	2432 78TH AVE NE	1 Plum, 2 Alaskan Cedars	14, 14, 6"	4	
N/A	TREE-WITH BUILDING/DEVELOPMENT	3655 EVERGREEN POINT RD	2 Apple, 1 Magnolia, 1 WRC	6, 12, 12, 18"	4	
N/A	REVISION - TREE-WITH BUILDING/DEVELOPMENT	7630 NE 14th St.	1 Maple, 2 WRC	8, 12, 13"	N/A	No supplemental required.
N/A	TREE-WITH BUILDING/DEVELOPMENT	1013 84th Ave NE	1 Cherry, 1 Alder	9, 10"	1	

Picture 1. 8812 OVERLAKE DR W – Red pine. No reason given for removal.



Picture 2. 1656 73RD AVE NE – ROW Hazard Douglas fir. The tree was rapidly colonized by fungal disease “Red ring rot”.



Picture 3. 3434 EVERGREEN POINT RD – Scouler's willow with crown dieback.



Picture 4. 3434 EVERGREEN POINT RD – Western redcedars with thinning crowns.





June 28, 2024

Mayor Rossman
City Councilmembers

City of Medina
501 Evergreen Point Road
Medina, WA 9039

VIA EMAIL - Council@medina-wa.gov, akellerman@medina-wa.gov

**RE: Response to May 28, 2024, Council Meeting Comments
T-Mobile Coverage Improvements in the City of Medina**

Dear Mayor Rossman and Councilmembers:

Thank you for providing T-Mobile with feedback on its plans to improve wireless coverage within the City of Medina at the May 28th Council meeting. The purpose of this letter is to provide additional responses and materials to address some of the questions and concerns raised by Councilmembers. Included with this response are the following attachments:

- May 28th Presentation Materials
- Monopine Manufacturer Information:
 - Solar Communications International, Inc (“SCI”) company profile
 - SCI Website: www.RFTransparent.com
 - Company Contact: Jennifer Smith, SCI President & CFO, (951) 698-5985, jsmith@rftransparent.com
- Overlake Golf Course Monopine Photosimulations

T-Mobile’s improvements are primarily intended to benefit City of Medina residents:

In summary, T-Mobile is proposing to substantially improve the coverage and capacity of T-Mobile’s network by upgrading and collocating on existing wireless facilities, without the need to construct any new towers.

The service improvements will provide several important benefits to the City, including:

- Improved coverage that will support reliable wireless services for Medina residents;
- Access to the latest wireless 5G technology;
- Substantial improvements to network capacity that enable home broadband internet service; and
- High-quality upgrades to existing infrastructure that are designed to blend into the surrounding settings.

There were some questions from Councilmembers about whether the upgraded facilities would provide coverage to communities outside of Medina, or represented more regional infrastructure that could be accommodated outside of the City.

The “before” coverage maps presented on May 28th clearly show a gap in reliable service at multiple frequency bands within City of Medina neighborhoods, particularly in the south, southwest and northwest

T Mobile

12920 SE 38th Street, Bellevue, WA 98006
www.t-mobile.com



parts of the City that cannot be reached by existing facilities. The “after” maps demonstrate the increased reach of reliable coverage within the City, as well as some limited coverage improvements in Hunts Point and Clyde Hill. These coverage improvements outside the City are clearly incidental, as the primary purpose of the improved service is to benefit the City of Medina. Notably, radio frequency transmissions propagate based on the frequencies used, power levels, topography, “clutter” (vegetation and building density) and other physical characteristics, and not constrained by political boundaries. Consistent with this principle, a substantial portion of T-Mobile’s current coverage in Medina comes from facilities that are outside of the City to the east, within Clyde Hill, Hunts Point, and Bellevue.

While SR 520 is a regional transportation corridor, the existing facility at Bellevue Christian School is not a “regional facility.” This facility provides coverage to City of Medina residents north and south of SR 520, along Evergreen Point Road, and homes that abut Medina’s shoreline. The Bellevue Christian School facility also provides partial coverage to a portion of SR 520 that is within the City of Medina. There are other T-Mobile facilities in Hunts Point and communities further east that provide coverage to the stretches of SR520 that traverse their areas. More importantly, coverage of this portion of the City of Medina cannot be replicated from outside of the City, particularly given the topography around Evergreen Point Road (which is the crest of the hill that drops on either side, to the east and to the west).

Further, the collocations of T-Mobile’s facilities on the existing Distributed Antenna System (“DAS”) network of utility poles (operated by American Tower) are located primarily on the south and west ends of the City of Medina. The short facility heights limit the quality and extent of coverage each location can provide. Improvements to coverage, like the upgrades planned to the existing tower locations, are primarily to benefit City of Medina residents.

T-Mobile’s improvements are the least intrusive means of improving service within Medina:

One Councilmember asked why a DAS network or other technological solution should not be used to improve service in Medina, instead of replacing the existing tower facilities.

In short, **both** DAS and tower improvements are needed to improve T-Mobile’s service in Medina. T-Mobile is already working to collocate on the existing DAS network to improve service to the City of Medina to the maximum extent feasible through that infrastructure. The replacement of the existing tower at Bellevue Christian School is substantially the same height as the existing tower. The replacement of the Overlake Golf Course tower, to the same height as what exists (and is proposed) at Bellevue Christian School, is required because of the significant buildings/clutter that have been developed since the original construction of the tower. Currently, both towers are extremely constrained physically, and they must be replaced regardless for T-Mobile to provide the frequencies, technology, and services that it is licensed and/or allowed to provide under federal law.

T-Mobile’s engineering team has determined that the existing DAS network alone cannot address the coverage deficiencies within the City or provide the seamless coverage that T-Mobile’s customers within the City expect. However, T-Mobile has sought to upgrade and collocate on existing sites within the City, to minimize the disruption and concern over new tower locations that inevitably would be needed to address coverage gaps if these existing facilities are underutilized.

Monopine design preferred at Bellevue Christian School tower location:

We understand from Council that the preference for the replacement tower at Bellevue Christian School is the monopine design, instead of the enlarged 80” canister design. A Councilmember also requested some additional information from the monopine manufacturer. A company profile and contact information is included with this response.

One Councilmember suggested placing the new tower on the eastern end of the Bellevue Christian School campus. This is technically infeasible to address the need for reliable service in the vicinity of





Evergreen Point Road, to areas of the City north of SR 520 and homes along the Medina's shoreline. As noted above, Evergreen Point Road extends along the crest of the hill, with topography dropping both to the east and the west. The east end of the Bellevue Christian School campus is approximately 40 feet lower in elevation than the existing tower location. The hill cresting on Evergreen Point Road would create a "shadow" for any relocated tower, even if it was 100 feet tall, which would reduce coverage currently provided by the existing facility, much less extend and improve coverage to these areas.

Overlake Golf Course monopine is not readily visible from outside of the property:

Councilmembers expressed concern about the height of the replacement tower at Overlake Golf Course and suggested T-Mobile study the visibility from nearby residences and offer additional landscaping to the Golf Course to surround the tower.

T-Mobile completed a balloon test at the proposed height of the monopine at the Golf Course location and created photosimulations from eight public viewpoints around the neighborhood. These photosimulations (attached) show that the proposed tower is not visible from almost all viewpoints. This is due to the tower being set back significantly from property lines, the dense perimeter of trees around the larger Golf Course property, and the other trees nearby the tower that are of a similar height and obscure the tower when viewed from a distance.

Based on feedback provided by Council, T-Mobile will approach Overlake Golf Course to offer funds for it to install additional landscaping near the tower, outside of T-Mobile's lease area and in an area that Overlake Golf Course deems reasonably appropriate. Since the tower is not generally visible from off-site locations, this landscaping is only expected to benefit the Golf Course.

Additional clarifications following the Council presentation:

After reviewing the recording of the Council meeting, we offer the following clarifications to our presentation:

- T-Mobile does have a wireless facility collocated on the Clyde Hill Water Tank.
- The DAS system will have some of T-Mobile's low-band frequencies. However, due to the low height and power of these facilities, the coverage is limited and will not replace the coverage of the upgrades proposed to the existing towers.

We appreciated the opportunity to present T-Mobile's proposed coverage improvements to the City and Council's thoughtful feedback on T-Mobile's build plan. We hope this additional information is helpful in addressing some of the questions and concerns that were raised.

T-Mobile is planning to file applications for the tower upgrades in the next few weeks.

If you have any additional questions or comments, feel free to contact me at (408) 314-1398 or matt.russo4@t-mobile.com.

Sincerely,

Matt Russo
Siting Advocacy Manager, NW Area

T Mobile

12920 SE 38th Street, Bellevue, WA 98006
www.t-mobile.com

CITY OF MEDINA

Improving T-Mobile's network within the City of Medina



COMMITMENT TO IMPROVE SERVICE IN THE CITY OF MEDINA

- T-Mobile's network provides critical services to City of Medina residents
- Existing T-Mobile service is limited due to constraints on existing facilities, limited opportunities to place new facilities
- Significant improvements can be made to T-Mobile's service by upgrading and collocating on existing facilities without the placement of new towers
- T-Mobile is flexible on design options for upgrading existing facilities that will accommodate additional frequencies and technologies
- T-Mobile requests the City's guidance on which design options are preferred

IMPORTANCE OF T-MOBILE'S NETWORK IMPROVEMENTS

- Demand for wireless data is expected to grow 20% per year through 2028.
- 97% of Americans have a cell phone and 85% own a smartphone
- Over 72% of households rely on wireless as their only means of telephone communication.
- Over 81% of children live in wireless-only households

240 million calls are made to 911 in the U.S. each year, and in many areas 80% or more are from wireless devices.



Source: National Emergency Number Association (NENA)

QUALITY 5G SERVICE REQUIRES COMBINATION OF FREQUENCY BANDS



High Band

No Plans yet!

Wide bandwidth of spectrum provides vast capacity

Best suited for short range in building and urbanized systems

Mid Band

Provides blend of wide area coverage, capacity, voice, and primary mobility layer for 5G

Ultra Capacity provides network speeds of up to 10X better than low bands

Low Band

Provides robust coverage within buildings, but data capacity limited

EXISTING T-MOBILE SERVICE IN MEDINA

- T-Mobile has two facilities within the City limits
 - Overlake Golf Course (adjacent to maintenance yard)
 - Bellevue Christian School (adjacent to Park & Ride lot)
- Some T-Mobile coverage is provided by facilities located outside of the City
- T-Mobile has FCC Licenses for 7 frequency bands to provide service in Medina
- The existing facility designs are constrained, only support 2 out of 7 frequency bands
- Much of the City does not have reliable, in-building signal levels to support T-Mobile Home Internet and other voice/data services
- Capacity is significantly limited, undermining network speeds and overall reliability of T-Mobile service within the City

EXISTING T-MOBILE SERVICE IN MEDINA

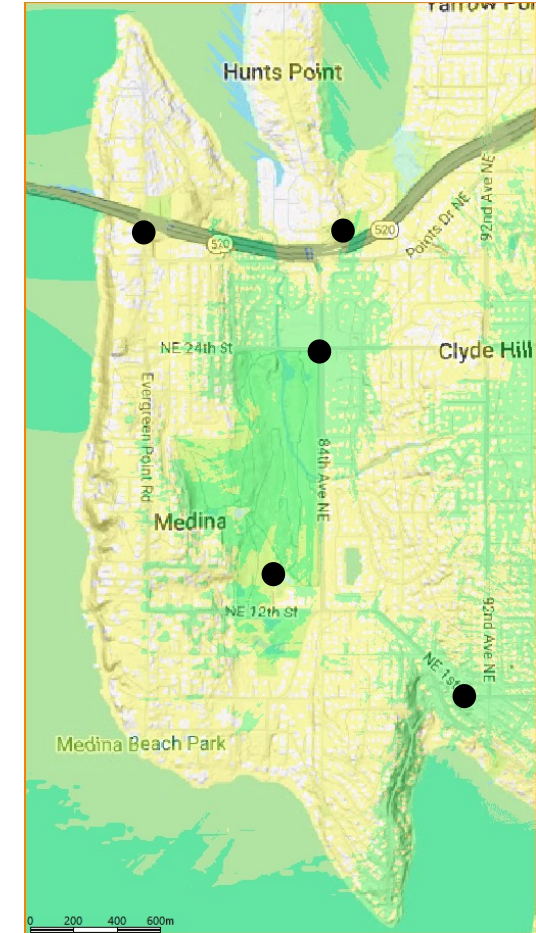
Low band

Mid band

Ultra Capacity

Reliable Coverage
 Marginal Coverage

- Existing T-Mobile Facilities



T-Mobile’s RF engineers used coverage propagation software systems to predict the coverage provided by the proposed new WCF. The software and T-Mobile’s RF engineers considered the general factors outlined below, as well as more project-specific factors such as the type of antenna, antenna tilt, etc. Within coverage areas, network changes, traffic volume, outages, technical limitations, signal strength, customer equipment, obstructions, weather and other conditions may interfere with service quality and availability.

PROPOSED SERVICE IMPROVEMENTS

- No new tower locations
- Low Impact - Upgrades and collocations on existing sites only
 - Collocation on eight (8) existing Distributed Antenna System node locations
 - Replace existing towers to support new antennas/frequencies, future collocation
- Significant coverage improvements at all frequencies:
 - Low Band (600 MHz, 700 MHz)
 - Mid Band (1900 MHz, 2100 MHz)
 - Mid Band – Ultra Capacity (2.5 GHz)
- Reliable voice/data service, additional capacity that may enable T-Mobile Home Internet
- Up to 10X improvement in network speeds (speeds vary due to network demands and capacity)

PROPOSED SERVICE IMPROVEMENTS

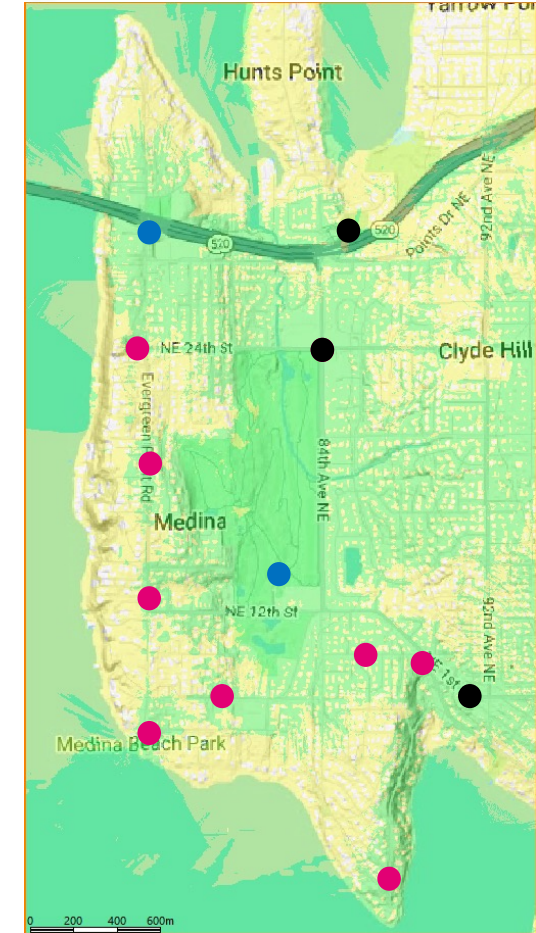
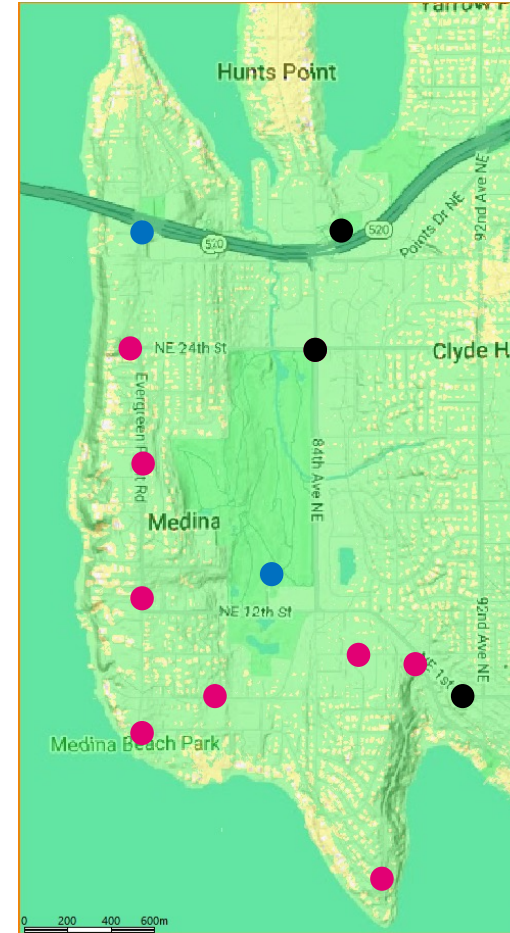
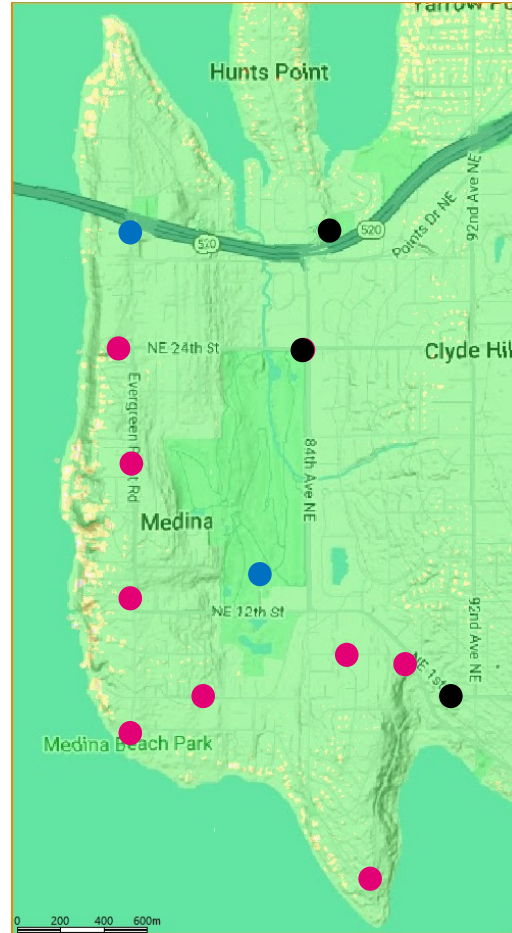
Low band

Mid band

Ultra Capacity

Reliable Coverage
 Marginal Coverage

- Existing T-Mobile Facilities
- Collocation on existing Distributed Antenna System
- Upgrades to Existing Sites



T-Mobile's RF engineers used coverage propagation software systems to predict the coverage provided by the proposed new WCF. The software and T-Mobile's RF engineers considered the general factors outlined below, as well as more project-specific factors such as the type of antenna, antenna tilt, etc. Within coverage areas, network changes, traffic volume, outages, technical limitations, signal strength, customer equipment, obstructions, weather and other conditions may interfere with service quality and availability.

DESIGN OPTIONS

- Connection to existing DAS system (owned/operated by American Tower)
- Existing towers constrain T-Mobile's coverage, frequency and technology improvements
 - Overlake Golf Course – only supports 2100 MHz today
 - Bellevue Christian School – only supports 700 MHz and 2100 MHz today
- T-Mobile is flexible on tower upgrade design options, provided that additional frequencies and engineering requirements are met:
 - Canister Option – Minimum 70" diameter canisters now required to accommodate large multi-band antennas, mechanical tilt of antennas
 - Flush-Mount Option – Antennas/equipment painted to match, tower required to be taller to accommodate multiple elevations of antennas
 - Stealth Tree Option – Antennas concealed within shape of tree, allows for future T-Mobile growth and collocation by other carriers without visual change

OVERLAKE GOLF COURSE – 70” CANISTER DESIGN OPTION



Visual renderings are approximate, actual results may vary

OVERLAKE GOLF COURSE – FLUSH-MOUNTED ANTENNA DESIGN OPTION



Visual renderings are approximate, actual results may vary

OVERLAKE GOLF COURSE – STEALTH TREE DESIGN OPTION



EXISTING



PROPOSED

Visual renderings are approximate, actual results may vary

BELLEVUE CHRISTIAN SCHOOL – 80” CANISTER DESIGN OPTION

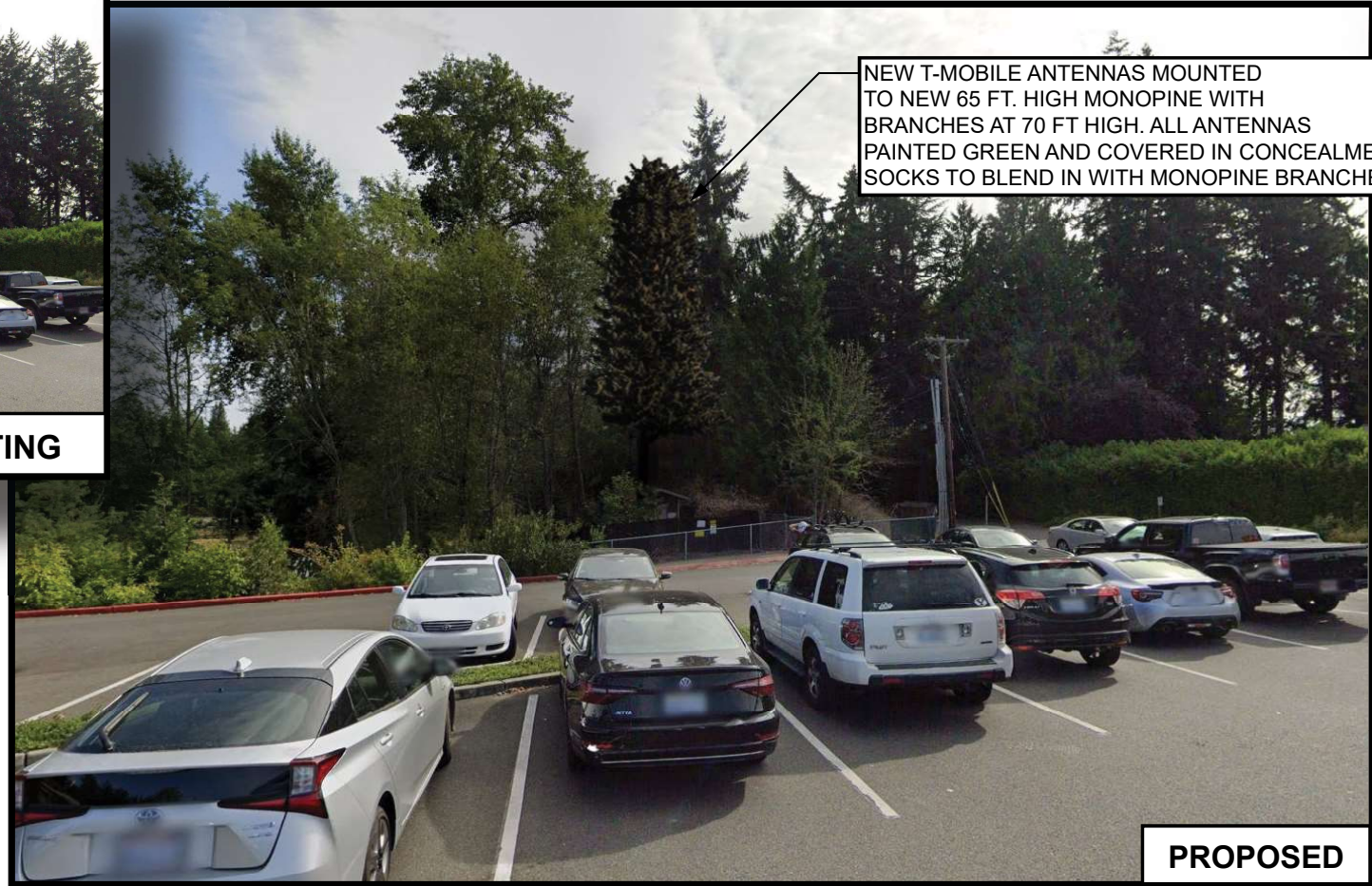


Visual renderings are approximate, actual results may vary

BELLEVUE CHRISTIAN SCHOOL – STEALTH TREE DESIGN OPTION



EXISTING



PROPOSED

Visual renderings are approximate, actual results may vary

PROPOSED MEDINA SCI MONOPINES

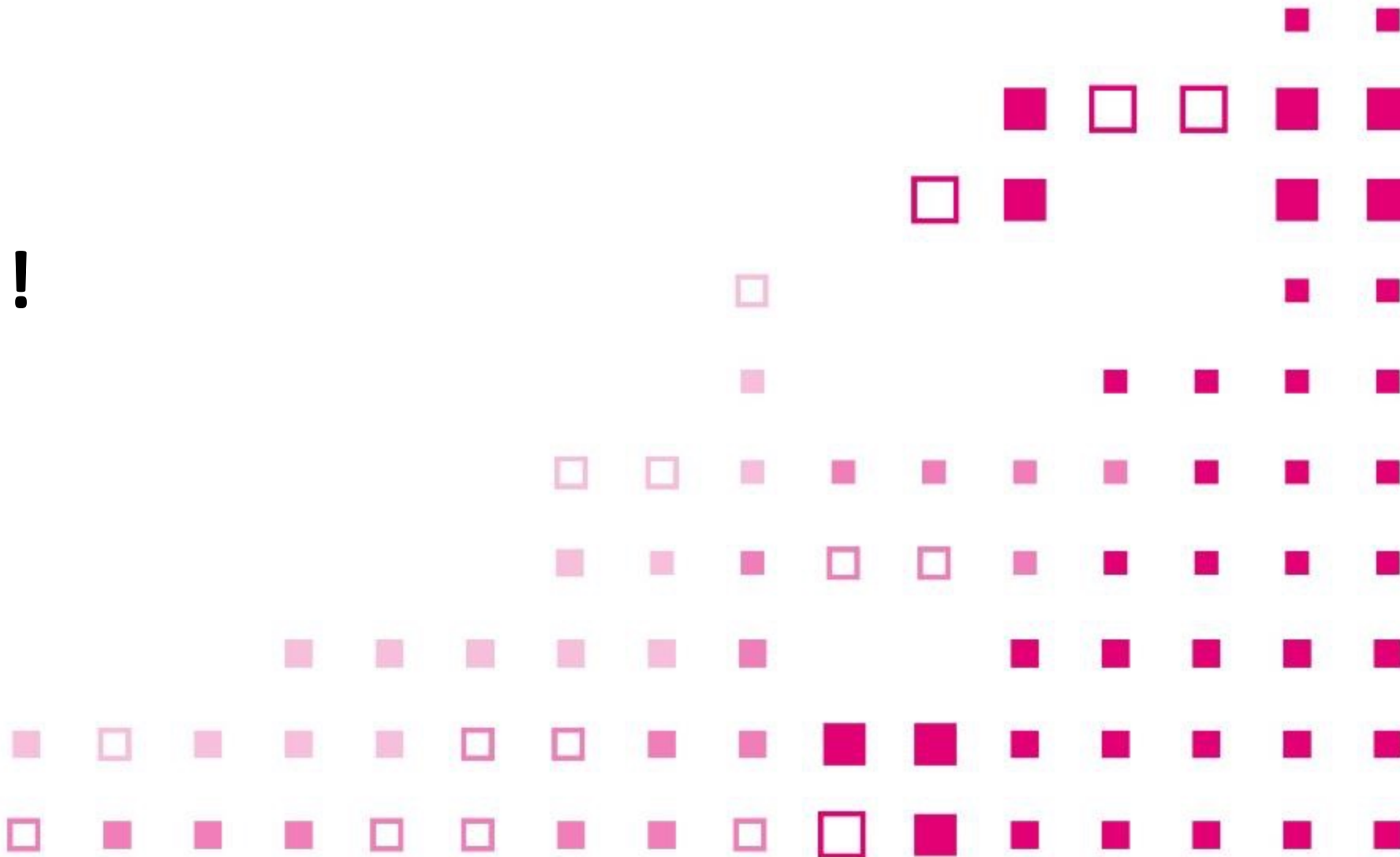
- Manufactured by Solar Communications International (“SCI”)
- Up to 50% more expensive than monopines from other manufacturers
- High branch density > 3 branches per foot
- SCI on-staff architect and crews will install branching to ensure camouflage is effective



PROPOSED SCI MONOPINE EXAMPLES



THANK YOU!





SOLAR COMMUNICATIONS
INTERNATIONAL

Company Profile

Founded in 1997, Solar Communications International, Inc., **SCI**, is a full service company providing innovative concealment products for the deployment of wireless communications systems. We are experienced providers of screening materials, monotrees & monopoles, installation services, architecture and engineering services. Our professional services and custom products meet the highest standards of performance and efficiency.

SCI strives to create harmony between the needs of the carrier and the concerns of the community. **SCI** understands that stricter ordinances and community demand for aesthetics could make optimal sites unobtainable to the carrier. **SCI** works proactively to overcome such barriers by creating an alliance among carriers, landlords and communities with zoning packages & presentation materials—and, of course, beautiful products.

RFTransparent™, our carrier and community friendly products, overcome potential site deployment obstacles in sensitive jurisdictions by blending antennas and poles into the existing environment. **SCI's RFTransparent™** screening materials are superior for general and custom screening applications such as cupolas, parapet extensions, roof tiles, shingles & siding, corrugated panels and a variety of architectural features including chimneys, window boxes and cornices. Our **RFTransparent™** materials are the ideal solution for concealing sites and hastening zoning approval.

To further ensure that we meet the needs of the wireless industry, **SCI** manufactures top quality monopalms, monopines, commercial signs, clock towers, water tank towers and flagpoles, each of which provide the needed height without cluttering the panorama.

SCI welcomes all projects big or small, intricate or routine. Our in-house technical experts will work directly from plans or assist your technical team with the design of wireless sites & retrofits using **SCI's RFTransparent™** products.

Technology without Intrusion®



TIM BRADLEY IMAGING

PHOTO LOCATOR MAP



OVERLAKE GOLF CLUB

8000 NE 16TH STREET, MEDINA, WA



OVERLAKE GOLF CLUB

8000 NE 16TH STREET, MEDINA, WA



CURRENT

VIEW #1 LOOKING NORTHWEST
FROM NE 12TH STREET



PROPOSED

TIM BRADLEY IMAGING



TIM BRADLEY IMAGING

VIEW #2
PROPOSED MONOPINE NOT SEEN



OVERLAKE GOLF CLUB

8000 NE 16TH STREET, MEDINA, WA



TIM BRADLEY IMAGING

VIEW #3
PROPOSED MONOPINE NOT SEEN



OVERLAKE GOLF CLUB
8000 NE 16TH STREET, MEDINA, WA



OVERLAKE GOLF CLUB

8000 NE 16TH STREET, MEDINA, WA



CURRENT

VIEW #4 LOOKING NORTHWEST
ON 84TH AVENUE NE



PROPOSED

TIM BRADLEY IMAGING



TIM BRADLEY IMAGING

VIEW #5
PROPOSED MONOPINE NOT SEEN



OVERLAKE GOLF CLUB

8000 NE 16TH STREET, MEDINA, WA



TIM BRADLEY IMAGING

VIEW #6
PROPOSED MONOPINE NOT SEEN



OVERLAKE GOLF CLUB

8000 NE 16TH STREET, MEDINA, WA



TIM BRADLEY IMAGING

VIEW #7
PROPOSED MONOPINE NOT SEEN



OVERLAKE GOLF CLUB

8000 NE 16TH STREET, MEDINA, WA



TIM BRADLEY IMAGING

VIEW #8
PROPOSED MONOPINE NOT SEEN



OVERLAKE GOLF CLUB

8000 NE 16TH STREET, MEDINA, WA



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> [2023 Legislative Updates to Modernize and Streamline Local Project Review](#)

2023 Legislative Updates to Modernize and Streamline Local Project Review

September 5, 2023 by [Jill Dvorkin](#)

Category: [Land Use Administration](#), [New Legislation and Regulations](#)



[SB 5290](#) amends the Local Project Review Act, [Chapter 36.70B RCW](#), with the intent to increase the timeliness and predictability of local project review. The bill also establishes grant and technical assistance programs, which will be administered by the Washington State Department of Commerce (Commerce), to assist local governments in obtaining the capacity needed for timely permit processing.

The project review provisions in the Local Project Review Act apply to local governments planning under the Growth Management Act (GMA) pursuant to [RCW 36.70A.040](#); However, non-GMA planning jurisdictions may choose to incorporate these provisions into their local procedures (see [RCW 36.70B.150](#)).

Amendments to [Chapter 36.70B](#) are several and include updated local permit review timelines, clarifications regarding the determination of completeness process, a new exemption from site plan review for certain interior projects that contain no exterior alterations, updated annual reporting requirements related to permit issuance, and provisions requiring partial permit fee refunds for failure to timely process permit applications, among other things. (A reminder that MRSC blogs on new legislation are summaries and we highly recommend consulting with your agency's attorney for a full review and agency-specific interpretation.)

All sections became effective as of July 23, 2023, except for the provisions in Section 7, which include the new permit review timelines and annual reporting requirements. That section is effective as of January 1, 2025.

Below is a summary of some of the major changes included in the amended law.

New Permit Review Timelines

There are new permit review timelines for project permit applications submitted to GMA-planning jurisdictions after January 1, 2025 (see [RCW 36.70B.080](#)):

- For projects that do not require public notice under [RCW 36.70B.110](#), the final decision must be issued within 65 days of the determination of completeness under [RCW 36.70B.070](#).
- For projects that do require public notice under [RCW 36.70B.110](#), the final decision must be issued within 100 days of the determination of completeness under [RCW 36.70B.070](#).
- For project permits which require both notice under [RCW 36.70B.110](#) and a public hearing, the final decision must be issued within 170 days of the determination of completeness under [RCW 36.70B.070](#).

The above timelines can be altered by local ordinance to address consolidated review time periods or to accommodate larger projects and other differentiating factors. The “shot clock” — or time limit on application review — starts with the determination of complete application and must include every calendar day (not just business days). Certain actions will stop the clock, such as a request by the applicant to temporarily suspend project review as well as the time during which a jurisdiction is waiting for additional information from the applicant. If an applicant does not provide requested

information within a specified time, additional time can be added to the shot clock.

Failure to adhere to the established permit review timelines results in a requirement for a local government to refund an applicant's permit fees on a pro-rated basis — up to a 20% refund depending on the length of the delay. If cities and counties have implemented at least three optional measures intended to streamline project review set forth in [RCW 36.70B.160\(1\)](#), then these permit fee refund provisions do not apply. There are 10 optional measures that local governments are encouraged to adopt (e.g., entering into an interlocal agreement with another jurisdiction to share permitting staff and resources, and only requiring public hearings for projects when state law requires a public hearing).

Adoption of an ordinance amending timelines consistent with the new provisions will not be subject to appeal to the Growth Management Hearings Board, unless a jurisdiction chooses to adopt time periods for review that are different than those listed in the statute and exceed 170 days.

Revised Annual Reporting Requirements for Certain Jurisdictions

Counties subject to [RCW 36.70A.215](#) (i.e., the buildable lands program) and cities within those counties with a population of at least 20,000 must post annual reports to their websites and submit these reports annually to Commerce by March 1. These reports must include the number of permits issued by type, length of processing decisions, and several other metrics as set forth in amended [RCW 36.70B.080](#). This reporting requirement begins March 1, 2025.

Exemptions from Site Plan Review

Projects with only interior alterations must be exempt from site plan review provided no new sleeping quarters or bedrooms are added and certain other thresholds are not exceeded. See [RCW 35.70B.140\(3\)](#). This section was effective as of July 2023.

Commerce Grant Programs and Technical Assistance

[SB 5290](#) also places new responsibilities on Commerce to assist and support local governments in their efforts to speed up local permit review, including offering specialized grant programs.

Consolidated permit review grant program

Commerce will offer grants to local governments that commit to certain building permit review consolidation requirements. These include:

- A commitment to issue residential permit applications within 45 business days or 90 calendar days;
- Establishment of an application fee structure that allows for timely consolidated permit review; and
- Completion of a quarterly report to Commerce that includes the maximum and average time for permit review during participation in the program, among other requirements.

Digital permitting grant program

Commerce will offer grants to local governments to update software systems that enable an agency to process electronic permit applications and conduct virtual inspections. Grants will only be provided to a city if the city allows for development of at least two units per lot on all lots zoned predominantly for residential use.

Here are additional items, unrelated to funding, that [SB 5290](#) directs Commerce to do:

- Convene a digital permitting process workgroup consisting of stakeholders, including Association of Washington Cities, Washington State Association of Counties, cities, counties, building groups, and building inspectors. This group must provide a final report to the state legislature by August 1, 2024, that makes recommendations intended to encourage streamlined and efficient permit review, including consideration of the costs and benefits of implementing a statewide permitting software system.
- Provide technical assistance and guidance to counties and cities in setting fee structures that are reasonable and sufficient to recover true costs.
- Develop a template for annual report submissions required under [RCW 36.70B.080](#).
- Develop a plan to help local governments find appropriately trained staff for temporary support to enable timely processing of residential housing permit applications. This plan is to be submitted to the state legislature by December 1, 2023.

Conclusion

The amendments in [SB 5290](#) are intended to modernize and streamline local project review — one of several bills addressing land use and planning passed last legislative session. For summaries of other planning, housing, environment, and climate-related legislation from 2023, see MRSC's blogs: [Major Changes to Washington's Housing Laws](#) and [New Legislation Related to Climate and the Natural Environment](#).

Stay tuned for upcoming blogs covering additional 2023 planning legislation or visit our webpage on [Streamlining Local Permit Review Procedures](#) for more information on local project review.

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.



About Jill Dvorkin

Jill joined MRSC as a legal consultant in June 2016 after working for nine years as a civil deputy prosecuting attorney for Skagit County. At Skagit County, Jill advised the planning department on a wide variety of issues including permit processing and appeals, Growth Management Act (GMA) compliance, code enforcement, SEPA, legislative process, and public records. Jill was born and raised in Fargo, ND, then moved to Bellingham to attend college and experience a new part of the country (and mountains!). She earned a B.A. in Environmental Policy and Planning from Western Washington University and graduated with a J.D. from the University of Washington School of Law in 2003.

[VIEW ALL POSTS BY JILL DVORKIN](#)

Disclaimer: MRSC is a statewide resource that provides general legal, finance, and policy guidance to support local government entities in Washington State pursuant to [chapter 43.110 RCW](#). MRSC website content is for informational purposes only and is not intended as legal advice, nor as a



CITY OF MEDINA

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

Date: July 8th, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: June 2024 Financial Report

June 2024 report includes:

- June Key Revenue and Expenditure Numbers
 - Planning Consultant Overages
 - June Financial Summary
 - June Cash Statement
 - Mid-Year Financial Comparison 2023 Vs 2024
 - June 2024 AP Check Register Activity Details
-

June 2024 Key Revenue Items

- \$156K in Sales Tax Revenue
- \$66K Permit Revenue
- \$54K in Property Tax
- \$50K in Investment Interest Earnings
- \$12K in Zoning Fees

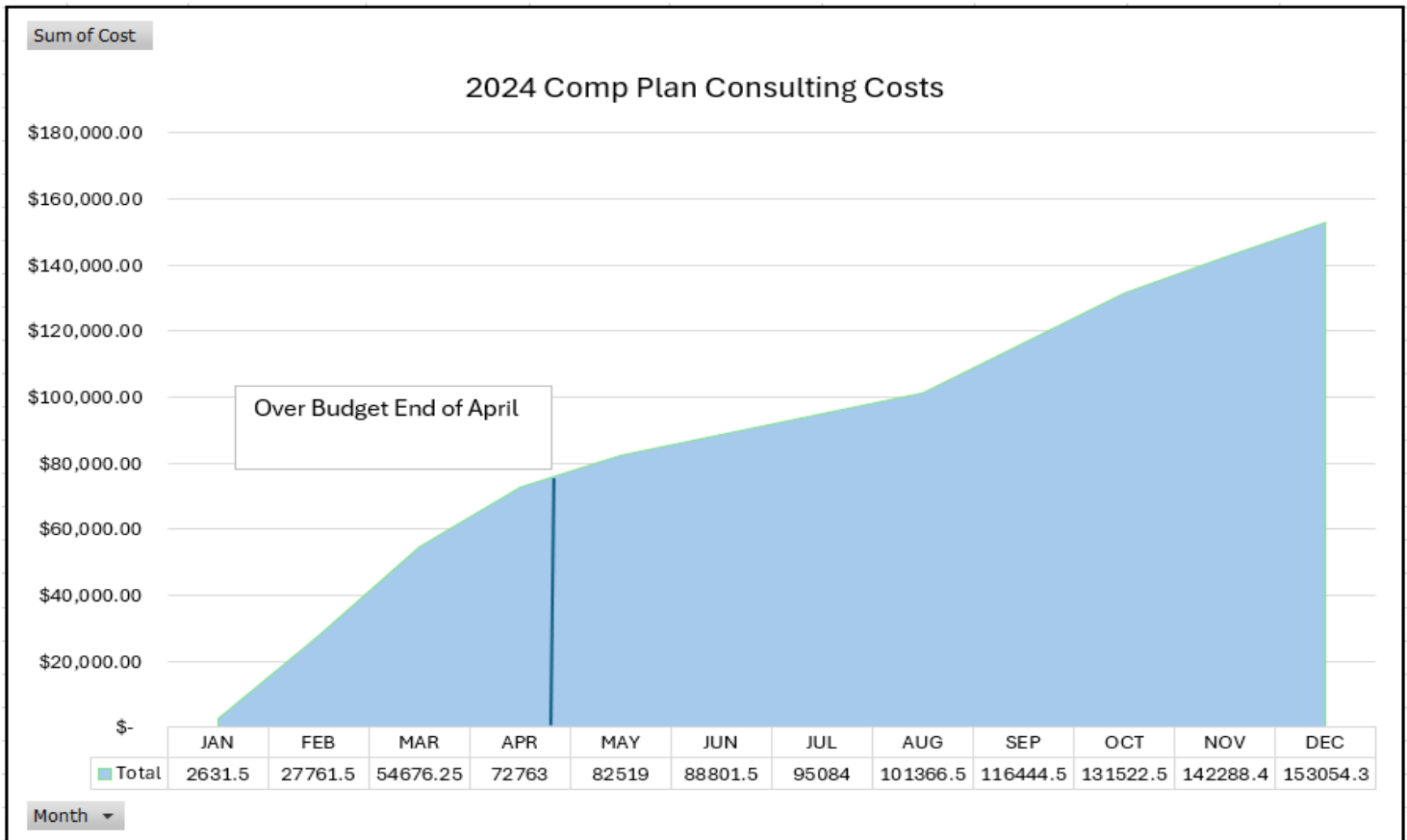
June 2024 Key Expenditures

- \$61K Blackfish Civil – NE 12th St. Improvements
- \$44K McCullough Hill PLLC – Special Council on 520 (Shared with Points Communities)
- \$38K Asphalt Patch Systems – Medina Park Pathway Rehab
- \$20K LDC – May Planning Consultant
- \$18K Inslee Best – May Attorney Services

Planning Consultant Overages

The city budgeted \$70,000 in 2024 to finalize the comprehensive plan, which aligns with what was determined in 2022 to be the three-year cost of the project. Based on actuals through April of this year, plus estimates from staff and our consultants, the city is over budget as of April of this year. With this process running through the end of the year, we expect currently to be over budget by an estimated \$73,000. Staff will continue to provide updates monthly as we track costs. Please see the attached chart and graph for reference.

2024 Consulting Costs Comp Plan		
Month	Cost	Actual V Estimate
JAN	\$ 2,631.50	Actual
FEB	\$ 25,130.00	Actual
MAR	\$ 26,914.75	Actual
APR	\$ 18,086.75	Actual
MAY	\$ 9,756.00	Actual
JUN	\$ 6,282.50	Estimate
JUL	\$ 6,282.50	Estimate
AUG	\$ 6,282.50	Estimate
SEP	\$ 10,052.00	Estimate
OCT	\$ 10,052.00	Estimate
NOV	\$ 10,765.90	Estimate
DEC	\$ 10,765.90	Estimate
Total Annual Cost:	\$ 143,002.30	
Total 2024 Budget:	\$ 70,000.00	
Projected Overage:	\$ 73,002.30	



June 2024 Financial Summary

REVENUES:	JUNE ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$53,879	\$2,468,352	\$4,461,393	55.33%	\$1,993,041
Sales Tax	\$155,763	\$922,732	\$1,904,941	48.44%	\$982,209
Affordable & Sup. Housing	\$0	\$1,597	\$0	--	(\$1,597)
Criminal Justice	\$8,117	\$50,361	\$107,863	46.69%	\$57,502
B & O Tax: Utility & Franchise Fee	\$1,524	\$522,754	\$938,400	55.71%	\$415,646
Leasehold Excise Tax	\$0	\$0	\$6,589	0.00%	\$6,589
General Government (includes Hunts Point)	\$5,520	\$114,131	\$433,520	26.33%	\$319,389
Passports, General Licenses & Permits	\$70	\$1,078	\$6,000	17.97%	\$4,922
Fines, Penalties, Traffic Infr.	\$2,496	\$10,266	\$18,000	57.03%	\$7,734
Misc. Invest. Facility Leases	\$32,880	\$227,144	\$244,496	92.90%	\$17,352
Disposition of Capital Assets	\$0	\$120	\$0	--	(\$120)
General Fund Total	\$260,249	\$4,318,536	\$8,121,202	53.18%	\$3,802,666
Development Services Fund Total	\$85,115	\$491,961	\$1,121,500	43.87%	\$629,539.45
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$5,872	\$26,537	\$122,096	21.73%	\$90,446
Street Fund Transfers In	\$44,583	\$267,500	\$535,000	50.00%	\$200,764
Tree Fund Total	\$0	\$888	\$3,075	28.88%	\$2,187
Capital Fund Total	\$187,061	\$1,074,392	\$1,300,000	82.65%	\$225,608
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$33,333	\$200,000	\$400,000	50.00%	\$200,000
NonRevenue Trust Funds Total	\$2,639	\$11,705	\$0	--	(\$11,705)
Master Investments Total	\$0	\$750,000	\$0	--	(\$750,000)
Total (All Funds)	\$540,936	\$5,924,018	\$10,667,873	55.53%	\$4,743,855
Total (All Funds) Transfers In	\$77,917	\$467,500	\$935,000	50.00%	\$467,500

EXPENDITURES:	JUNE ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$6,250	\$19,654	\$70,500	27.88%	\$50,846
Municipal Court	\$2,864	\$13,028	\$15,000	86.86%	\$1,972
Executive	\$24,316	\$148,749	\$292,970	50.77%	\$144,221
Finance	\$21,161	\$492,475	\$683,422	72.06%	\$190,947
Legal	\$68,085	\$153,552	\$395,200	38.85%	\$241,648
Central Services	\$74,515	\$547,262	\$1,199,644	45.62%	\$652,382
Police Operations	\$179,607	\$1,215,082	\$2,803,273	43.35%	\$1,588,191
Fire & Medical Aid	\$0	\$452,143	\$934,285	48.39%	\$482,143
Public Housing, Environmental & Mental Health Fees	\$216	\$63,720	\$52,648	121.03%	(\$11,072)
Recreational Services	\$4,789	\$5,288	\$48,500	10.90%	\$43,212
Parks	\$40,943	\$261,508	\$608,415	42.98%	\$346,907
General Fund Subtotal	\$422,746	\$3,372,461	\$7,103,857	47.47%	\$3,731,396
General Fund Transfers Out	\$71,667	\$430,000	\$860,000	50.00%	\$430,000
General Fund Total	\$494,413	\$3,802,461	\$7,963,857	47.75%	\$4,161,396
Development Services Fund Total	\$73,266	\$558,319	\$1,199,937	46.53%	\$641,618
City Street Fund Total	\$34,772	\$272,766	\$645,427	42.26%	\$372,661
Tree Fund Total	\$0	\$6,358	\$30,000	21.19%	\$23,642
Capital Fund Total	\$174,834	\$575,064	\$1,495,000	38.47%	\$919,936
Capital Fund Transfers Out	\$6,250	\$37,500	\$75,000	50.00%	\$37,500
NonRevenue Trust Funds Total	\$18	\$2,615	\$0	0.00%	(\$2,615)
Master Investments Total	\$0	\$0	\$0	0.00%	\$0
Total (All Funds)	\$705,635	\$4,787,582	\$10,474,221	45.71%	\$5,686,639
Total (All Funds) Transfers Out	\$77,917	\$467,500	\$935,000	50.00%	\$467,500

June 2024 Cash Position Report

<u>2024 Cash Balance, 5/31/24</u>		<u>2024 Cash Balance, 6/30/24</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Period Ending: 5/31/24		Period Ending: 6/30/24	
WA ST INV POOL	\$ 9,859,780	WA ST INV POOL	\$ 10,079,484
OTHER INVESTMENTS*	4,505,595	OTHER INVESTMENTS*	4,505,595
CHECKING	<u>1,730,471</u>	CHECKING	<u>1,356,000</u>
	\$ 16,095,846		\$ 15,941,078
		Outstanding Checks	<u>\$83,970</u>
			<u>\$ 15,857,109</u>

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

Midpoint Financial Comparison to 2023

Revenue Totals Through 6/30/2024

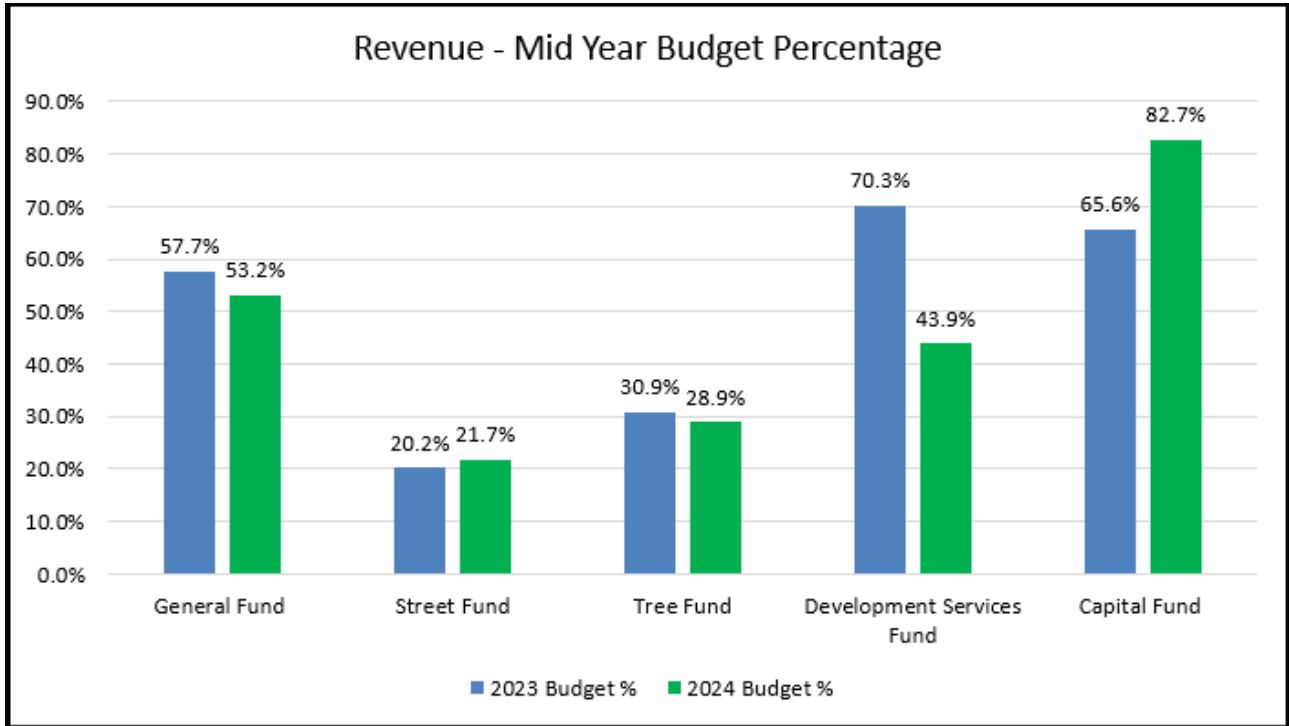
<u>Fund</u>	<u>2023 Actuals</u>	<u>2024 Actuals</u>	<u>Variance</u>
General Fund	\$4,511,435.00	\$4,318,536.00	\$ (192,899.00)
Street Fund	\$ 27,233.00	\$ 26,537.00	\$ (696.00)
Tree Fund	\$ 950.00	\$ 888.00	\$ (62.00)
Development Services Fund	\$ 708,165.00	\$ 491,961.00	\$ (216,204.00)
Capital Fund	\$ 822,361.00	\$1,074,392.00	\$ 252,031.00

The difference seen within the General Fund between 2023 and 2024 can be attributed to the following,

- Q2 Hunts Point Contract will be paid in Q3 (\$89K)
- 2024 Property tax revenue up to this point is about \$95K less than this points last year. This should mean we will see a higher allotment in Q4 2024.

Looking at the Development Services Fund, the decrease is due to the following,

- Permit revenue is down from 2023, staff budgeted conservatively so we are on pace for what was expected.
- How we account for advanced deposits has changed in 2024, and the money taken in by the city is no longer reported as revenue after invoices have been paid on behalf of the projects.
- Please note that expenditure also follows permitting, and are under what was expected due to lower revenue.



On the expenditure side, the General Fund is in line with expectations and in line with where the City was in 2023. A few areas to watch as we examine spending in 2024, are as follows,

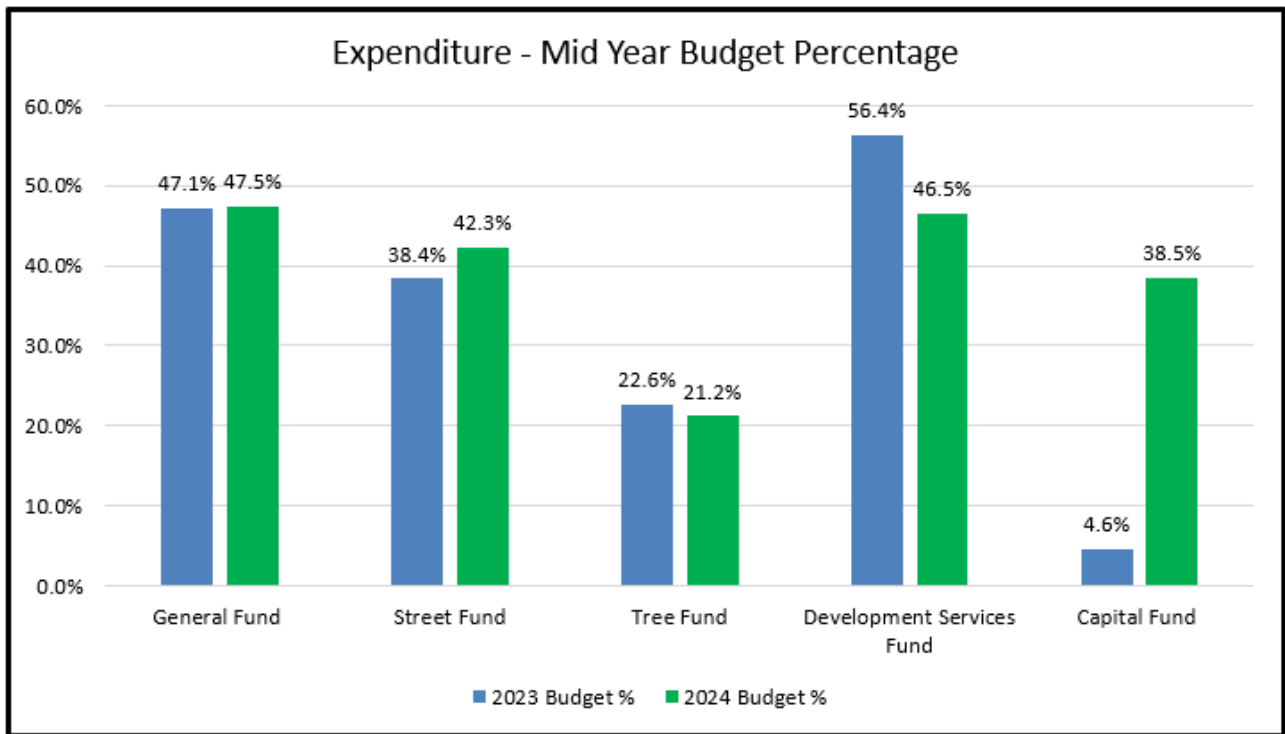
- Special Council – Potential to go over budget in 2024, with 520 negotiations and lobbying.
- Planning Consultant – Is over budget for 2024, more information provided on page two of this report.

Expenditure Totals Through 6/30/2024

Fund	2023 Actuals	2024 Actuals	Variance
General Fund	\$3,187,818.00	\$3,372,461.00	\$ 184,643.00
Street Fund	\$ 241,444.00	\$ 272,766.00	\$ 31,322.00
Tree Fund	\$ 9,026.00	\$ 6,358.00	\$ (2,668.00)
Development Services Fund	\$ 571,432.00	\$ 558,319.00	\$ (13,113.00)
Capital Fund	\$ 49,551.00	\$ 575,064.00	\$ 525,513.00

The Capital Fund is on track with the project list for 2024. The major variance is due to projects in 2023 kicking off later in the year compared to 2024, and some project carrying over from 2023. Year to date we have spent the following in Capital Improvement areas,

- \$238K Storm Water Improvements
- \$143K Sidewalk Improvements
- \$72K Building Improvements
- \$41K Park Improvements





CITY OF MEDINA

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

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

JULY AND AUGUST PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Parks and Recreation Board Meeting	Jul 15	5:00 pm	In-Person/Online
City Council Meeting - Budget Retreat	Jul 22	5:00 pm	In-Person Only
Planning Commission Meeting - CANCELLED	Jun 23		
Seafair Weekend	Aug 2-4	9:00 am – 6:00 pm	Lake Washington
Medina Days	Aug 6-11		www.medina-wa.gov

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of June, the City issued 13 bulletins amounting to a total of 102,709 bulletins delivered to subscribers; approximately 14.2% were opened. See **Attachment**.

As of June 30, the city had 19,123 subscribers (change in total subscribers **+344**), with a combined total of 174,170 subscriptions (change in total subscriptions **+5,535**).

RECORDS REQUESTS

During the month of June, 13 public records requests were received by Central Services. See **Attachment 2**.

LASERFICHE AND RECORDS MANAGEMENT PROJECT

Central Services continues to work with our Consultant (MG Consulting Services) to develop and implement our electronic Laserfiche repository. Recently, our consultant notified us that due to our small population, we qualify for a significant reduction in our yearly software fees. This is not something that is common knowledge amongst Laserfiche customers, but after inquiring about it we have now been able to reduce our yearly Laserfiche costs to **\$4,215**. What this means is that now, not only will we be gaining cost savings of **\$28,913.66**, but we also will be acquiring additional services and products that have a total value of **\$148,761** with this new change. The services that will now be added are:

- 83 additional user accounts (\$18,824 Value)
- 9 additional Quick Fields Document Importing Automation Tool (\$49,339 Value)
- Unlimited Public Portal User Access (\$47,250 Value)
- 2 additional Forms Portals Process Automation Tool (\$8,148 Value)
- 3 Sandbox/Test Environment (\$25,200 Value)

Public Portal

Over the past few months, we have been making significant headway toward opening our Public Portal! Our goal is to eventually have all documents that are not internal/working files, or that are not confidential or need to be redacted in some way, available to the public via our Public Portal. The Portal will be a page on our website, developed by staff, that directs the public to **search** specific document types, or **browse** different document categories.

The search forms: can be utilized when you know what you are looking for and have a specific search term you can enter, to find that document.

The browse function: can be used to allow a person to navigate to a folder location for a type of document (i.e. Council Meeting Files) and then browse through different file types (i.e. Ordinances) to see what is there. Typically, we see people use the browse function when they don't know exactly what they are looking for but know a few defining features like the year it was created, or the type of document it is.

As of the date of this meeting, we have completed the import of all Resolutions and Ordinances, as well as a large portion of Council Meeting Agendas and Minutes and should have the portal open and live for those document types by the end of August!

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open	Wireless Recipients
Comparisons:						
June, 2024	13	114,839	102,709	9,751	14.20%	40,902
May, 2024	19	160,753	143,855	13,815	14.20%	56,413
April, 2024	33	272,560	244,326	22,981	14.00%	97,242
March, 2024	26	155,690	136,634	15,275	16.30%	52,425
February, 2024	20	95,632	84,205	9,221	15.80%	31,340
January, 2024	11	34,035	29,587	3,241	14.90%	9,635
December, 2023	25	169,934	150,140	15,915	16.10%	61,797
November, 2023	18	139,016	122,638	11,849	15.10%	53,171
October, 2023	18	136,961	121,422	13,953	17.70%	51,134
September, 2023	15	90,510	80,034	9,313	17.70%	33,166
August, 2023	15	149,675	133,378	16,453	19.70%	59,515
July, 2023	15	96,258	85,325	10,578	19.40%	36,793
June, 2023	10	76,477	68,422	8,528	19.40%	29,336
May, 2023	28	159,825	142,208	14,563	16.00%	61,919
Date Sent	Top 10 Most Read Bulletins During June				Emails Opened	Email Open Rate
06/03/2024 10:28 AM PDT	Community Bulletin - Power Outages & High Winds				2,055	16%
06/07/2024 11:58 AM PDT	Notice of Application - Determination of Non-Significance - City of Medina				416	17%
06/10/2024 01:00 PM PDT	Notice of Hearing - Non-Administrative Substantial Development 8315 ODW - June 26, 2024				404	16%
06/11/2024 10:38 AM PDT	NE 12th St Sidewalk Project - No Pedestrian Access				1,347	13%
06/14/2024 10:09 AM PDT	Community Bulletin - SR-520 Weekend Closure				1,963	15%
06/14/2024 03:17 PM PDT	2024 Medina Comprehensive Plan Update				1,553	15%
06/17/2024 02:01 PM PDT	Medina Beach Closed June 17 - 19 for Aquatic Vegetation Spraying				1,367	13%
06/18/2024 02:58 PM PDT	Medina City Hall Closed June 19th				1,284	13%
06/21/2024 12:52 PM PDT	June 25, 2024 Medina Planning Commission Meeting/Public Comments Wanted!				299	13%
06/27/2024 01:36 PM PDT	Community Bulletin - Power Outages				1,844	15%

**ATTACHMENT 2**

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

DATE: July 8, 2024
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: June 2024, Public Records Request Tracking

In June 2024, Central Services staff received **13** new public records requests. These requests required approximately **3 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$170**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In June 2024, the Police Department received **9** new records requests. These requests required approximately **3 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits, is approximately **\$190**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

ATTACHMENT 2

June 2024 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
24-132	Hi, I would like to request the geotechnical report and storm water design information for 2426 80TH Ave NE, Medina-98039. Thanks,	Narinder	6/30/2024	Development Services	Dawn Nations
24-131	Hi, The following are parcel and building permit numbers. If the building projects are at foundation installation or beyond (or docks/piers have started), I will need the plans. If you don't have access to that info or want me to contact somebody else, please let me know! 242504 9125 B-23-024 926960 0060 B-23-075 383550 2325 B-17-017 644730 0241 B-22-130 926960 0030 B-23-017 644730 0305 B-23-015 938970 0015 B-23-031 383550 2725 B-23-073 302530 0100 B-19-084 302530 0351 B-21-039 254070 0237 B-23-070 242504 9128 B-23-008/ P-22-051 938910 0040 B-20-009 400050 0075 B-18-052 938970 0005 B-23-051 644730 0205 B-21-119 644730 0062 B-23-080/ P-23-018 Thanks, Jill	Jill Schmieder	6/28/2024	Development Services	Dawn Nations
24-129	Hello, I would like to request the building plan, geotechnical report and storm water design information for 2426 80TH Ave NE, Medina-98039. Thanks, Narinder Singh	Narinder	6/23/2024	Development Services	Aimee Kellermar
24-126	Parcel 247000-0240 / B-23-068 / 2012 77th Ave NE Parcel 326230-0930 / B-23-013 / 2438 78th Ave NE Parcel 326230-1424 / B-23-025 / 2438 79th Ave NE Thanks! David Assessments	David McCourt	6/20/2024	Development Services	Dawn Nations
24-125	Good morning, Looking for the following building plans: Parcel 252504-9194 / B-22-095 / 1041 84th Ave NE Parcel 383550-2000 / B-22-057 and B-22-065 / 550 Overlake Dr E Parcel 938970-0010 / B-23-046 / 122 Overlake Dr E Thanks! David Assessments	David McCourt	6/20/2024	Development Services	Dawn Nations

ATTACHMENT 2

24-122	Request for all paid permit fees and associated review costs for the following permits: P-23-007, P-23-008, P-23-018, P-21-037, P-21-057 & P-20-022. We only need to dollar values for each permit, we do not require any scans or additional copies of any documents. Please contact Mark if this request will generate an invoice or if you require more info.	Mark Kushino	6/12/2024	Development Services	Aimee Kellerman
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Dear Aimee Kellerman or Custodian of Public Records, SmartProcure is submitting a public records request to the City of Medina for any and all purchasing records from 4/15/2024 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. Please be advised that we are not seeking a list of individuals. We are only looking for purchasing information. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond. As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMwMDAwN11SWl1BMiZzdD1XQSZvcmc9Q2l0eU9mTWVkaW5hJm9pZD0xMjI4Nw%3D%3D> If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information. If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature. Regards, Mariana Ribeiro Data Acquisition Specialist SmartProcure Direct: (954) 333-8458 Email:

24-120	mribeiro@smartprocure.com	Mariana Ribeiro	6/11/2024	City Manager	Craig Fischer
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ATTACHMENT 2

24-119	Application materials for CAP -24-101, including plans and background reports for a new single family residence at 7930 NE 32nd St Medina, WA	Elizabeth Johnson	6/10/2024	Development Services	Dawn Nations
24-118	Development Plans (including building height) for 3217 Evergreen Point Road please	David Tieman Douc	6/10/2024	Development Services	Dawn Nations
24-117	Requesting a report of all issued and pending building permits for residential & commercial properties from 5/1/2024 to 5/31/2024. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Braden Mineer	6/10/2024		Dawn Nations
24-116	Hello, I would like to see the recently permitted plans for parcel # 9208900030.	Chelsea Molnar	6/7/2024	Development Services	Dawn Nations
24-115	Hi, is it possible to get a record of anyone who has submitted public records requests in the last year on 3263 Evergreen Pt Rd? Thank you	David Martin	6/6/2024	Development Services	Dawn Nations
24-111	Hello. I would like to request building permit drawings and relevant info for 8604 NE 6th St, 98039 as the building was recently renovated in the last couple years.	Maria Hui	6/3/2024	Development Services	Aimee Kellermar



CITY OF MEDINA

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

Date: July 8, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 1. NE 12TH STREET PEDESTRIAN IMPROVEMENTS_TREES** – PSE’s tree contractor, Asplundh was onsite for 11 working days to trim and remove trees necessary for the pole relocation. Removal was less extensive than originally anticipated. More trimming may be needed by the communication lines which are located lower than PSE’s power lines.



2. **MEDINA PARK EAST TRAIL REHAB** – Asphalt Patch Systems was the low bidder for the trail rehab project. They were able to complete the project in four short days which included approximately 2,200 lineal feet of trail on the east side of Medina Park. The project included scarifying the existing path and installing 3-4” of new crushed rock. The west side of the park was completed last year by Core Infrastructure.



3. **MILFOIL TREATMENT** – Last month, Aquatechnex was finally able to perform the Milfoil treatment at the Beach Park, View Point and Lake Lane. Treatment has not been done in over 10 years. The city was able to finalize the herbicide permit application through Ecology and secure a licensed and qualified contractor to perform the work. Going forward, we hope to spray for milfoil every June.



4. **MAINTENANCE** – The Public Works crew has been getting the beach and parks ready for the thousands of visitors during the summer months. This time of year, Public Works has staff come in on weekends to take care of garbage services and provide support for numerous summer events. We also increase janitorial services in the park restrooms to seven days per week.



5. PUBLIC WORKS PROJECTS COMMUNICATION PLAN -

- 1. City staff will create a Public Works Project page for large or impactful projects on the city’s website. Include timeline, project specifics, cost, site plan, and cross section.
- 2. City staff will send out project details (messaging) to the community two weeks, one week, and one day prior to start of project through the city’s electronic communications system GovDelivery, as well as the city’s social media platforms (Facebook, X, and Nextdoor Medina).
- 3. At the Director’s discretion, use either sandwich boards or in some cases VMS signs near job site two weeks prior to project. The sign will direct citizens to the city’s website for more information and include the Public Works Director’s contact information. Sandwich boards will have a QR code for the City’s Public Works Project page. Currently, no projects are using this plan.



6. PROJECT UPDATES -

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

TIB_Upland Road Overlay – paving complete, punch list items are pending

86th Ave NE Overlay_Ridge Rd, NE 5th St – paving is complete, punch list items are pending

2024 ADA Improvements & Overlay – scheduled for the end of July

NE 12th Street Pedestrian Improvements – in construction, scheduled to complete late July

Medina Park East Trail Rehab – complete

Medina Beach Park Tree Replanting – Phase III tree planting.

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

SROF_Medina Park Stormwater Pond Imp. – bidding and permitting

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

City Hall Deck Rehab – on consent for a new contract

City Hall Carpet Replacement – completed

Post Office HVAC – completed

City Hall & Post Office Exterior Painting – reviewing bids (pending)

2024 Hazardous Tree Removal – as needed

77TH Ave NE Sidewalk & Curb Ramp Imp. – option 2 selected, tentative construction in June

Points Loop Trail Signs – currently making signs

2024 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
STREETS:					
Upland Road Overlay	Apr-24	3 weeks	\$ 231,660.00	\$ 257,400.00	\$ 25,740.00
86th Ave NE _ Ridge Rd, NE 5th, NE 6th	Apr-24	1 week	\$ -	\$ 90,000.00	\$ 90,000.00
SIDEWALK:					
TIB 2024 ADA Improvements & Overlay	Jun-24	8 weeks	\$ 467,402.00	\$ 564,722.16	\$ 97,320.16
NE 12th Street Sidewalk Improvements	May-24	12 weeks	\$ -	\$ 500,000.00	\$ 500,000.00
PARKS:					
Medina Park East Trail Rehab	Jul-24	1 weeks	\$ 50,000.00	\$ 35,770.00	\$ -
Medina Beach Park Tree Planting	Apr-23	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
STORMWATER:					
2024 Localized Improvements NE 2nd Pl, 78th Ave NE, 82nd, PO	Jul-24	TBD	\$ -	\$ 350,000.00	\$ 350,000.00
SROF Medina Park Stormwater Pond Improvements	Aug-24	8 weeks	\$ 400,000.00	\$ 400,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2023	TBD	\$ -	\$ 150,000.00	\$ 150,000.00
BUILDING:					
City Hall Deck Rehab	Jul-24	3 weeks	\$ -	\$ 150,000.00	\$ 150,000.00
City Hall Carpet Replacement	Mar-24	2 weeks	\$ -	\$ 32,600.00	\$ 32,600.00
Post Office HVAC	Mar-24	1 week	\$ -	\$ 25,300.00	\$ 25,300.00
City Hall & Post Office Exterior Painting	Jun-24	3 weeks	\$ -	\$ 30,000.00	\$ 30,000.00
OTHER:					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2023 Solar Speed Signs <i>*resident donation to police dept</i>	Jul-24	1 week	\$ 40,000.00	\$ 40,000.00	\$ -
2024 Hazardous Tree Removal Program	2024	NA	\$ -	\$ 25,000.00	\$ 25,000.00

*UPDATED 6/27/2024

TOTALS	\$1,189,062.00	\$ 2,665,792.16	\$ 1,490,960.16
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June 2024 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	4443115	CH Phones	\$919.46	65807	6/20/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$919.46				
911 Supply Inc	INV-2-38642	Uniform-Glenn	\$207.16	65800	6/5/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-38641	Vest Gidlof	\$1,653.00	65800	6/5/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-38948	Tourniquet Pouch	\$50.91	65808	6/20/2024	001-000-000-521-20-31-40	Police Operating Supplies
			\$1,911.07				
ADP, Inc.	WA Cares Tax Correction May 2024	WA Cares Tax Correction May 2024	\$407.80	EFT Payment 7/2/2024 11:13:11 AM - 1	6/30/2024	001-000-000-514-20-21-00	Personnel Benefits
ADP, Inc.	662618196	ADP Processing Fee	\$2,349.55	EFT Payment 7/2/2024 11:13:11 AM - 1	6/30/2024	001-000-000-518-10-41-00	Professional Services
			\$2,757.35				
Alexander Gow Fire Equipment Co.	12474799	CH Fire Alarm Repairs	\$4,496.16	65801	6/5/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$4,496.16				
All Around Fence Company	2024-1256	Fairweather Regional Trail Fence	\$1,411.67	65802	6/5/2024	307-000-000-594-76-63-20	Park Improvements
			\$1,411.67				
Asphalt Patch Systems Inc	55064	Retention, Medina Pk Rehab, Asphalt Patch Systems	\$320.00	65809	6/20/2024	307-000-000-382-20-00-00	Retainage Deposits
Asphalt Patch Systems Inc	55140	Retention on Medina Park, Asphalt Patch Systems	\$1,468.50	65809	6/20/2024	307-000-000-382-20-00-00	Retainage Deposits
Asphalt Patch Systems Inc	55140	Medina Park Rehab-Final	\$29,428.74	65809	6/20/2024	307-000-000-594-76-63-20	Park Improvements
Asphalt Patch Systems Inc	55064	Medina Pk Rehab CO#1	\$6,412.80	65809	6/20/2024	307-000-000-594-76-63-20	Park Improvements
			\$37,630.04				
AT&T Mobility	287287975246X05272024	PD Patrol Cars	\$990.76	65805	6/12/2024	001-000-000-521-20-42-00	Communications (phone,Pager)
AT&T MOBILITY	287290584494X05132024	PW Cell Phones	\$357.82	65771	6/5/2024	001-000-000-576-80-42-00	Telephone/postage
			\$1,348.58				
Axon Enterprise, Inc.	INUS250318	Taser equip	\$1,740.56	65810	6/20/2024	001-000-000-521-20-31-40	Police Operating Supplies
Axon Enterprise, Inc.	INUS252971	Taser holsters	\$360.35	65810	6/20/2024	001-000-000-521-20-31-40	Police Operating Supplies
Axon Enterprise, Inc.	INUS250537	Evidence.com for BWC	\$558.71	65810	6/20/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
			\$2,659.62				
Bellevue City Treasurer - Water	Service from 2/26/24 to 4/23/24 8401 Overlake Dr	View Point Irrigation	\$86.42	65772	6/5/2024	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 2/26/24 to 4/23/24 100 84th Ave NE	Irrigation 100th/84th Ave NE	\$86.42	65772	6/5/2024	001-000-000-576-80-47-00	Utilities
			\$172.84				
Blackfish Civil Infrastructure, Inc	2405*01	Blackfish Civil Infrastructure, Inc., Retention Inv 2405*01	(\$3,231.00)	65804	6/5/2024	307-000-000-382-20-00-00	Retainage Deposits
Blackfish Civil Infrastructure, Inc	2405*01	NE 12th St Ped Imp.- Inv #1	\$64,620.01	65804	6/5/2024	307-000-000-595-30-63-10	Sidewalk Improvements
			\$61,389.01				
Buenavista Services, Inc	11635	Janitorial Services @ Post Office	\$1,852.50	65773	6/5/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	11634	Janitorial Services @ Parks	\$1,053.29	65773	6/5/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$2,905.79				
Car Wash Enterprises	Apr24-59	PD Car Washes	\$12.00	65774	6/5/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$12.00				
Centurylink	Services for May 18, 2024 to Jun 17, 2024 425-637-3933	PD/CH Emergency Lines	\$200.47	65775	6/5/2024	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$200.47				
Comcast	Service from 5/25/24 to 6/24/24	PW Internet	\$146.37	65776	6/5/2024	001-000-000-576-80-42-00	Telephone/postage
			\$146.37				
Crystal And Sierra Springs-Admin	11037150 051824	CH Drinking Water	\$93.92	65777	6/5/2024	001-000-000-518-10-31-00	Office And Operating Supplies
			\$93.92				
Crystal And Sierra Springs-PW	5291929 042024	PW Drinking Water	\$67.93	65778	6/5/2024	001-000-000-576-80-31-00	Operating Supplies
Crystal And Sierra Springs-PW	5291929 051824	PW Drinking Water	\$40.41	65778	6/5/2024	001-000-000-576-80-31-00	Operating Supplies
			\$108.34				
Daily Journal of Commerce	3400466	Planning & Public Engagement RFQ	\$371.20	65812	6/20/2024	001-000-000-518-10-44-00	Advertising
			\$371.20				
David J Harris & Associates	24-1018	Training-Scott	\$497.00	65779	6/5/2024	001-000-000-521-20-43-00	Travel & Training
			\$497.00				
DCG/Watershed	0055080	SMP Permit Monitoring	\$5,056.00	65780	6/5/2024	401-000-000-558-50-41-55	Shoreline Consultant
			\$5,056.00				
Department of Licensing	Firearms Online 6/25/24	CPL Renewal	\$18.00	20100982	6/30/2024	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$18.00				
Dynamic Language	27472	Translation Service/Spanish	\$148.00	65813	6/20/2024	001-000-000-521-20-41-00	Professional Services
			\$148.00				
Farallon Consulting	0052547	Critical area review	\$2,633.00	65814	6/20/2024	401-000-000-558-50-41-55	Shoreline Consultant
			\$2,633.00				
FCI - Custom Police Vehicles	15744	Lease MPD Car 27	\$774.69	65781	6/5/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	15747	Lease MPD Car 30 and 31	\$1,969.97	65781	6/5/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	15746	Lease MPD Car 29	\$1,090.64	65781	6/5/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	15748	Lease MPD Veh 26	\$864.80	65781	6/5/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	15745	Lease MPD Veh 28	\$907.60	65781	6/5/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	15744	Interest PD Vehicle	\$164.43	65781	6/5/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	15748	Interest PD Veh	\$128.92	65781	6/5/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost

FCI - Custom Police Vehicles	15747	Interest PD Car 30 and 31	\$734.83	65781	6/5/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	15745	Interest PD Veh	\$173.48	65781	6/5/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	15746	Interest PD Veh	\$278.32	65781	6/5/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			\$7,087.68				
Gray & Osborne, Inc.	Project No: 24437.00 Invoice No: 3	CH Deck Review	\$549.37	65782	6/5/2024	307-000-000-594-18-60-00	Building Improvements
Gray & Osborne, Inc.	Project No: 24456.00 Invoice No: 2	Storm Improvements	\$403.02	65782	6/5/2024	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Project No: 24436.00 Invoice No: 4	2024 Overlay w/ ADA Proj.	\$2,384.84	65782	6/5/2024	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Project No: 24432.00 Invoice No: 4	NE 24th St ADA Upgrad	\$14,069.39	65782	6/5/2024	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	Project No: 24435.00 Invoice No: 4	NE 10th St ADA Upgrade	\$10,329.12	65782	6/5/2024	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	Project No: 21441.00 Invoice No: 37	NE 12th St Ped Imp	\$2,034.88	65782	6/5/2024	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	Project No: 23427.25 Invoice No: 3	Project No: 23427.25 Invoice No: 3	\$74.03	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.10 Invoice No: 2	Project No: 23427.10 Invoice No: 2	\$230.12	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.15 Invoice No: 11	Project No: 21427.15 Invoice No: 11	\$230.12	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.12 Invoice No: 9	Project No: 23427.12 Invoice No: 9	\$156.09	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.03 Invoice No: 10	Project No: 22427.03 Invoice No: 10	\$238.16	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.22 Invoice No: 3	Project No: 23427.22 Invoice No: 3	\$222.08	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.04 Invoice No: 8	Project No: 23427.04 Invoice No: 8	\$230.12	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.07 Invoice No: 1	Project No: 24427.07 Invoice No: 1	\$222.08	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.13 Invoice No: 2	Project No: 23427.13 Invoice No: 2	\$148.05	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.25 Invoice No: 7	Reference Date Unpaid Sales Tax Amount Notes	\$813.91	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.11 Invoice No: 12	Project No: 22427.11 Invoice No: 12	\$242.66	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.00 Invoice No: 5	Project No: 24427.00 Invoice No: 5	\$320.78	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.16 Invoice No: 2	Project No: 23427.16 Invoice No: 2	\$238.16	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.24 Invoice No: 5	Project No: 23427.24 Invoice No: 5	\$296.10	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.15 Invoice No: 3	Reference Date Unpaid Sales Tax Amount Notes	\$296.10	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.14 Invoice No: 17	Project No: 21427.14 Invoice No: 17	\$230.12	65782	6/5/2024	401-000-000-558-50-41-07	Engineering Consultant
			\$33,959.30				
Gregory, Kelly	Gregory, 5/7/24-5/10/24, WAHIA Conference	Gregory, 5/7/24-5/10/24, WAHIA Conference	\$440.56	20100980	6/12/2024	001-000-000-521-20-43-00	Travel & Training
			\$440.56				
Halverson, Brady	Halverson 5/17/24-5/20/24 Performance Pistol & Rifle	Halverson 5/17/24-5/20/24 Performance Pistol & Rifle	\$336.43		6/12/2024	001-000-000-521-20-43-00	Travel & Training
			\$336.43				
Home Depot Credit Services	5/22/24 Irrigation Repair	5/22/24 Irrigation Repair	\$81.10		6/10/2024	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	5/22/24 Irrigation Repair	Early Pay Discount	(\$1.47)		6/10/2024	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	4/18/24 Plants for Traffic Island	4/18/24 Plants for Traffic Island	\$194.79		6/10/2024	001-000-000-576-80-31-00	Operating Supplies
			\$274.42				
Horticultural Elements, Inc.	8863	84th Maintenance June	\$4,490.00	65783	6/5/2024	101-000-000-542-30-41-00	Professional Services
			\$4,490.00				
Inslee Best Doezie & Ryder, P.S.	418576	City Attorney Services	\$18,223.95	65815	6/20/2024	001-000-000-515-41-40-00	City Attorney
			\$18,223.95				
Kamins Construction Inc	CO4	2023 Upland Rd Stream Drain Imp CO4	\$11,000.00	65784	6/5/2024	307-000-000-595-30-63-02	Storm Sewer Improvements
			\$11,000.00				
KC Finance-DCHS, Behavioral Health & Recovery Divisor	2154969	Q1 Excise Tax Payment	\$215.90	65785	6/5/2024	001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse
			\$215.90				
KC Office of Finance	11014747	KC INET	\$375.00	65816	6/20/2024	001-000-000-518-80-41-50	Technical Services, Software Services
KC Office of Finance	133632	2023 Overlay Program-PE-Upland	\$10,937.24	65786	6/5/2024	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$11,312.24				
Kellerman, Aimee	May 19-23, 2024 Kellerman Exp Reimbursement	2024 IIMC Annual Conference	\$173.65		6/30/2024	001-000-000-518-10-43-00	Travel & Training
			\$173.65				
Kirkland Municipal Court	MAY24MED	April Filing Fees	\$2,864.32	65787	6/5/2024	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
			\$2,864.32				
Kirkland, City of	KPD2024-030	Inmate Housing	\$1,656.00	65788	6/5/2024	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			\$1,656.00				
Konica Minolta Premier Finance	82655912	PW Printer	\$96.36		6/20/2024	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	82718100	PD Copier May and June	\$493.92		6/20/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
			\$590.28				
LDC Corp	34931A	Comp Plan	\$9,756.00	65817	6/20/2024	001-000-000-518-10-41-00	Professional Services
LDC Corp	34931A	Planning & Zoning Services	\$10,800.00	65817	6/20/2024	401-000-000-558-60-41-01	Planning Consultant
			\$20,556.00				
LexisNexis Risk Management - Account 1011660	1011660-2240430	Investigative Tool	\$124.03	65789	6/5/2024	001-000-000-521-20-41-00	Professional Services
			\$124.03				
Lindberg Electrical	2194	Retention Solar Speed Sign, Lindberg Electrical	\$1,010.12	65818	6/20/2024	307-000-000-382-20-00-00	Retainage Deposits
Lindberg Electrical	2194	2023 Solar Speed Sign PN2	\$21,252.96	65818	6/20/2024	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$22,263.08				
McCullough Hill PLLC	114551	Special Counsel-SR520 Maintenance	\$44,304.50	65790	6/5/2024	001-000-000-515-45-40-00	Special Counsel
			\$44,304.50				
Message Watcher, LLC	56766	Email/Web/SM archiving	\$308.90	65791	6/5/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$308.90				
MG Consulting Services LLC	20016	Laserfiche/RM Consulting	\$1,050.00	65806	6/18/2024	001-000-000-518-10-41-00	Professional Services
			\$1,050.00				

Michael's Fine Dry Cleaning	171	PD Dry Cleaning	\$160.28 \$160.28	65819	6/20/2024	001-000-000-521-20-22-00	Uniforms
Moberly & Roberts, PLLC	1175	Prosecution Services	\$4,000.00 \$4,000.00	65792	6/5/2024	001-000-000-515-93-40-10	Prosecuting Attorney
Norcom	1703	23 911 Dispatch Services	\$20,391.59 \$20,391.59	65793	6/5/2024	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
Ogden Murphy Wallace	891704	City Attorney	\$1,285.50 \$1,285.50	65820	6/20/2024	001-000-000-515-41-40-00	City Attorney
Pacific Topsoils, Inc.	2-O1125957-01	Bark Mulch for Parks	\$861.57 \$861.57	65794	6/5/2024	001-000-000-576-80-31-00	Operating Supplies
Pro-shred	74478	CH Shredding Service	\$55.66	65795	6/5/2024	001-000-000-518-10-41-00	Professional Services
Pro-shred	74771	CH Shredding Service	\$55.66 \$111.32	65821	6/20/2024	001-000-000-518-10-41-00	Professional Services
Puget Sound Energy	Service from 4/19/24 to 5/20/24 501 Evergreen Point Rd	CH Utilities	\$1,600.48	EFT Payment 6/5/2024 11:47:13 AM - 1	6/5/2024	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	Service from 4/20/24 to 5/21/24 84th Ave NE #PKNG	View Point Park Power	\$16.66	65796	6/5/2024	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 4/19/24 to 5/20/24 1000 80th Ave NE	Medina Park Irrigation	\$765.97	65796	6/5/2024	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 4/19/24 to 5/20/24 1050 82nd Ave NE	Street Lights 10th/82nd	\$37.59	65796	6/5/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 4/2/24 to 4/30/24 City of Medina		\$27.94 \$2,448.64	65796	6/5/2024	101-000-000-542-63-41-00	Street Light Utilities
Seattle Times, The	56031	Legal Notices	\$676.00 \$676.00	65822	6/20/2024	001-000-000-518-10-44-00	Advertising
Sound View Strategies, LLC	3214	Lobbyist	\$3,000.00 \$3,000.00	65823	6/20/2024	001-000-000-513-10-41-00	Professional Services
Staples Business Advantage	6003797768	Office Supplies	\$252.81	65824	6/20/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6003797764	PD Office Supplies	\$53.60 \$306.41	65824	6/20/2024	001-000-000-521-20-31-00	Office Supplies
Telecom Law Firm, PC	17671	Special Counsel	\$271.25 \$271.25	65825	6/20/2024	001-000-000-515-45-40-00	Special Counsel
TIG Technology Integration Group	66660	IT Services	\$11,718.95	65826	6/20/2024	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	5566648	Duo Subscription	\$39.67	65826	6/20/2024	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	66661A	Sophos	\$887.11	65826	6/20/2024	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	66660	IT Services	\$2,159.48 \$14,805.21	65826	6/20/2024	401-000-000-558-50-05-00	Technical Services, Software Services
Tree Frog LLC	1872A	Arborist Services	\$3,630.00 \$3,630.00	65797	6/5/2024	401-000-000-558-50-41-50	Arborist
US Bank	JE #2188 Bank Fees	Bank Fees	\$148.90	20100981	6/30/2024	001-000-000-514-20-49-10	Miscellaneous
US Bank	JE #2188 Bank Fees	Bank Fees	\$958.68	20100981	6/30/2024	401-000-000-558-60-49-10	Miscellaneous
US Bank	June 2024 Nations Credit Card	Office Supplies- Carpet Shampoo Machine	\$331.47	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2024 Nations Credit Card	Office Supplies- Air filters (Kellerman)	\$158.88	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2024 Nations Credit Card	Office Supplies- Office Chair (Kesler)	\$198.53	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2024 Nations Credit Card	Office Supplies- Notary supplies and bond (Nations)	\$201.85	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2024 Kellerman Credit Card	IIMC Annual Conference Room Stay- CC	\$836.92	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-10-43-00	Travel & Training
US Bank	June 2024 Nations Credit Card	Dues for WA Municipal Clerks Assoc	\$100.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-10-49-20	Dues, Subscriptions
US Bank	June 2024 Kellerman Credit Card	Public Storage	\$325.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-30-45-00	Facility Rental
US Bank	June 2024 Kellerman Credit Card	Public Storage	\$325.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-30-45-00	Facility Rental
US Bank	June 2024 Kellerman Credit Card	Zoom Business One Storage	\$40.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	June 2024 Kellerman Credit Card	QR Code Creator Tool	\$28.95	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	June 2024 Kellerman Credit Card	Business Scheduling Tool Licenses-Annual	\$537.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	June 2024 Anderson Credit Card	Uniform-Pants	\$179.82	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-22-00	Uniforms
US Bank	June 2024 Gidlof Credit Card	Men's Uniform Socks	\$93.67	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-22-00	Uniforms
US Bank	June 2024 Gidlof Credit Card	Metal signs	\$311.22	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2024 Gidlof Credit Card	Printer ribbon	\$71.09	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2024 Gidlof Credit Card	Double sided tape	\$19.03	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2024 Anderson Credit Card	Picture Frame	\$126.57	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2024 Gidlof Credit Card	Label tape	\$53.31	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2024 Gidlof Credit Card	OtterBox case	\$33.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2024 Gidlof Credit Card	Motorola Programming Cable	\$71.60	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K
US Bank	June 2024 Gidlof Credit Card	Taser Equipment	\$307.96	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	June 2024 Gidlof Credit Card	Motorola Antennas	\$289.48	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	June 2024 Sass Credit Card	WASPC Conference-Parking	\$239.80	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	June 2024 Gidlof Credit Card	Parking Seattle	\$10.89	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	June 2024 Gidlof Credit Card	Training Halverson	\$343.69	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	June 2024 Gidlof Credit Card	Lifeguard chair	\$815.48	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
US Bank	June 2024 Gidlof Credit Card	Lifeguard Hiring Post	\$93.57	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
US Bank	June 2024 Crickmore Credit Card	Uniforms	\$160.85	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-576-80-22-00	Uniforms
US Bank	June 2024 Crickmore Credit Card	Uniforms	\$115.71	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-576-80-22-00	Uniforms
US Bank	June 2024 Crickmore Credit Card	Uniforms	\$136.33	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-576-80-22-00	Uniforms
US Bank	June 2024 Crickmore Credit Card	Goose Scram/Goose Repelant	\$625.89	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	June 2024 Crickmore Credit Card	Diesel Fuel	\$100.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	June 2024 Crickmore Credit Card	Diesel Fuel	\$175.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	June 2024 Crickmore Credit Card	Diesel Fuel	\$175.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-576-80-32-00	Vehicle Fuel & Lube

US Bank	June 2024 Crickmore Credit Card	Pressure Washer Starter Assembly	\$19.88	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	001-000-000-576-80-48-00	Repair & Maint Equipment
US Bank	June 2024 Wilcox Credit Card	Posting for Middle Housing Consultant	\$50.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	401-000-000-558-60-42-00	Communications
US Bank	June 2024 Wilcox Credit Card	Training for Deputy Building Official	\$424.00	EFT Payment 7/1/2024 2:02:01 PM - 2	6/30/2024	401-000-000-558-60-43-00	Travel & Training
			\$9,234.02				
Utilities Underground Location Ctr	4040182	Utilities Locate Services	\$79.20	65798	6/5/2024	101-000-000-542-30-47-00	Utility Services
			\$79.20				
Valvoline, Inc.	96565	PD Oil Change	\$120.86	65827	6/20/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Valvoline, Inc.	96560	PD Oil Change	\$145.62	65827	6/20/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$266.48				
Voyager Systems	8693624262423	PD Fuel	\$2,873.35	EFT Payment 6/20/2024 9:16:47 AM - 2	6/20/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$2,873.35				
Washington State Patrol	12406349	Lifeguard Background checks	\$44.00	65799	6/5/2024	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			\$44.00				
Western Display Fireworks	Fireworks Proposal 24-7518	2nd Installment Fireworks	\$6,250.00	65828	6/20/2024	001-000-000-511-60-49-10	Medina Days
			\$6,250.00				
			\$378,811.95	AP Total			
Payroll	Jun 2024 Payroll	Payroll	\$21,669.63		6/30/2024	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Jun 2024 Payroll	Payroll	\$23,256.87		6/30/2024	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Jun 2024 Payroll	Payroll	\$38,469.82		6/30/2024	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Jun 2024 Payroll	Payroll	\$156,889.45		6/30/2024	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Jun 2024 Payroll	Payroll	\$3,835.49		6/30/2024	001-000-000-571-00-10-00	Salaries, Wages & Benefits
Payroll	Jun 2024 Payroll	Payroll	\$4,546.16		6/30/2024	001-000-000-576-80-10-00	Salaries, Wages & Benefits
Payroll	Jun 2024 Payroll	Payroll	\$36,840.21		6/30/2024	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Jun 2024 Payroll	Payroll	\$33,748.38		6/30/2024	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Jun 2024 Payroll	Payroll	\$48,111.91		6/30/2024	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$367,367.92	Payroll Total			
			\$746,179.87	Grand Total			



MEDINA, WASHINGTON

PARK BOARD MEETING

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

MINUTES

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:00 PM by Chair Barbara Moe.

PRESENT

Board Member Barbara Moe
 Board Member India Fitting-Koh (on-line)
 Board Member Rebecca Johnston
 Board Member Katie Surbeck
 Youth Advisory Member Hayool Park

ABSENT

Board Member Collette McMullen
 Board Member Gretchen Stengel
 Emeritus Member Penny Martin

STAFF

Osada, Crickmore, Burns, Sass, Nations

2. ANNOUNCEMENTS

Public Works Director, Ryan Osada gave brief update on the draft Park Board workplan. The City Leadership team is reviewing the draft work plan that came out of the City Council retreat on February 10, 2024. Staff has additional ideas to add to the plan and the draft plan will be presented to the Park Board at a later meeting.

Deputy City Clerk, Dawn Nations gave a brief update on the open Park Board position. The City has 3 candidates and will be conducting interviews soon.

3. APPROVAL OF PARK BOARD MINUTES

3.1 Meeting Minutes of January 16, 2024

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

Action: Motion Surbeck Second Johnston vote carried 4-0

4. **PUBLIC COMMENT**

None.

5. **PARK BOARD BUSINESS**

5.1 Spring Event Planning - Arbor Day - April 26, 2024

a) Contact Medina Elementary

b) Event Details - Medina Park at 10 AM

Recommendation: Discussion and direction.

Staff Contact: Ryan Osada, Public Works Director and Pat Crickmore, Public Works Supervisor

Pat Crickmore, Public Works Supervisor updated the board they are waiting to order the tree until nursery inventory improves. The planting location will be at Medina Park. Ryan Osada, Public Works Director stated the tree seedlings have been ordered to hand out to the participants. Board Member Rebecca Johnston will reach out to Medina Elementary 1st grade classes to confirm their participation in the event. The event will be April 26, 2024 at 10 AM.

5.2 Community Event Planning

Chair Barbara Moe gave a brief update on community event. She stated the Easter Egg hunt event took a pause this year to reign it in and bring it back to a community only event. Board members Moe, Surbeck and McMullen met to brainstorm ideas for other community events to bring to the board for discussion. It was discussed to organize an event during Medina Days. Board Member Katie Surbeck stated the goal of the event would be youth and community focused. The board discussed different ideas. They will reach out to Heija Nunn, organizer of Medina Days to coordinate with the event. The event details will be discussed in more detail at the May 20, 2024 meeting.

6. **OTHER BUSINESS**

6.1 Medina Park Storm Water Pond Improvement Project

Recommendation: Discussion and direction.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada gave a brief update on the Medina Park storm water pond improvement project. He explained the permit process and next steps. He is trying to get the project done this year but it may be pushed to 2025. He will update the park board at the May 20, 2024 meeting. The board will work with Public Works on making an information board to display at Medina Park to educate the community on the need and benefits of this project.

7. **PARK REPORTS**

Fairweather & Lid - Crickmore reported there was tree removal of hazardous trees and trees that came down in the storm. The PW crew will be cleaning up this area.

Points Loop Trail - Moe reported the pathway needs some additional gravel added.

Lake Lane - Moe reported it looks good. The dock repair looks great.

Medina Beach Park - Johnston reported looks good.

Medina Park - Crickmore reported some beaver damage. PW is started the mowing schedule now that the ground is drying out. Herons have moved from the park.

Viewpoint Park - Crickmore reported it is looking better.

8. ADJOURNMENT

Meeting adjourned at 5:43 PM.

Meeting minutes taken by: Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

PARK BOARD SPECIAL MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Monday, April 15, 2024 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:00PM by Acting Chair Collette McMullen.

PRESENT

Board Chair Barbara Moe (on-line)
 Board Vice-Chair Katie Surbeck (on-line)
 Board Member Rebecca Johnston (off-line at 5:45 PM)
 Board Member – “Acting Chair” Collette McMullen
 Board Member Gretchen Stengel
 Emeritus Member Penny Martin
 Youth Advisor Hayool Park

ABSENT

Board Member India Fitting-Koh

STAFF

Osada, Crickmore, Nations, Kesler, and Mahoney (consultant)

2. ANNOUNCEMENTS

Acting Chair Collette McMullen reminded the board of the Arbor Day celebration on Friday, April 26, 2024, at 10:00 am at Medina Park.

3. APPROVAL OF PARK BOARD MINUTES

The March 18, 2024 meeting minutes will be adopted at the May 20, 2024 meeting.

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

5.1 Presentation of Comprehensive Plan Parks and Open Space Element by Jonathan Kesler, Planning Manager

Recommendation: Discussion item only.

Staff Contact: Jonathan Kesler, Planning Manager

Jonathan Kesler, Planning Manager and Kim Mahoney, Consultant gave a presentation on the Parks and Open Space Element which is part of the Medina Comprehensive Plan. They discussed the process, timeline, and overview of this element. They asked the Park Board for input on this element from the 2015 Comp Plan. The board asked questions and staff responded. The board members gave input and made revisions/updates to reflect accurate information regarding all the Parks in Medina for the 2024 Comp Plan.

6. OTHER BUSINESS

Board member Stengel asked about the upcoming community event that was tentatively scheduled for April 27th. Dawn Nations gave clarification that the board will be holding the event on April 27th but will be joining the Medina Days events in August and sponsoring a Dog Parade. Details will be discussed at the May 20, 2024, meeting. Board Member Surbeck gave a brief overview of the event.

The board members asked regarding feedback on the canceled Easter Egg hunt. The concerns and questions from residents were handled through the social median platform by Board member Johnston.

7. PARK REPORTS

No reports.

8. ADJOURNMENT

The meeting was adjourned at 5:59 PM.

Meeting minutes taken by: Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Tuesday, April 23, 2024 – 6:00 PM

MINUTES

COMMISSION CHAIR | Laura Bustamante

COMMISSION VICE-CHAIR | Shawn Schubring

COMMISSIONERS | Julie Barrett, Li-Tan Hsu, Evonne Lai, Mark Nelson, Brian Pao

PLANNING MANAGER | Jonathan Kesler

DEVELOPMENT SERVICES COORDINATOR | Rebecca Bennett

1. CALL TO ORDER / ROLL CALL

Chair Bustamante called the meeting to order at 6:02pm.

PRESENT

Chair Laura Bustamante

Vice Chair Shawn Schubring

Commissioner Julie Barrett

Commissioner Li-Tan Hsu (departed at 6:29pm)

Commissioner Mark Nelson

ABSENT

Commissioner Evonne Lai

Commissioner Brian Pao

STAFF PRESENT

Bennett, Kesler, Wilcox

2. APPROVAL OF MEETING AGENDA

Without objections, the meeting agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Special Meeting Minutes of April 18, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

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

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

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Chair Bustamante recognized Mayor Rossman. Mayor Rossman thanked the commission and staff for their work.

5. PUBLIC COMMENT PERIOD

There was no public comment.

6. DISCUSSION

6.1 Concerns of the Commission

Chair Bustamante asked Kesler what was left after this meeting.

- 6.2 2024 Comprehensive Plan Update, **Second Review** of the **Housing Element**
Recommendation: Discussion and recommendation
Staff Contact: Jonathan Kesler, AICP, Planning Manager; with Kim Mahoney, Principal,
LDC consultant

[Time Estimate: 60 minutes](#)

Kesler gave brief PowerPoint presentation and went through track changes.
Commissioners discussed and asked questions.

ACTION: Motion to approve as amended and send to City Attorney and City Council.
(Approved 4-0)

Motion made by Vice Chair Schubring, Seconded by Commissioner Nelson.
Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Barrett,
Commissioner Nelson

7. ADJOURNMENT

Meeting adjourned at 6:56pm.

ACTION: Motion to adjourn. (Approved 4-0)

Motion made by Commissioner Nelson, Seconded by Vice Chair Schubring.
Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Barrett,
Commissioner Nelson

Meeting minutes taken by: Rebecca Bennett, Development Services Coordinator



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Wednesday, May 29, 2024 – 6:00 PM

MINUTES

COMMISSION CHAIR | Laura Bustamante

COMMISSION VICE-CHAIR | Shawn Schubring

COMMISSIONERS | Julie Barrett, Li-Tan Hsu, Evonne Lai, Mark Nelson, Brian Pao

PLANNING MANAGER | Jonathan Kesler

DEVELOPMENT SERVICES COORDINATOR | Rebecca Bennett

1. CALL TO ORDER / ROLL CALL

Chair Bustamante called the meeting to order at 6:02pm.

PRESENT

Chair Laura Bustamante

Commissioner Li-Tan Hsu

Commissioner Evonne Lai

Commissioner Mark Nelson

Commissioner Brian Pao (arrival @ 6:06pm)

ABSENT

Vice Chair Shawn Schubring

Commissioner Barrett

STAFF/CONSULTANTS PRESENT

Bennett, Burns, Jepsen, Kesler, Mahoney, Osada,

2. APPROVAL OF MEETING AGENDA

Without objections, the meeting agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of April 23, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion to approve minutes as presented. (Approved 4-0)

Motion made by Commissioner Hsu, Seconded by Commissioner Nelson.
 Voting Yea: Chair Bustamante, Commissioner Hsu, Commissioner Lai, Commissioner Nelson

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Burns and Kesler thanked commissioners for their work on the Comprehensive Plan. Kesler announced that Mahoney will be leaving LDC and Jepsen will be taking her place. Mahoney thanked the commissioners for working with her. Chair Bustamante thanked Mahoney for her work and welcomed Jepsen.

5. PUBLIC COMMENT PERIOD

There was no public comment.

6. DISCUSSION

6.1 Concerns of the Commission

None were heard.

6.2 2024 Comprehensive Plan Update, 1st review of the Preface, Introduction and Background and Context Sections

Recommendation: Discussion and direction

Staff Contact: Jonathan Kesler, AICP, Planning Manager; with Kim Mahoney, Principal and Dane Jepsen, Associate Planner of LDC Consultants

Time Estimate: 45 minutes

Kesler gave brief PowerPoint Presentation on the first review of the preface, introduction and background and context sections. Commissioners discussed and asked questions.

7. ADJOURNMENT

Meeting adjourned at 7:02pm.

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

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Tuesday, May 28, 2024 – 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 Joseph Brazen
Councilmember Jennifer Garone
Councilmember Harini Gokul
Councilmember Michael Luis

ABSENT

Councilmember Mac Johnston

STAFF

Burns, Robertson, Osada, Wagner, Kesler, Sass, and Bennett

2. APPROVAL OF MEETING AGENDA

Mayor Rossman noted that the purpose of the T-Mobile presentation is to seek feedback and following the presentation, Council will allow for public comments in addition to the regular public comment period.

City Manager Steve Burns requested to swap Agenda Items 9.2 Middle Housing Consultant Discussion and 9.3 Middle Housing Engagement Plan.

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

3. PUBLIC COMMENT PERIOD

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

India Fitting-Koh commented on her experience with living in Medina and significant trees being cut down over the past 20 years. She asked Council to consider a reduction in construction work hours from, lower the allowable decibels, and consider increasing setbacks and fines.

Heija Nunn commented in support of India Fitting-Koh's comment. She encouraged Council to consider doing more to return to the small town feel and service. Lastly, she expressed hopes for T-Mobile to have a more robust community communication plan for their tower upgrades, for Council to bring back the parking space at ViewPoint Park, preserve park space and view corridors.

4. PRESENTATIONS

4.1 T-Mobile Tower Upgrade Presentation by Ken Lyons, Senior Vice President -Jurisdiction Relations and Matt Russo, Siting Advocacy Manager.

T-Mobile's Senior Vice President - Jurisdiction Relations, Ken Lyons and Siting Advocacy Manager, Matt Russo gave a presentation on the two proposed tower upgrades in Medina. The two towers proposed for upgrades are existing towers with one at Overlake Golf and Country Club (adjacent to maintenance yard) and the other at Bellevue Christian School (adjacent to the Park and Ride lot).

Council took a 5-minute recess during the presentation to resolve virtual attendance technical difficulties.

Matt Russo continued the presentation walking Council through three design options that include a canister option, flush mount option and stealth tree option. Council asked questions and T-Mobile representatives responded.

Mayor Rossman opened the public comment period for this presentation. The following individuals provided comments:

Heija Nunn requested that Council get an interim public process in place and provided comments to T-Mobile. She noted that there was a failure to understand how cell technology works. She also noted that T-Mobile has advanced technology rolling out and in place in different parts of the world and feels that they are only putting a band-aid in Medina to set the stage for future additional capacity.

Laura Bustamante thanked T-Mobile for coming and providing a solution for connectivity.

Mayor Rossman closed the public comment period on this presentation.

5. CITY MANAGER'S REPORT

None.

6. CONSENT AGENDA

None.

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Comprehensive Plan Update – Parks and Open Space Element

Recommendation: Review and Approval.

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler announced that Planning Consultant Kim Mahoney is leaving LDC at the end of May and introduced Associate Planner with LDC, Dane Jepson, who will be assisting the city with long range planning activities.

Kesler walked Council through a presentation highlighting the proposed changes to the Parks and Open Space Element of the Comprehensive Plan from Planning Commission and the Development Services Committee.

Council discussed, asked questions and staff responded.

ACTION: Council directed the following:

Page 7: Undeveloped Rights-of-Way (Community Trail System)

Trail System

- Delete shaded text as proposed by the Planning Consultant.
- Delete bullets under "IMPROVEMENTS" and add a reference to Figure 8.

Page 9:

Medina Park

- Delete all the added shaded language starting with "children have been observed..."

Medina Beach Park

- Delete the second paragraph.

Map

- Label Lake Lane
- Potential Pathways - Remove NE 8th

ACTION: Motion Reeves to approve the Parks and Open Space Element of the Comprehensive Plan Update so it can be sent to Puget Sound Regional Council and the State Department of Commerce for their review with the proposed changes of the May 28, 2024, City Council meeting. This was seconded by Gokul and carried by a 6:0 (Johnston absent) vote.

9.2 Middle Housing Engagement Plan

Recommendation: Review and adopt Resolution No. 444.

Staff Contact: Jonathan Kesler, AICP, Planning Manager and Jennifer Robertson, City Attorney

Planning Manager Jonathan Kesler introduced the Middle Housing Engagement Plan. Council discussed, asked questions, and staff responded.

Council requested the following changes:

Revise document and tailor to be more Medina specific.

Page 4: About the Middle Housing Land Use Code Update Project

- Section B. Communication and information programs
- Strike references to TV appearances, news articles, and radio announcements.

Consider removing example images.

Change the heading "Key Messages" to "Key Messages from the State Department of Commerce".

Ensure language is added for the public to understand legal mandates applicable to Medina regarding Middle Housing and ADUs.

ACTION: Staff will revise the Middle Housing Engagement Plan as discussed and bring Resolution No. 444 to the June 10, 2024, City Council meeting for final review and adoption.

9.3 Middle Housing Consultant Discussion

Recommendation: Discussion and direction.

Staff Contact: Jonathan Kesler, AICP, Planning Manager and Stephen R. Burns, City Manager

Planning Manager Jonathan Kesler gave an introduction and overview of the Request for Qualifications (RFQ) to find a Middle Housing Consultant. Council discussed, asked questions, and staff responded.

ACTION: Motion Reeves to direct staff to obtain an RFQ (Request for Qualifications), first publication on Friday, May 31, 2024 and second publication Wednesday, June 5, 2024. This was seconded by Luis. Council discussed the motion.

ACTION: Motion Garone to amend the motion to direct staff to rewrite the RFQ to reflect as described by the city attorney, that the consultant to be technical project support for the Middle Housing Land Use Code Update project, help with public engagement and

presentations, and help meet milestones required by the Commerce grant. This was seconded by Gokul and carried by a 6:0 (Johnston absent) vote.

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

None.

11. PUBLIC COMMENT

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

Heija Nunn commented in support of having a resident task force for the Middle Housing project.

With no further comments, public comments was closed.

12. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 8:03 p.m.

DRAFT



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 8, 2024

Subject: Ordinance Amending Special Events Permit Language

Category: Consent

Staff Contact: Stephen R. Burns, City Manager and Jennifer S. Robertson, City Attorney

Summary

Every year the City of Medina participates in the Washington Cities Insurance Authority (WCIA) Audit and Annual Review. In the 2023 audit it was determined that additional language was required for the Medina Special Events Permit. The proposed language adds mandatory language for insurance, hold harmless, and clarification of the activities' intended purpose. WCIA has recommended the items listed below in red be added to Medina Municipal Code Section 9.40.040.

9.40.040. - Application—Form—Required information.

Any person desiring to apply for a special event permit shall do so by filing a written application therefore with the city clerk. The application shall be made on forms provided by the city and shall include, at a minimum, the following information:

- A. The name, address and telephone number of the applicant;
- B. The name, address and telephone number of the person who will be directly in charge of and responsible for the special event;
- C. A full and complete description of the special event sought to be held and the duration of such special event;
- D. The proposed location of the special event and the dimensions and plans for any structure to be erected or constructed in connection with the special event;
- E. Whether the special event will require the use of any city street or right-of-way and if so, the location and dimensions of the proposed use, together with a statement as to the dimensions of remaining unobstructed street or right-of-way;
- F. The approximate number of spectators and persons who will or are expected to participate in the special event and the number and kind of vehicles, equipment and animals which will be used;
- G. If the permit sought is for the use of a city street not connected with a special event, a full and complete description of the use sought to be made of the street by the applicant and the duration of such use;
- H. Plans for the assembly and dispersal of the special event, including times and locations thereof including setup/takedown times;
- I. If the event involves political or religious activity intended primarily for the communication or expression of ideas;
- J. Included in the application form:
 1. The Applicant is required to procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or occur in connection with the use of the Facilities and the

activities of the Applicant and his or her guests, representatives, volunteers, and employees. Accordingly, the Applicant shall provide proof of general liability insurance, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, and name City of Medina as an additional insured by using ISO endorsement CG 20 11 on said policy. The insurance policy shall contain, or be endorsed to reflect, that the Applicant's insurance coverage shall be primary insurance as respects the City of Medina. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Medina shall be excess of the applicant's insurance and shall not contribute with it. For athletic events, the General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence with a \$2 million general aggregate.

2. The Applicant shall indemnify, defend and hold harmless the City of Medina, its elected and appointed officials its employees, volunteers, and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage sustained by applicant or any other persons which arise from and in any manner grow out of any act or mission on or about said Facility by Applicant, its agents, guests or employees in the execution of this special event permit including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Medina, its elected and appointed officials, its employees, and agents.
- K. Any additional information, which the city manager or city manager's designee shall find reasonably necessary to a determination of the findings required by MMC 9.40.060.

Special Events Permit Updated Language meets and supports Council's priority #1.

Council Priorities:

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

Attachment

1. Ordinance No. 1028 Amending MMC Section 9.40.040 Related to the Special Event Permit Application Form.

Budget/Fiscal Impact: N/A

Recommendation: Adopt Ordinance No. 1028.

City Manager Approval: 

Proposed Council Motion: "I move to adopt Ordinance No. 1028 to revise MMC 9.40.040. - Application—Form—Required information in accordance with the WCIA audit."

**CITY OF MEDINA, WASHINGTON
Ordinance No. 1028**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, AMENDING MEDINA MUNICIPAL CODE SECTION 9.40.040 RELATED TO THE SPECIAL EVENT PERMIT APPLICATION FORM REQUIRED INFORMATION, PROVIDING FOR SEVERABILITY AND CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Medina wishes to update to include mandatory information in the Special Event Permit Application; and

WHEREAS, in order to do so, revisions to Section 9.40.040 of the Medina Municipal Code are required; and

WHEREAS, the City Council adopted this ordinance at a regular council meeting; **NOW THEREFORE**,

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

Section 1. Section 9.40.040 of the Medina Municipal Code is hereby amended to read as follows:

9.40.040. - Application—Form—Required information.

Any person desiring to apply for a special event permit shall do so by filing a written application therefore with the city clerk. The application shall be made on forms provided by the city and shall include, at a minimum, the following information:

- A. The name, address and telephone number of the applicant;
- B. The name, address and telephone number of the person who will be directly in charge of and responsible for the special event;
- C. A full and complete description of the special event sought to be held and the duration of such special event;
- D. The proposed location of the special event and the dimensions and plans for any structure to be erected or constructed in connection with the special event;
- E. Whether the special event will require the use of any city street or right-of-way and if so, the location and dimensions of the proposed use, together with a statement as to the dimensions of remaining unobstructed street or right-of-way;
- F. The approximate number of spectators and persons who will or are expected to participate in the special event and the number and kind of vehicles, equipment and animals which will be used;
- G. If the permit sought is for the use of a city street not connected with a special event, a full and complete description of the use sought to be made of the street by the applicant and the duration of such use;
- H. Plans for the assembly and dispersal of the special event, including times and locations thereof including setup/takedown times;

- I. If the event involves political or religious activity intended primarily for the communication or expression of ideas.
- J. Included in the application form:
 - 1. The Applicant is required to procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or occur in connection with the use of the Facilities and the activities of the Applicant and his or her guests, representatives, volunteers, and employees. Accordingly, the Applicant shall provide proof of general liability insurance, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, and name City of Medina as an additional insured by using ISO endorsement CG 20 11 on said policy. The insurance policy shall contain, or be endorsed to reflect, that the Applicant's insurance coverage shall be primary insurance as respects the City of Medina. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Medina shall be excess of the applicant's insurance and shall not contribute with it. For athletic events, the General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence with a \$2 million general aggregate.
 - 2. The Applicant shall indemnify, defend, and hold harmless the City of Medina, its elected and appointed officials, its employees, volunteers, and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage sustained by Applicant or any other persons which arise from and in any manner grow out of any act or mission on or about said Facility by Applicant, its agents, guests, or employees in the execution of this special event permit including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Medina, its elected and appointed officials, its employees, and agents.
- K. Any additional information, which the city manager or city manager's designee shall find reasonably necessary to a determination of the findings required by MMC 9.40.060.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 3. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 4. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 5. Effective Date. This ordinance shall take effect five days after publication as provided by law.

PASSED BY THE CITY COUNCIL ON THIS 8th DAY OF JULY 2024 BY A VOTE OF ___ FOR, ___ AGAINST, AND ___ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE ON THE 8th DAY OF JULY 2024.

Jessica Rossman, Mayor

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

Attest:

Jennifer S. Robertson, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 8, 2024

Subject: Street Vacation Work Plan Follow-up

Category: Council Business – Discussion and Direction

Staff Contacts: Stephen R. Burns, City Manager and Jennifer S. Robertson, City Attorney

Summary

On October 23, 2023 the City Council adopted a moratorium on processing right of way vacation petitions via adoption of Resolution No. 438 and extended the moratorium for additional six-month period on April 8, 2024 via Resolution No. 442 which included adopting a work plan to study the same desire to undertake the work described above without having disruptions or interruptions that would be created by the filing of any ROW vacation petition. That work plan included review of Chapter 12.44 MMC and consideration of adopting a policy regarding property vacations.

The City Attorney's office has reviewed Chapter 12.44 MMC and proposed changes to incorporate prior Council input. In addition, a proposed draft policy that may be issued by the City Manager is also included in Council materials. Please note that the policy is written so that it can also be used for vacating streets as well as for vacating utility property (which is not addressed in your code).

The attached ordinance includes the following revisions to Chapter 12.44 MMC:

Two new sections are added:

12.44.015: Specifically allows the City Manager to adopt policies to implement the Chapter.

12.44.025: Sets forth a general policy of the City Council which expresses how much the City values its unopened rights of way and expresses the policy that the Council will only vacate rights of way "either as a property exchange which provides greater public benefit than existing facilities or if there is no potential future use of the property foreseen."

The following sections were changed:

12.44.050.D: This fixes a typo that the code revisor found where the word "days" was missing.

12.44.090: The change here allows the Council to hold extra meetings both before and after setting the public hearing (and following the public hearing).

12.44.120.A: This change references the new policy at MMC 12.44.025 as a required component in drafting the staff report.

12.44.130.B: The change here allows the Council to take additional time following the public hearing to make a decision on the petition.

12.44.140: This change references the new policy at MMC 12.44.025 as a required component of the decision on the vacation.

12.44.180.A: This change confirms that the petitioner will pay all costs and fees of the vacation, in addition to the appraisal amount.

Once this ordinance is adopted, it is appropriate to terminate the moratorium that was first adopted under Resolution No. 438 and extended by Resolution No. 442. Therefore, Section 9 of the ordinance terminates the moratorium.

Recommendation

Staff is looking for direction on the draft ordinance and policy. With Council concurrence, this will be brought back on consent at the July 22, 2024, City Council meeting.

This meets and supports Council's priorities 2 through 5.

Council Priorities:

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

Attachments

1. Ordinance No. 1030 Amending MMC Chapter 12.44 Related to Street Vacations
2. Draft Policy implementing Chapter 12.44 MMC

Budget/Fiscal Impact: N/A

Recommendation: Discussion and direction.

City Manager Approval:



Proposed Council Motion: "I move to direct staff to finalize Ordinance No. 1030 as directed and to bring this back for action on consent on July 22, 2024."

Time Estimate: 20 minutes

CITY OF MEDINA, WASHINGTON
Ordinance No. 1030

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, AMENDING CHAPTER 12.44 OF THE MEDINA MUNICIPAL CODE, ADDING NEW SECTIONS 12.44.015 TO ALLOW ADOPTION OF POLICIES AND 12.44.025 TO EXPRESS THE COUNCIL POLICY REGARDING STREET VACATIONS, AMENDING SECTION 12.44.050 FOR HOUSEKEEPING PURPOSES, 12.44.090 TO CLARIFY THAT COUNCIL MAY HOLD ADDITIONAL MEETINGS REGARDING A PETITION FOR STREET VACATION, 12.44.120.A TO INCORPORATE MMC 12.44.025, 12.44.130 TO CLARIFY COUNCIL'S AUTHORITY TO DEFER ACTION, 12.44.180 TO INCORPORATE PAYMENT OF COSTS AS A PREREQUISITE TO THE EFFECTIVE DATE OF A STREET VACATION, TERMINATING MORATORIUM ADOPTED UNDER RESOLUTION NO. 438 AND EXTENDED UNDER RESOLUTION NO. 442, PROVIDING FOR SEVERABILITY AND CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City's ROW are highly visible and are extremely important to the City's current and future transportation needs; and to the City's character, identity and development; and comprise a significant and valuable public asset related to the City's long term planning goals and community vision; and

WHEREAS, the City received and processed three different ROW vacation petitions in recent years, each of which presented unique issues and concerns; consumed significant City resources, staff time and expenses to review and decide; and resulted in the subsequent preparation, review and adoption of MMC modifications to better regulate and protect the City's ROW and provide better guidance to the public, City and Council concerning the issues and processes involved in such petitions; and

WHEREAS, in the process of reviewing and acting on those ROW vacation petitions the City and Council became aware of the need for further changes in the MMC to address adequate and timely public notice requirements, cost identification, limitation and recovery; and evaluation of potential gift of public funds issues; and the establishment of long-term planning and use policies which can be timely integrated into the City's ongoing 2024 Comprehensive Plan update; and

WHEREAS, on October 23, 2023 the City Council adopted a moratorium on processing right of way vacation petitions via adoption of Resolution No. 438 and extended the moratorium for additional six-month period on April 8, 2024 via Resolution No. 442 which included adopting a work plan to study the same desire to undertake the work described above without having disruptions or interruptions that would be created by the filing of any ROW vacation petition; and

WHEREAS, having undertaken the work, the City Council supports making additional changes to Chapter 12.44 MMC in order to clarify its policy regarding unopened or partially unopened rights of way and the process for considering vacation of the same; and

WHEREAS, with the adoption of this ordinance, it is appropriate and timely to terminate the moratorium that was first adopted under Resolution No. 438 and extended by Resolution No. 442; **NOW, THEREFORE**,

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

Section 1. A new Section 12.44.015 is hereby added to the Medina Municipal Code to read as follows:

12.44.015. Policies.

The city manager may adopt policies regarding processing of petitions for street vacation consistent with this chapter.

Section 2. A new Section 12.44.025 is hereby added to the Medina Municipal Code to read as follows:

12.44.025 General Policy on Street Vacations.

Medina is a small sylvan community with limited public space. The residents of Medina value the ability to walk within the community and value the trees, vegetation, and open space that exist within the city. Unopened or partially unopened streets and rights of way often provide landscaping which beautifies the city as well as providing trails and other recreational opportunities. These unopened or partially unopened streets and rights of way also provide future opportunities to add more public space for transportation, including walking and bicycling, and provide opportunities for expanding recreational facilities. Therefore, it is the policy of the Medina city council to only vacate unopened rights of way either as a property exchange which provides greater public benefit than existing facilities or if there is no potential future use of the property foreseen.

Section 3. Section 12.44.050.D of the Medina Municipal Code is hereby amended to read as follows:

12.44.050. Petition by owners.

The owners of an interest in real estate abutting upon or underlying public ROW may petition the city council for vacation thereof in accordance with the requirements of this chapter.

* * * * *

- D. Each petitioner shall be responsible to reimburse the city for the full expenses and costs incurred by the city to process the petitioner's requested vacation regardless of the outcome of the city's review and decision thereon or petitioner's withdrawal of the petition. In addition to any other provisions of the MMC or this chapter, the city manager or designee shall keep account of all administrative time, costs and expenses incurred

by city employees, contractors, consultants, legal counsel, appraisers, appointed officers and other individuals acting on behalf of or for the benefit of the city in the course of processing the petition. The city manager or designee shall periodically compile such time, costs and expenses and invoice the petitioner for payment thereof, which shall be made by the petitioner not more than fifteen (15) {days} from the date of the invoice. Upon the city's final decision to grant, deny or otherwise act on the petition, the city manager or designee shall compile a final invoice for all remaining unpaid time, costs and expenses and shall present such invoice to the petitioner for prompt payment. No vacation shall become final nor be recorded until all invoices have been paid in full by the petitioner. In the event the petitioner does not make timely payment as set forth herein, the city may suspend further review and processing of the petition.

Section 4. Section 12.44.090 of the Medina Municipal Code is hereby amended to read as follows:

12.44.090. Date of public hearing.

Upon determining the application for vacation is complete, or upon passage of a resolution by the city council seeking vacation, the council shall, by resolution, fix a time when the city will hold a public hearing on the proposed vacation. The hearing will be not more than 60 days nor less than 20 days after the date of passage of the resolution scheduling the public hearing. Nothing in this section prohibits the council from holding meetings about the petition for vacation prior to passing a resolution setting the public hearing, prior to holding the public hearing, or following the date of the public hearing.

Section 5. Section 12.44.120.A of the Medina Municipal Code is hereby amended to read as follows:

12.44.120. Staff report.

- A. The planning manager and/or public works director or their designee(s) shall prepare a staff report which shall identify and address the requirements of this section, the vacation criteria in MMC 12.44.140, the council policy set forth in MMC 12.44.025, and all other pertinent issues raised by or resulting from the vacation. The staff report shall be presented to the city council at the public hearing and as otherwise requested, appropriate or necessary, and may be supplemented as needed.

* * * * *

Section 6. Section 12.44.130 of the Medina Municipal Code is hereby amended to read as follows:

12.44.130. Hearing.

- A. At the day and time appointed for the hearing of the petition or city council resolution, or at such other day and time as the same may be continued or

adjourned to by the city council, the matter shall be considered and persons desiring to speak for or against the vacation shall be heard in accordance with the council's usual rules.

- B. The city council may deliberate on the merits of the petition in accordance with its usual rules, may adjourn from time to time and may recess to executive session as needed, may require additional information and evaluation from any petitioner or city staff, and may continue and resume the hearing as appropriate. At the conclusion of the city council's deliberations, the city council may decide the petition in accordance with MMC 12.44.170, or may defer action to a later date.

Section 7. Section 12.44.140 of the Medina Municipal Code is hereby amended to read as follows:

12.44.140. Vacation criteria.

- A. In determining whether to vacate the subject property, the city council shall consider, but shall not be limited to, the following criteria as well as the policy set forth in MMC 12.44.025:
1. Whether a change of use or vacation of the subject property will provide a benefit to the city as determined by the council, including but not limited to any of the following examples: reduction of unnecessary ROW; preservation of streetscape character; expanding the city's property tax roll; addressing neighborhood requests related to traffic impacts; better accommodation of pedestrians, bicyclists, motorists and/or emergency responders; reservation of an easement will accommodate the city's current or projected needs.
 2. Whether the subject property is no longer required for public use or public.
 3. Whether the substitution of a new and different public way would be more or less useful to the city and/or the public.
 4. Whether conditions may or could change in the future, creating or providing a greater or different public use or need than presently exists.
 5. Whether existing property access will be restricted or denied as a result of the vacation.
 6. Whether objections to the petition or proposed vacation are made by (i) owners of private property (exclusive of petitioners) abutting or in proximity to the subject property, (ii) governmental agencies, (iii) private users of the subject property, and/or (iv) members of the general public.

Section 8. Section 12.44.180.A of the Medina Municipal Code is hereby amended to read as follows:

12.44.180. Compensation for vacation.

- A. Ordinances vacating any public ROW shall not be adopted by the city council until the owners of the property abutting the subject property shall

compensate the city in the amount required by this subsection and all costs and fees have been reimbursed in accordance with MMC 12.44.050.D.

* * * * *

Section 9. Termination of Moratorium. The City Council hereby terminates the moratorium imposed by Resolution No. 438 and extended by Resolution No. 442.

Section 10. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 11. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 12. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 13. Effective Date. This ordinance shall take effect five days after publication as provided by law.

PASSED BY THE CITY COUNCIL ON THIS 22nd DAY OF JULY 2024 BY A VOTE OF ___ FOR, ___ AGAINST, AND ___ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE ON THE 22nd DAY OF JULY 2024.

Jessica Rossman, Mayor

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

Attest:

Jennifer S. Robertson, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB



Administrative Policy and Procedure City of Medina, Washington

Subject: Street or Utility Vacation Procedure		
Policy No. XXXX		Pages: 6
Effective Date: August 1, 2024		
Developed by: Jennifer Robertson, City Attorney	Department Head Approval:	City Manager Approval:

1. **Purpose.** The purpose of this policy is to detail the procedure for a privately initiated street or utility vacation requests. While utility easement vacations are not listed in Chapter 12.44 MMC, the same procedures will be used if a property owner seeks to vacate a utility easement.
2. **Organizations affected.** Community Development Department, Public Works Department, Clerk’s Department, Legal Department, and City Council.
3. **References.**
 - Chapter 35.79 RCW
 - Chapter 12.44 MMC
4. **Definitions.** None.
5. **Responsibilities.** It is the responsibility of the Public Works staff to administer this policy and coordinate the various aspects of the street vacation process. Responsibilities for the street vacation process are spread among various members of the Executive, Clerk’s Office, Public works, Community Development/Planning, Fire, and Legal Departments, and outlined in the statement of policy and procedure.
6. **Statements of Policy and Procedures.**

6.1 Application / Review

- 6.1.1 **Petitioner:** Submits application packet including petition and legal description of property to be vacated to City Clerk.
- 6.1.2 **Clerk's Office:** Clerk routes to Public Works, Community Development and Legal
- 6.1.3 **Public Works:** evaluates application and schedules meeting with Community Development and Legal
- 6.1.4 **Public Works:** Routes copies of street vacation petition to Planning Manager and Fire for review. Sets date for initial City Council study session and projected date for public hearing.
- 6.1.5 **Community Development and Fire:** Reviews Street Vacation request and provides written comments to Public Works within 2 weeks.
- 6.1.6 **Public Works:** Reviews request and comments from Community Development and Fire. Drafts staff report for study session based on criteria set forth in MMC 12.44.015 and 12.44.140. Routes to Planning and Fire for review.
- 6.1.7 **Community Development and Fire:** Provide comments on staff report within one week.
- 6.1.8 **Public Works:** Routes staff report, Agenda Bill and Resolution to the City Attorney's Office and City Manager for review.
- 6.1.9 **Legal / City Manager:** The City Attorney's Office and City Manager reviews and approves the staff report and supporting material, including the draft legislation. The Agenda Packet is then compiled and transmitted to the City Clerk by noon on the Thursday prior to a regular City Council meeting. The City Council will hold a study session on the application. The matter will then be scheduled for another Council meeting to set a date for a public hearing.

6.2 Public Hearing

- 6.2.1 **City Council:** First there is a study session meeting, then the resolution is brought to council on a subsequent date to set the public hearing. The City Council votes on Resolution to set date for Public Hearing. The date of Public Hearing must be no more than 60 and no less than 20 days after passage of resolution.
- 6.2.2 **Public Works:** Informs Clerk's Office and Community Development of date for Public Hearing.
- 6.2.3 **Community Development:** Drafts, issues and posts Notice of Public Hearing.
- 6.2.4 **Legal:** Drafts Vacation Ordinance and routes to Public Works to ensure legal description, etc. is correct.
- 6.2.5 **Public Works:** Drafts Agenda Bill and revised Vacation Ordinance for Public Hearing and submits to City Manager for review. It is then transmitted to the City Clerk by noon on Thursday prior to Public Hearing date.
- 6.2.6 **City Council:** Conducts Public Hearing. Votes on Ordinance. Council may defer action on the Ordinance if desired, in which case, the matter will be brought back for

additional review.

6.3 Appraisal / Compensation

- 6.3.1 **Public Works:** If Ordinance passes, orders an appraisal of property to be vacated. Informs Petitioner of compensation amount. Route to Clerk's office for inclusion of any unpaid fees.
- 6.3.2 **Clerk's Office:** Calculates fees and costs and adds these to the appraisal amount and informs Petitioner of compensation amount plus fees and costs, including estimate for recording.
- 6.3.3 **Petitioner:** Pays compensation amount to Clerk's Office.
- 6.3.4 **Clerk's Office:** Takes in compensation amount along with fees and costs and informs Public Works of payment.

6.4 Recording

- 6.4.1 **Public Works:** Informs City Clerk of completion of street vacation process.
- 6.4.2 **City Clerk:** Records Street Vacation ordinance with King County Auditor. When evidence of recording is received, City Clerk informs Public Works, Community Development and City Manger's office.
- 6.4.3 **Public Works:** Informs petitioner of recording of Street Vacation ordinance.

7. Attachments. Street or Utility Vacation Application.

PETITION FOR STREET OR UTILITY EASEMENT VACATION
(Chapter 35.79 RCW Street Vacation and RCW 35.94.040 for Utility Property)

The undersigned hereby petition to the City of Medina to vacate the following street(s) or utility property or the following portions thereof:

EACH PERSON SIGNING THIS PETITION REPRESENTS:

- A. That he or she owns an interest in real estate abutting one or more of the street(s) or utility property proposed for vacation;
- B. That he or she believes the street(s) or utility property proposed to be vacated are not and are not to be expected to be needed or useful as part of the public street or utility system of the City of Medina, and that the public will benefit by the vacation;
- C. That he or she acknowledges the filing fee paid to process this petition is non-refundable and agrees to pay any additional costs in excess of the filing fee for processing this petition, regardless of outcome.

SIGNATURES OF ALL OWNERS OF PROPERTY ABUTTING AND RECEIVING
PROPERTY RESULTING FROM THE PROPOSED VACATION

NOTE: Any entity owner requires proof of the person with signing authority and support for signing this petition by the entity.

_____ OWNERS SIGNATURE	_____ PARCEL NUMBER
_____ OWNERS PRINTED NAME	_____ DATE
_____ PARCEL ADDRESS	
_____ OWNERS SIGNATURE	_____ PARCEL NUMBER
_____ OWNERS PRINTED NAME	_____ DATE
_____ PARCEL ADDRESS	
_____ OWNERS SIGNATURE	_____ PARCEL NUMBER
_____ OWNERS PRINTED NAME	_____ DATE
_____ PARCEL ADDRESS	
_____ OWNERS SIGNATURE	_____ PARCEL NUMBER
_____ OWNERS PRINTED NAME	_____ DATE
_____ PARCEL ADDRESS	

OWNERS SIGNATURE _____

PARCEL NUMBER _____

OWNERS PRINTED NAME _____

DATE _____

PARCEL ADDRESS _____

OWNERS SIGNATURE _____

PARCEL NUMBER _____

OWNERS PRINTED NAME _____

DATE _____

PARCEL ADDRESS _____

For Official Use Only:	
Date Received _____	By _____
Fee Paid: (Yes/	Receipt No. _____



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 8, 2024

Subject: 2025-2030 Six Year CIP, TIP, Non-TIP

Category: City Business

Staff Contact: Ryan Osada, Public Works Director

Summary

The Six-Year Capital Improvement Plans (CIP) and Transportation Improvement Plans (TIP) are elements of the Comprehensive Plan. It serves as a planning and budgeting document for public works projects. The city is required to provide the adopted Six-Year TIP to the State Department of Transportation by July of each year. The TIP is used to qualify for grant funding and requires each project for which funding is requested to appear in the adopted TIP. Because of our size, Medina merges the CIP and TIP into one document for more efficient overall fiscal planning.

The Proposed Six-Year CIP/TIP Plan for the years 2025 through 2030 has been revised per council direction at the June Public Hearing. The revision removes "Turf Installation" at the Medina Park Playground and replace with wood chip surfacing.

The proposed annual expenditure for the plan ranges from \$665,000 to \$740,000 per year.

This project meets and supports Council's priorities 1-5:

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

Attachment(s)

2025-2030 Six Year CIP, TIP, Non-TIP

Budget/Fiscal Impact: \$590,000 - \$740,000

Recommendation: Approve.

City Manager Approval:

Proposed Council Motion: I move to approve the 2025-2030 Six Year CIP, TIP, Non-TIP as presented.

CITY OF MEDINA						Updated 6/28/2024			
2025 - 2030 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP) 2025 - 2030 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) 2025 - 2030 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP) DATE SUBMITTED: July 2024						Approved by: Medina City Council Date: July 2024 Resolution Number:			
NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE

I. STREET IMPROVEMENT PROJECTS (ACP Overlays, Sidewalks, Storm Drainage, etc.)

I - 1	2025	87th Ave NE	86th Ave NE	NE 10th Street	0.13	Asphalt Overlay	63	\$100,000.00	REET Tax
I - 2	2026	78th Place NE	NE 32nd Street	Evergreen Pt Rd	0.24	Asphalt Overlay	68	\$160,000.00	REET Tax
I - 3	2027	81st Ave NE	Overlake Dr W	NE 8th Street	0.09	Asphalt Overlay	68	\$65,000.00	REET Tax
I - 4	2027	77th Ave NE	NE 16th Street	NE 22nd Street	0.4	Asphalt Overlay	64	\$190,000.00	REET Tax
I - 5	2028	Parking Lot	Medina Park	NE 82nd Street Lot	N/A	Asphalt Overlay	71	\$50,000.00	REET Tax
I - 6	2028	NE 12th Street	84th Ave NE	Evergreen Pt Rd	0.5	Asphalt Overlay	69	\$225,000.00	REET Tax
I - 7	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE	0.46	Asphalt Overlay	72	\$200,000.00	REET Tax
I - 8	2030	78th Ave NE	NE 21st Street	NE 28th Street	0.47	Asphalt Overlay	72	\$200,000.00	REET Tax

II. STORM DRAINAGE PROJECTS (Not including storm drainage improvements in conjunction with street or path projects)

II - 1	2025	87th Ave NE	86th Ave NE	NE 10th Street		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 2	2026	78th Place NE	NE 32nd Street	Evergreen Pt Rd		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 3	2027	77th Ave NE	NE 16th Street	NE 22nd Street		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 4	2028	NE 12th Street	84th Ave NE	80th Ave NE		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 5	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 6	2030	78th Ave NE	NE 21st Street	NE 28th Street		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax

<p>Pavement Condition Legend for Part I. ACP Overlays:</p> <p>Based on a 100 point rating with 0 being the worst. Rating is generated by the TIB Performance Management Dashboard *Rating is outdated - field verified</p>	<p>NOTES:</p> <p>1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.</p> <p>2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.</p>
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III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)

III - 1	2025	Evergreen Point Rd	NE 12th Street	NE 16th Street	0.3	Pedestrian Improvements		\$200,000.00	REET Tax
III - 2	2026	Evergreen Point Rd	NE 16th Street	2000 block	0.4	Pedestrian Improvements		\$200,000.00	REET Tax
III - 3	2027	77th Ave NE	NE 22nd ST	NE 16th St	0.6	Pedestrian Improvements		\$100,000.00	REET Tax
III - 4	2028	Evergreen Point Rd	2000 Block	NE 22nd Street	0.2	Pedestrian Improvements		\$200,000.00	REET Tax
III - 5	2029	Evergreen Point Rd	NE 22nd Street		0.1	Pedestrian Improvements		\$200,000.00	REET Tax
III - 6	2030	Evergreen Point Rd	NE 24th Street		0.1	Pedestrian Improvements		\$200,000.00	REET Tax

NON-TRANSPORTATION IMPROVEMENT PROJECTS:

IV. BUILDING RESTORATION AND IMPROVEMENTS

IV - 1	2025	City Hall Building				Re-paint City Hall Interior		\$50,000.00	REET Tax
IV - 2	2025	Post Office				Re-paint Interior		\$15,000.00	REET Tax
IV - 3	2026	Post Office				Re-Roof Building		\$40,000.00	REET Tax
IV - 4	2027	City Hall Bldg				Re-Roof Building		\$65,000.00	REET Tax

V. PARKS PROJECTS

V - 1	2025	Fairweather Nature Preserve			N/A	Invasive Species Removal		\$50,000.00	Park Levy
V - 2	2026	Medina Park & Fairweather Nature Preserve			N/A	Tennis Court Resurfacing (three courts)		\$50,000.00	Park Levy
V - 3	2027	Medina Park	Playground		N/A	Wood Chip Rehabilitaion		\$20,000.00	REET Tax
V - 4	2029	Fairweather Park	Playfield		N/A	Playfield Drainage Improvements		\$50,000.00	REET Tax
V - 5	2030	Post Office Park	Park		N/A	Hardscaping & Landscaping		\$50,000.00	REET Tax

SUMMARY TOTAL PROJECTED BUDGET BY YEAR:

2025	\$	665,000.00
2026	\$	700,000.00
2027	\$	590,000.00
2028	\$	725,000.00
2029	\$	700,000.00
2030	\$	700,000.00

TOTAL SIX YEAR C.I.P. 2025 - 2030 \$ 4,080,000.00

NOTES:

- 1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.
- 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 8, 2024

Subject: 2024 Comprehensive Plan Update, review and approval of Section A: Preface, Section B: Introduction and Section C: Background and Context

Category: City Business

Staff Contacts: Jonathan Kesler, AICP, Planning Manager and Dane Jepsen, Planner, LDC Inc., Consultants

The hard work of reviewing the Comp Plan Elements is done and they were sent to the Puget Sound Regional Council (PSRC) and the state Department of Commerce (DOC) a month ago for their mandatory, approximately 60-day, review. While that is in process, the Planning Commission (PC) did its first **internal** review of the Preface, Introduction and Background and Context Sections of the Comp Plan at the May 29th regular meeting. At the June 25th PC Meeting, these revisions were reviewed and a few more changes made. After the Commission did this second review, it then voted unanimously to approve the revised documents and move them on to Council for review and final approval.

These sections are **not** reviewed by any outside governmental body but are shaped by Medina's own governing bodies **only**. In the packet, you will find the revised "clean" copy of the sections, along with the redlines that resulted from the two Planning Commission reviews. Staff seeks Council review of the updates, input for any additional revisions, if applicable and **final** approval of these sections so that they are ready when the Comp Plan Elements return from outside review.

The 2024 Comprehensive Plan Update of Section A: Preface, Section B: Introduction and Section C: Background and Context meets and supports Council's priorities 2, 3 and 5.

Council Priorities:

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

Attachments:

- Redline version of Section A: Preface, Section B: Introduction and Section C: Background and Context.
- Clean copy of Section A: Preface, Section B: Introduction and Section C: Background and Context.

Budget/Fiscal Impact: None

Recommendation: Approval.

City Manager Approval:



Motion: I move to approve Section A: Preface, Section B: Introduction and Section C: Background and Context of the 2024 Comprehensive Plan Update.

Time Estimate: 20 minutes

A. PREFACE

This Plan represents the vision of Medina residents on the City's development as a unique residential community and as part of the Seattle/Bellevue metropolitan region. If the Plan is carried out, the quality of life enjoyed by Medina's residents will be preserved for the future.

~~The preparation of the original plan began with the Growth Management Joint Workshop which was held in April 1991. Following the adoption of the Critical Areas Ordinance in 1992 and review of the City's zoning ordinance in 1993, the City of Medina adopted its first Comprehensive Plan in May 1994.~~

~~The Planning Commission has been responsible for assuring citizen involvement in updates of this Plan by holding both regular and special meetings during all their review processes. Community meetings and public hearings are typically posted in prominent locations in the community and are published in the monthly City newsletter. After the public hearings, the Planning Commission recommendations are sent to the City Council for review and adoption.~~

~~Preparation of the original Plan was preceded by four related efforts:~~

- ~~1. Growth Management Joint Workshop held in April 1991 with Clyde Hill, Hunts Point, and Yarrow Point;~~
- ~~2. Inventory of Critical Areas conducted in 1991 and the adoption of the Critical Areas Ordinance in March 1992;~~
- ~~3. Joint workshop with Clyde Hill, Hunts Point, Yarrow Point, and King County Officials on County Policies, September 1992; and~~
- ~~4. Review of the City's zoning ordinance by the Planning Commission with adoption by the City Council in June 1993.~~

~~These efforts resulted in the identification of issues of a citywide nature to be addressed in the Comprehensive Plan, and the adoption of the Medina Comprehensive Plan in May 1994. The Comprehensive Plan was later amended by Ordinance No. 660 in July 1999, by Ordinance No. 886 in June 2012, by Ordinance No. 887 in July of 2012, by Ordinance No. 906 in April 2014, and by Ordinance No. 783 in March 2005.~~

~~The Planning Commission has been responsible for assuring citizen involvement in updates of this Plan by holding regular meetings and special community meetings during all of their review processes. Community meetings and public hearings are typically posted in prominent locations in the community, published in the monthly City newsletter, and published in the *Eastside Journal* newspaper. After the public hearings, the Planning Commission recommendations are sent to the City Council for review and adoption.~~

This Comprehensive Plan is supported by ~~a number of several~~ documents. For detail on a particular issue, reference is best made to the appropriate supporting document. These include the Medina Municipal Code, the Shoreline Master Program (MMC Subtitle 16.620-6), Medina Tree Management Code (MMC Ch. 1620.52), Critical Areas

Commented [DJ1]: (05/29 PC) Replace this with a short narrative description of the history of Comprehensive Planning in Medina.
No need to mention the eastside journal.

Commented [DJ2R1]: Revised for 06/25 PC meeting

Regulations (MMC Ch. ~~1620.50 and 20.67~~), Comprehensive Stormwater Management Plan (1993, updated ~~2019~~2012), and the Six-Year Transportation Improvement Program (updated annually).

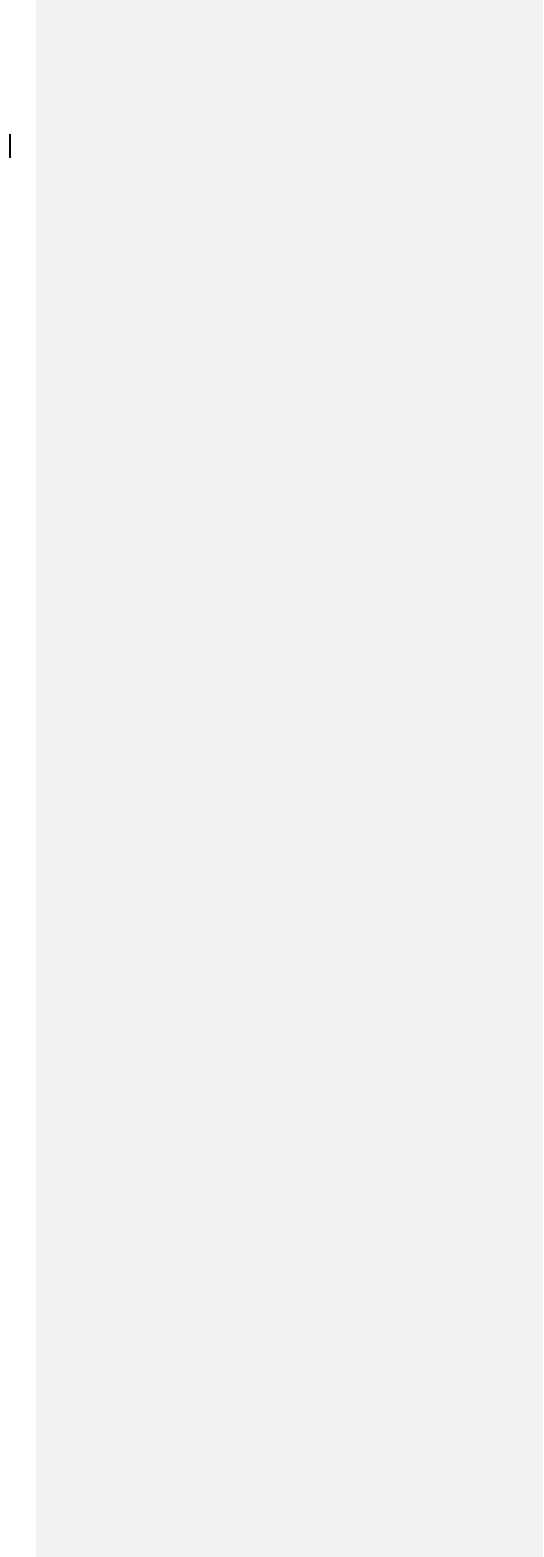
Commented [DJ3]: code references updated for 06/25 PC meeting

This Plan is not intended to be static; it will be periodically reviewed and revised as necessary. The Planning Commission will carry out a review of this Plan at least once every ~~ten~~ ~~eight~~ years, in accordance with RCW 36.70A.130, as amended.

Commented [DJ4]: (06/25 PC) Remove eight not every

Commented [DJ5R4]: Revised for 07/08 Council meeting

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B. INTRODUCTION

A comprehensive plan is a collective vision about how a community perceives itself and a statement about the kind of place the residents want it to become. The plan is an opportunity for articulating what needs to be preserved and enhanced and, conversely, what the community wishes to avoid. It is a document that functions as a guide for instituting land use regulations and making public decisions concerning individual development proposals.

The comprehensive plan must periodically be updated ~~in order~~ to respond to changing conditions and attitudes, both within and outside of the community. These updates reflect the trend of the current times and the collective vision for the City's future. Medina's Comprehensive Plan had its first substantive update in April 1986. In 1990, the Plan was amended to reflect recommendations from the Land and Tree Committee, which included tree preservation requirements and design standards for City rights-of-way. This update to the Comprehensive Plan incorporates local, regional, and state level priorities that include new recent legislation on affordable and emergency housing, social equity and health, and environmental resiliency and sustainability.

In 1990 and 1991, the state legislature passed two Acts regarding growth management. The first, SHB (Senate House Bill) 2929, required that all communities within King County must inventory critical areas, update their comprehensive plans to include a number of specific elements, and adopt regulations to implement the plan. The second, HB (House Bill) 1025, required that King County countywide planning policies (CPPs) be developed and adopted to address issues of a regional nature. Each city and town within the county must also respond to these issues within their comprehensive plan. Since that time, Medina's Comprehensive Plan has been updated seven times: in 1994, 1999, 2005, 2012 (twice), 2014, and 2015.

In 2021 and 2023, the state legislature passed several Acts impacting local planning and development requirements for housing. HB 1220, passed in 2021, expanded requirements for the provision of affordable housing and introduced new requirements for the provision of emergency housing and restrictions on development-limiting regulations. HB 1110, passed in 2023, introduced requirements for expanded housing options to provide "middle housing" (such as townhomes and duplexes) in traditionally single-family detached housing areas. Finally, HB 1337, passed in 2023, introduced requirements for expanded development opportunities for ADUs and established restrictions on local regulation of ADUs. HB 2321, passed in 2024, made future modifications to text drafted in HB 1110 to clarify the application of this legislation at the local level. These recent changes to state regulations impacted the 2023 comprehensive plan update; changes were incorporated along with the consideration of local goals and attitudes.

STATE PLANNING GOALS

The Growth Management Act (GMA) sets out ~~thirteen~~ fifteen statutory goals. The GMA legislation mandates inclusion of five basic plan elements and associated information

Commented [DJ6]: Inconsistent with the initial comp plan adoption timeline outlined in section A

Commented [DJ7R6]: Removed for 06/25 PC meeting

Commented [DJ8]: (05/29 PC) describe the process of the Comp Plan update and describe the things that informed it. (sources)
"These updates reflect the trend of our current times" In reference to affordable housing, racial equity, infrastructure

Commented [DJ9R8]: Revised for 06/25 PC Meeting

Commented [DJ10]: Section addressing current state law changes added for 06/25 PC meeting

requirements that are to guide development of comprehensive plans. For a community's plan to be valid, it must be consistent with the requirements of the GMA, which means that a plan must not conflict with the state statutory goals or countywide policies.

The ~~thirteen-fifteen~~ statutory state goals are as follows:

1. Guide urban growth to areas where urban services can be adequately provided;
2. Reduce urban sprawl;
3. Encourage efficient multimodal transportation systems;
4. Encourage the availability of affordable housing to all economic segments of the population;
5. Encourage economic development throughout the state;
6. Assure private property is not taken for public use without just compensation;
7. Encourage predictable and timely permit processing;
8. Maintain and enhance natural resource-based industries;

Commented [DJ11]: (05/29 PC) Check for currency

Commented [DJ12R11]: Updated for 06/25 PC meeting. Added goals 14 and 15.

9. Encourage retention of open space and development of recreational opportunities;
10. Protect the environment and enhance the quality of life for Washington residents;
11. Encourage the participation of citizens in the land use planning process;
12. Ensure adequate public facilities and services necessary to support development;
13. Identify and preserve lands and sites of historic and archaeological significance;
14. Ensure that development regulations, plans, policies, and strategies adapt to and mitigate effects of a changing climate¹;
—Shoreline Management²;
- 15.

~~Medina is a small, fully developed residential community with limited development capacity. that~~ The City strives to prioritize the vitality and character of its neighborhoods while meeting the goals and requirements of the Growth Management Act (GMA). ~~However, development capacity within the City is limited~~ Like all communities, Medina will grow and change to meet the needs of its residents and future generations; this is represented in the City's adopted housing target of 19 new housing units by the year 2044. ~~The City cannot increase its land area and~~ The population will increase will be progressively accommodated through development of remaining vacant lots and in-fill development on redevelopable lots or developed lots, such as by adding only by the amount represented by the few remaining vacant and/or redevelopable lots, changes in family size, or the potential inclusion of accessory dwelling units (ADUs). City Development Services Department project review will ensure a ~~The 2014 Buildable Lands Report states that the City has capacity for about 46 additional residences. Adequate urban facilities and services are in place to meet the needs of the City's residents meet the foreseeable needs of a stable population. There is no business district, and there is no land for one to develop, nor do residents wish to see such development occur.~~

The City must comply with portions of the GMA relating to land use, housing, capital facilities, utilities, transportation, and park and recreation. To comply with these, the City has coordinated this comprehensive plan with state and regional jurisdictions, as well as its city councilors, commissioners, and residents. There are few actions the City could take that would be in conflict with the requirements of the Growth Management Act. In Medina, there are no resource lands to protect and no real threat to individual property rights. Since there are However, with little to no large tracts of undeveloped land, Medina it would be difficult for the city to cannot contribute to additional urban growth, sprawl, or inappropriate economic development, and there are no resource lands to protect and no real threat to individual property rights. The City has historically imposed strict environmental controls through the State Environmental Policy Act (SEPA), its Shoreline Master Program, the grading and drainage permit process, and its Critical Areas Regulations in MMC Ch.14.04., 16.60., and 16.70.Ch. 20.50 and 20.67.

Commented [DJ13]: Numbering is normal in clean version.
Footnotes added for 06/25 PC meeting

Commented [DJ14]: (05/29 PC) This paragraph reads defensively (too closed off to "other" groups). The Housing Element likely has good language that could be carried over here in summary to describe the more open/diverse/inclusive/receptive nature of the city today.

Commented [DJ15R14]: Revised for 06/25 PC meeting

Commented [DJ16]: Paragraph revised for 06/25 PC meeting.
Rather than list what the City doesn't have to plan for list what the City does plan for.

Commented [DJ17]: (05/29 PC) Code references outdated

Commented [DJ18R17]: Updated for 06/25 PC meeting

¹ Per RCW 36.70A.095, Medina is not required to adopt a climate change or resiliency element in its comprehensive plan; climate change and resiliency concerns are addressed through policies in the existing elements.

² Shoreline management is addressed in the City of Medina's Shoreline Master Program as adopted in Municipal Code Subtitle 16.6.

COUNTYWIDE PLANNING GOALS

The King County ~~C~~ountywide ~~P~~lanning ~~P~~olicies (CPP), ~~adopted in response to the requirements of the Growth Management Act adopted by the Growth Management Planning Commission (GMPC) and ratified by King County cities,~~ are aimed at more effective use of existing land ~~through a policy framework prioritizing social equity and health.~~ ~~Their~~The goal is to establish higher density centers within the County and promote infill development to accommodate new growth so that remaining rural and resource lands may be preserved.

Commented [DJ19]: (06/25 PC) Capitalize
Commented [DJ20R19]: Revised for 07/08 Council Meeting

In 20~~2112~~, the CPPs were revised to address changes to the ~~Growth Management Act~~GMA and ~~to specifically~~ reflect the regional direction established in VISION 20~~5040~~. VISION 20~~5040~~ was adopted in 20~~2008~~ by the Puget Sound Regional Council (PSRC), an association of cities, towns, ports, tribes, and state agencies that serves as a forum for making decisions about regional growth management in the central Puget Sound region of Washington. VISION 20~~5040~~'s regional growth strategy outlines how the central Puget Sound region should plan for additional population and employment growth. All jurisdictions in King County have a role in accommodating this growth, and the 20~~2112~~ CPPs provide direction for local comprehensive plans and regulations.

The 20~~2112~~ CPPs are designed to achieve six overarching goals:

Commented [DJ21]: (05/29 PC) Update to current CPPs
Commented [DJ22R21]: Revised for 06/25 PC Meeting

1. Restore and protect the quality of the natural environment for future generations;
2. Direct growth in a compact, centers-focused pattern that uses land and infrastructure efficiently and that protects rural and resource lands;
3. ~~Provide a full range of accessible and safe~~ ~~Meet the~~ housing ~~options to meet the~~ needs of all economic and demographic groups within all jurisdictions;

4. For people throughout King County, provide opportunities that allow to prosperity and enjoyment of a high quality of life through economic growth and job creation;
5. Serve the region well with an integrated, multi-modal transportation system that supports the regional vision for growth, efficiently moves people and goods, and is environmentally and functionally sustainable over the long term; and
6. Provide access for residents in both urban and rural areas to the necessary public services needed in order to advance public health and safety, protect the environment, and carry out the rRegional gGrowth sStrategy.

The City's Comprehensive Plan has been updated to address each of these policy areas, including ~~economic growth and job creation,~~ housing, transportation, and the environment. The plan has been updated based on residential ~~and employment~~ targets that align with VISION 205040. Through a development Land Capacity Analysis (LCA), the City determined that additional measures were necessary, to support and enable the production or and preservation of affordable housing, in order it has the land capacity and zoning in place to meet the City's assigned housing ~~and employment~~ targets for the year 204435.

~~Medina's size and lack of undeveloped land precludes it from becoming an urban or manufacturing center and makes siting of major public capital facilities (other than SR 520) or engaging in economic development an impossibility.~~

To help ensure that there are housing opportunities, the City allows development of undersized lots and reasonable improvements of nonconforming structures. The City also allows ~~for accessory dwelling units ADUs and has taken steps to support and promote their development~~ to accommodate increased population demands. Additionally, The City participates in ARCH, A Regional Coalition for Housing, a program in which provides both rental and ownership opportunities below market rate in order to bring affordable housing to the greater King County community.

Medina does not contribute a significant amount of traffic to the regional transportation system because there are no major employers or commercial districts and a relatively small population size. Medina supports development of an improved regional transportation system and encourages residents to utilize the public transit that is available to the community.

The Comprehensive Plan includes a Natural Environment element that contains policies to restore, protect, preserve, and enhance the natural environment and high quality of life, for now and future generations, including water quality and salmon habitat. The Natural Environment element calls for coordination with other local, regional, state, and federal entities on environmental issues.

Medina's land use pattern is consistent with that of its neighboring jurisdictions. There is a high degree of cooperation and sharing of information between the City and its neighbors; this, which is exemplified by the monthly meetings held between mayors and city manager/administrators of Medina, Clyde Hill, Hunts Point, Yarrow Point, and Beaux Arts each jurisdiction's mayor and city/town administrators. This high level of communication ensures consistency between each jurisdiction's plans and capital projects. Medina recognizes its place in a larger regional community where collective decisions are necessary to protect and enhance the quality of life we all enjoy. The City will continue to involve itself in regional issues and, to the extent possible, participate in their resolution.

Commented [DJ23]: References to employment growth removed for 06/25 PC Meeting.

Commented [DJ24]: (05/29 PC) Update throughout

Commented [DJ25R24]: Revised throughout document for 06/25 PC Meeting

Commented [DJ26]: (05/29 PC) Update throughout

Commented [DJ27R26]: Revised throughout document for 06/25 PC Meeting

Commented [DJ28]: (05/29 PC) Remove

Commented [DJ29R28]: Revised throughout document for 06/25 PC Meeting

Commented [DJ30]: (06/25 PC) Remove "in"

Commented [DJ31R30]: Revised for 07/08 Council meeting

Commented [DJ32]: (05/29 PC) Need to revised to expand on affordable housing efforts and include the ownership of a portion of affordable housing

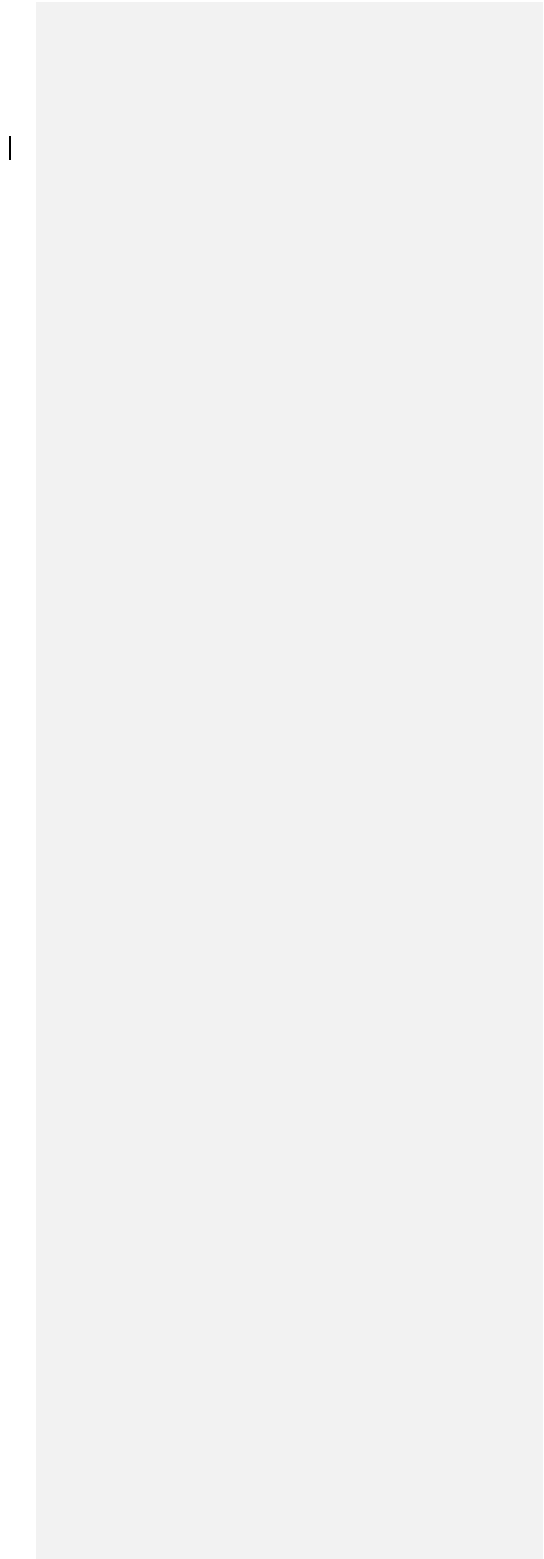
Commented [DJ33R32]: Revised for 06/25 PC Meeting. Includes text from ARCH website

Commented [DJ34]: Does this meeting still occur?

Commented [DJ35R34]: (06/25 PC) this meeting still happens. Revise to include city managers.

Commented [DJ36R34]: Revised for 07/08 Council meeting to include participating Cities and Towns.

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C. BACKGROUND AND CONTEXT

And now the sturdy ferries no longer ply from Leschi to Medina; the axe blade has given way to the bulldozer; nor do strawberries grow on the land. Yet there is a spark, a feeling which unites today with yesterday - and augurs well for tomorrow.

William Parks, Mayor 1955

HISTORY

Once inhabited by several Native American tribes, including the Duwamish, Snoqualmie, and Suquamish; the place we call Medina today was first settled in the 1800s as Medina was originally a collection of farms and orchards, including many farmers of Japanese heritage on the shore of Lake Washington across from Seattle. During the late 1880s, wealthy area residents land-owners began purchasing waterfront land from these homesteaders. By the 1890s these lands had been/were being converted into broad lakefront estates. In 1913 the Medina ferry terminal was constructed, and in 1914 the town was formally platted. Medina grew slowly until 1940⁴, when the first floating bridge was constructed. With the increased accessibility to Seattle, more people began to settle permanently on the east side of the lake, and the residents of Medina began to feel the pressures of growth.

Commented [DJ37]: Revised for 06/25 PC meeting to include references to tribal nations pre-existing

Commented [DJ38R37]: Revised for 07/08 Council meeting to include mention of Japanese settlers and correct the year of the first floating bridge.

Plans for a second floating bridge that would have the east terminus in Medina and bring the town within minutes of Seattle's population caused residents to begin considering incorporation. Three alternatives were debated over several years: incorporation with Bellevue, incorporation with the other "Points" communities, and separate incorporation. Residents voted to incorporate separately in July 1955, and in August 1955 Medina officially became a city of 1,525 people. In 1964 a perimeter portion of Medina Heights was annexed to the City, with the remainder of this neighborhood added in 1967. From 1959 to 1971 Medina acquired and developed Fairweather Nature Preserve, Medina Park, and Medina Beach Park. Another seven residential parcels located on the east side of Lake Washington Boulevard adjacent to Clyde Hill were annexed in 1987. With these acquisitions, the land use pattern and mix was established.

At the time of incorporation there were five major objectives:

1. To maintain the residential character of the area,
2. To place zoning and planning under local control,
3. To spend a greater share of taxes locally,
4. To institute a small government under full local control, and
5. To maintain the maximum freedom of choice for change.

SETTING AND CHARACTER

Medina occupies a large peninsula projecting into the central portion of Lake Washington on the lake's east shore. The lake separates Medina from Seattle, with the SR 520 floating bridge, which enters Medina at the base of Evergreen Point, bringing Seattle's downtown to within nine miles of Medina. Medina is bordered on the northeast by the Town of Hunts

Point and on the east by the City of Clyde Hill, both ~~all-single-family~~ residential communities. On the southeast, Medina is bordered by a relatively low-density, ~~single-family~~ residential section of the City of Bellevue. The downtown commercial center of Bellevue has grown rapidly and is approximately one and

one-half miles to the east. More industrial sections of Bellevue are located near Interstate 405, which runs north-south, intersecting SR 520 approximately three miles to the east of Medina.

The commercial center of Bellevue provides Medina residents with ready access to a wide variety of stores, restaurants, and other commercial establishments, including Bellevue Square and Lincoln Square. Additionally, Bellevue has developed into a technological hub that provides a high degree of skilled employment. Bellevue has zoned the areas abutting the commercial core for high-density residential development, which allows apartments and townhouses. Consequently, there is a full range of residential opportunities near Medina available for people who choose this kind of environment and wish to live in close proximity to commercial amenities.

Commented [DJ39]: (05/29 PC) In discussion of Bellevue, include that Bellevue is also now a tech hub, or higher degree of skilled employment

Commented [DJ40R39]: Revised for 06/25 PC Meeting

Certain limited non-residential development exists in Medina, such as the Wells Medina Nursery, gas station, Medina grocery store, the post office, Medina Elementary School, St. Thomas Church, St. Thomas School, Bellevue Christian School, and City Hall, which provide services to the City's residents. The City Hall building, which is the former ferry terminal, and the Medina grocery store, which is the former telephone exchange, were originally constructed when Medina was served by ferry from Seattle. At least six private buildings remain from this era (houses, cottages, a barn, the telephone exchange, etc.): Although these structures have been put to different uses, they continue to serve as important reminders of the City's cultural past.

Commented [DJ41]: (05/29 PC) Verify these references

Commented [DJ42R41]: There are publicly registered historic structures in Medina, but they are not explicitly "non-residential". The sentence was revised to only refer to the two non-residential historic uses mentioned.

Commented [DJ43R41]: (06/25 PC) Request input from Mike Luis on accuracy/context

Medina finds itself in the center of an increasingly urban metropolitan area. The City is attempting to maintain its identity in the face of exploding growth that has been occurring all through King County. Medina's unique character is due in part to its lake front location. With approximately five miles of waterfront, the City is graced by premium single-family residential development along the lakeshore, and a mixture of modest homes in the north-central portion of the City, establishing the character of the City as a high-quality residential community.

Medina also has a distinctive and sylvan quality informal natural setting that is typified by semi-wooded and heavily landscaped lots that provide visual and acoustic privacy between neighbors and abutting city streets. Many of the residences are situated in open settings, which take advantage of the attractive lake and territorial views. Additional contributing factors are elaborately landscaped lots as well as the large tracts of open space, which can be seen from city streets. The more significant of these open spaces are the City's two interior parks, Fairweather Nature Preserve and Medina Park, and the Overlake Golf & Country Club. Overlake's golf course is an attractive, open green space located in a shallow valley, which runs through the center of the City. The golf course serves as a visual amenity for surrounding homes, passers-by who view it from city streets, and residents of Clyde Hill.

Commented [DJ44]: (05/29 PC) Add descriptive language including "sylvan" or other such as elaborately landscaped lots

Commented [DJ45R44]: Revised for 06/25 PC Meeting

~~It is the position of the community that development should~~The City will encourage development within the community that is compatible in scale with the surrounding housing continue to, while meeting the requirements of the GMA, and progressing on its adopted housing targets, in the form of single-family residences. Minimizing changes to existing zoning and land use patterns and integrating development organically with the surrounding community ~~Maintaining overall densities and instituting controls to limit the~~

Commented [DJ46]: (06/25 PC) remove apostrophe

Commented [DJ47R46]: Revised for 07/08 Council Meeting

~~over-development of individual lots~~ are seen as important to protecting the City's character. It is felt that the City should take steps to preserve the natural amenities and other characteristics, which contribute to the quality of life for the benefit of its citizens residents of all ages, backgrounds, and ~~and a wide range of~~ income levels.

Commented [DJ48]: (05/29 PC) Revise to not exclusively reference single-family. Insert language from housing element generally. Provide for ALL income levels.

Commented [DJ49R48]: Revised for 06/25 PC Meeting. Revisions reframe City's priority about character and growth.

A. PREFACE

This Plan represents the vision of Medina residents on the City's development as a unique residential community and as part of the Seattle/Bellevue metropolitan region. If the Plan is carried out, the quality of life enjoyed by Medina's residents will be preserved for the future.

The preparation of the original plan began with the Growth Management Joint Workshop which was held in April 1991. Following the adoption of the Critical Areas Ordinance in 1992 and review of the City's zoning ordinance in 1993, the City of Medina adopted its first Comprehensive Plan in May 1994.

The Planning Commission has been responsible for assuring citizen involvement in updates of this Plan by holding both regular and special meetings during all their review processes. Community meetings and public hearings are typically posted in prominent locations in the community and are published in the monthly City newsletter. After the public hearings, the Planning Commission recommendations are sent to the City Council for review and adoption.

This Comprehensive Plan is supported by several documents. For details on a particular issue, reference is best made to the appropriate supporting document. These include the Medina Municipal Code, the Shoreline Master Program (MMC Subtitle 16.6), Medina Tree Management Code (MMC Ch. 16.52), Critical Areas Regulations (MMC Ch. 16.50), Comprehensive Stormwater Management Plan (1993, updated 2019), and the Six-Year Transportation Improvement Program (updated annually).

This Plan is not intended to be static; it will be periodically reviewed and revised as necessary. The Planning Commission will carry out a review of this Plan at least once every ten years, in accordance with RCW 36.70A.130, as amended.

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B. INTRODUCTION

A comprehensive plan is a collective vision about how a community perceives itself and a statement about the kind of place the residents want it to become. The plan is an opportunity for articulating what needs to be preserved and enhanced and, conversely, what the community wishes to avoid. It is a document that functions as a guide for instituting land use regulations and making public decisions concerning individual development proposals.

The comprehensive plan must periodically be updated to respond to changing conditions and attitudes, both within and outside of the community. These updates reflect the trend of the current times and the collective vision for the City's future. This update to the Comprehensive Plan incorporates local, regional, and state level priorities that include new recent legislation on affordable and emergency housing, social equity and health, and environmental resiliency and sustainability.

In 1990 and 1991, the state legislature passed two Acts regarding growth management. The first, SHB (Senate House Bill) 2929, required that all communities within King County must inventory critical areas, update their comprehensive plans to include a number of specific elements, and adopt regulations to implement the plan. The second, HB (House Bill) 1025, required that King County countywide planning policies (CPPs) be developed and adopted to address issues of a regional nature. Each city and town within the county must also respond to these issues within their comprehensive plan. Since that time, Medina's Comprehensive Plan has been updated seven times: in 1994, 1999, 2005, 2012 (twice), 2014, and 2015.

In 2021 and 2023, the state legislature passed several Acts impacting local planning and development requirements for housing. HB 1220, passed in 2021, expanded requirements for the provision of affordable housing and introduced new requirements for the provision of emergency housing and restrictions on development-limiting regulations. HB 1110, passed in 2023, introduced requirements for expanded housing options to provide "middle housing" (such as townhomes and duplexes) in traditionally single-family detached housing areas. Finally, HB 1337, passed in 2023, introduced requirements for expanded development opportunities for ADUs and established restrictions on local regulation of ADUs. HB 2321, passed in 2024, made future modifications to text drafted in HB 1110 to clarify the application of this legislation at the local level. These recent changes to state regulations impacted the 2023 comprehensive plan update; changes were incorporated along with the consideration of local goals and attitudes.

STATE PLANNING GOALS

The Growth Management Act (GMA) sets out fifteen statutory goals. The GMA legislation mandates inclusion of five basic plan elements and associated information requirements that are to guide development of comprehensive plans. For a community's plan to be valid, it must be consistent with the requirements of the GMA, which means that a plan must not conflict with the state statutory goals or countywide policies.

The fifteen statutory state goals are as follows:

1. Guide urban growth to areas where urban services can be adequately provided;
2. Reduce urban sprawl;
3. Encourage efficient multimodal transportation systems;
4. Encourage the availability of affordable housing to all economic segments of the population;
5. Encourage economic development throughout the state;
6. Assure private property is not taken for public use without just compensation;
7. Encourage predictable and timely permit processing;
8. Maintain and enhance natural resource-based industries;
9. Encourage retention of open space and development of recreational opportunities;
10. Protect the environment and enhance the quality of life for Washington residents;
11. Encourage the participation of citizens in the land use planning process;
12. Ensure adequate public facilities and services necessary to support development;
13. Identify and preserve lands and sites of historic and archaeological significance;
14. Ensure that development regulations, plans, policies, and strategies adapt to and mitigate effects of a changing climate¹;
15. Shoreline Management².

Medina is a small residential community with limited development capacity. The City strives to prioritize the vitality and character of its neighborhoods while meeting the goals and requirements of the GMA. Like all communities, Medina will grow and change to meet the needs of its residents and future generations; this is represented in the City's adopted housing target of 19 new housing units by the year 2044. The population increase will be progressively accommodated through development of remaining vacant lots and in-fill development on redevelopable lots or developed lots, such as by adding accessory dwelling units (ADUs). City Development Services Department project review will ensure adequate urban facilities and services are in place to meet the needs of the City's residents.

¹ Per [RCW 36.70A.095](#), Medina is not required to adopt a climate change or resiliency element in its comprehensive plan; climate change and resiliency concerns are addressed through policies in the existing elements.

² Shoreline management is addressed in the City of Medina's Shoreline Master Program as adopted in [Municipal Code Subtitle 16.6](#).

The City must comply with portions of the GMA relating to land use, housing, capital facilities, utilities, transportation, and park and recreation. To comply with these, the City has coordinated this comprehensive plan with state and regional jurisdictions, as well as its city councilors, commissioners, and residents.

COUNTYWIDE PLANNING GOALS

The King County Countywide Planning Policies (CPP), adopted by the Growth Management Planning Commission (GMPC) and ratified by King County cities, are aimed at more effective use of existing land through a policy framework prioritizing social equity and health. The goal is to establish higher density centers within the County and promote infill development to accommodate new growth so that remaining rural and resource lands may be preserved.

In 2021, the CPPs were revised to address changes to the GMA and reflect the regional direction established in VISION 2050. VISION 2050 was adopted in 2020 by the Puget Sound Regional Council (PSRC), an association of cities, towns, ports, tribes, and state agencies that serves as a forum for making decisions about regional growth management in the central Puget Sound region of Washington. VISION 2050's regional growth strategy outlines how the central Puget Sound region should plan for additional population and employment growth. All jurisdictions in King County have a role in accommodating this growth, and the 2021 CPPs provide direction for local comprehensive plans and regulations.

The 2021 CPPs are designed to achieve six overarching goals:

1. Restore and protect the quality of the natural environment for future generations;
2. Direct growth in a compact, centers-focused pattern that uses land and infrastructure efficiently and that protects rural and resource lands;
3. Provide a full range of accessible and safe housing options to meet the needs of all economic and demographic groups within all jurisdictions;
4. For people throughout King County, provide opportunities that allow prosperity and enjoyment of a high quality of life through economic growth and job creation;
5. Serve the region well with an integrated, multi-modal transportation system that supports the regional vision for growth, efficiently moves people and goods, and is environmentally and functionally sustainable over the long term; and
6. Provide access for residents in both urban and rural areas to necessary public services in order to advance public health and safety, protect the environment, and carry out the Regional Growth Strategy.

The City's Comprehensive Plan has been updated to address each of these policy areas, including housing, transportation, and the environment. The plan has been updated based on residential targets that align with VISION 2050. Through a Land Capacity Analysis (LCA), the City determined that additional measures were necessary, to support and enable the production and preservation of affordable housing, to meet the City's assigned

housing target for the year 2044.

To help ensure that there are housing opportunities, the City allows development of undersized lots and reasonable improvements of nonconforming structures. The City also allows ADUs and has taken steps to support and promote their development to accommodate increased population demands. Additionally, the City participates in ARCH, A Regional Coalition for Housing, a program which provides both rental and ownership opportunities below market rate in order to bring affordable housing to the greater King County community.

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C. BACKGROUND AND CONTEXT

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HISTORY

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Plans for a second floating bridge that would have the east terminus in Medina and bring the town within minutes of Seattle's population caused residents to begin considering incorporation. Three alternatives were debated over several years: incorporation with Bellevue, incorporation with the other "Points" communities, and separate incorporation. Residents voted to incorporate separately in July 1955, and in August 1955 Medina officially became a city of 1,525 people. In 1964 a perimeter portion of Medina Heights was annexed to the City, with the remainder of this neighborhood added in 1967. From 1959 to 1971 Medina acquired and developed Fairweather Nature Preserve, Medina Park, and Medina Beach Park. Another seven residential parcels located on the east side of Lake Washington Boulevard adjacent to Clyde Hill were annexed in 1987. With these acquisitions, the land use pattern and mix were established.

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SETTING AND CHARACTER

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on the lake's east shore. The lake separates Medina from Seattle, with the SR 520 floating bridge, which enters Medina at the base of Evergreen Point, bringing Seattle's downtown to within nine miles of Medina. Medina is bordered on the northeast by the Town of Hunts Point and on the east by the City of Clyde Hill, both all-residential communities. On the southeast, Medina is bordered by a relatively low-density, residential section of the City of Bellevue.

The downtown commercial center of Bellevue has grown rapidly and is approximately one and one-half miles to the east. More industrial sections of Bellevue are located near Interstate 405, which runs north-south, intersecting SR 520 approximately three miles to the east of Medina.

The commercial center of Bellevue provides Medina residents with ready access to a wide variety of stores, restaurants, and other commercial establishments, including Bellevue Square and Lincoln Square. Additionally, Bellevue has developed into a technological hub that provides a high degree of skilled employment. Bellevue has zoned the areas abutting the commercial core for high-density residential development, which allows apartments and townhouses. Consequently, there is a full range of residential opportunities near Medina available for people who choose this kind of environment and wish to live in close proximity to commercial amenities.

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Medina finds itself in the center of an increasingly urban metropolitan area. The City is attempting to maintain its identity in the face of exploding growth that has been occurring all through King County. Medina's unique character is due in part to its lake front location. With approximately five miles of waterfront, the City is graced by premium single-family residential development along the lakeshore, and a mixture of modest homes in the north-central portion of the City, establishing the character of the City as a high-quality residential community.

Medina also has a distinctive and sylvan quality that is typified by semi-wooded and heavily landscaped lots that provide visual and acoustic privacy between neighbors and abutting city streets. Many of the residences are situated in open settings, which take advantage of the attractive lake and territorial views. Additional contributing factors are elaborately landscaped lots as well as the large tracts of open space, which can be seen from city streets. The more significant of these open spaces are the City's two interior parks, Fairweather Nature Preserve and Medina Park, and the Overlake Golf & Country Club. Overlake's golf course is an attractive, open green space located in a shallow valley, which runs through the center of the City. The golf course serves as a visual amenity for surrounding homes, passers-by who view it from city streets, and residents of Clyde Hill.

The City will encourage development within the community that is compatible in scale with the surrounding housing, while meeting the requirements of the GMA, and progressing on its adopted housing targets. Minimizing changes to existing zoning and land use patterns and integrating development organically with the surrounding community are seen as important to protecting the City's character. It is felt that the City should take steps to preserve the natural amenities and other characteristics which contribute to the quality of life for the benefit of its residents of all ages, backgrounds, and income levels.

City Council Meeting

Monday, July 8th, 2024

Comp Plan Update - review and approval
of the Preface, Intro & Background &
Context Sections (Sections A, B, & C)

Dane Jepsen
Associate Planner
LDC, Inc.

Comp Plan Update - review and approval of Sections A, B, & C

- ▶ The hard work of reviewing the Comp Plan Elements is done and they were sent to the Puget Sound Regional Council (PSRC), the state Department of Commerce (DOC), and King County Growth Management Planning Council (KCGMPC) for their mandatory, approximately 60-day, review several weeks ago.
- ▶ While that is in process, the Planning Commission has reviewed and directed revisions to the Preface, Introduction and Background, and Context Sections of the Comp Plan at the following meetings:
 - ▶ May 29th – Preliminary review. Commission requested revisions.
 - ▶ Jun 25th – Review of revised sections. Commission approved with additional revisions.

Revisions to these sections were proposed during the two Planning Commission meetings and the Planning Department's internal review; they are approved by the Planning Commission and City Manager.

The current revisions include:

- General revisions for consistency through-out:
 - Revise Vision 2040 to Vision 2050
 - Revise 2012 CPPs to 2021 CPPs
 - Revise 2035 growth targets to 2044 growth targets
 - Update municipal code references
 - Other miscellaneous requests from commissioners
- Synthesize description of initial comp plan adoption and comp plan update process (packet pages 158 & 161)
- Add description of recent state law changes (packet page 161)
- Updated State and Countywide planning goals (packet pages 161-165)
- Revisions to defensive and exclusive narrative text (packet pages 163, 169-170)
- Revised historical context (packet pages 167 & 168)
 - Planning Commission specifically requested input from councilor Luis on accuracy/phrasing of historical context



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 8, 2024

Subject: Ordinance Amending Section 2.24.020 of the Medina Municipal Code (MMC) Related to the Parks and Recreation Board Membership

Category: City Business

Staff Contacts: Aimee Kellerman, CMC, City Clerk and Jennifer S. Robertson, City Attorney

Summary

The Council personnel committee recommend that the Council consider adding two “alternate member” positions to the Medina Parks Board. The basis for this is that there are sometimes not enough voting members present for the Board to meet due to lack of a quorum and sometimes, even when a quorum exists, the full Board isn’t present. This inhibits the full “vetting” of ideas by the volunteer board. Therefore, in order to fully process and create advisory recommendations to the Council, ensuring that there is participation is beneficial.

The attached Ordinance amends Section 2.24.020 of the Medina Municipal Code by creating an “alternate members” role whereby the Council may appoint up to two alternate members to serve on the Board. The alternate members would be entitled to participate in all discussions and meetings of the Board but would only vote if regular voting members are not present. In essence, they “substitute in” for absent members. When regular board members are absent, the alternate members would also count toward the quorum. The proposed code amendment would not allow the alternate members to serve as chairperson or vice chairperson. Like the regular voting members, the alternate members terms would be four years and expire on June 30th.

Council Priorities:

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

Attachment - Ordinance No. 1029, amending MMC Section 2.24.020.

Budget/Fiscal Impact: N/A

Recommendation: Adopt Ordinance No. 1029.

City Manager Approval: 

Proposed Council Motion: “I move adoption of Ordinance No. 1029, amending Medina Municipal Code Section 2.24.020 related to the parks and recreation board membership, adding two alternate membership positions, providing for severability and corrections, and establishing an effective date.”

CITY OF MEDINA, WASHINGTON
Ordinance No. 1029

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, AMENDING MEDINA MUNICIPAL CODE SECTION 2.24.020 RELATED TO THE PARKS AND RECREATION BOARD MEMBERSHIP, ADDING TWO ALTERNATE MEMBERSHIP POSITIONS, PROVIDING FOR SEVERABILITY AND CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Medina values the input of its Parks and Recreation Board on parks and recreation issues; and

WHEREAS, sometimes there are not enough voting members present in order to fully process and create advisory recommendations to the Council; and

WHEREAS, the Council desires to add two alternate member positions to increase public participation in the Parks and Recreation Board and to create more certainty of having a quorum present and able to vote on issues that come before the Board; and

WHEREAS, in order to do so, revisions to Section 2.24.020 of the Medina Municipal Code are required; and

WHEREAS, the City Council adopted this ordinance at a regular council meeting; **NOW THEREFORE**,

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

Section 1. Section 2.24.020 of the Medina Municipal Code is hereby amended to read as follows:

2.24.020. - Membership.

A. Type and number of members. The type and number of members of the parks and recreation board shall be as follows:

1. *Regular voting members.* The parks and recreation board shall consist of seven regular voting members, each of whom shall be appointed as set forth in this chapter for a term of four years. Terms shall expire on June 30th.

2. *Alternate members.* The council may also appoint up to two alternate members of the parks and recreation board as set forth in this chapter. The alternate member(s) shall be entitled to participate in all discussions and meetings of the parks and recreation board in an advisory capacity, but unless there is a lack of a quorum of regular voting members present, the alternate member(s) shall not vote or count toward the quorum. If there is a lack of quorum of regular voting members present, then the alternate member(s) will be treated as a regular voting member for that meeting and may count towards the quorum

on vote on business before the parks and recreation board. No alternate member may serve as chairperson or vice chairperson. The term of the alternate member(s) shall be four years and shall expire on June 30th.

23. Optional emeritus member. An optional emeritus member may be appointed to the parks and recreation board as set forth in this chapter. The optional emeritus member shall be entitled to participate in all discussions and meetings of the parks and recreation board in an advisory capacity, but shall not vote, count toward the quorum, or serve as chairperson or vice chairperson. The term of the optional emeritus member shall be four years and shall expire on June 30th.

34. Optional youth members. Up to three optional youth members may be appointed to the parks and recreation board as set forth in this chapter. Youth members shall be between the ages of 15 and 18 and enrolled in high school. The optional youth members shall be entitled to participate in all discussions and meetings of the parks and recreation board in an advisory capacity, but shall not vote, count toward the quorum, or serve as chairperson or vice chairperson. The term of the optional youth member shall be one year and shall expire on June 30th.

B. Appointment—Residence—Compensation. The council personnel committee shall interview all candidates for membership and recommend appointment, which shall require confirmation by the city council, for membership on the parks and recreation board. Except for the optional emeritus member, all voting, alternate, and youth members of the parks and recreation board must reside within the city limits of Medina. Parks and recreation board members shall be selected and serve without compensation.

C. Removal. Any member of the parks and recreation board may be removed at any time by the mayor, with the prior consent of the city council, for neglect of duty, conflict of interest, malfeasance in office or other just cause, or for unexcused absence for more than three consecutive regular meetings. The decision of the city council shall be final and there shall be no appeal.

D. Vacancies. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term in the same manner as for appointments as provided by this chapter.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 3. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 4. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance,

including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 5. Effective Date. This ordinance shall take effect five days after publication as provided by law.

PASSED BY THE CITY COUNCIL ON THIS 8th DAY OF JULY 2024 BY A VOTE OF ___ FOR, ___ AGAINST, AND ___ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE ON THE 8th DAY OF JULY 2024.

Jessica Rossman, Mayor

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

Attest:

Jennifer S. Robertson, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 8, 2024

Subject: Park Board Appointment Confirmations

Category: City Business

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

Summary

Park Board Position No. 6 opened on July 1, 2024, with the term expiration of Rebecca Johnston.

Ms. Johnston joined the Parks and Recreation Board in June of 2018, filling a partial term with the early departure of another volunteer. She was reappointed in June 2020 for a four-year term. Staff deeply appreciates her hard work and dedication to enhancing the enjoyment of Medina parks for everyone.

On June 13th, the panel interviewed Michelle Lei. Michelle has a professional background in technology and small business. She is an active community volunteer who has just wrapped up her time as Co-President of the Medina Elementary School PTA and is looking for her next projects. She brings both Board leadership experience and connections to local young families from her years of volunteering at the neighborhood public school; she also mentioned her connections within Medina's Asian community. She projected positive energy and engaged interest throughout the interview, and she won the panel's admiration with her questions and her repeated enthusiastic comments that she is interested in doing whatever needs to be done. The panel unanimously recommends her appointment to Position No. 6.

Additionally, after a period of low interest – including a vacancy lasting almost a year and an absence of Youth Advisor applications – the City received strong interest from excellent and enthusiastic candidates.

On June 10th, Council confirmed Dana Brekke to Position No. 2. The other applicants for Position No. 2, Mary Nelson and Rip Johnson, were also wonderful candidates, motivated and energetic. Like Ms. Brekke, both raised families in Medina and would bring an understanding of past park events and the strength of the Medina community, both spoke about their ability to draw on those past experiences to help in rebuilding community carrying forward, and both emphasized their commitment to be active participants in Park Board.

The fresh energy this group of proposed new members could bring, in combination with the steadiness of experience and consistent dedication of returning Park Board members, could be a major benefit to the City of Medina and the sense of community here, and to Medina's Parks. The interview panel wanted to find a way to expand the Park Board to include them all.

In collaboration with City Clerk Aimee Kellerman and City Attorney Jennifer Robertson, the interview panel arrived at a recommendation to create Alternate positions on the Park Board. An Alternate can fully participate in the committee but does not always vote; an Alternate sits as a voting member only when necessary for the Park Board to achieve a quorum. Importantly, in this proposal, the number of Park Board members needed to achieve quorum does not increase, but there are more people who qualify to fill that required number of seats. Alternate positions can therefore make it easier for the Park Board to expand its activities by making it easier to reach a quorum – in addition to simply expanding the team.

Goals of the proposed change include:

- growing the Park Board team so that it can better respond to pressures the City is experiencing, such as:
 - the identified need to rebuild Medina's sense of community,
 - increased – and continually increasing -- use of Medina's Parks as the regional population grows,
 - many newer City residents who have not yet become part of the City's history of community activities; and
 - need for Park Board capacity for new Work Plan items in addition to re-thinking and resuming traditional park events like the annual Egg Hunt;
- bringing aboard enthusiastic and highly qualified volunteers at the right time; and
- empowering the Park Board and affirming its importance to the City.

The interview panel (Personnel Committee members Mac Johnston and Jessica Rossman, together with Park Board Chair Barb Moe) recommends the following:

1. Appoint Michelle Lei to Park Board Position No. 6 for the term of July 1, 2024 - June 30, 2028.
2. Appoint Mary Nelson to Alternate 1.

Alternate Position 2 will be vacant as the third applicant Rip Johnson, after careful consideration declined the offer due to other projects and commitments.

This meets and supports Council's priorities 3 and 5.

Council Priorities:

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

Attachments

Applications of Michelle Lei and Mary Nelson.

Budget/Fiscal Impact: N/A

Recommendation: Approve.

City Manager Approval: 

Proposed Council Motion: "I move to appoint Michelle Lei to Position No. 6 and Mary Nelson to Alternate No. 1 on the Medina Parks and Recreation Board for a four-year term."

From: [Medina Washington](#)
To: [Dawn Nations](#)
Subject: Form submission from: Volunteer Application
Date: Friday, April 19, 2024 11:15:00 AM

Submitted on Friday, April 19, 2024 - 10:57am

Submitted by anonymous user: [73.157.84.149](#)

Submitted values are:

CONTACT INFORMATION

You are a current resident of the City of Medina Yes, I am a full time resident.
 First Name Ying
 Last Name Lei

APPLICANT INFORMATION

Please choose the Board/Committee you're applying for Parks & Recreation Board
 Length of Residency 5.5 years
 Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

Occupational Background

I have been doing school volunteer more than 5 years at Medina Elementary School. I am current PTA co-president. I worked at Accenture as Senior Analyst, S&P as business analyst, and Chowbus as a Regional Manager. I just ended my small business HighGardenKitchen this January, and stay home take a break now.

Educational Background Master degree of Computer Science

Reason for Applying

Like to know Medina more and help maintain Medina to be a good place to live with.

Relevant Experience I am current PTA co-president of Medina Elementary School, and a board member.

Community Involvement

I have been doing school volunteer more than 5 years at Medina Elementary School. I am current PTA co-president, and a board member, and a Grade Parent for Eastside Preparatory School. Also I am helping adopt street cats and dogs too.

The results of this submission may be viewed at:

<https://www.medina-wa.gov/node/16985/submission/1349>

From: [Medina Washington](#)
To: [Dawn Nations](#)
Subject: Form submission from: Volunteer Application
Date: Monday, February 26, 2024 4:30:17 PM

Submitted on Monday, February 26, 2024 - 4:10pm

Submitted by anonymous user: [73.42.160.159](#)

Submitted values are:

CONTACT INFORMATION

You are a current resident of the City of Medina Yes, I am a full time resident.
 First Name Mary
 Last Name Nelson

APPLICANT INFORMATION

Please choose the Board/Committee you're applying for Parks & Recreation Board
 Length of Residency 32 years
 Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

Occupational Background

Realogics Sotheby's International Realty 2011-2024: Real Estate Broker

Nelson Architecture: 1994-2024: Office Management

American Airlines 1998-2001: Marketing and Promotion

KIRO, Inc. 193-1987: Marketing and Management

Educational Background University of Washington

Reason for Applying

I've been a resident in Medina for 32 years! I want to offer my community knowledge of the various parks and activities, and provide on-going communication with residents about the park facilities and recreational programs. I am very interested in understanding what the city is planning with regard to acquisition, development and operation of the parks facilities and can help communicate and advocate for active community involvement in events, and park board business. I'm a regular at the various parks in Medina with our two golden retrievers, Grace and Nels. Our parks are the heart of our city and It is time to volunteer my time and skills to the City I've raised my family, work in, and live in!

Relevant Experience

I've been a very involved volunteer in Medina for 32 years. I volunteered at Medina Elementary events including PTA, Room Mom and various activities while graduating three kids from Kindergarten through 5th grade. I served on the PTA, Team Sponsorship, Coaching, Mentoring, and served on the board of Bellevue Town Hall with St Thomas

Church. I've been involved in a number of Medina Days, and Christmas Ship events for several years. I have a background in marketing and promotion, and real estate, and an understanding of the planning, development and operations of Medina through my work in West Bellevue real estate and architecture.

Community Involvement

Medina Elementary, PTA and volunteer at Medina Elementary in the classrooms. annual events, ski club, coaching and sponsoring the sport events, and many years volunteering with Medina Days, and community events. Board member of Bellevue Town Hall, St. Thomas Church, Active member of St Thomas Church. And a regular at the various parks in Medina with our two golden retrievers, Grace and Nels!

The results of this submission may be viewed at:

<https://www.medina-wa.gov/node/16985/submission/1281>



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 8, 2024

Subject: Medina Park Board Workplan

Category: City Council Business – Discussion

Staff Contacts: City Manager Steve Burns and Public Works Director Ryan Osada

Summary

At the February 10, 2024, Medina Council Retreat, Staff was directed to work with Park Board to develop a work plan, specifically “*Council would like Park Board to develop a Work Plan to include a policy for off-leash and on-leash areas.*”

Update

On July 2, 2024, City staff met with Park Board leadership to review and discuss the draft workplan. The updated draft version will be presented at the July 15 Park Board for review, comment, and possible adoption.

It is anticipated that the Park Board Workplan will be presented to the Council at the September 9 Council Meeting.

“Medina Park Board Workplan” meets and supports Council’s priorities 3, 4, and 5.

Council Priorities:

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

Attachment N/A

Budget/Fiscal Impact: N/A

Recommendation: N/A

City Manager Approval:

Proposed Council Motion: N/A

Time Estimate: 15 minutes



MEDINA, WASHINGTON

AGENDA BILL

July 8, 2024

Subject: City Hall Use and Public Resource Discussion

Category: City Council Business – Discussion

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

Summary

City staff is seeking clarification from Council on this agenda topic. From the City Council Work Plan, Council Notes: **“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.”**

History

Medina City Hall and the land known as Medina Beach Park were donated to the City in 1960 by the Medina Improvement Club. This historic site is the former ferry terminal that connected Medina with Seattle. City Hall was renovated and completed in 2011 with the main floor having five working spaces and a conference room. The five workspaces were divided into three workspaces separated by partitions and two working offices at the back. The basement of City Hall houses the police department, and the third floor has four offices for the City Manager, City Clerk, Finance/HR director, and Public Works director.

In 2017, the main floor went through another small renovation converting the conference room into an office space in anticipation of hiring a Planning Manager. Additionally, a workspace was added to the third-floor open space for an Assistant Finance Director.

Current Use

City Hall serves as the municipal center for the city. The City Council Chambers is located on the main floor where the City Council, Planning Commission, Park Board, Emergency Preparedness Committee, and other volunteer groups regularly meet. The main floor is open to the public where Central Services and Development Services are available to assist the public. The top floor consists of the City Manager, Finance Department, Public Works Director and City Clerk. The police department is located on the bottom floor.

Discussion

The staff is looking for Council direction to guide them on researching this request.

1. What specific research is the Council looking for?
 - a. Identify ways to increase use of the Council Chambers as a meeting space for volunteer groups?

- b. Identify ways to rent out the Council Chambers to the public for private parties or meeting space.
 - c. Other ideas?
- 2. Cost Considerations
 - a. How do we staff on weekends or after hours?
 - b. Scheduling.
 - c. Potential staffing cost issues and collective bargaining/change in work conditions.
 - d. Wear and tear of building.
- 3. Possible relocation of department to other City facilities to create open space for public use.
 - a. Where?
 - b. Cost.
 - c. Renovation and cost consideration of relocation.
- 4. Additional Considerations:
 - a. Janitorial Services or cleanup crew.
 - b. Building maintenance.
 - c. Remodeling needs.
 - d. Parking Infrastructure.
 - e. Increased traffic into the city.

“Medina City Hall Future Use” meets and supports Council’s priority number 5.

Council Priorities:

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

Attachment

None.

Budget/Fiscal Impact:

Recommendation: Discussion and direction.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 15 minutes