



MEDINA CITY COUNCIL

Monday, October 09, 2023

5:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, October 09, 2023 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

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

CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Scott Missall

CITY CLERK | Aimee Kellerman

Virtual Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals who are participating online and wish to speak live can register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message before 2PM on the day of the October 9 Council meeting. Please reference Public Comments for October 9 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 October 9 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 Adkins, Garone, Gokul, Johnston, Reeves, Rossman and Zook

2. **APPROVAL OF MEETING AGENDA**

3. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting will need to 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 October 9 Council meeting. Please reference Public Comments for October 9 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

4. **PRESENTATIONS**

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

Time Estimate: 10 minutes

5. **CITY MANAGER'S REPORT**

Time Estimate: 15 minutes

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

[5.1a](#) City Manager Monthly Report

[5.1b](#) Police Monthly Report

[5.1c](#) Development Services Monthly Report

[5.1d](#) Finance Monthly Report

[5.1e](#) Central Services Monthly Report

[5.1f](#) Public Works Monthly Report

6. **CONSENT AGENDA**

Time Estimate: 5 minutes

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

[6.1](#) September 2023, Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner Director of Finance and HR

[6.2](#) Park Board Meeting Minutes of July 17, 2023

Recommendation: Receive and file.

Staff Contact: Dawn Nations, Deputy City Clerk

[6.3](#) Planning Commission Meeting Minutes July 25, 2023
Recommendation: Receive and file.
Staff Contact: Stephanie Keyser, AICP, Planning Manager

[6.4](#) Draft City Council Meeting Minutes of:
a) September 11, 2023; and
b) September 25, 2023.
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

[6.5](#) Resolution Accepting Donation - FLIRs (Forward Looking Infrared) for PD Patrol Cars
Recommendation: Adopt Resolution No. 437.
Staff Contact: Jeff Sass, Chief of Police

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

[8.1](#) 2024 Preliminary Budget
Recommendation: Discussion and direction.
Staff Contact: Ryan Wagner, Director of Finance and HR

Time Estimate: 30 minutes

9. **CITY BUSINESS**

[9.1](#) Comprehensive Plan Update
Recommendation: Discussion and direction.
Staff Contact: Stephanie Keyser, Planning Manager

Time Estimate: 30 minutes

[9.2](#) NE 12th Street Project Update
Recommendation: Update only; no action needed.
Staff Contact: Ryan Osada, Public Works Director

Time Estimate: 15 minutes

[9.3](#) City Manager Review
Recommendation: Status Update.
Staff Contact(s): Scott Missall, City Attorney and Jessica Rossman, Mayor

Time Estimate: 10 minutes

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

11. **PUBLIC COMMENT**

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

12. **ADJOURNMENT**

Next regular City Council Meeting: October 23, 2023 at 5 PM.

ADDITIONAL INFORMATION

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

The agenda items are accessible on the City's website at www.medina-wa.gov 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

Wednesday, October 11, 2023 - Emergency Preparedness Meeting (4:00 PM)
Monday, October 23, 2023 - City Council Meeting (5:00 PM)
Tuesday, October 24, 2023 - Planning Commission Regular Meeting (6:00 PM)
Friday, November 10, 2023 - Veterans Day - City Hall Closed
Monday, November 13, 2023 - City Council Meeting (5:00 PM)
Monday, November 20, 2023 - Park Board Meeting (5:00 PM)
Thursday, November 23, 2023 - Thanksgiving Holiday - City Hall Closed
Friday, November 24, 2023 - Day After Thanksgiving Holiday - City Hall Closed
Monday, November 27, 2023 - City Council Meeting (5:00 PM)
Monday, December 11, 2023 - City Council Meeting (5:00 PM)
Wednesday, December 13, 2023 – Emergency Preparedness Meeting (4:00 PM)
Monday, December 25, 2023 - Christmas Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, October 9, 2023 Regular Meeting of the Medina City Council was posted and available for review on Friday, October 6, 2023 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.



CITY OF MEDINA

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

Date: October 9, 2023

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- At the September 11, 2023 Medina Council Meeting, the noise ordinance was changed to push back the start time for commercial landscapers from 7am to 9am. City staff have attempted to contact all companies by either mail and/or email to notify them of the change. We will continue to educate our landscapers and residents about the change.

- The City Council has identified six goals and priorities for staff to work on in 2023. Below are the goals and status update.
 - Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.
 - *City staff are working on this with a tentative timeline to report back to Council in the Fall of 2023.*

 - Strategy for creative revenue sources, relook at fine structure and compare or calibrate with other cities.
 - *Development Services Director Steve Wilcox provided an update to the City Council on February 27 covering short-term and long-term budget outlook and stabilization for Development Services. Looking forward, one item we will continue to monitor is the fee schedule to ensure it accurately reflects cost recovery.*

 - Implement a full HR system that covers employee lifecycle.
 - *Finance/HR Director Ryan Wagner has implemented the first phase of implementing a full-service Human Resources program that will standardize Medina employment requirements. The first phase was moving the city staff from paper timesheets to a fully automated payroll software solution through ADP. The city went live with solution on May 1, 2023. The Finance Department will continue the buildout of phase 2 for the Human Resources piece that includes hiring, onboarding, and managing HR compliance. City staff estimates that this will be ready to come to Council in the Fall 2023.*

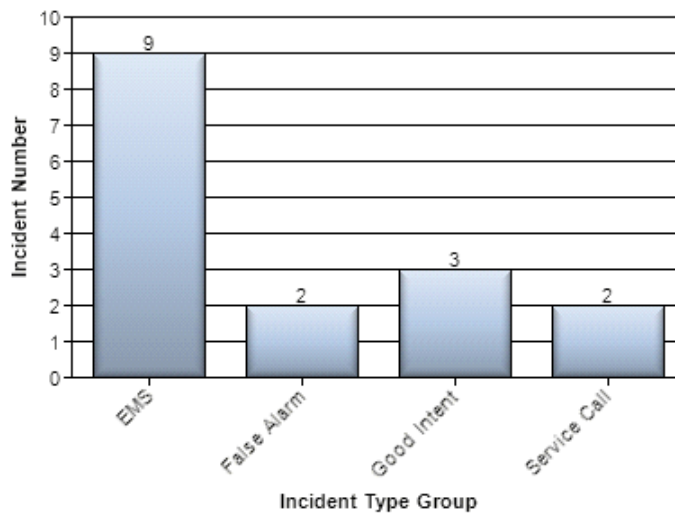
- Add each department's business lines and service levels on the website.
 - *In the first week of June, Central Services Director Aimee Kellerman, working with staff, has included business lines and service levels on the city website – under “Know Your Government” - [Check Out Your Local Government and the Services We Provide | Medina Washington \(medina-wa.gov\)](https://www.medina-wa.gov/Check-Out-Your-Local-Government-and-the-Services-We-Provide).*
 - Research and develop a plan for undergrounding utilities; and
 - *Public Works Director Ryan Osada provided an update to the Council at the April 24 City Council Meeting. Staff are finalizing a web page about undergrounding utilities with updated FAQ's as directed by Council. This page is expected to be live by the end of July.*
 - Research available options for reducing ghost homes.
 - *City Attorney Scott Missall is researching options and will be providing a brief to the Council at the October 23, 2023, Medina City Council meeting.*
- Bellevue Fire Report – See Attached.
- 2023 City Council Calendar – See Attached.

20180807 - Contract Cities Incident Types

Date: Monday, October 2, 2023
Time: 11:22:52 AM

Incident Date between 2023-09-01 and 2023-09-30
City equal to Medina

Incident Type Group	Incident Count
EMS	9
False Alarm	2
Good Intent	3
Service Call	2



ATTACHMENT 2



MEDINA CITY COUNCIL

2023 AGENDA/ACTION CALENDAR

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

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

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FEBRUARY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation	Professional Excellence Award Presentations - Medina Police Department	Sass		completed	
Consent Agenda	January and 13th Month Check Register			approved	
Consent Agenda	PB Minutes 11/21/2022			received	
Consent Agenda	PC Minutes 11/15/2022			received	
Consent Agenda	CC Minutes 1/9/2023 , 1/23/2023			adopted	
Consent Agenda	Flock Contract for License Plate Reader Cameras - Tentative	Sass		approved	
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Public Participation Resolution	Keyser		adopted	
City Business	Comp Plan Update	Keyser		completed	
City Business	Ordinance Amending MMC Chapter 2.24 Parks and Recreation Board and MMC Chapter 2.28 Planning Commission to Allow for Hybrid Meetings and Clarify the Number of Parks and Recreation Board Meetings	Osada/Nations		adopted	
Executive Session	RCW 42.30.110(1)(i) Potential Litigation			completed	
FEBRUARY 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None				
Consent Agenda	None				
Consent Agenda	None				
Legislative Hearing	None				
Public Hearing	None				
City Business	Development Services Enterprise Budget Discussion	Wilcox	Discussion/Direction	completed	
City Business	Pending Legislative Session Bills	Keyser	Discussion/Direction	completed	

ATTACHMENT 2

MARCH 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	SR-520 Noise Abatement Project Update by University of Washington Professor of Mechanical Engineering, Per Reinhall - 30 Minutes	Burns		N/A	
Presentation	Professional Excellence Award Presentation - Medina Police Department	Sass		Moved to 5/8	
Consent Agenda	February Check Register			Approved	
Consent Agenda	PC Minutes			Approved	
Consent Agenda	DRAFT CC Minutes			Approved	
Legislative Hearing	None			N/A	
Public Hearing	None			N/A	
City Business	Comp Plan Update	Keyser		None	
City Business	OGCC Street Vacation Update	Keyser/Romanenko		Moved to 4/10	
City Business	Gas-Powered Leaf Blower Update	Burns		Moved to 4/10	

MARCH 27, City Council Regular Meeting, 5:00 pm - CANCELLED					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

APRIL 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None			None	
Consent Agenda	March Check Register		Approve	Approved	
Consent Agenda	PB Minutes - January 23			Approved	
Consent Agenda	PC Minutes		Approve	Approved	
Consent Agenda	DRAFT CC Minutes		Approve	Approved	
Consent Agenda	Proclamation in Recognition of Municipal Clerks Week - Apr 30 - May 6		Approve	Approved	
Consent Agenda	2023 ARCH Work Program and Budget	Burns	Approve	Approved	
Consent Agenda	Contract Approval with BVC, Inc., for city-wide crack seal project	Osada	Approve	Approved	
Legislative Hearing	None			None	
Public Hearing	None			None	

ATTACHMENT 2

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

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

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

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

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

ATTACHMENT 2

MAY 22, Joint City Council and Planning Commission 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	Comprehensive Plan (Housing Element)	Keyser		Completed	
JUNE 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Professional Excellence Award Presentation - Medina Police Department	Sass			
Presentation	Volunteer Certificates	Rossmann			
Consent Agenda	May 2023 Check Register		Approve		
Consent Agenda	Approved PB 3/20 Minutes		Receive and file		
Consent Agenda	Approved PC 3/28 & 5/2 Minutes		Receive and file		
Consent Agenda	DRAFT CC Minutes 5/8 & 5/22		Adopt		
Consent Agenda	PB and PC Appointment Confirmations	Kellerman	Approve	Approved	
Consent Agenda	King County Interlocal Cooperation Agreement Renewal for 2024-2026	Burns	Approve	Approved	
Consent Agenda	Medina Elementary Side Walk Phase 1 Contract	Osada	Approve	Approved	
Consent Agenda	Street Vacation Moratorium	Burns/Missall	Adopt	Approved	
Legislative Hearing	none		none		
Public Hearing	Housing Action Plan	Keyser	Approve	Approved	5/25/2023
Public Hearing	Six-Year CIP/TIP-Non-TIP	Osada	Discussion and direction	Approved	5/22/2023
City Business	Comp Plan Update	Keyser	Discussion item only; no action needed.	Complete	
City Business	OGCC Street Vacation Petition Update	Burns/Missall	Update only	Complete	5/22/2023
City Business	12th Street Sidewalk and Undergrounding Contract	Osada	Discussion and direction	Complete	
City Business	Electric Bike Park Restriction	Sass	Discussion and direction		
Executive Session	RCW 42.30.110 (1)(i) and RCW 42.30.110 (1) ©				

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

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

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

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

JULY 24, City Council Regular Meeting, CANCELLED

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

ATTACHMENT 2

AUGUST 14, City Council DARK - CANCELLED

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

AUGUST 28, City Council DARK - CANCELLED

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	July/August Check Register	Wagner			
Consent Agenda	Approved PB 5/15 Minutes	Nations			
Consent Agenda	Approved PC 5/24 & 6/27 Minutes	Keyser			
Consent Agenda	Draft 6/12 & 7/10 CC Minutes	Kellerman			
Consent Agenda	Civil Service Commission Annual Report 2022	Nations			
Consent Agenda	Gas-Powered Leaf Blower Resolution	Burns			
Consent Agenda	Contract Approving Upland Road Stormwater Improvements	Osada			
Consent Agenda	Contract Approving Upland Road Overlay	Osada			
Consent Agenda	PB Appointment Confirmation	Kellerman			
Consent Agenda	Financial Policies Update Resolution No. 436	Wagner			

ATTACHMENT 2

Consent Agenda	Ordinance Amending Section 8.04.160 of the Medina Municipal Code Regarding Work Hours for Professional Yard Maintenance and Landscaping	Burns			
Legislative Hearing	None				
Public Hearing	2024 Preliminary Budget Proposal	Wagner			
City Business	Comp Plan Update	Keyser			
City Business	Existing Conditions Report	Keyser			
City Business	City Manager Review	Rossman			
City Business	Tree Code Violations Text	Wilcox	Discussion and direction		
City Business	E-Vehicle Helmet Law Discussion	sass	Discussion and direction		
Executive Session	RCW 42.30.110(1)(i)				

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

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	September 2023, Check Register	Wagner	approve		
Consent Agenda	Approved PB 7/17 Minutes	Nations	receive and file		
Consent Agenda	Approved PC 7/25 Minutes	Keyser	receive and file		
Consent Agenda	Draft 9/11 and 9/25 CC Minutes	Kellerman	adopt		
Consent Agenda	Resolution Accepting Donation - FLIRs (Forward Looking Infrared) for PD Patrol Cars	Sass	adopt		

ATTACHMENT 2

Public Hearing	Preliminary 2024 Budget Proposal	Wagner	discussion and direction		published 9/18/23
City Business	Comp Plan Update	Keyser	discussion and direction		
City Business	12th Street Project Discussion	Osada			
City Business	Confirmation of City Manager Evaluation Process	Rossman/Missall	approve		

OCTOBER 23, 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	Street Vacation Code Update	Burns/Missall	discussion and direction		
City Business	Ghost House/Long-term Rental Presentation and Discussion	Burns/Missall			
City Business	Zoning Review Memo - Tentative	Burns/Missall			

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda	October 2023, Check Register	Wagner			
Consent Agenda	Approved PB Minutes	Nations			
Consent Agenda	Approved PC Minutes	Keyser			
Consent Agenda	Draft 10/9 CC Minutes	Kellerman			
Consent Agenda	Resolution Accepting Donation - Adding Two Additional Speed Signs for the City	Sass	adopt		
Consent Agenda					
Legislative Hearing					
Public Hearing	Final 2024 Budget and Salary Schedule	Wagner			
Public Hearing	2024 Property Tax Resolution	Wagner			
City Business	Comp Plan Update	Keyser			
City Business	Council Projects - Timeline and Protocols	Burns			
City Business	Personnel Committee Discussion	Burns/Rossman			

ATTACHMENT 2

DECEMBER 11, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda	November 2023, Check Register	Wagner			
Consent Agenda	Draft 11/13 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Update	Keyser			
City Business	Street Vacation Code Update	Burns/Missall	Discussion and direction 45 minutes		
City Business					
DECEMBER 25, City Council Regular Meeting, 5:00 pm - CANCELLED					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					



MEDINA POLICE DEPARTMENT

DATE: October 9, 2023
TO: Stephen R. Burns, City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – September 2023

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

Follow up:

Nothing to report.

Farwell to Medina Police Administrative Specialist Sunita Hall:

September 8th was Police Administrative Specialist Sunita Hall's last day with the City of Medina. Sunita was hired in July 2015 as the Deputy City Clerk and took over as the Police Administrative Specialist in September 2018. Sunita took on a position as the new Zone One Liaison with the King County Office of Emergency Management.



Annual Rwanda Girls Initiative 5K Fun Run:

On September 10th, the annual Rwanda Girls Initiative Fun Run was held for the 5th year in a row. This tradition was started by local student Sophie Sharp and is being continued by two students that live in Clyde Hill. The Fun Run helps raise awareness and funding to benefit Rwanda Girls Initiative (RGI). The money raised goes directly to support high school education at the Gashora Girls Academy in Rwanda.



St. Thomas School First Grade Classroom Visit:

On September 19th, Officer Brady Halverson visited the first-grade students at St. Thomas School to talk about how to stay safe and the responsibilities of a Police Officer.

**Sergeant Chad Schumacher with the Mercer Island Marine Patrol Unit:**

The 2023 boating season has come to a close and we've had another successful and safe year.

The month of September was pretty slow with low vessel numbers due to poor weather conditions and school being back in session. We did get called out for one rescue of two males on a jet ski off of Medina. They ended up breaking down and needed a tow back to the boat launch. We were called to the Newport Marina for a sinking vessel, and we successfully pumped all of the water out, found the source of the water, and Vessel Assist towed it to a boat yard for repairs. The final call of note was a sailboat anchored in Cozy Cove that some residents were concerned over. We attempted multiple times to reach the owner, but ultimately had to leave a Notice of Impound on the vessel for violating City Ordinances of Anchoring Blocking a Channel and Violation of a Live Aboard Vessel. My understanding is that the vessel has found a different location to anchor.

As we head into the fall and winter months, the Marine Patrol would like to remind the community to secure their valuables that have been on their docks during the summer. Unsecured items are easy targets for thieves and are also subject to being blown away by the strong winds our area receives with the winter storms. Adding a sticker with owner information is also an easy way for the Marine Patrol to bring back items that may get lost or stolen. The Marine Patrol can provide a sticker for paddle boards, canoes, and kayaks. Please email Chad.Schumacher@mercergov.org and I can mail you one while our supply lasts.

This is also a great time to make sure that any vessel on a lift has a secondary secure point to the dock. It is not uncommon for vessels to be knocked off their lifts by wind or waves during winter storms or to have their lifts fail. A bow or stern line between the vessel and dock is a great way to keep your vessel in its home location should a vessel lift fail.

Have a great and safe fall and winter.

Save the Date: Important event coming up in October.

Emergency Preparedness Committee meeting – Wednesday, October 11th, 4pm – 5:30pm at Medina City Hall

Shredder/Drug-Take-Back/E-recycle event – Saturday, October 21st, 9am - 12pm at Medina Park.



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



FELONY CRIMES

Fraud **2023-00004419** **09/05/2023**
 A resident contacted the Police Department for a report of fraud. The victim stated that a loan had been fraudulently opened in their name as well as a second account associated. There was no monetary loss and no available leads.

Fraud **2023-00004474** **09/08/2023**
 A resident contacted the Police Department for a report of fraud. The victim was having computer issues and attempted to contact a computer support company to help with their issue. The victim gave remote access to their computer and the suspect stated that they needed the victim to purchase \$4,000 in gift cards. The victim’s financial institution refunded \$2,000, but the victim incurred a monetary loss of \$2,000. No available leads.

Motor Vehicle Theft **2023-00004510** **09/11/2023**
 A Police Officer was dispatched to the 500 block of 86th Ave NE for a report of a theft of an enclosed construction trailer. The trailer was locked and contained construction equipment. The trailer was located and recovered later that day. The trailer had been opened and construction equipment and a laptop were stolen. The approximate value of items stolen is \$25,000. Under investigation.

MISDEMEANOR CRIMES

Theft **2023-00004505** **09/10/2023**
 A Police Officer was dispatched to the 7500 block of NE 28th Pl for a report of theft. Approximately \$117 worth of gasoline had been stolen from the victim’s vehicle. There was no damage to the vehicle and no available suspect information.

Trespass **2023-00004624** **09/18/2023**
 A Police Officer was dispatched to the 800 block of Evergreen Point Road for a report of a person acting suspiciously. The subject was contacted and issued a trespass warning letter and transported off the property.

Motor Vehicle Prowl **2023-00004789** **09/26/2023**
 A Police Officer was dispatched to the 2800 block of Evergreen Point Road for a report of vehicle prowl. The victim stated that their catalytic converter was stolen while their vehicle was parked at the park and ride. The catalytic converter was valued at approximately \$500. No available leads.

Trespass**2023-00004805****09/27/2023**

A Police Officer was dispatched to the 1800 block of 73rd Ave NE for a report of trespass. The subject was taken into custody for criminal trespass second degree and booked into Kirkland Jail.

Trespass**2023-00004828****09/28/2023**

A Police Officer was dispatched to the 1800 block of 73rd Ave NE for a report of trespass. The subject had been previously issued a trespass notice on September 27th and had returned. The subject was taken into custody for violation of the trespass warning letter, arrested for criminal trespass 2nd degree and booked into the King County Jail.

OTHER**Warrant Arrest****2023-00004430****09/05/2023**

A Police Officer conducted a traffic stop in the 2400 block of 78th Ave NE which resulted in the arrest of the driver for two misdemeanor warrants out of Bothell. The driver was taken into custody and released to the Bothell Police Department.

Stolen Plate Recovery**2023-00004440****09/06/2023**

A Police Officer conducted a traffic stop on a vehicle with a plate that was flagged by the Flock Camera System. Upon further investigation, it was discovered that the vehicle had been previously stolen and returned to the owner, but the plates had not been properly documented as having already been recovered by the initial law enforcement agency. The plate was seized for destruction and the driver was released without incident.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

City of Medina



September 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	0	5	8	10
Vehicle Prowl	1	8	4	4
Vehicle Theft	1	3	6	7
Theft (mail & all other)	1	20	7	10
ID Theft/Fraud	4	14	14	16
Malicious Mischief (Vandalism)	1	10	5	5
Domestic Violence/Violation of No Contact Order	2	10	5	5
Disturbance, Harassment & Non-DV Assault	2	24	12	19
TOTAL CRIMES	12	94	61	76

COMMUNITY POLICING				
Drug Violations - Referrals to Treatment	0	0	1	1
Community Assists	14	129	102	139
House Watch Checks	79	720	450	595
School Zone	28	139	170	216
Mental Health	5	36	33	39
TOTAL ENFORCEMENT	126	1024	756	990

TRAFFIC				
Collisions				
Injury	0	2	2	2
Non-Injury	0	12	5	6
Non-Reportable	0	0	0	1
	0			
Traffic Stops	0			
Citations/Infractions/Parking	14	193	225	250
Warnings	135	1456	1052	1426
	0			
TOTAL TRAFFIC	149	1663	1284	1685

CALLS FOR SERVICE				
Animal Complaints	2	33	43	46
Residential Alarms	15	178	182	255
Missing Person	0	3	4	5
Suspicious Activity/Area Check	17	223	177	219
Medical Call/Assist Fire Department	1	10	25	29
Juvenile (underage party, substance use, etc.)	0	4	6	7
TOTAL SERVICE	35	451	437	561

*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
September 2023



FELONY CRIMES

Nothing to report.

MISDEMEANOR CRIMES

Domestic Violence

2023-00004788

09/26/2023

Police Officer's responded to a reported domestic violence call.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

Town of Hunts Point



September 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	0	0	0	1
Vehicle Prowl	0	3	0	0
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	1	3	4
ID Theft/Fraud	0	3	2	2
Malicious Mischief (Vandalism)	0	1	2	2
Domestic Violence/Violation of No Contact Order	1	2	1	1
Disturbance, Harassment & Non-DV Assault	1	3	3	5
TOTAL CRIMES	2	13	11	15

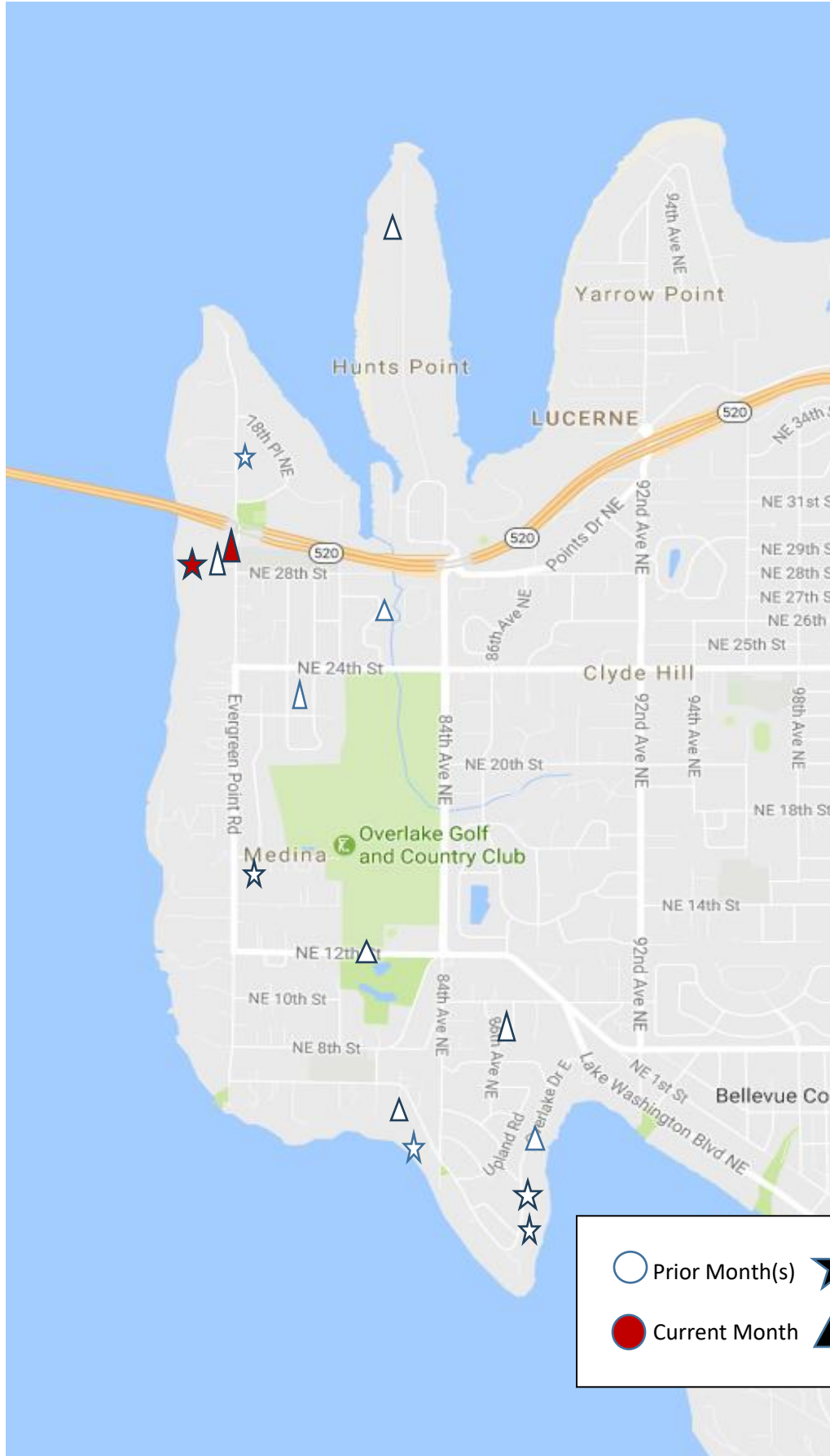
COMMUNITY POLICING	Current Month	YTD 2023	YTD 2022	Year-End 2022
Drug Violations - Referrals to Treatment	0	0	0	0
Community Assists	1	14	10	17
House Watch Checks	2	39	42	60
Mental Health	1	2	10	11
TOTAL ENFORCEMENT	4	55	62	88

TRAFFIC	Current Month	YTD 2023	YTD 2022	Year-End 2022
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	1
Traffic Stops				
Citations/Infractions/Parking	5	44	63	82
Warnings	37	294	165	289
		0		
TOTAL TRAFFIC	42	338	228	373

CALLS FOR SERVICE	Current Month	YTD 2023	YTD 2022	Year-End 2022
Animal Complaints	0	2	3	4
Residential Alarms	3	21	23	32
Missing Person	0	1	0	0
Suspicious Activity/Area Check	2	13	14	23
Medical Call/Assist Fire Department	1	1	4	5
Juvenile (underage party, substance use, etc.)	0	1	0	1
TOTAL SERVICE	6	39	44	65

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

2023 Burglaries & Vehicle Prowls Medina & Hunts Point





CITY OF MEDINA

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

Date: October 9, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity and Budgeting

Please see the two permit reports provided. Permit value for year to date through September 2023 is now more than double that of the same time in 2022. We have actually had less overall volume than last year, the same number of new construction projects, and more alterations and additions this year over last.

Budgeting for 2023 was conservative and based on what was slow permit activity in 2022. The 2024 Development Services Fund budget considers 2023 activity level through August, but with a conservative view of the remainder of the year. Basically, I am assuming that work will slow in the Fall through the end of the year, although September continued to be busy.

During September we conducted 2 Construction Activity Permit open houses. CAP open houses are associated with projects of \$500,000 and greater. The relevance of this information is that it shows the variations in monthly activity level and size of projects from a different perspective. Open houses more closely follow permit application dates as opposed to issuance timing.

For comparison in 2023:

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

I hope to soon have a new graph which compares all CAP open houses from the beginning in 2019 through current. The more information we have to understand our activity levels and trend, the better our annual budget forecasting will be.

Proposed Violations Section to MMC 16.52 – Tree Management Code

The proposed new tree removal violations code section that was presented to you in September is now with the Washington State Department of Commerce for a 60-day review. We have considerable work to complete in amending our Municipal Code for concurrency with the proposed new violations section. My goal is to have the concurrency work completed in October.

Following the September 11th Council presentation, I received two requests to revise the proposal to lessen the potential financial impact of fines on Medina residents. There certainly is merit to the suggestions. There is already a significant difference within the proposal between city tree removal and private resident tree removal violations. There was effort within the proposal to limit financial impact on Medina residents who violate the Tree Management Code. Here is how the new MMC 16.52 Violations section proposal currently mitigates impacts of fines on Medina residents:

- Exempts all fines for a one-time, one-tree removal.
- Limits the maximum fine per tree to \$25,000.
- Provides a hardship petition provision for the hearing examiner to consider potential reduction in fines to 25% of those calculated.

Fines, fees, possible remediation, cost for the hearing examiner, and code enforcement cost reimbursement will be expensive even with the mitigations listed above. I would like to propose an amendment to the draft violations section to allow the hearing examiner to potentially reduce the fines to 10% of those calculated under a hardship petition. This would change the 25% currently proposed to a minimum of 10% which means a potential reduction of fines per tree to \$2,500 as may be determined by the hearing examiner under certain criteria.

A resident made an excellent observation and suggestion. I would like for Council to consider the addition of an amendment to the proposal regarding private property trees removed by others. There have been occasions when a tree is removed from private property by a neighbor without consent. Development Services must issue a violation against the property owner where the tree was removed, not against the actual person who removed the tree. I would like to consult our city attorney and possibly amend the proposed violations section proposal to clarify whom the city action is addressed to.

Additionally, I would like to consider further softening of potential financial impacts on Medina residents who violate the code. Private property tree removal violations require a permit after the fact. This permit is for use in determining if there are supplemental trees required and may help with any location issues through a boundary survey for example. A suggested amendment is that if it is discovered through the after the fact permit review that there are no supplemental trees required, then there should be no fine. Exemptions to this however should include, as already stated in the proposal, legacy and landmark tree removals, and tree removal occurring within a critical area.

On October 2nd a hearing was conducted regarding the two trees removed within the public ROW adjacent to 227 Upland Road. The hearing remains open pending additional submissions to the hearing examiner. Based upon this hearing there may need to be additional amendments to the proposed violations section.

To help with what I wrote above regarding amendments that I would like for Council to consider, I am providing a summary:

- Under a hardship petition to the hearing examiner, the examiner may reduce the fine per tree to 10% of the total calculated. The proposal currently says the hearing examiner may reduce the fines to 25% of the total fine assessment under certain conditions.
- Add a section which clarifies that code enforcement action for trees removed from private property without permission of the property owner will have the city action directed at the person who actually performed the removal.
- Fines will be exempt for private property tree removal if it is found under permit application that there are no supplemental trees required. This would have conditions associated with tree removals in critical areas, and landmark/legacy tree removals as already drafted into the proposal.

Drafting an ordinance comprehensively without need for later amendment is difficult, and in particular with a complex new proposed ordinance such as this one. Consistency is critical, but there needs to be some level of discretion involved due to the various conditions that cannot all be addressed in code language. Based on what the results of the 227 Upland hearing there may be amendments needed to the city tree removal portions of the proposed violations section, and there may need to be inclusion of some level of Director discretion in city tree removal violations.

Washington State Building Code Update

The 2021 Washington State Building Code was scheduled for implementation by all jurisdictions including Medina on July 1, 2023. In early May the State Building Code Council (SBCC) extended the implementation date for an additional 120-days.

There has been a conflict regarding the Energy Code which is being resolved.

As expected, the SBCC again extended the implementation date for the 2021 Washington State Building Code. The 2021 code is now scheduled for implementation on March 15, 2023.

King County Wastewater Pump Station Maintenance Project

The wastewater pump station work to replace the aging pumps is on-going.

The nightwork originally planned to be one night turned into one night and half of one night for practice. Then, the work did not get completed so another night of work is required.

King County worked through a portion of the night on October 5-6. We have required that King County provide new noticing to affected residents each time they work at night.

Tree Code Enforcement

On October 2nd a hearing was held regarding the two trees that were removed from the public right of way adjacent to 227 Upland Road without permit to do so.

The hearing was not closed pending the submittal of additional documents to the hearing examiner.

The decision should be made and available for me to inform Council in my November staff report.

Considering the proposed tree code violations section there is much to be learned from the experience with the 227 Upland ROW tree removal. Process changes, and staff training will be needed to assure that code enforcement actions in these complex matters can be successful.

Permit Tracking – My Building Permit

We have been involved with about 30-local jurisdictions for nearly a year discussing the possibility of jointly creating and owning new permitting software. Our Development Services Coordinator Rebecca Bennett has been on a 10-member steering committee.

Several options were evaluated and on October 4th a vote was taken. The steering committee voted 8/2 to move forward with recommendation to the My Building Permit Executive Committee for the creation of a new permit tracking and public portal system.

What this means is that the existing My Building Permit organization, which was created by, and is operated through the City of Bellevue will now lead the creation of an entirely new and comprehensive permitting system. Medina has not committed to joining this yet and would eventually require Council approval due to the costs involved.

Our existing permit system called SmartGov is owned by a company named Brightly. Medina has owned SmartGov since 2011. SmartGov has been sold two times in the past several years. We started with using the permit tracking portion of SmartGov then added the public portal and ability to process permits electronically in 2020. We are now fully transitioned from paper permitting and we have a public portal on-line.

Medina is not dissimilar from other jurisdictions in that we have technical and support issues with our permit system. Lack of control and increasing costs without added benefit became so acute that the effort was started to look into a new system. My Building Permit has been successful and well-liked by public users and government owners for over 20-years. My Building Permit has only been a permit tracking system to date without ability to process permits on-line. The new system through My Building Permit would be complete tracking and electronic processing. Medina did not join My Building Permit in the past because it was not a complete system.

Costs of the new system are anticipated to be proportional to the jurisdictional population. Early estimates show that annual maintenance costs to Medina would be similar to what we have paid to SmartGov. There will be costs to establish the system, and at some point in the near future Medina will be asked to contribute.

There is no money in the 2024 Development Services Fund designated for this project. The need to seriously consider funding the project was not known until October 4th and the amount will not be known for some time.

2024 WSDOT 520 Bridge Maintenance Project

We had another meeting with WSDOT staff in September regarding their work to seal the bridge concrete and soffits. An administrative noise variance is required for the work due to the need to work through the night on the bridge in the areas within Medina city limits. The variance asks for 10-nights between March 1st and December 31st with probability that only 4-nights will actually be needed and those may be in the summer of 2024.

We came to an agreement regarding conditions for the noise variance. Our Municipal Code allows for the Development Services Director to apply conditions to administrative noise variances. Basically, excessive noises will be limited through the conditions. Workers will not be allowed to park vehicles outside of the Evergreen Point lid, there will be non-vehicle back-up warning sounds, no vehicle idling, no congregating workers and talk or other noises in the Medina work area, no portable toilets in the Medina work area, and an agreement about the operation process itself. A noise study by WSDOT showed that the noises made, as heard by Medina residents, during the night work should not exceed the ambient nighttime traffic noise. With conditions addressing noise spikes the project impacts should be minimal on Medina residents.

I continue to work with WSDOT on discovery of the methods of applying the concrete sealant spray that they will be allowing their general contractor to use on the bridge. The material is known, and the generally accepted methods of application are also known. What is not known is the agreement between WSDOT and their general contractor with the project specifications which detail the work. WSDOT has been reluctant to provide me with the agreement template. I have told WSDOT that if they do not produce the template or the actual agreement that I will file a records request with the state. I have also told WSDOT that while the sealant material and its application on the 520 bridge may be nationally accepted, without my being given the contract documents this is beginning to appear as if they are hiding something.

WSDOT has stated that they agree to provide me with the contractor's specifications by early to mid-October.

The sealant questions are not a part of the noise variance or the conditions the Development Services Director may apply. The sealant questions I am asking are in the interest of Medina residents and not something I have authority over through the Medina Municipal Code, however I will continue to pursue answers.

September 2023 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	09/21/2023	B-23-068	\$700,000.00	2012 77th Ave NE
B-ADD/ALT	09/05/2023	B-23-062	\$175,000.00	3607 Evergreen Point Rd.
B-ADD/ALT	09/12/2023	B-23-065	\$200,000.00	816 82nd Ave NE
B-ADD/ALT	09/12/2023	B-23-067	\$300,004.00	2042 77TH AVE NE
B-ADD/ALT	09/25/2023	B-23-069	\$217,751.44	801 80TH AVE NE
TOTAL B-ADD/ALT:	5		\$1,592,755.44	
B-DEM	09/21/2023	D-23-014		2432 78TH AVE NE
TOTAL B-DEM:	1		\$0.00	
B-GAS	09/05/2023	G-23-010		824 Evergreen Point Road
B-GAS	09/12/2023	G-23-011		3450 Evergreen Point Road
TOTAL B-GAS:	2		\$0.00	
B-MECHANICAL	09/08/2023	M-23-060		830 84TH AVE NE
TOTAL B-MECHANICAL:	1		\$0.00	
B-PIER	09/11/2023	B-23-064	\$405,530.00	8845 OVERLAKE DR W
TOTAL B-PIER:	1		\$405,530.00	
B-ROOF	09/12/2023	B-23-066		1015 EVERGREEN POINT RD

TOTAL B-ROOF:	1		\$0.00	
B-SFR	09/07/2023	B-23-063	\$2,772,886.00	8845 OVERLAKE DR W
TOTAL B-SFR:	1		\$2,772,886.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	09/11/2023	CAP-23-033		3607 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	09/12/2023	CAP-23-034		7660 NE 14TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	09/12/2023	CAP-23-035		816 82nd Ave NE
CAP - CONSTRUCTION ACTIVITY PERMIT	09/13/2023	CAP-23-036		2042 77TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	09/21/2023	CAP-23-037		2012 77th Ave NE
CAP - CONSTRUCTION ACTIVITY PERMIT	09/21/2023	CAP-23-038		2432 78TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	09/25/2023	CAP-23-039		1018 84TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	09/26/2023	CAP-23-040		801 80TH AVE NE
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	8		\$0.00	
ENG-GRADING/DRAINAGE	09/22/2023	ENG-GD-23-018		2432 78TH AVE NE
TOTAL ENG-GRADING/DRAINAGE:	1		\$0.00	
P-ADMIN SPECIAL USE	09/26/2023	P-23-052		3309 EVERGREEN POINT RD
TOTAL P-ADMIN SPECIAL USE:	1		\$0.00	
P-CRITICAL AREAS REVIEW	09/07/2023	P-23-051		2643 76TH AVE NE

TOTAL P-CRITICAL AREAS REVIEW:	1		\$0.00	
P-NON ADMIN SUBSTANTIAL DEV	09/07/2023	P-23-049		2643 76TH AVE NE
TOTAL P-NON ADMIN SUBSTANTIAL DEV:	1		\$0.00	
P-SEPA THRESHOLD	09/07/2023	P-23-050		2643 76TH AVE NE
TOTAL P-SEPA THRESHOLD:	1		\$0.00	
PW-RIGHT OF WAY	09/01/2023	PW-ROW-23-059		8426 OVERLAKE DR W
PW-RIGHT OF WAY	09/05/2023	PW-ROW-23-060		3242 Evergreen Point RD
PW-RIGHT OF WAY	09/08/2023	PW-ROW-23-061		7721 NE 24TH ST
PW-RIGHT OF WAY	09/08/2023	PW-ROW-23-062		501 EVERGREEN POINT RD
PW-RIGHT OF WAY	09/19/2023	PW-ROW-23-063		3242 Evergreen Point Rd.
PW-RIGHT OF WAY	09/19/2023	PW-ROW-23-064		3450 Evergreen Point Road
PW-RIGHT OF WAY	09/20/2023	PW-ROW-23-065		3245 Evergreen Point Road
TOTAL PW-RIGHT OF WAY:	7		\$0.00	
TREE-HAZARD EVALUATION	09/19/2023	TREE-23-047		450 OVERLAKE DR E
TOTAL TREE-HAZARD EVALUATION:	1		\$0.00	
TREE-PERFORMANCE	09/19/2023	TREE-23-048		7800 NE 28TH ST
TREE-PERFORMANCE	09/06/2023	TREE-23-045		8297 OVERLAKE DR W

TOTAL TREE-PERFORMANCE:	2		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	09/21/2023	TREE-23-049		2012 77th Ave NE
TREE-WITH BUILDING/DEVELOPMENT	09/07/2023	TREE-23-046		2643 76TH AVE NE
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	2		\$0.00	
Total # of Permits	37		\$4,771,171.44	



September 2023 Issued Permits

Construction Value:	September 2023	September 2022	2023 YTM	2022 YTM	Difference
Accessory Structure	-	-	-	\$70,000.00	(\$70,000.00)
Addition / Alteration	-	\$49,380.45	\$13,050,141.78	\$3,202,241.04	\$9,847,900.74
Fence / Wall	-	\$32,000.00	\$1,942,514.00	\$279,036.00	\$1,663,478.00
New Construction	\$9,478,677.00	-	\$46,878,764.00	\$25,774,845.40	\$21,103,918.60
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facilities	-	-	-	\$70,000.00	(\$70,000.00)
Total Value:	\$9,478,677.00	\$81,380.45	\$61,871,419.78	\$29,396,122.44	\$32,475,297.34
Permits Issued:	September 2023	September 2022	2023 YTM	2022 YTM	Difference
New Construction	4	-	14	14	0
Permit Extension	9	8	39	41	(2)
Accessory Structure	-	-	-	1	(1)
Addition / Alteration	-	1	22	17	5
Construction Activity Permit	3	1	34	20	14
Demolition	3	-	14	10	4
Fence / Wall	-	3	12	15	(3)
Grading / Drainage	3	1	24	19	5
Mechanical	1	7	61	77	(16)
Other - Moving	-	-	-	-	0
Plumbing / Gas	2	10	38	58	(20)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	7	8	59	70	(11)
Tree Mitigation	6	4	42	47	(5)
Wireless Comm. Facilities	-	-	-	1	(1)
Total Permits:	38	43	359	390	(31)
Inspections:	September 2023	September 2022	2023 YTM	2022 YTM	Difference
Building	76	95	705	818	(113)
Engineering/Other	23	16	168	169	(1)
	11	6	65	56	9
Tree	8	6	79	50	29

Total Inspections:	118	123	1,017	1,093	(76)
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September Code Enforcement Report

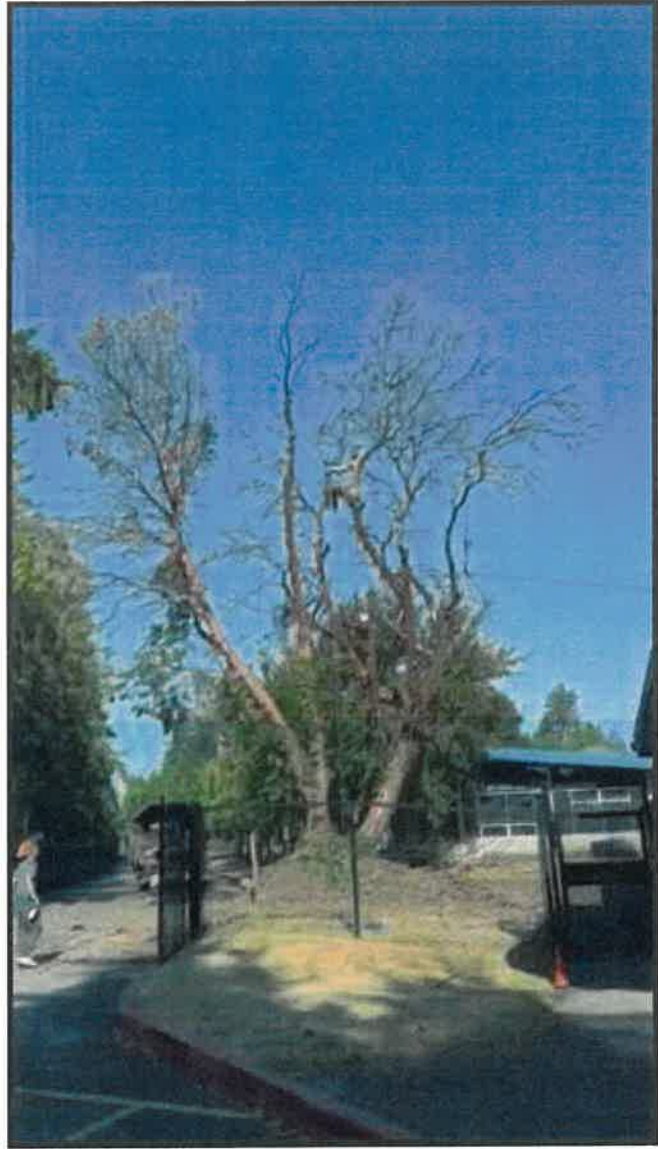
Case Number	Case Type	Assigned To	Address	Case Text
	TREE INVESTIGATION	Andy Crossett	7800 NE 28TH ST	<p>Description: Received report of significant tree being removed.</p> <p>Action Taken: Visited site and determined that a tree permit was likely needed. Spoke to site worker & school administrators. They will be providing information that I will then give to the City Arborist. City Arborist will visit site to determine next steps.</p> <p>Estimated Penalty: To be determined following investigation.</p>
CC-2023-140	TREE INVESTIGATION	Rob Kilmer	2403 76TH AVE NE	<p>Description: Report of tree cut down without permit.</p> <p>Action Taken: Opened investigation to determine the nature of the violation.</p> <p>Estimated Penalty: To be determined.</p>
CC-2023-136	TREE INVESTIGATION	Rob Kilmer	8050 NE 27TH ST	<p>Description: Received call regarding a fallen tree.</p> <p>Action Taken: Walked area and spoke with neighbors. Determined where the tree was located and which property the tree appeared to belong to. Communicated this information back to the affected neighbors.</p> <p>Estimated Fine: N/A</p>
CC-2023-137	NOTICE OF VIOLATION	Rob Kilmer	7648 NE 12TH ST	<p>Description: City surveys for utility work has determined that the location of a fence is within the City right-of-way.</p> <p>Action Taken: Notice of Violation issued directing property owner to move fence within the private property boundary / remove fence from City right-of-way.</p> <p>Estimated Penalty: Homeowner has agreed to move the fence.</p>
CC-2023-138	CAP VIOLATION	Rob Kilmer	3242 Evergreen Point RD	<p>Description: Large pile of construction debris observed from right-of-way.</p> <p>Action Taken: Spoke with Project Manager and determined that the pile was gathered so that it could be hauled away. Construction dumpster to arrive 9/8/23.</p> <p>Estimated Penalty: N/A</p>
CC-2023-139	SIGN VIOLATION	Rob Kilmer	8001 NE 8TH ST	<p>Description: Observed commercial advertising sign (Emerald Ballet Academy) placed along right-of-way.</p> <p>Action Taken: Removed sign, contacted company to inform them of sign rules in Medina.</p> <p>Estimated Penalty: None at this time.</p>

CC-2023-141	NOTICE OF VIOLATION	Rob Kilmer	1641 EVERGREEN POINT RD	<p>Description: Observed lights (6) on top of fence columns that exceed the height limit.</p> <p>Action Taken: Drafted Notice of Violation, Mailed to Property 9/25/23</p> <p>Estimated Penalty: To be determined based upon date of compliance per MMC 1.15.330 B.</p>
CC-2023-142	SIGN VIOLATION	Rob Kilmer	8443 NE 7TH ST	<p>Description: Observed commercial advertising sign (Elite Roofing) displayed to right-of-way.</p> <p>Action Taken: Removed sign and informed workers of sign rules in Medina.</p> <p>Estimated Penalty: None at this time</p>
CC-2023-143	SIGN VIOLATION	Rob Kilmer	84th Ave NE	<p>Description: Observed commercial advertising sign (Pressure Washing) displayed to right-of-way.</p> <p>Action Taken: Removed sign and called phone number to inform them of sign rules in Medina.</p> <p>Estimated Penalty: None at this time</p>
CC-2023-144	SIGN VIOLATION	Rob Kilmer	8001 NE 8TH ST	<p>Description: Observed commercial advertising sign (Emerald Ballet Acemy) displayed to right-of-way.</p> <p>Action Taken: Removed sign and called phone number to inform them of sign rules in Medina.</p> <p>Estimated Penalty: None at this time</p>
CC-2023-145	SIGN VIOLATION	Rob Kilmer	8645 NE 7TH ST	<p>Description: Commercial advertising sign (All Covered Painting) observed displayed to right-of-way.</p> <p>Action Taken: Removed sign and attempted to contact business. Phone number is apparently no longer in service.</p> <p>Estimated Penalty: None at this time.</p>
CC-2023-146	SIGN VIOLATION	Rob Kilmer	Evergreen Point Road at 12th and 16th	<p>Description: Commercial advertising sign (Roof cleaning) observed displayed along right-of-way.</p> <p>Action Taken: Removed signs (2), attempted to contact business. Voicemail box is full.</p> <p>Estimated Penalty: None at this time.</p>
CC-2023-147	GENERAL	Rob Kilmer	8637 NE 6TH ST	<p>Description: Received concern regarding sight-line visibility around corner of worksite.</p> <p>Action Taken: Set up site meeting with project manager and agreed upon changes to fix the situation. The visibility-barrier fences will be moved to the interior side the lot corner. The gate will be adjusted to be further into the driveway.</p> <p>Estimated Penalty: None. Contractor resolved the issue by end of day.</p>

**Non-Development Tree Permit Activity Report
September 2023
By Andy Crossett**

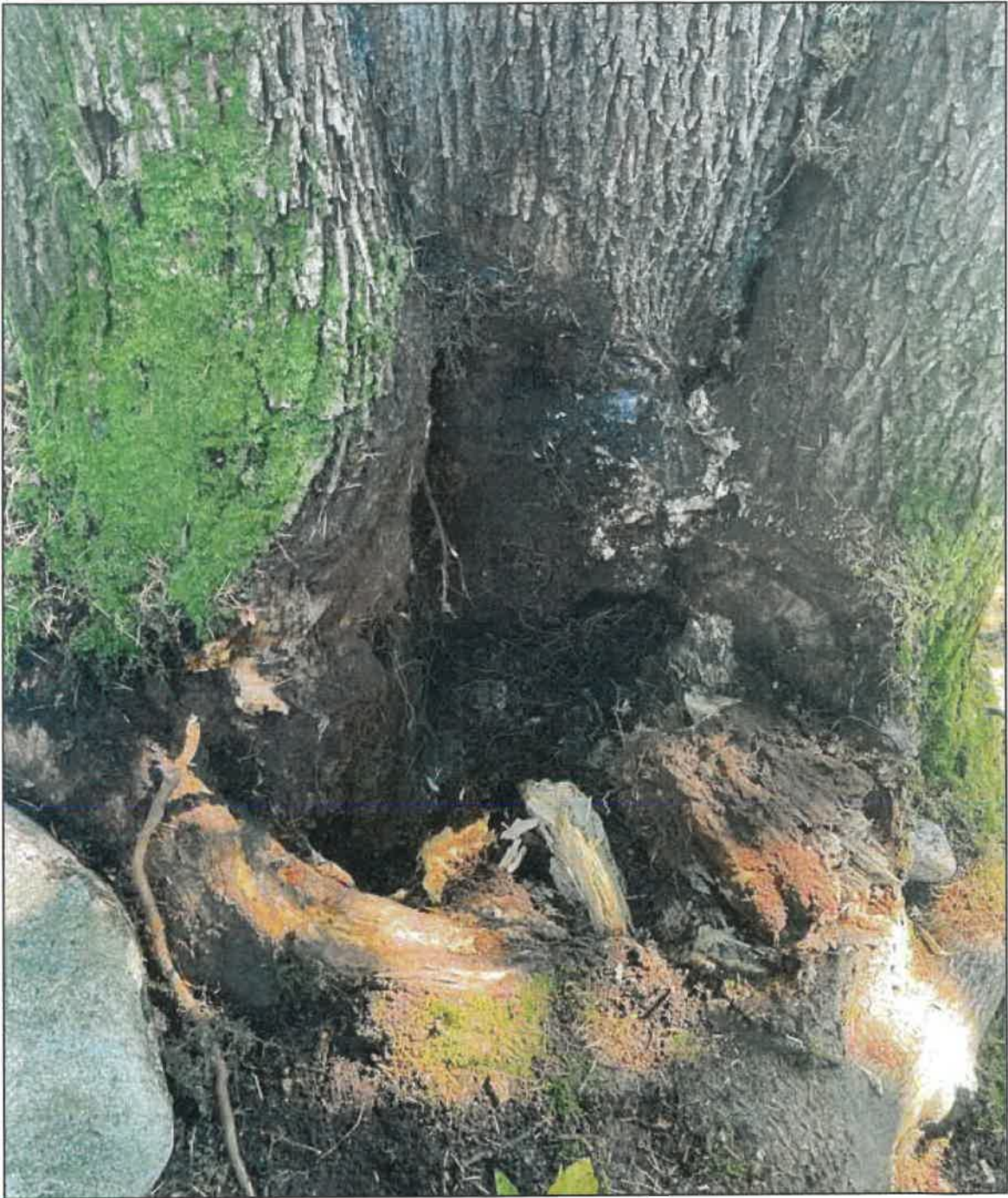
Non-Development Tree Permit Activity Report					
Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
Hazard Tree Assessment	1701 98th Ave NE	1 Pacific Madrone	Codominant tree – 2 x 30” trunks.	3	Removed dying/dead hazard tree without permit.
Hazard Tree Assessment	1081 80th Ave NE	1 Bigleaf Maple	36”	1	Tree partially failed and a large codominant stem fell into neighbor’s yard. The remaining tree is diseased with a high probability of failure.

1701 98th Ave NE – Hazard Assessment



1081 80th Ave NE – Dead tree.





**Development Tree Permit Activity Report
September 2023
By Andy Crossett**

Development Tree Permit Activity Report					
Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
TREE-PERFORMANCE	8297 OVERLAKE DR W	1 Hawthorn, 5 Oregon Ash	6", 24", 10", 19", 23", 19"	Not required	Trees are in poor condition and unlikely to recover.
TREE-WITH BUILDING/DEVELOPMENT	438 OVERLAKE DR E	1 Western Redcedar	16"	Not required	Applicant added an additional tree to be removed.



CITY OF MEDINA

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

Date: October 9th, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: September 2023 Financial Report

The September 2023 Reporting includes:

- September AP Check Register Activity Detail
 - Key Revenue and Expenditures in September 2023
 - Potential Budget Amendment Items for 2023
 - September 2023 Cash Position Report
 - September 2023 Financial Report
-

Key Revenue from September of 2023

- \$217K in Grant Funding, from Transportation Improvement Board and Dept of Ecology
- \$138K in retail sales and use tax.
- \$72K in property tax revenue
- \$44K in SEPT REET (paid out in Oct) please see attached report.
- \$39K in investment earnings

Key Expenditures from September of 2023

- \$181K Kamins Construction - Medina Elementary Sidewalk Part 1
- \$54K BCV Inc. – 2023 Crack Sealing/Retention
- \$44K Ogden Murphy Wallace – August Attorney Services
- \$28K Core Infrastructures – Medina Park West Trail Rehab
- \$22K CWA Consultants – Building Plan Review
- \$20K Norcom – Police Dispatch Services

Budget Amendment Items

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

Potential Amendment Items

- \$10K for outgoing Council celebration and end of year banquet
- \$100K replacement plow and spray truck
- \$40K for Body Cameras for our PD, potential Q4 expense
- \$50K for potential Overlay projects (high estimate per PW Director)

September 2023 Cash Position Report

<u>2023 Cash Balance, 8/31/2023</u>		<u>2023 Cash Balance, 9/30/2023</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Period Ending: 08/31/2023		Period Ending: 09/30/2023	
WA ST INV POOL	\$ 8,609,554	WA ST INV POOL	\$ 8,808,545
OTHER INVESTMENTS*	4,505,595	OTHER INVESTMENTS*	4,505,595
CHECKING	1,003,982	CHECKING	955,960
	<u>\$ 14,119,130</u>		<u>\$ 14,270,099</u>
		Outstanding Checks	<u>\$306,207.95</u>
			<u>\$ 13,963,891</u>

*Bond maturity dates:

New Bond 19 Month
4.75% annual yield



New Bond 4 Year
5% annual yield

\$1M bond (Aug 2020)	8/5/2024
\$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

September 2023 Financial Summary

	SEPTEMBER ACTUAL	SEPTEMBER YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$71,576	\$2,661,278	\$4,318,656	61.62%	\$1,657,378
Sales Tax	\$137,910	\$1,350,518	\$1,870,785	72.19%	\$520,267
Affordable & Sup. Housing	\$1,188	\$5,027	\$0	--	(\$5,027)
Criminal Justice	\$9,313	\$79,698	\$98,782	80.68%	\$19,084
B & O Tax: Utility & Franchise Fee	\$237	\$817,568	\$897,637	91.08%	\$80,069
Leasehold Excise Tax	\$0	(\$2,480)	\$6,589	-37.64%	\$9,069
General Government (includes Hunts Point)	\$90,161	\$303,447	\$441,401	68.75%	\$137,954
Passports, General Licenses & Permits	\$467	\$3,183	\$6,050	52.61%	\$2,867
Fines, Penalties, Traffic Infr.	\$2,057	\$11,709	\$18,000	65.05%	\$6,291
Misc. Invest. Facility Leases	\$32,980	\$273,541	\$160,869	170.04%	(\$112,672)
Disposition of Capital Assets	\$0	\$18,288	\$0	--	(\$18,288)
General Fund Total	\$345,889	\$5,521,779	\$7,818,769	70.62%	\$2,296,990
Development Services Fund Total	\$108,852	\$1,094,531	\$1,007,538	108.63%	(\$86,993.20)
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$6,343	\$117,980	\$135,166	87.29%	\$90,446
Street Fund Transfers In	\$42,917	\$386,267	\$515,000	75.00%	\$200,764
Tree Fund Total	\$0	\$950	\$3,075	30.89%	\$2,125
Capital Fund Total	\$488,056	\$1,445,443	\$1,253,264	115.33%	(\$192,179)
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$41,667	\$375,000	\$500,000	75.00%	\$125,000
NonRevenue Trust Funds Total	\$1,997	\$10,260	\$0	--	(\$10,260)
Master Investments Total	\$0	\$3,000,000	\$0	--	(\$3,000,000)
Total (All Funds)	\$951,137	\$8,190,944	\$10,217,812	80.16%	\$2,026,868
Total (All Funds) Transfers In	\$84,583	\$761,267	\$1,015,000	75.00%	\$253,733

EXPENDITURES:	SEPTEMBER ACTUAL	SEPTEMBER YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$12,237	\$42,606	\$70,500	60.43%	\$27,894
Municipal Court	\$6,572	\$37,939	\$62,000	61.19%	\$24,061
Executive	\$22,751	\$205,257	\$281,185	73.00%	\$75,928
Finance	\$24,802	\$480,596	\$568,879	84.48%	\$88,283
Legal	\$43,518	\$160,054	\$327,200	48.92%	\$167,146
Central Services	\$89,384	\$798,500	\$1,261,218	63.31%	\$462,718
Police Operations	\$194,540	\$1,824,233	\$2,669,889	68.33%	\$845,656
Fire & Medical Aid	\$0	\$398,894	\$827,788	48.19%	\$428,894
Public Housing, Environmental & Mental Health Fees	\$649	\$30,260	\$42,058	71.95%	\$11,798
Recreational Services	\$1,639	\$40,074	\$48,500	82.63%	\$8,426
Parks	\$67,885	\$469,560	\$605,610	77.53%	\$136,050
General Fund Subtotal	\$463,977	\$4,487,971	\$6,764,827	66.34%	\$2,276,856
General Fund Transfers Out	\$78,333	\$705,017	\$940,000	75.00%	\$234,983
General Fund Total	\$542,310	\$5,192,989	\$7,704,827	67.40%	\$2,511,838
Development Services Fund Total	\$95,750	\$825,331	\$1,013,297	81.45%	\$187,966
City Street Fund Total	\$101,272	\$448,154	\$629,167	71.23%	\$181,013
Tree Fund Total	\$5,505	\$19,981	\$40,000	49.95%	\$20,019
Capital Fund Total	\$307,718	\$423,377	\$1,090,000	38.84%	\$666,623
Capital Fund Transfers Out	\$6,250	\$56,250	\$75,000	75.00%	\$18,750
NonRevenue Trust Funds Total	\$102	\$27,186	\$0	0.00%	(\$27,186)
Master Investments Total	\$198,991	\$4,315,010	\$0	0.00%	(\$4,315,010)
Total (All Funds)	\$1,173,315	\$6,232,000	\$9,537,291	65.34%	\$3,305,291
Total (All Funds) Transfers Out	\$84,583	\$761,267	\$1,015,000	75.00%	\$253,733



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

King County

From 9/1/2023 to 9/30/2023

Print Date: 10/3/2023 3:27 PM

Jurisdiction: MEDINA

Excise Tax Number	Recorded Date	Conveyance Doc	Sale Date	Taxable Selling Price	CIP 1	CIP 2	CIP 1 INT	CIP 2 INT	COUNTY	Total Local	Jurisdiction	Tax Amount	Tax Exempt
Jurisdiction: MEDINA													
3254136	9/19/2023	WARRANTY DEED	09/16/2023	5,800,000.00	14,355.00	14,355.00	0.00	0.00	2,149.98	30,859.98	MEDINA	172,075.00	N
	Grantor: PIGOTT, JOHN M			Grantee: WANG, YUTAO		Parcel ID: 5424700225		Instrument: 20230919000369					
3254729	9/22/2023	WARRANTY DEED	09/22/2023	3,118,500.00	7,718.29	7,718.29	0.00	0.00	970.11	16,406.69	MEDINA	78,222.50	N
	Grantor: CLYNE, JAMES W JR			Grantee: GOLOBORODKO, VALERIY		Parcel ID: 2425049195		Instrument: 20230922000674					
MEDINA Subtotal:				8,918,500.00	22,073.29	22,073.29	0.00	0.00	3,120.09	47,266.67		250,297.50	
Count:	2	Report Totals:		8,918,500.00	22,073.29	22,073.29	0.00	0.00	3,120.09	47,266.67		250,297.50	



CITY OF MEDINA

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

Date: October 9, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

OCTOBER AND NOVEMBER PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Emergency Preparedness Meeting	Oct 11	4:00 pm	In-Person/Online
Hearing Examiner Meeting	Oct 12	10:00 am	In-Person/Online
Shredder/Drug Take-Back/E-Cycling Event	Oct 21	9:00 am – 12:00 pm	Medina Park – 8301 NE 12 th Street
City Council Meeting	Oct 23	5:00 pm	In-Person/Online
Planning Commission Meeting	Oct 24	6:00 pm	In-Person/Online
Veterans Day Observed – City Hall Closed	Nov 10		
City Council Meeting	Nov 13	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Nov 14	6:00 pm	In-Person/Online
Celebration Honoring Outgoing Council and Volunteers	Nov 16	5:00 pm – 7:30 pm	Overlake Golf and Country Club
Park Board Meeting	Nov 20	5:00 pm	In-Person/Online
Thanksgiving and Day-After Thanksgiving Holiday – City Hall Closed	Nov 23-24		
City Council Meeting	Nov 27	5:00 pm	In-Person/Online

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of September, the City issued 15 bulletins amounting to a total of 80,034 bulletins delivered to subscribers; approximately 17.7% were opened. See **Attachment**.

As of September 30, the city had 15,927 subscribers (change in total subscribers **+188**), with a combined total of 145,175 subscriptions (change in total subscriptions **+1,228**).

RECORDS REQUESTS

During the month of September, 9 public records requests were received by Central Services. See **Attachment** **2.**

LASERFICHE AND RECORDS MANAGEMENT PROJECT**PAPER RECORDS MANAGEMENT – 50% Complete**

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

LASERFICHE PROJECT – 30% Complete

- I. ***Phase 1: Central Services/Finance/HR - 70% complete***
- II. ***Phase 2: Public Portal Development - Beginning October 9, 2023***
Central Services staff will work with MG Consulting to identify Central Services, Finance, and HR documents that should be publicly available. As we continue to develop these folders and forms in the growth of our LF portal; public access will be a larger priority and will drive how future departments are on-boarded to LF public portal.
- III. ***Phase 3: Police - Beginning on October 11, 2023***
MG Consulting and Central Services staff will meet with PD staff to start the planning process and development of folder structure for PD files.
- IV. ***Laserfiche Project Phase 4: Development Services - Beginning on October 24, 2023***
MG Consulting and Central Services staff will meet with Development Services staff to start the planning process and development of folder structure for DS files.
- V. ***Laserfiche Project Phase 5: Public Works - TBD – 2024***

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open	Wireless Recipients
Comparisons:						
September, 2023	15	90,510	80,034	9,313	17.70%	33,166
August, 2023	15	149,675	133,378	16,453	19.70%	59,515
July, 2023	15	96,258	85,325	10,578	19.40%	36,793
June, 2023	10	76,477	68,422	8,528	19.40%	29,336
May, 2023	28	159,825	142,208	14,563	16.00%	61,919
April, 2023	32	213,523	191,506	20,444	16.60%	81,637
March, 2023	21	129,439	115,951	11,878	15.90%	49,669
January, 2023	30	192,287	172,943	23,109	19.90%	68,940
December, 2022	33	223,587	202,268	25,975	19.00%	78,584
November, 2022	24	128,822	116,286	14,221	17.90%	44,131
October, 2022	28	131,830	119,181	15,287	18.10%	41,173
September, 2022	18	71,635	64,845	8,554	18.20%	21,385
August, 2022	13	65,817	60,494	8,916	19.90%	18,579
July, 2022	17	66,926	61,741	8,809	18.5%	16,757
Date Sent	Top 10 Most Read Bulletins During September				Emails Opened	Email Open Rate
09/08/2023 02:58 PM PDT	Community Bulletin - Emergency Preparedness News & Information				2,258	20%
09/12/2023 10:40 AM PDT	Notice of Application - P-23-043 - Administrative Noise Variance SR 520 Floating Bridge				555	20%
09/12/2023 03:19 PM PDT	Notice of Hearing - P-23-040 - Non- Administrative Variance -1312 Evergreen Point Road				457	20%
09/14/2023 10:56 AM PDT	Community Bulletin - Save the Date - Shredder Day with Electronics Recycling & Drug Take-back				2,061	19%
09/18/2023 03:12 PM PDT	Hearing Examiner - Remote Code Enforcement Public Hearing - Oct. 2, 2023 at 9:00 AM				504	21%
09/21/2023 01:18 PM PDT	Notice of Public Hearing - 2024 Preliminary Annual Budget October 9, 2023				1,512	17%
09/22/2023 08:49 AM PDT	September 25, 2023 Medina Council Meeting Agenda Packet				294	14%
09/26/2023 11:31 AM PDT	Potential Quorum Notice - Park Board Weeding Event - September 30, 2023				1,278	15%
09/27/2023 05:12 PM PDT	Community Bulletin - SR-520 Weekend Closure				2,267	20%
09/28/2023 02:56 PM PDT	Community Bulletin - Emergency Preparedness Meeting (Wed Oct 11th) - AGENDA & JOINING INSTRUCTIONS				2,028	19%

**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: October 9, 2023
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: September 2023, Public Records Request Tracking

In September 2023, Central Services staff received **9** new public records requests. These requests required approximately **9 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$485**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In September 2023, the Police Department received **12** new records requests. These requests required approximately **6.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits, is approximately **\$303**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

September 2023 Monthly PRR Report

ATTACHMENT 2

Reference ID	Public Records Request	Requester Name	Request Date	Departments	Assigned Staff
23-23	The homeowner had instructed me to make a formal request for a survey of thier property 3615 Evergreen Point Rd.	Justin Houle	9/20/2023	Development Services	Aimee Kellerman
23-21	I work for a local home builder and am doing research. I would be grateful for the opportunity to come in and review recently submitted single family residential home plans and/or plans currently under review by the Building Department. I spoke with Rob Kilmer this morning and he advised I submit this form in order to review the public information. Thank you.	Keenan Bennett	9/19/2023	Development Services	Dawn Nations
23-20	1) All permits and related records including all applications, drawings, diagrams, plans, drafts, notes, notices, memos, evaluations, assessments, photographs, videos, e-mails, text messages, letters, analyses, invoices, receipts, tickets (including Ticket #22120108), logs, and other documents concerning work performed by Chavez Landscaping, LLC and/or Verizon Wireless Services, LLC in or about March 2022 at and adjacent to NE 10th Street and the public right of way in Medina, Washington. 2) All records related to Permit #PW-ROW-22-059 issued on June 15, 2022 including but not limited to all applications, drawings, diagrams, plans, drafts, notes, notices, memos, evaluations, assessments, photographs, videos, e-mails, text messages, letters, analyses, invoices, receipts, tickets (including Ticket #22120108), logs, and other documents concerning Permit #PW-ROW-22-059.	Nikki Bucsit	9/19/2023		Aimee Kellerman

ATTACHMENT 2

Reference ID	Public Records Request	Requester Name	Request Date	Departments	Assigned Staff
23-19	Looking for As-Built records in preparation to demolish.	Jennifer Bush	9/14/2023		Dawn Nations
23-18	Hello, I need the house floor plans for the address below. The previous request did not release the floor plans for the house constructed at the address below 2438 80th AV NE Medina, WA - 98039	Hitesh Raigandhi	9/14/2023	Development Services	Craig Fischer
23-17	Building Permits/Plans for 2438 80th Ave NE	Hitesh Raigandhi	9/13/2023	Central Services	Dawn Nations
23-16	I would like to request any building plans and permit records for a residence built in 1986 at 8443 Northeast 6th Street, Medina, Washington 98039 (King County Assessor No. 5424700225). Thank you.	Bradford Untereker	9/12/2023	Development Services	Aimee Kellerman
23-13	Requesting approved permit plans for home built in 2015/2016 at 801 80th Ave NE Medina, WA 98039	Sarah Chamberlain	9/11/2023	Development Services	Dawn Nations
23-12	Stormwater, sewer, and water maps, plans, cards and information for these three properties. Easement information for above if available. Tax Parcel Nos.:2425049241, 2425049243, 2425049208, 2425049103.	Nick Bossoff	9/11/2023	Public Works	Craig Fischer



CITY OF MEDINA

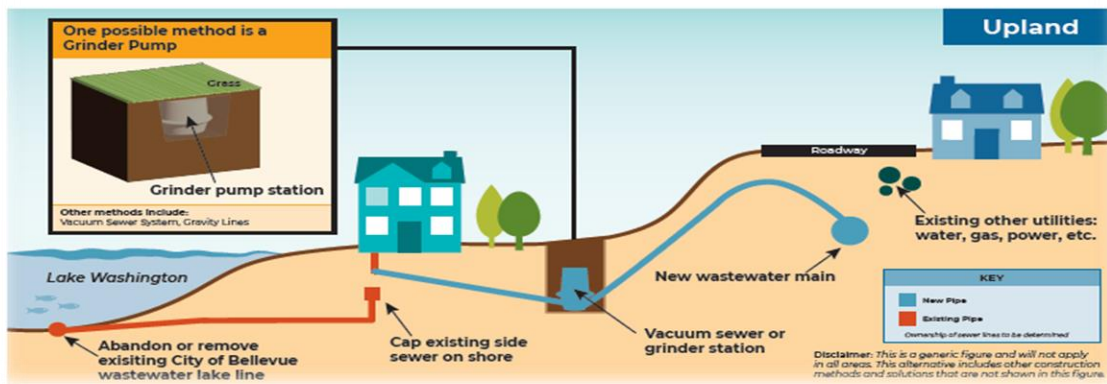
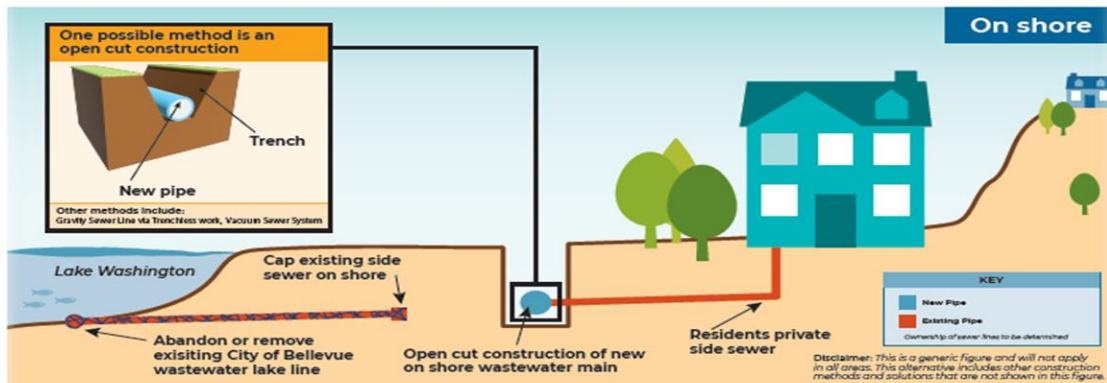
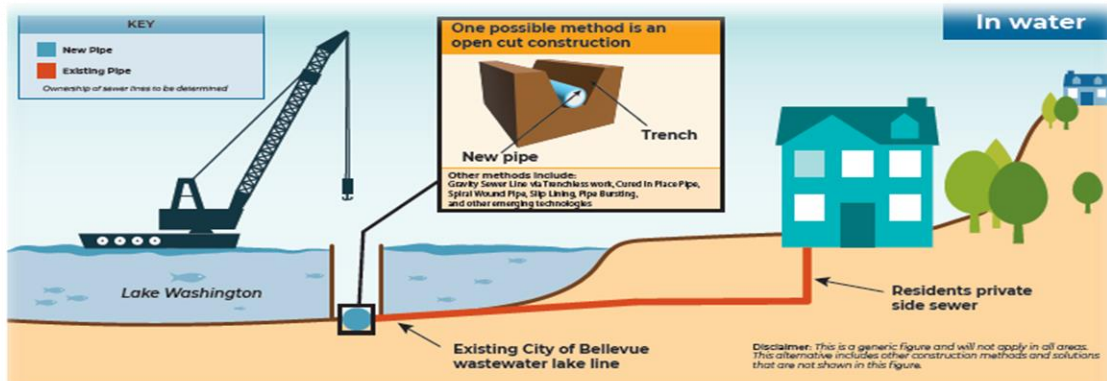
501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: October 9, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 1. NE 12TH STREET PEDESTRIAN IMPROVEMENTS** – Public Works in partnership with PSE redesigned the project to remove undergrounding the existing overhead lines. There were several meetings with PSE’s team of engineers and arborist to determine the feasibility and impact of moving the poles behind the sidewalk. The final plans are currently being drafted and will be brought to council for approval in the November meeting.



2. LAKE WASHINGTON LAKE LINE MANAGEMENT PLAN – During the month of September, the City of Bellevue had several pop-ups in the local communities to offer information and gain feedback regarding the management plan. There are three options that are being discussed in the management plan to replace the existing in-water lake line. It is important to note that these three options depend on the area and could vary with each property.



3. BELLEVUE AC WATERMAIN RESTORATION PROJECT – According to Bellevue’s Inspectors, the contractor has been delayed due to the weather. Currently, they are finishing up catch basin and valve box adjustments. Some of the items that still need to be completed include asphalt berm installations, landscape restoration, joint-sealing and finally new striping. Prior to sign-off this project requires a final inspection. Public Works will continue to monitor their progress.



4. **MAINTENANCE** – Over the last month, the Public Works staff have concentrated their efforts on roadside vegetation overgrowth. Trimming notices went out to the community via email and door pamphlets. Public Works typically trims each area individually however, boom mowing is an effective method to cover more area. Lately, we have been utilizing the boom mower more often because of the increasing abundance of overgrowth in the right-of-way.



5. PROJECT UPDATES -

Upland Road Overlay – King County’s Overlay Program is scheduled for late October

86th Ave NE Overlay – same as the Upland Road contractor

2023 Crack Seal – complete

Medina Elementary Sidewalks_81st Ave NE – complete

Medina Park Trail Rehabilitation_West – complete

2023 Upland Road Stormwater Improvements – started Oct 2nd

City Hall Carpet Replacement – deferred to 2024

Post Office Floor Replacement – complete

2023 Hazardous Tree Removal – TBD

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

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

2023 City Hall Balcony Repairs – contractor selected

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

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

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

September 2023 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
1407 M & N LLC	September 2023 1407 M&N LLC Advance Deposit Return for DEP00118	Advance Deposit Return for DEP00118	\$688.66	65075	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$688.66				
8X8, Inc.	4015573	CH Phones	\$914.99	64992	9/12/2023	001-000-000-518-80-41-50	Technical Services, Software Services
			\$914.99				
911 Supply Inc	INV-2-31523	PD Supplies/Uniform	\$202.56	64954	9/1/2023	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-32127	Police Gear Gidlof	\$256.17	65039	9/28/2023	001-000-000-521-20-31-40	Police Operating Supplies
			\$458.73				
ADP, Inc.	September 2023 ADP Processing Charges	September 2023 ADP Processing Charges	\$2,731.78	EFT Payment 10/3/2023 9:42:00 AM - 1	9/30/2023	001-000-000-514-20-41-01	Professional Services
			\$2,731.78				
ADT Commercial LLC	152003517	PW Shop Fire Monitoring	\$566.97	64993	9/12/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$566.97				
Alexander Gow Fire Equipment Co.	12469545	Fire Alarm Replacement	\$5,262.78	65040	9/28/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$5,262.78				
AM Homes - Glenn Montero	September 2023 AM Homes Advance Deposit Return for DEP00109	Advance Deposit Return for DEP00109	\$481.22	65076	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$481.22				
AM Test Inc	135068	Water Testing Medina Beach	\$60.00	64955	9/1/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
AM Test Inc	135137	Water Testing Medina Beach	\$60.00	64955	9/1/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
AM Test Inc	135067	Water Testing Medina Beach	\$60.00	64955	9/1/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
AM Test Inc	135288	Water Testing Medina Beach	\$60.00	64994	9/12/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
AM Test Inc	135218	Water Testing Medina Beach	\$60.00	64994	9/12/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			\$300.00				
Arim, Robert M.	September 2023 Arim Advance Deposit Return for DEP00097	Advance Deposit Return for DEP00097	\$1,261.16	65029	9/12/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,261.16				
AT&T Mobility	287287975246X08272023	PD Patrol Cars	\$986.40	64995	9/12/2023	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$986.40				
Atwell, LLC	0314195	Planning Management Support	\$2,328.00	64996	9/12/2023	401-000-000-558-60-41-01	Planning Consultant
			\$2,328.00				
B Investment LLC	September 2023 B Investment Advance Deposit Return for DEP00113	Advance Deposit Return for DEP00113	\$289.43	65077	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$289.43				
BCV Inc	2313*	2023 Crack Sealing/Retention	(\$6,040.00)	64956	9/1/2023	307-000-000-382-20-00-00	Retainage Deposits
BCV Inc	2313*	2023 Crack Sealing/Retention	\$60,400.00	64956	9/1/2023	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$54,360.00				
Bellevue City Treasurer - Water	Service from 5/29/2023 to 7/24/2023 (7801 NE 32nd St)	Fairweather Park Irrigation	\$142.57	64957	9/1/2023	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 6/9/2023 to 7/24/2023 (1000 80th Ave NE)	Medina Park Irrigation	\$7,313.45	64957	9/1/2023	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 6/6/2023 to 7/24/2023 (506 Evergreen Point Rd)	Medina Beach Park Irrigation	\$1,774.12	64957	9/1/2023	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 5/31/2023 to 7/25/2023 (1078 Lake WA Blvd NE)	Irrigation LW Blvd Islands	\$82.99	64957	9/1/2023	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 6/6/2023 to 7/2/2023 (501 Evergreen Point Rd)	CH Utilities - Water	\$1,582.55	64997	9/12/2023	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 6/22/2023 to 8/17/2023 (8401 Overlake Dr W)	View Point Park Irrigation	\$804.64	65041	9/28/2023	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 5/30/2023 to 7/17/2023 (Cntr R W of 84th NE)	84th/24th St Irrigation	\$4,313.28	64957	9/1/2023	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$16,013.60				
BRC Acoustics & Audiovisual Design	27224	Sound Test Consultant	\$2,635.51	65042	9/28/2023	401-000-000-558-60-41-08	Sound Testing Consultant
			\$2,635.51				
Buchan, William	Buchan Advance Deposit Return for DEP00087	Advance Deposit Return for DEP00087	\$1,907.26	64983	9/1/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,907.26				
Buenavista Services, Inc	10897	Janitorial Services at CH and Post Office	\$2,037.75	64958	9/1/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	10896	Janitorial Services at Parks Restrooms	\$1,158.62	64958	9/1/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	10987	Janitorial Services at Post Office	\$2,037.75	65043	9/28/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	10986	Janitorial Services at Parks Restroom	\$1,158.62	65043	9/28/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$6,392.74				
Car Wash Enterprises	July 2023	PD Car Wash	\$30.00	64959	9/1/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Car Wash Enterprises	May 2022	PD Car Washes May 2022	\$44.00	65044	9/28/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Car Wash Enterprises	August 2023	PD Car Washes August 2023	\$36.00	65044	9/28/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Car Wash Enterprises	September 2022	PD Car Washes September 2022	\$28.00	65044	9/28/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Car Wash Enterprises	June 2022	PD Car Washes June 2022	\$20.00	65044	9/28/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$158.00				
Carquest Auto Parts Stores	2417-542110	Trailer Wire Connector	\$5.74	65045	9/28/2023	101-000-000-542-30-48-00	Equipment Maintenance
			\$5.74				
Cecil Contracting LLC	September 2023 Cecil Advance Deposit Return for DEP00090	Advance Deposit Return for DEP00090	\$769.57	65030	9/12/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$769.57				
Centurylink	Charges from Sep 7 to Oct 7, 2023	CH CC Terminal	\$171.65	65046	9/28/2023	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	Charges from Aug 17 to Sep 17, 2023	PD Phone/Fax	\$181.07	64998	9/12/2023	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	Charges from Sep 17 to Oct 17, 2023	Emergency Lines	\$181.07	65046	9/28/2023	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$533.79				
Certified Laboratories	8335850	PW Shop Supplies	\$247.12	64960	9/1/2023	001-000-000-576-80-31-00	Operating Supplies
			\$247.12				

CivicPlus, LLC	272432	Muni Meetings Agenda Mgmt.	\$3,743.40	64999	9/12/2023	001-000-000-518-80-41-50	Technical Services, Software Services
			\$3,743.40				
Clyde Hill, City of	2023-15	Signal Maintenance	\$875.00	65047	9/28/2023	101-000-000-542-30-41-00	Professional Services
Clyde Hill, City of	2023-15	84th Median Irrigation	\$8,024.41	65047	9/28/2023	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$8,899.41				
Core Infrastructure Services	1171	Project Name: Medina Park West Trail Rehab	(\$3,136.00)	64961	9/1/2023	307-000-000-382-20-00-00	Retainage Deposits
Core Infrastructure Services	1171	Project Name: Medina Park West Trail Rehab	\$31,074.62	64961	9/1/2023	307-000-000-594-76-63-20	Park Improvements
Core Infrastructure Services	1171*	Medina Park West Trail Rehab	\$3,136.00	65048	9/28/2023	307-000-000-594-76-63-20	Park Improvements
			\$31,074.62				
Crystal And Sierra Springs-Admin	11037150 090923	CH Drinking Water	\$225.22	65049	9/28/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			\$225.22				
Crystal And Sierra Springs-PW	5291929 081223	PW Drinking Water	\$35.30	64962	9/1/2023	001-000-000-576-80-31-00	Operating Supplies
Crystal And Sierra Springs-PW	5291929 090923	PW Drinking Water	\$204.55	65050	9/28/2023	001-000-000-576-80-31-00	Operating Supplies
			\$239.85				
CWA Consultants	22-237 through 23-251	Building Permit Code Review Services	\$22,110.00	65000	9/12/2023	401-000-000-558-60-41-00	Professional Services
CWA Consultants	22-508	Building Permit Code Review	\$110.00	65000	9/12/2023	401-000-000-558-60-41-00	Professional Services
CWA Consultants	22-507	Building Permit Code Review	\$440.00	65000	9/12/2023	401-000-000-558-60-41-00	Professional Services
CWA Consultants	22-509	Building Permit Code Review	\$110.00	65000	9/12/2023	401-000-000-558-60-41-00	Professional Services
			\$22,770.00				
Deere & Company	117513159	PW UTV	\$2,000.00	65051	9/28/2023	001-000-000-594-76-64-00	Parks Capital Outlay
Deere & Company	117513159	PW UTV	\$29,410.06	65051	9/28/2023	101-000-000-594-42-64-00	Street Capital Equipment
			\$31,410.06				
Douvia, Donovan and Michelle	September 2023 Advance Deposit Return for DEP00130	Advance Deposit Return for DEP00130	\$506.77	65078	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$506.77				
Eastside Public Safety Communications	11261	September 2023 Radio Access Fees	\$530.25	65001	9/12/2023	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$530.25				
Employment Security Dept	September 2023 ESD Q2 2023 Late Fees	ESD Q2 2023 Late Fees	\$99.65		9/30/2023	001-000-000-514-20-49-10	Miscellaneous
			\$99.65				
EVGP3267	September 2023 EVGP3267 Advance Deposit Return for DEP00050	Advance Deposit Return for DEP00050	\$1,500.00	65079	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,500.00				
FCI - Custom Police Vehicles	15186	Lease Car #29	\$1,059.35	64963	9/1/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15188	Lease Car #26	\$833.04	64963	9/1/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15185	Lease Car #28	\$874.26	64963	9/1/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15187	Lease Car #30 and #31	\$1,883.50	64963	9/1/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15184	Lease Car #27	\$746.23	64963	9/1/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15243	Lease MPD Car #30 and #31	\$1,893.64	65052	9/28/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15242	Lease MPD Car #29	\$1,063.76	65052	9/28/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15241	Lease MPD Car #28	\$877.90	65052	9/28/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15244	Lease MDP Car #26	\$836.50	65052	9/28/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15240	Lease MPD Car #27	\$749.34	65052	9/28/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15185	PD Interest Vehicle	\$206.82	64963	9/1/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15187	PD Interest Vehicle	\$821.30	64963	9/1/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15184	PD Interest Vehicle	\$192.89	64963	9/1/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15188	PD Interest Vehicle	\$160.68	64963	9/1/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15186	PD Interest Vehicle	\$309.61	64963	9/1/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15244	Interest PD Vehicle	\$157.22	65052	9/28/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15241	Interest PD Vehicle	\$203.18	65052	9/28/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15240	Interest PD Vehicle	\$189.78	65052	9/28/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15243	Interest PD Vehicle	\$811.16	65052	9/28/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15242	Interest PD Vehicle	\$305.20	65052	9/28/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
			\$14,175.36				
Gaspar's Construction	September 2023 Gaspar Advance Deposit Return for DEP00020	Advance Deposit Return for DEP00020	\$2,787.50	65080	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$2,787.50				
Gores, Thomas	September 2023 Gores Advance Deposit Return for DEP00023	Advance Deposit Return for DEP00023	\$496.00	65081	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$496.00				
Gray & Osborne, Inc.	Project No: 23449.00/Invoice No: 5	Medina Elementary Sidewalk Phase 1 - TIB	\$66.03	64964	9/1/2023	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	Project No: 21441.00/Invoice No: 29	NE 12th St Ped Improvements	\$691.72	64964	9/1/2023	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	Project No: 21441.00/Invoice No: 30	NE 12th St Pedestrian Improvements	\$1,628.83	65053	9/28/2023	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	Project No: 23439.00/Invoice No: 6	CH Deck Repair	\$606.59	65053	9/28/2023	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	Project No: 23449.00/Invoice No: 6	Medina Elementary Sidewalk - Phase 1	\$97.07	65053	9/28/2023	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	Project No: 23480.00/Invoice No: 5	Upland Road Drainage Improvements	\$2,339.98	64964	9/1/2023	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Project No: 23480.00/Invoice No: 6	Upland Road Drainage Improvements	\$302.27	65053	9/28/2023	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Project No: 22427.11/Invoice No: 5	Grading & Drainage Services	\$174.79	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.00/Invoice No: 8	Grading & Drainage Services	\$370.13	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.15/Invoice No: 9	Grading & Drainage Services	\$311.70	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 20425.20/Invoice No: 11	Grading & Drainage Services	\$237.68	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.29/Invoice No: 4	Grading & Drainage Services	\$57.58	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.22/Invoice No: 9	Grading & Drainage Services	\$57.58	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant

Gray & Osborne, Inc.	Project No: 22427.23/Invoice No: 5	Grading & Drainage Services	\$155.85	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.05/Invoice No: 12	Grading & Drainage Services	\$475.35	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 19412.71/Invoice No: 18	Grading & Drainage Services	\$100.76	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.31/Invoice No: 3	Grading & Drainage Services	\$57.58	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.26/Invoice No: 4	Grading & Drainage Services	\$245.25	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.12/Invoice No: 1	Grading & Drainage Services	\$583.98	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.06/Invoice No: 3	Grading & Drainage Services	\$155.85	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.09/Invoice No: 4	Grading & Drainage Services	\$304.33	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.10/Invoice No: 1	Grading & Drainage Services	\$518.18	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.04/Invoice No: 2	Grading & Drainage Services	\$296.10	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.27/Invoice No: 7	Grading & Drainage Services	\$100.76	64964	9/1/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.08/Invoice No: 2	Grading and Drainage Services	\$57.58	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.15/Invoice No: 10	Grading and Drainage Services	\$179.88	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.13/Invoice No: 6	Grading and Drainage Services	\$229.88	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.12/Invoice No: 2	Grading and Drainage Services	\$222.08	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.15/Invoice No: 1	Grading and Drainage Services	\$592.20	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.14/Invoice No: 12	Grading and Drainage Services	\$1,001.96	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.11/Invoice No: 6	Grading and Drainage Services	\$237.68	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.00/Invoice No: 9	Grading/Drainage Services	\$148.05	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 19412.71/Invoice No: 19	Grading and Drainage Services	\$295.03	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.06/Invoice No: 4	Grading and Drainage Services	\$237.45	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.05/Invoice No: 4	Grading and Drainage Services	\$237.68	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.29/Invoice No: 5	Grading and Drainage Services	\$416.68	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.01/Invoice No: 3	Grading and Drainage Services	\$301.53	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.25/Invoice No: 3	Grading and Drainage Services	\$370.13	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.04/Invoice No: 3	Grading and Drainage Services	\$444.15	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.27/Invoice No: 8	Grading and Drainage Services	\$237.45	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.31/Invoice No: 4	Grading and Drainage Services	\$179.88	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.11/Invoice No: 15	Grading and Drainage Services	\$359.75	65053	9/28/2023	401-000-000-558-60-41-07	Engineering Consultant
			\$15,684.98				
Griffith, Michael V - Trustee	September 2023 Griffith Advance Deposit Return for DEP00061	Advance Deposit Return for DEP00061	\$68.00	65082	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$68.00				
Guo, Tian Hai	September 2023 Guo Advance Deposit Return for DEP00143	Advance Deposit Return for DEP00143	\$1,230.69	65083	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,230.69				
Halverson, Brady	September 2023 Halverson Expense Reimbursement	Taser Instructor Recertification	\$175.54		9/12/2023	001-000-000-521-20-43-00	Travel & Training
			\$175.54				
Hanson, Kelley John	September 2023 Hanson Advance Deposit Return for DEP00098	Advance Deposit Return for DEP00098	\$3.91	65031	9/12/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$3.91				
Hembree, Bridget	September 2023 Hembree Advance Deposit Return for DEP00135	Advance Deposit Return for DEP00135	\$536.69	65084	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$536.69				
Hermanson Company, LLP	9796	Condensate Line or Pump Repair	\$537.77	65054	9/28/2023	307-000-000-594-18-60-00	Building Improvements
			\$537.77				
Home Depot Credit Services	September 2023 Wall Anchor and City Hall Lights	Wall Anchor and City Hall Lights	\$62.43		9/30/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	September 2023 Flowers for Post Office	Flowers for Post Office	\$59.26		9/30/2023	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	September 2023 Early Bird Payment Discount	September 2023 Early Bird Payment Discount	(\$1.92)		9/30/2023	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	September 2023 Shop Supplies	Shop Supplies	\$46.07		9/30/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$165.84				
Honey Bucket	0553636332	Honey Bucket Seafair/Medina Days	\$540.00	64965	9/1/2023	001-000-000-511-60-49-10	Medina Days
Honey Bucket	0553648896	Medina Days Honey Bucket	\$411.50	65002	9/12/2023	001-000-000-511-60-49-10	Medina Days
Honey Bucket	0553653931	Portable Toilets for Medina Days	\$275.00	65055	9/28/2023	001-000-000-511-60-49-10	Medina Days
			\$1,226.50				
Horticultural Elements, Inc.	7930	84th Ave NE Median August 2023	\$4,943.49	64966	9/1/2023	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	7579	84/24th Landscape Maintenance	\$4,943.49	65003	9/12/2023	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	8057	84th Median September 2023 Maintenance Installment	\$4,943.49	65056	9/28/2023	101-000-000-542-30-41-00	Professional Services
			\$14,830.47				
Instrument Technologies Inc.	W230801	Evidence Scale Calibration Annual	\$130.00	64967	9/1/2023	001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW
			\$130.00				
Issaquah Honda Kubota	1388101	Repair Kubota Tractor	\$1,589.99	65057	9/28/2023	001-000-000-576-80-49-00	Miscellaneous, annual lease
			\$1,589.99				
Jacob, Todd	September 2023 Jacob Advance Deposit Return for DEP00141	Advance Deposit Return for DEP00141	\$1,153.61	65085	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,153.61				
John Buchan Homes	September 2023 Advance Deposit Return for DEP00028	Advance Deposit Return for DEP00028	\$1,947.14	65086	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
John Buchan Homes	Dosch Advance Deposit Return for DEP00086	Advance Deposit Return for DEP00086	\$1,506.56	65037	9/12/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$3,453.70				
Johnson, Kevin and June	Johnson Advance Deposit Return for DEP00082	Advance Deposit Return for DEP00082	\$676.30	64985	9/1/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$676.30				
Jordan, Bret and Patty	Jordan Right of Way Permit PW-ROW-23-020		\$10,000.00	65087	9/28/2023	001-000-000-582-10-00-01	Refund of Deposits - Dev. Svcs.
			\$10,000.00				

Kaiser Permanente	73652494	Employee Background Checks	\$692.00	65004	9/12/2023	001-000-000-521-20-41-00	Professional Services
			\$692.00				
Kamins Construction Inc	8800		\$16,515.00	64968	9/1/2023	307-000-000-594-18-60-00	Building Improvements
Kamins Construction Inc	PE 1 (Medina Elementary)	Medina Elementary Sidewalk Part 1	\$164,731.16	64968	9/1/2023	307-000-000-595-30-63-10	Sidewalk Improvements
			\$181,246.16				
KC Finance-DCHS, Behavioral Health & KC Finance-DCHS, Behavioral Health & KC Finance-DCHS, Behavioral Health & -	2150294	Q1 2023 Liquor Excise Tax	\$219.16	65058	9/28/2023	001-000-000-564-60-40-00	Mental Health Services-KC Substance
	2150234	Q3 2023 Liquor Excise Tax	\$209.82	65058	9/28/2023	001-000-000-564-60-40-00	Mental Health Services-KC Substance
	2150328	Q2 2023 Liquor Excise Tax	\$219.66	65058	9/28/2023	001-000-000-564-60-40-00	Mental Health Services-KC Substance
			\$648.64				
KC Office of Finance	11013834	KC INET	\$375.00	64969	9/1/2023	001-000-000-518-80-41-50	Technical Services, Software Services
KC Office of Finance	11013940	KC INET	\$375.00	65060	9/28/2023	001-000-000-518-80-41-50	Technical Services, Software Services
KC Office of Finance	126889-126889*	Annual Bridge Inspection	\$406.26	65059	9/28/2023	101-000-000-542-30-41-00	Professional Services
			\$1,156.26				
Kilmer, Rob	September 2023 Kilmer Expense Reimbursement		\$100.00				
			\$100.00				
Kirkland Municipal Court	SEPT23MED	August 2023 Filing Fees	\$2,572.00	65061	9/28/2023	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$2,572.00				
Kirkland, City of	KPD2023-041	Jul 2023 Inmate Billing	\$138.00	65062	9/28/2023	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			\$138.00				
Konica Minolta Business Solutions	289052715	PW Printer	\$16.05	65005	9/12/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Business Solutions	288488907	PW Copier Use	\$6.53	64970	9/1/2023	001-000-000-576-80-41-04	Professional Services-Misc
			\$22.58				
Konica Minolta Premier Finance	80913632	PD Copier	\$358.54				
			\$358.54				
Lake View Medina LLC	Lake View Advance Deposit Return for DEP00072	Advance Deposit Return for DEP00072	\$1,326.31	65032	9/12/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,326.31				
Large, Ken	September 2023 Large Advance Deposit Return for DEP00128	Advance Deposit Return for DEP00128	\$1,747.55	65088	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,747.55				
LexisNexis Risk Management - Account	1011660-20230731	Investigative Tool	\$3.50	64972	9/1/2023	001-000-000-521-20-41-00	Professional Services
LexisNexis Risk Management - Account	1011660-20230831	Investigative Tool	\$123.81	65063	9/28/2023	001-000-000-521-20-41-00	Professional Services
			\$127.31				
Lowe, Jack	Lowe Advance Deposit Return for DEP00085	Advance Deposit Return for DEP00085	\$2,500.00	64986	9/1/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$2,500.00				
Lulia Codoban	September 2023 Codoban Advance Deposit Return for DEP00134	Advance Deposit Return for DEP00134	\$2,219.57	65089	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$2,219.57				
Lyu, Joyce	September 2023 Lyu Advance Deposit Return for DEP00133	Advance Deposit Return for DEP00133	\$2,000.00	65090	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$2,000.00				
Message Watcher, LLC	53641	Email/Web/SM Archiving	\$240.20	65006	9/12/2023	001-000-000-518-80-41-50	Technical Services, Software Services
Message Watcher, LLC	53921	Email/Web/SM Archiving	\$243.10	65064	9/28/2023	001-000-000-518-80-41-50	Technical Services, Software Services
			\$483.30				
MG Consulting Services LLC	200-02	Laserfiche/RM Consulting	\$1,650.00	65038	9/27/2023	001-000-000-518-10-41-00	Professional Services
			\$1,650.00				
Michael's Fine Dry Cleaning	34	PD Dry Cleaning	\$477.87	64973	9/1/2023	001-000-000-521-20-22-00	Uniforms
			\$477.87				
Mike's Tree Care, Inc	August 2023 Mike's Tree Care	Roadside Tree Pruning for Paving	\$5,505.00	65007	9/12/2023	103-000-000-558-60-41-50	Professional Services/Landscape
			\$5,505.00				
Moberly & Roberts, PLLC	1121	August 2023 Prosecution Services	\$4,000.00	65008	9/12/2023	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$4,000.00				
Mutt Mitt	568815	Mutt Mitts	\$8,799.20	65009	9/12/2023	001-000-000-576-80-31-00	Operating Supplies
			\$8,799.20				
Navia Benefit Solutions	10739715	August 2023 Navia Fees	\$100.00	64974	9/1/2023	001-000-000-514-20-49-10	Miscellaneous
			\$100.00				
NextRequest, LLC	30498*	Public Records Portal	\$4,398.50	65010	9/12/2023	001-000-000-518-80-41-50	Technical Services, Software Services
			\$4,398.50				
Norcom	0001496	911 Dispatch Services	\$20,391.59	65011	9/12/2023	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
			\$20,391.59				
Ogden Murphy Wallace	881952	City Attorney	\$1,406.00	65065	9/28/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	881948	City Attorney	\$2,854.00	65065	9/28/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	881951	City Attorney	\$28,504.63	65065	9/28/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	881955	City Attorney	\$370.00	65065	9/28/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	881953	City Attorney	\$5,294.50	65065	9/28/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	881950	City Attorney	\$2,506.00	65065	9/28/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	881949	City Attorney	\$2,509.00	65065	9/28/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	881954	City Attorney	\$74.00	65065	9/28/2023	001-000-000-515-41-40-00	City Attorney
			\$43,518.13				
Olson, Matt	September 2023 Olson Advance Deposit Return for DEP00156	Advance Deposit Return for DEP00156	\$1,751.20	65091	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,751.20				
Overlake Golf & Country Club	September 2023 Overlake Advance Deposit Return for DEP00089	Advance Deposit Return for DEP00089	\$293.00	65033	9/12/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits

			\$293.00				
P.H.L.H.	September 2023 PHLH Advance Deposit Return for DEP00132	Advance Deposit Return for DEP00132	\$1,358.92	65092	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,358.92				
Pro-shred	65800	CH Shredding Services	\$55.66	64975	9/1/2023	001-000-000-518-10-41-00	Professional Services
Pro-shred	66531	CH Shredding Services	\$242.66	65012	9/12/2023	001-000-000-518-10-41-00	Professional Services
Pro-shred	66190	CH Shredding Services	\$55.66	65012	9/12/2023	001-000-000-518-10-41-00	Professional Services
Pro-shred	67003	CH Shredding Service	\$66.66	65066	9/28/2023	001-000-000-518-10-41-00	Professional Services
			\$420.64				
Pro-Vac LLC	188979	Street Sweeper	\$3,106.83	64976	9/1/2023	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	139588333	Storm Assessment and Mapping	\$7,885.26	64976	9/1/2023	307-000-000-595-30-63-02	Storm Sewer Improvements
Pro-Vac LLC	133869163		\$9,551.29	64976	9/1/2023	307-000-000-595-30-63-02	Storm Sewer Improvements
Pro-Vac LLC	139125330	Stormwater CCTV for Mapping	\$8,154.12	64976	9/1/2023	307-000-000-595-30-63-02	Storm Sewer Improvements
			\$28,697.50				
Puget Sound Energy	For Service 7/21/2023 - 8/21/2023 (501 Evergreen Point Rd)	CH Utilities	\$3,109.79	65013	9/12/2023	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	For service 8/22 - 9/20/2023 (501 Evergreen Point Rd)	CH Utilities	\$1,473.98	65067	9/28/2023	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	740 Overlake Dr E CAB - Final Request*	ODE Camera	\$22.83	65013	9/12/2023	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	For service 7/20 to 8/21/2023 (1000 80th Ave NE)	Medina Park Power	\$528.42	64977	9/1/2023	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	For service 7/21 to 8/22/2023 (84th Ave NE)	View Point Park Power	\$29.56	64977	9/1/2023	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	For service 6/21 to 7/21/2023 (84th Ave NE)	View Point Park Power	\$14.78	64977	9/1/2023	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	For service 6/20 to 7/20/2023 (1000 8th Ave NE)	Medina Pk Irrigation	\$267.06	64977	9/1/2023	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	For service 7/20 to 8/21/2023 (1050 82nd Ave NE)	82nd Ave NE Power/Medina Park	\$72.01	64977	9/1/2023	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	For service 7/1 to 8/1/2023 (88th Ave NE)	Street Light Power	\$47.26	64977	9/1/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 7/1 to 8/1/2023 (80th Ave NE)	Street Lights PW Shop	\$12.94	64977	9/1/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 7/1 to 8/1/2023 (77th Ave NE)	Street Light Power 77th/79th	\$118.16	64977	9/1/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 6/27 to 7/20/2023 (1050 82nd Ave NE)	Street Lights 10th/82nd St)	\$35.13	64977	9/1/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 7/1 to 8/1/2023 (TIB LED Conversion)	Street Lights	\$1,627.93	64977	9/1/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For Service 6/2-6/30/2013 (88th Ave NE & LK WA Blvd)*	Gateway Lighting	\$26.66	65013	9/12/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 8/2 - 8/31/2023 (88th Ave NE & LK WA Blvd)	Street Light Power	\$26.66	65067	9/28/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 8/2 - 8/31/2023 (TIB LED Conversion)	Stree Lights	\$1,627.93	65067	9/28/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 8/2 - 8/31/2023 (77th Ave NE & 79th Ave NE)	Street Lights 77th/74th	\$118.16	65067	9/28/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 8/2 - 8/31/2023 (80th Ave NE & NE 10th St)	Street Lights 80th/10th	\$12.94	65067	9/28/2023	101-000-000-542-63-41-00	Street Light Utilities
			\$9,172.20				
Ragan Kim and Bill Bradford	September 2023 Kim/Bradfield Advance Deposit Return for DEP00106	Advance Deposit Return for DEP00106	\$131.64	65093	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$131.64				
Republic Services, Inc. dba Rabanco, Ltd.	0172-009384160	PW Debris Disposal	\$923.12	65014	9/12/2023	001-000-000-576-80-41-04	Professional Services-Misc
			\$923.12				
Russinovich, Mark and Carl Andre	September 2023 Russinovich Advance Deposit Return for DEP00125	Advance Deposit Return for DEP00125	\$2,500.00	65094	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$2,500.00				
SAFEbuilt, LLC	0104027-IN	Building Inspection Vehicle	\$1,300.00	65015	9/12/2023	401-000-000-558-60-41-06	Building Inspector Contract
			\$1,300.00				
Sander Groves Landscaping	Sander Groves Advance Deposit Return for DEP00088	Advance Deposit Return for DEP00088	\$1,495.24	64987	9/1/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,495.24				
Sanitary & Maintenance Supply	2306606	Janitorial Supplies	\$1,299.88	64978	9/1/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Sanitary & Maintenance Supply	2306735	City Hall Janitorial Supplies	\$176.91	65016	9/12/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Sanitary & Maintenance Supply	2306734	City Hall Janitorial Supplies	\$290.41	65016	9/12/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Sanitary & Maintenance Supply	2306647	City Hall Janitorial Supplies	\$595.30	65016	9/12/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$2,362.50				
Schademan, Kim	September 2023 Schademan Advance Deposit Return for DEP00117	Advance Deposit Return for DEP00117	\$289.43	65095	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$289.43				
Schafer, Nicholas A.	September 2023 Schafer Advance Deposit Return for DEP00111	Advance Deposit Return for DEP00111	\$379.87	65096	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$379.87				
Seaborn Pile Driving Co.	21550	Medina Days Fireworks	\$11,010.00	64979	9/1/2023	001-000-000-511-60-49-10	Medina Days
			\$11,010.00				
Seattle Times, The	43782	Legal Notice	\$142.72	65017	9/12/2023	001-000-000-518-10-44-00	Advertising
			\$142.72				
Secretary of State, Office of	September 2023 Trademark Renewal Filing Fee	September 2023 Trademark Renewal Filing Fee	\$50.00	65018	9/12/2023	001-000-000-521-20-49-60	Crime Prevention/Public Educ
			\$50.00				
Shaolin Deng	September 2023 Deng Advance Deposit Return for DEP00095	Advance Deposit Return for DEP00095	\$371.64	65034	9/12/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$371.64				
Sheng, Yuanjing - Home Tech	Yuanjing Sheng Advance Deposit Return for DEP00007	Advance Deposit Return for DEP00007	\$1,414.43	65035	9/12/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,414.43				
SHI International Corp	B17259360	Azure Storage Overages	\$649.17	65019	9/12/2023	001-000-000-518-80-41-50	Technical Services, Software Services
SHI International Corp	B17333644	Azure Storage Overages	\$655.60	65068	9/28/2023	001-000-000-518-80-41-50	Technical Services, Software Services
			\$1,304.77				
Simonyi, Charles	September 2023 Simonyi Advance Deposit Return for DEP00026	Advance Deposit Return for DEP00026	\$3,346.50	65097	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
Simonyi, Charles	September 2023 Simonyi Advance Deposit Return for DEP00101	Advance Deposit Return for DEP00101	\$1,607.48	65036	9/12/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$4,953.98				
Sound View Strategies, LLC	3002*	SR520 Consultant	\$3,000.00	65020	9/12/2023	001-000-000-513-10-41-00	Professional Services

			\$3,000.00					
Spot 2019 LLC	September 2023 Spot Advance Deposit Return for DEP00121	Advance Deposit Return for DEP00121	\$511.34	65098	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits	
			\$511.34					
Spot-On Print & Design	58920	Office Supplies - Envelopes	\$410.61	65021	9/12/2023	001-000-000-518-10-31-00	Office And Operating Supplies	
			\$410.61					
Staples Business Advantage	3545038388	Office Supplies	\$279.25	64980	9/1/2023	001-000-000-518-10-31-00	Office And Operating Supplies	
Staples Business Advantage	3546684037	Office Supplies	\$143.20	65022	9/12/2023	001-000-000-518-10-31-00	Office And Operating Supplies	
Staples Business Advantage	3547551624	PD Office Supplies	\$169.52	65069	9/28/2023	001-000-000-521-20-31-00	Office Supplies	
			\$591.97					
Sullivan, Susan	September 2023 Sullivan Advance Deposit Return for DEP00018	Advance Deposit Return for DEP00018	\$1,740.50	65099	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits	
			\$1,740.50					
TIG Technology Integration Group	5526891	Duo Subscription	\$49.55	65023	9/12/2023	001-000-000-518-80-41-50	Technical Services, Software Services	
TIG Technology Integration Group	5530543	Duo Subscription	\$49.55	65070	9/28/2023	001-000-000-518-80-41-50	Technical Services, Software Services	
TIG Technology Integration Group	64016	IT Services	\$11,871.28	65070	9/28/2023	001-000-000-518-80-41-50	Technical Services, Software Services	
TIG Technology Integration Group	64016	IT Services (Development Services Dept)	\$2,187.55	65070	9/28/2023	401-000-000-518-80-41-50	Technical Services, Software Services	
			\$14,157.93					
Tiki Car Wash	2265*	August 2023 PD Car Washes	\$166.27	65071	9/28/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	
			\$166.27					
Tree Frog LLC	1744	Arborist Services	\$1,127.50	65024	9/12/2023	401-000-000-558-60-41-50	Landscape Consultant	
			\$1,127.50					
Tree Solutions, Inc.	36327-36334	Arborist-Development Projects	\$1,160.00	65025	9/12/2023	401-000-000-558-60-41-50	Landscape Consultant	
			\$1,160.00					
Turf Star Western	7287257-00	Mower Parts	\$845.05	64981	9/1/2023	001-000-000-576-80-48-00	Repair & Maint Equipment	
Turf Star Western	7287257-01	Replacement Turn Signal for Toro Workman	\$317.71	65072	9/28/2023	101-000-000-542-30-48-00	Equipment Maintenance	
			\$1,162.76					
Upper, Gary	September 2023 Upper Advance Deposit Return for DEP00105	Advance Deposit Return for DEP00105	\$541.33	65100	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits	
			\$541.33					
US Bank	September 2023 JE #1215 US Bank Fees	September 2023 Bank Fees	\$171.30		9/30/2023	001-000-000-514-20-49-10	Miscellaneous	
US Bank	September 2023 JE #1215 US Bank Fees	September 2023 Bank Fees	\$3,174.53		9/30/2023	401-000-000-558-60-49-10	Miscellaneous	
US Bank	September 2023 Nations CC Statement	Office Supplies - City Hall Logo Tablecloth	\$119.98		9/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies	
US Bank	September 2023 Wilcox CC Statement	Kids Hardhats for Medina Elementary Tour	\$16.50		9/30/2023	001-000-000-518-10-49-10	Miscellaneous	
US Bank	September 2023 Nations CC Statement	Light Wands for Medina Days	\$146.95		9/30/2023	001-000-000-518-10-49-10	Miscellaneous	
US Bank	September 2023 Nations CC Statement	Dues for Washington Clerks Association - Nations	\$125.00		9/30/2023	001-000-000-518-10-49-20	Dues, Subscriptions	
US Bank	September 2023 Kellerman CC Statement	Public Storage	\$947.00		9/30/2023	001-000-000-518-30-45-00	Facility Rental	
US Bank	September 2023 Kellerman CC Statement	Public Storage	\$346.01		9/30/2023	001-000-000-518-30-45-00	Facility Rental	
US Bank	September 2023 Kellerman CC Statement	Web Services for Internet Logs	\$0.32		9/30/2023	001-000-000-518-80-41-50	Technical Services, Software Services	
US Bank	September 2023 Kellerman CC Statement	Zoom Storage	\$44.04		9/30/2023	001-000-000-518-80-41-50	Technical Services, Software Services	
US Bank	September 2023 Kellerman CC Statement	Municode MuniPro Annual Subscription	\$495.00		9/30/2023	001-000-000-518-80-41-50	Technical Services, Software Services	
US Bank	September 2023 Anderson CC Statement	Black GTX Boots	\$242.22		9/30/2023	001-000-000-521-20-22-00	Uniforms	
US Bank	September 2023 Anderson CC Statement	Black GTX Boots	\$253.23		9/30/2023	001-000-000-521-20-22-00	Uniforms	
US Bank	September 2023 Anderson CC Statement	Black GTX Boots	\$242.22		9/30/2023	001-000-000-521-20-22-00	Uniforms	
US Bank	September 2023 Anderson CC Statement	Return of Boots	(\$242.22)		9/30/2023	001-000-000-521-20-22-00	Uniforms	
US Bank	September 2023 Anderson CC Statement	Kaha 2 GTX Boots	\$264.24		9/30/2023	001-000-000-521-20-22-00	Uniforms	
US Bank	September 2023 Gidlof CC Statement	Microfiber Cleaning Cloths	\$32.80		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Gidlof CC Statement	Self-Inking Stamp	\$25.26		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Anderson CC Statement	Postage - Return of Filir Unit	\$9.95		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Gidlof CC Statement	3-5 Gallons Water Containers	\$23.09		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Gidlof CC Statement	Screen Protector	\$9.74		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Gidlof CC Statement	Pelican Shield Kevlar - Iphone/Phone Holster	\$38.47		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Anderson CC Statement	Wooden Shelf f/ Evidence Room	\$58.88		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Gidlof CC Statement	Phone Holster w/ Chip	\$18.71		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Gidlof CC Statement	OtterBox Iphone Case	\$32.11		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Anderson CC Statement	Phone Holder	\$44.04		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Gidlof CC Statement	OtterBox Iphone Case	\$33.80		9/30/2023	001-000-000-521-20-31-00	Office Supplies	
US Bank	September 2023 Gidlof CC Statement	Return of Steel Bench	(\$181.02)		9/30/2023	001-000-000-521-20-31-40	Police Operating Supplies	
US Bank	September 2023 Gidlof CC Statement	Meguiar's Tire Coating	\$129.90		9/30/2023	001-000-000-521-20-31-40	Police Operating Supplies	
US Bank	September 2023 Gidlof CC Statement	Stainless Steel Bench	\$227.29		9/30/2023	001-000-000-521-20-31-40	Police Operating Supplies	
US Bank	September 2023 Gidlof CC Statement	Training - Glenn	\$150.00		9/30/2023	001-000-000-521-20-43-00	Travel & Training	
US Bank	September 2023 Gidlof CC Statement	Watch Dog - Goose Patrol	\$74.25		9/30/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards	
US Bank	September 2023 Gidlof CC Statement	Parts for LG Tent	\$53.17		9/30/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards	
US Bank	September 2023 Gidlof CC Statement	Watch Dog Return	(\$74.25)		9/30/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards	
US Bank	September 2023 Gidlof CC Statement	Coyote Urine f/Beach	\$28.57		9/30/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards	
US Bank	September 2023 Gidlof CC Statement	Geese Deterrants f/Medina Beach	\$1,257.00		9/30/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards	
US Bank	September 2023 Crickmore CC Statement	Uniforms	\$192.64		9/30/2023	001-000-000-576-80-22-00	Uniforms	
US Bank	September 2023 Crickmore CC Statement	Electrical Tape	\$66.05		9/30/2023	001-000-000-576-80-31-00	Operating Supplies	
US Bank	September 2023 Osada CC Statement	Geese Detergent Strobe Lights	\$1,267.00		9/30/2023	001-000-000-576-80-31-00	Operating Supplies	
US Bank	September 2023 Crickmore CC Statement	Spring Clams and Hand Pruners	\$102.15		9/30/2023	001-000-000-576-80-31-00	Operating Supplies	
US Bank	September 2023 Gidlof CC Statement	Dome Security Cameras - City Hall	\$4,293.89		9/30/2023	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay	

US Bank	September 2023 Crickmore CC Statement	Screws, Washers and Electrical Tape	\$18.71	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	September 2023 Crickmore CC Statement	Screws, Washers and Electrical Tape	\$113.46	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	September 2023 Crickmore CC Statement	Screws, Washers and Electrical Tape	\$9.19	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	September 2023 Crickmore CC Statement	Screws	\$17.33	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	September 2023 Crickmore CC Statement	Bollards	\$229.01	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	September 2023 Crickmore CC Statement	Shop Tools Impact Wrench and Drill	\$190.12	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	101-000-000-542-30-35-00	Small Tools/minor Equipment
US Bank	September 2023 Wilcox CC Statement	Book for Training Course	\$58.96	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	401-000-000-558-60-43-00	Travel & Training
US Bank	September 2023 Wilcox CC Statement	Development Services Coordinator Training	\$50.00	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	401-000-000-558-60-43-00	Travel & Training
US Bank	September 2023 Wilcox CC Statement	Regular and Certified Mail for Code Enforcement	\$34.24	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	401-000-000-558-60-49-10	Miscellaneous
US Bank	September 2023 Wilcox CC Statement	Regular and Certified Mail for Code Enforcement	\$8.56	EFT Payment 10/3/2023 11:12:14 AM - 1	9/30/2023	401-000-000-558-60-49-10	Miscellaneous
			\$14,989.39				
US Bank Voyager Fleet Sys.	September 2023 Voyager Fleet	September 2023 Voyager Fleet	\$3,310.91	EFT Payment 10/3/2023 9:58:01 AM - 1	9/30/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$3,310.91				
Utilities Underground Location Ctr	3080184	Locate Services August 2023	\$42.57	65073	9/28/2023	101-000-000-542-30-47-00	Utility Services
			\$42.57				
Vision Municipal Solutions, LLC	09-13080	Staffing Training - Fischer Vision Conference	\$475.00	65026	9/12/2023	001-000-000-518-10-43-00	Travel & Training
			\$475.00				
WA ST Dept of Ecology	24-WAR045527-1	Stormwater Monitoring	\$3,000.00	64982	9/1/2023	101-000-000-542-30-41-03	NPDES Grant
			\$3,000.00				
WA ST Dept of Licensing	September 2023 CPL Receipts	September 2023 CPL Receipts	\$36.00	EFT Payment 10/3/2023 9:50:09 AM - 1	9/30/2023	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$36.00				
WA ST Dept of Transportation	FB91017002241	PW Fuel	\$431.55	65027	9/12/2023	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation	FB91017002241	Building Inspection Vehicle	\$92.02	65027	9/12/2023	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			\$523.57				
Washington State Patrol	I2401111	CPL Background	\$22.00	65028	9/12/2023	001-000-000-521-20-41-50	Recruitment-Background
Washington State Patrol	I2400705	CPL Background	\$66.25	65028	9/12/2023	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			\$88.25				
Watershed Company, The	2023-1513	Shoreline Maser Program	\$1,830.00	65074	9/28/2023	401-000-000-558-60-41-55	Shoreline Consultant
			\$1,830.00				
Westhaven Trust	September 2023 Westhaven Advance Deposit Return for DEP00054	Advance Deposit Return for DEP00054	\$312.00	65101	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$312.00				
Woodliff, Ann S	Woodliff Advance Deposit Return for DEP00083	Advance Deposit Return for DEP00083	\$3,806.15	64988	9/1/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$3,806.15				
Woody, Micah	September 2023 Woody Advance Deposit Return for DEP00123	Advance Deposit Return for DEP00123	\$3,799.71	65102	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$3,799.71				
Yu, Bangxi	September 2023 Yu Advance Deposit Return for DEP00142	Advance Deposit Return for DEP00142	\$386.03	65103	9/28/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$386.03				
			\$682,886.63	AP Total			
Payroll	September 2023 Payroll	Payroll	\$19,751.04	Total	9/30/2023	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	September 2023 Payroll	Payroll	\$21,699.38	Total	9/30/2023	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	September 2023 Payroll	Payroll	\$36,118.76	Total	9/30/2023	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	September 2023 Payroll	Payroll	\$150,319.35	Total	9/30/2023	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	September 2023 Payroll	Payroll	\$39,587.66	Total	9/30/2023	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	September 2023 Payroll	Payroll	\$32,662.22	Total	9/30/2023	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	September 2023 Payroll	Payroll	\$46,940.93	Total	9/30/2023	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$347,079.34	Payroll Total			
			\$1,029,965.97	Grand Total			



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid Meeting - In-person/On-Line

Monday, July 17, 2023 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

PRESENT

Board Member Collette McMullen
 Board Member Viji Raman
 Board Member Gretchen Stengel
 Board Member Rebecca Johnston
 Emeritus Member Penny Martin
 Vice Chair Katie Surbeck
 Chair Barbara Moe

ABSENT

Board Member India Fitting-Koh

STAFF

Osada, Crickmore, Burns, Sass, Nations

2. ANNOUNCEMENTS

2.1 Welcome New Board Member by Barbara Moe, Park Board Chairperson

Chair Barbara Moe welcomed the new Park Board member Viji Raman. Board Member Raman gave a brief introduction and stated she is looking forward to this new adventure on the Board.

2.2 Youth Advisor Position Update by Dawn Nations, Deputy City Clerk

Deputy City Clerk Dawn Nations gave a brief update on the youth advisor position. We had one applicant apply for the position and the interview was completed. The appointment recommendation will go to Council at the September 11, 2023, meeting. Nations stated the new youth advisor will be starting in September and they are very excited about the position.

2.3 Medina Days Schedule by Steve Burns, City Manager

City Manager Steve Burns gave a brief update regarding the Medina Days schedule of events. Board Member Rebecca Johnston gave a brief update regarding the Medina Day parade details and parade route. She asked board members to spread the word to get participants/residents to attend.

3. **APPROVAL OF PARK BOARD MINUTES**

3.1 Meeting Minutes of May 15, 2023

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion made by Board Member Johnston, Seconded by Board Member McMullen and with no objections; Park Board approved the May 15, 2023, meeting minutes.

4. **PUBLIC COMMENT**

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

5. **PARK BOARD BUSINESS**

5.1 Vice Chair Appointment

Deputy City Clerk Dawn Nations gave a brief update regarding the Chair and Vice Chair positions with the departure of the previous Chair Sarah Gray on June 30, 2023. Vice Chair Moe moved into the Chair position and Board Member Katie Surbeck volunteered to fill the Vice Chair position. This was discussed at the May 15, 2023, Park Board Meeting. Chair Barbara Moe asked for a nomination for Katie Surbeck to take the Vice Chair Position. This will be the official nomination and voting period.

ACTION: Motion made by Board Member Johnston, Seconded by Board Member McMullen and with no objections; the members voted Katie Surbeck as the Vice Chair.

5.2 Fairweather Park Ivy Removal Update

Ryan Osada, Public Works Director gave a brief update on the status of using goats to remove the ivy. The company he contacted does not have availability at this time. The Board Members and staff discussed having a work party to continue on the removal process. Board Member Rebecca Johnston will contact a youth group for availability of members and report back to members at a later date.

5.3 E-Bike Update

Police Chief Jeff Sass gave an update regarding on E-Bikes and reported they are considered as motorized vehicles. The Public Works department put up the signage stating no E-Bikes are allowed in the city parks. The Police Department has been out educating riders of the rules and will begin enforcement. Board Members asked questions regarding helmet requirements and staff responded. Chief Sass is working on the helmet concerns and will present recommendations to the City Council at the September Council meeting. Chief Sass stated the city will be adding a bike rack at Medina Beach Park to accommodate the parking of the E-Bikes.

5.4 Trail Signage Project

Public Works Supervisor Pat Crickmore presented information and examples of new trail signage and mounting poles. The Board Members discussed the options and gave recommendations on the signage design and type of poles to be used. Board Members suggestions are to use the Medina Logo, reflective colors, arrows showing the direction of the trail, metal poles with vinyl coating and to add a QR code to show the trail map for the parks. Board Members and staff discussed the trail names. The new signage will be updated add the Points Loop trail and the other trail names. Staff will present the Park Board recommendations to the City Council at a future council meeting.

6. **OTHER BUSINESS**

None.

7. **PARK REPORTS**

Park Board members reported back on conditions of their assigned parks.

Board members discussed the condition of the Lid and staff responded with an update regarding the maintenance.

During the park reports we experienced a technical difficulty. The board paused the discussion until the audio was restored.

Public Works Supervisor, Pat Crickmore gave a brief update regarding adding benches and picnic tables at Fairweather Park. Staff asked the board members for recommendations; the board members recommended adding two permanent tables.

Crickmore reported they are adding a new pet waste station at Indian Trail (name will be changing to Point Loop Trail) and reported on the irrigation at the parks during the hot weather.

Additional trees will be added to Medina Beach Park in the fall.

Staff responded to the question about the smell at Medina Park and the status of the fountain repair. This is a retention pond and is not a clean pond. Staff is looking at dredging the ponds to reduce the smell and remove the lily pads; this is an ongoing research project for staff due to the cost involved.

The parking spots at Viewpoint Park will be removed and the spot will be used for maintenance/emergency vehicles only. There a no handicap parking spots.

8. **ADJOURNMENT**

By consensus the Park Board adjourned the regular meeting at 6:00 PM.

Minutes taken by:

Dawn Nations



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid-Virtual/In Person
Tuesday, July 25, 2023 – 6:00 PM

MINUTES

COMMISSION CHAIR | Laura Bustamante
COMMISSION VICE-CHAIR | Shawn Schubring
COMMISSIONERS | Li-Tan Hsu, Evonne Lai, David Langworthy, Mark Nelson, Laurel Preston
PLANNING MANAGER | Stephanie Keyser

1. CALL TO ORDER / ROLL CALL

Chair Bustamante called the meeting to order at 6:03pm.

PRESENT

Chair Laura Bustamante
 Vice Chair Shawn Schubring (joined at 6:15pm)
 Commissioner Evonne Lai
 Commissioner Mark Nelson
 Commissioner Laurel Preston

ABSENT

Commissioner David Langworthy
 Commissioner Li-Tan Hsu

STAFF

Bennett, Burns, Keyser, Wilcox

2. APPROVAL OF MEETING AGENDA

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

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of June 27, 2023

Recommendation: Approve Minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

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

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

Commissioner Preston

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Keyser welcomed Commissioner Lai to her first meeting. Keyser announced that the city gave notice of termination to our comp plan consultant. Keyser announced that it is Commissioner Preston's last meeting.

5. AUDIENCE PARTICIPATION

There was no live audience participation. David Yee provided written comment.

6. DISCUSSION

6.1 Community Design Element

Recommendation: N/A

Staff Contact(s): Stephanie Keyser, Planning Manager

Time Estimate: 60 minutes

Keyser gave brief overview on Community Design Element. Commissioners discussed their comments.

6.2 Housing Element

Recommendation: N/A

Staff Contact(s): Stephanie Keyser, Planning Manager

Time Estimate: 30 minutes

Commissioners made comments one by one and discussed suggestions to the housing element.

7. Public Comment

Brian Pao gave suggestions on Community Design Element and Housing Element.

8. ADJOURNMENT

Meeting adjourned at 7:55pm.

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

Motion made by Commissioner Nelson, Seconded by Commissioner Preston.

Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Lai, Commissioner Nelson, Commissioner Preston

Minutes taken by:

Rebecca Bennett



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

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

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called to order the City Council meeting in the Medina Council Chambers at 5:02 p.m. Mayor Rossman also recognized that it was September 11 and in memory of the 9/11 events, she thanked first responders, rescue and recovery workers, emergency prep workers, and all those who put their lives on the line for the rest of us.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Cynthia Adkins - Online
Councilmember Jennifer Garone - Online (Offline at 7:00 p.m.)
Councilmember Harini Gokul - Online at 6:50 p.m.
Councilmember Mac Johnston
Councilmember Bob Zook

ABSENT

None

STAFF

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

2. APPROVAL OF MEETING AGENDA

ACTION: City Manager Steve Burns requested to pull Agenda Item 6.11 Resolution No. 436 Amending Financial Policies from the Consent Agenda for further review and changes by staff.

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

3. PUBLIC COMMENT PERIOD

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

4. **PRESENTATIONS**

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

Emergency Preparedness Chair Rosalie Gann thanked the police department for disseminating educational pamphlets and small emergency kits for children at both Seafair and Medina Days. She noted that September is National Emergency Preparedness Month. The next Emergency Preparedness meeting is scheduled for Wednesday, October 11 from 4:00 to 5:30 p.m. at City Hall and online.

Mayor Rossman recognized and thanked all the volunteers and staff that made Medina Days 2023 successful.

5. **CITY MANAGER'S REPORT**

Director of Development Services Steve Wilcox gave an update on permitting activities in Development Services. Wilcox reported that he will be bringing the mandatory 2021 State Building Code update to Council for adoption, once the State's updates are final. The State's updates were initially supposed to be finalized earlier this year and go into effect on July 1, 2023; however, it was delayed by the State due to some controversy regarding the energy code.

Police Chief Jeffrey Sass reported that Seafair and Medina Days was a great success. He noted that there are two possible donations to be made to the city to fund specific equipment for the police department. One is for \$9,000 for two FLIRs (Forward Looking Infrared) for the patrol cars. This would allow officers to detect images better at night, such as looking into the woods or in a body of water without any light since it detects heat. The second donation would be about \$40,000 for two additional speed signs for the city.

ACTION: Without objection Council directed staff to proceed with the two donations on the understanding that Council intends to approve a budget amendment to spend the money on the purposes on which the donors intend.

Director of Public Works Ryan Osada gave an update on Public Works projects in Medina. He reported that the city received five proposals for the city hall balcony replacements and that the city would be going out for a rebid, due to the fact that the contractors didn't understand the project. The city will be sending the project out to bid the week of September 18 with new plan designs.

Director of Finance and HR Ryan Wagner gave a brief update on the city's finances.

City Manager Steve Burns reported that T-Mobile pulled their application to install a small wireless facility in Medina Heights. T-Mobile has submitted a different application. To help support the city by properly managing and processing this and other applications that may be submitted in the future, City Manager Steve Burns and Director of Development Services Steve Wilcox researched possible professional advisors for the city. Telecom Law Firm out of California has submitted a proposal to staff for review and staff will report back to the Council at a future meeting.

As part of the Records Management project Central Services is working on, Mayor Rossman asked what process city staff was following in deciding what to shred and what to keep. Her question came in two parts: what are the legal minimum requirements and does city staff have a policy that we layer on top of the minimum requirements? City Clerk, Aimee Kellerman responded that the city does not have a different policy outside of the Washington State Archives CORE retention schedule for local governments. However, city staff is working with MG Consulting to develop a process to keep historical records. She also assured the Council that staff is double checking all boxes that are set for destruction to ensure that historical records are being preserved.

6. CONSENT AGENDA

ACTION: Motion Reeves second Johnston and carried by a 6:0 (Gokul absent) vote; Council approved the Consent Agenda except for Agenda Item 6.11, Resolution No. 436 Financial Policies Update, which was pulled for further review and changes.

- 6.1 July 2023, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Director of Finance and HR
- 6.2 August 2023, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Director of Finance and HR
- 6.3 Park Board Meeting Minutes of May 15, 2023
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 6.4 Planning Commission Meeting Minutes of:
a) May 24, 2023; and
b) June 27, 2023.
Recommendation: Receive and file.
Staff Contact: Stephanie Keyser, AICP, Planning Manager
- 6.5 Draft City Council Meeting Minutes of:
a) June 12, 2023; and
b) July 10, 2023.
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 6.6 Civil Service Commission 2022 Annual Report
Recommendation: Approve.
Staff Contact: Dawn Nations, Civil Service Secretary
- 6.7 Gas-Powered Leaf Blower Resolution
Recommendation: Adopt Resolution No. 435.
Staff Contacts: Stephen R. Burns, City Manager and Scott Missall, City Attorney
- 6.8 Upland Road Drainage Improvements
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director

- 6.9 Upland Road Overlay
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director
- 6.10 Confirmation of Appointment to the Medina Parks and Recreation Board
Recommendation: Confirm the appointment of Hayool Park as the Youth Advisor on the Medina Parks and Recreation Board.
Staff Contact: Aimee Kellerman, City Clerk on behalf of the Personnel Committee
- 6.11 Resolution No. 436 Amending Financial Policies, Adding Accounts Payable and Expanding EFT Policy.
Recommendation: Adopt Resolution No. 436.
Staff Contact: Ryan Wagner, Finance & HR Director
- 6.12 Ordinance Amending Section 8.04.160 of the Medina Municipal Code Regarding Work Hours for Professional Yard Maintenance and Landscaping
Recommendation: Adopt Ordinance No. 1021.
Staff Contacts: Stephen R. Burns, City Manager and Scott Missall, City Attorney

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

- 8.1 2024 Preliminary Budget Proposal
Recommendation: Discussion item only.
Staff Contact: Ryan Wagner, Director of Finance and HR

Director of Finance and HR Ryan Wagner gave a presentation on the preliminary 2024 budget. His update included the status of the 2019 levy lid lift (10-year long term financial plan for the city), 2024 budget summary, including anticipated revenue and expenditures. There are three key items that are requested for 2024, body worn cameras and leased tasers for the police department, plow truck and sprayer for Public Works, and a fuel-efficient vehicle for Development Services. Council and staff will hold a study session and budget deep dive on Monday, September 25th at 5:00 p.m. Council asked questions and staff responded.

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

ACTION: Discussion item only; no action taken.

9. **CITY BUSINESS**

- 9.1 Comprehensive Plan Update and Existing Conditions Report
Recommendation: Update only; no action needed.
Staff Contact: Stephanie Keyser, AICP, Planning Manger

Planning Manager Stephanie Keyser gave an update on the Comprehensive Plan. She assured Council that with the termination of the Crea contract, that the city will not fall

behind on updating the Comprehensive Plan. She also reported that the city is eligible for a \$100,000.00 grant to do climate planning, that's associated with the Comprehensive Plan. The focus would have to be climate to resiliency. She will provide additional details at an upcoming Council meeting and will then request that Council direct staff apply for the grant which is due in October. She also reported that the city is eligible to apply for a \$35,000.00 grant for middle housing, which is due Friday, September 15. This grant is to help cities implement HB 1110 to support the development of middle housing by amending Comp Plans and developing regulations. To apply for the grant, Keyser requested a letter of commitment by the Mayor to be included with the grant application by the application deadline.

Council discussed, asked questions, and staff responded.

ACTION: Without objections, Council approved for staff to apply for the middle housing grant in the amount of \$35,000.00 with the help of the Mayor and staff as needed.

ACTION: Without objections, Council amended the agenda to move Agenda Item 9.3 City Manager Review as 9.2 and Tree Code Violations was moved to 9.3.

9.2 City Manager Review

Recommendation: Discussion and direction.

Staff Contact(s): Scott Missall, City Attorney and Jessica Rossman, Mayor

City Attorney Scott Missall gave a summary on the personnel committee's proposed changes to the review process for the City Manager review, which allows for more flexibility. The committee is working to streamline the review process and as the 2023 review process gets underway, the Personnel Committee, City Manager, and City Attorney may find that Resolution No. 411 needs further updates or modifications. If so, those changes will be brought back to the Council for further discussion and direction.

ACTION: Update only, no action taken.

9.3 E-Vehicle Helmet Law Discussion

Recommendation: Discussion and direction.

Staff Contact: Jeff Sass, Chief of Police

City Manager Steve Burns gave an update on the proposed e-vehicle helmet law. He noted three recommendations of changes as requested from public comment write-ins: 1) Clarify in 3(a) that riding on SR-520 trail is fine; 2) Remove 5(a) hours of operation; and 3) remove 6(a) mufflers.

Council discussed, asked questions and staff responded.

ACTION: Discussion and direction. Council requested that staff consider changes in number 3 - Use in Certain Areas, that trails be more defined, and revise the title of the ordinance encompass more than helmets, to include e-vehicles as well as define helmets.

ACTION: Without objections, Council amended the agenda to move Agenda Item 9.4 E-Vehicle Helmet Law Discussion as Agenda Item 9.3 and Tree Code Violations Text Amendment was moved to 9.4.

9.4 Proposed Tree Management Code Violations Section – Text Amendment

Recommendation: Discussion and direction.

Staff Contact: Steve Wilcox, Development Services Director

Director of Development Services Steve Wilcox gave a presentation on a proposal for tree removal violations. His proposal includes private and public property violations. Wilcox provided examples of the proposed violation costs. Council discussed, asked questions and staff responded.

The proposed next steps include sending the proposed changes to the Department of Commerce for a review which could take from 30 to 60 days. Following the Department of Commerce review, staff will bring an ordinance to the Council at a future meeting for discussion, direction and action.

ACTION: Discussion item only; no action taken. Staff will send the proposed changes to the Department of Commerce for review.

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

Councilmember Johnston requested that vacant homes be added to a future meeting. City Manager Burns reported that ghost homes is on Council's meeting calendar for the second meeting in October.

11. **PUBLIC COMMENT**

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

12. **EXECUTIVE SESSION**

Council moved into Executive Session at 7:45 p.m. for an estimated time of 25 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.

The City Council moved back into the regular meeting at 8:08 p.m.

ACTION: No action was taken following the Executive Session.

13. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 8:08 p.m.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, September 25, 2023 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:02 PM.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Cynthia Adkins
Councilmember Bob Zook

ABSENT

Councilmember Jennifer Garone
Councilmember Harini Gokul
Councilmember Mac Johnston

STAFF

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

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

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

4. PRESENTATIONS

None.

5. CITY MANAGER'S REPORT

None.

6. CONSENT AGENDA

6.1 Resolution No. 436 Amending Financial Policies, Adding Accounts Payable and Expanding EFT Policy.

Recommendation: Adopt Resolution No. 436.

Staff Contact: Ryan Wagner, Finance & HR Director

ACTION: Motion Zook second Adkins and carried by a 4:0 vote (Gokul, Garone and Johnston absent); Council approved the Consent Agenda as presented. Resolution

7. LEGISLATIVE HEARING

None.

8. PUBLIC HEARING

None.

9. CITY BUSINESS

9.1 Preliminary 2024 Budget Discussion

Recommendation: Discussion and direction.

Staff Contact: Ryan Wagner, Finance and HR Director

Director of Finance and HR Ryan Wagner gave an overview of the proposed 2024 budget. Council asked questions and staff responded.

ACTION: Council directed staff to provide the following:

- Insurance Carriers comparisons - Wagner will do research and bring back to Council.
- IT Services/Software Services (Licenses) cost breakout for each item based on in-house vs. outsourced. Provide per unit cost of computers and servers.
- Park signage added to Capital as a Park Improvement Project.
- Provide clarification on where the Development Services fines can be allocated and if it be allocated into unrestricted General Fund.
- Provide clarification on how the Tree Code Funds can be used.
- Levy Stabilization Fund Policy - the Finance Director and the City Attorney will review the policy language and confirm the annual amount to be allocated into the fund.
- Levy Lid Campaign historical records (Maintain Medina) to be added and referenced on the City Website.
- City staff to consider an EV Vehicle and leasing options for the Development Services replacement vehicle.

- NE 12th Street Pedestrian Improvements - Council directed the Public Works Director to bring additional information to Council regarding this project.

ACTION: Motion Reeves to purchase a new plow truck as described in the budget.. This was seconded by Zook.

Rossman clarified that the motion includes modifying or amending the 2023 Budget as needed for whatever upfront deposit is required and then to amend the proposed 2024 budget accordingly. This includes the accessories, and everything needed to make the truck functional. Motion carried by a 4:0 (Garone, Gokul and Johnston absent) vote.

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

None.

11. PUBLIC COMMENT

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

12. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 7:00 PM.



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 9, 2023

Subject: Resolution Accepting Donation – FLIR (Forward Looking Infrared) for PD Patrol Cars

Category: Consent

Staff Contact: Jeff Sass, Chief of Police

Summary

Amending chapter 5.10 of the Medina municipal code regarding peddler and solicitation activities: including additional exclusions and making textual changes.

Attachment(s)

Resolution

Budget/Fiscal Impact: None

Recommendation: Adopt Resolution No. XXX

City Manager Approval:

Proposed Council Motion: Approve.

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 437

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ACCEPTING THE DONATION OF \$8,783.89 FROM A RESIDENT FOR THE PURCHASE OF TWO THERMAL MONOCULAR HANDHELD UNITS WHICH WILL PROVIDE NIGHTVISION FOR THE MEDINA POLICE DEPARTMENT

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

WHEREAS, the cities of Medina and Hunts Point have multiple parks and wooded areas that have little to no lights in the evening hours; and

WHEREAS, the cities of Medina and Hunts Point have large amounts of waterfront properties that are very dark at night; and

WHEREAS, many of the residential lots in Medina and Hunts Point are large in size and do not have sufficient light for officers to see clearly at night; and

WHEREAS, thermal monocular handheld units (TMHU) can provide police officers with the ability to see people and animals in unlit areas and during the hours of darkness; and

WHEREAS, the TMHU technology is used by aircraft and marine patrols to find and recover individuals and/or animals in low or no light situations; and

WHEREAS, the Medina Police Department does not currently have the TMHU technology available to it; and

WHEREAS, having the TMHU technology available to the Department would provide its officers the capability to keep residents of Medina and Hunts Point safer in their communities and would enhance the Department's ability to better serve the City's needs and meet its public safety mission; and

WHEREAS, a resident of the cities served by the Department has offered to pay for the acquisition of TMHU technology for the Department so that it can better perform its duties and better protect the communities and residents it serves.

NOW, THEREFORE, BE IT RESOLVED, that the City of Medina gratefully accepts the donation of funds in the amount of \$8,783.89 for the purchase of two thermal monocular units to be used for the purposes described herein and extends its sincere thanks to Mr. Bruce McCaw on behalf of the entire community and the Police Department for his generosity.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON OCTOBER 9, 2023
AND SIGNED IN AUTHENTICATION OF ITS PASSAGE OCTOBER 9, 2023.**

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 437



City of Medina

2024 Preliminary Budget Memo





2024 Budget Calendar City of Medina, Washington

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



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

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

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

2019 Property Tax Levy Lid Lift

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

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

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

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



99% of all Medina’s General Fund & Street Operations spending is for services that are state-mandated or essential support functions to the mandated services. However, the state doesn’t dictate the level of services to be provided. For example, a city must provide law enforcement, but the state doesn’t dictate staffing levels, how often patrols are scheduled, or whether lifeguards are required for public beaches. After nearly 20 years of budget trimming, Medina was facing the need to cut into service levels that would be noticeable in every area, including public safety. In 2018, City Council and staff started a 2-year process of long-term financial planning, exploring options and public engagement surrounding a levy lid lift measure. These promises were born from those conversations and must be kept:

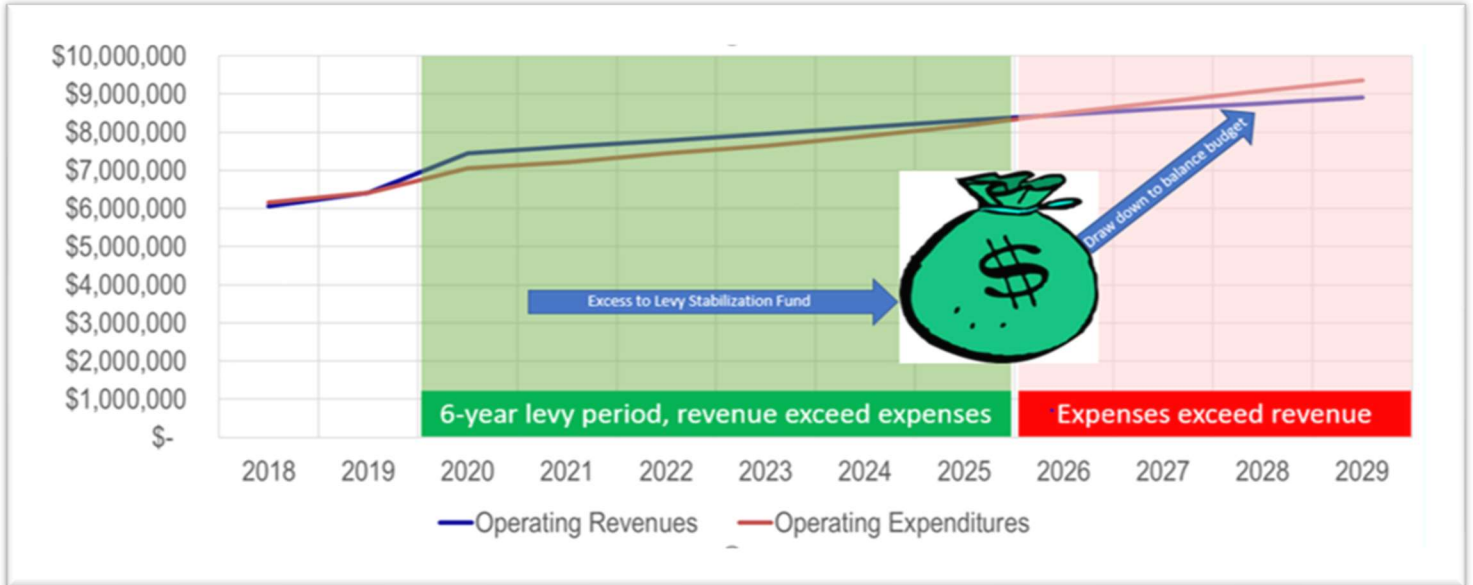
-Maintain the same LEVEL of services as before the levy lid lift. Remember, these were already trimmed service levels. This dictates a service level, status-quo budget. So, no additions or reductions from the promises made in 2019.

-Restore the City’s measures of financial health:

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

-Make the “bump” from the 6-year levy last at least 10-years.

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



SPECIFICS ABOUT THE LEVY

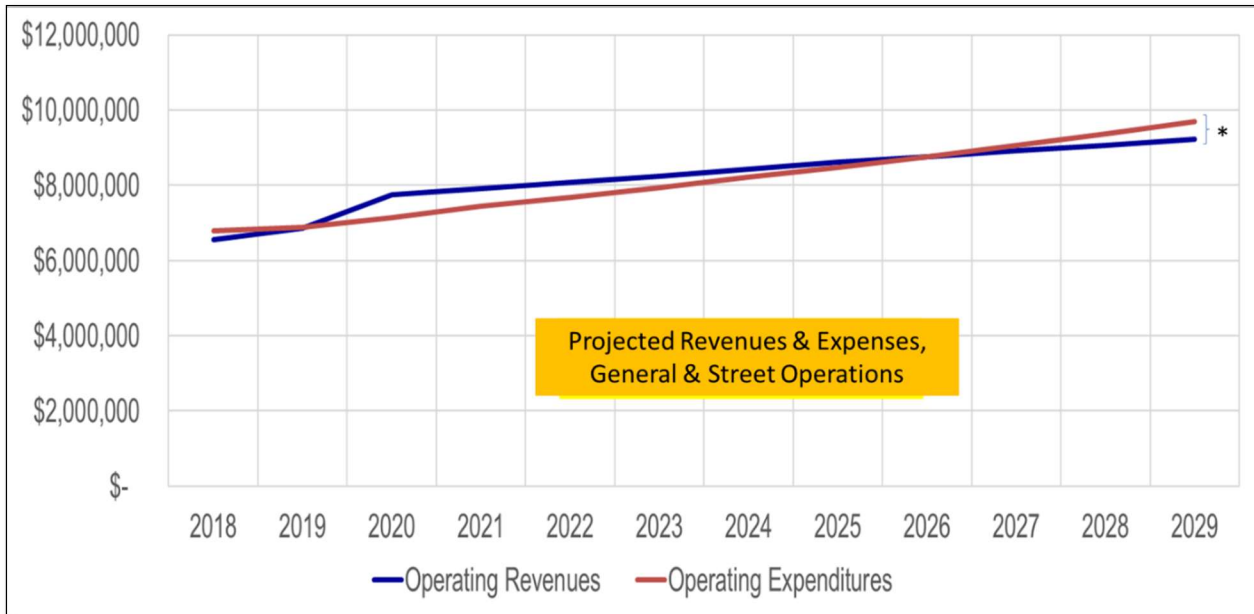
The levy’s structure was designed to have an initial increase of no more than \$0.20 per \$1000 assessed value (example \$2M AV home = additional \$400/year). In 2020 this gave the City an additional 12% of revenue towards General Fund and Street Operations, \$941,572. For the next five years (2021-2025)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

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



Forecasting for the Future

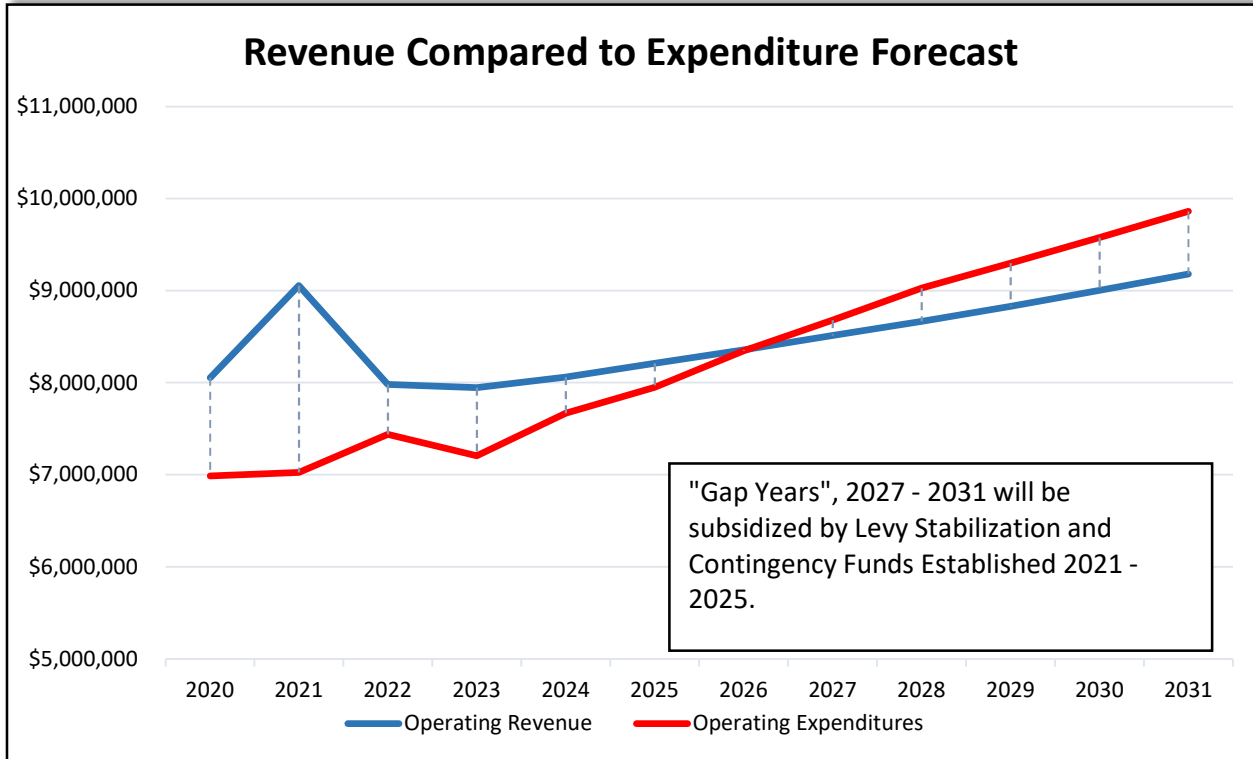
After the Levy passed, former Finance Director Julie Ketter prepared the following report to compare forecasted operating revenues to expenditures over the life of the Levy and beyond. She predicted a crossover point of 2027, where expenditures would surpass revenue and the City would then have to dip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



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



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



2024 Preliminary Budget Summary

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



City of Medina 2024 Budget - General Fund			
Revenue			
Total Revenue		\$	8,120,957.04
Change		\$	302,188.47
Expenditures			
Department	2023 Adopted Budget	2024 Prelim. Budget	Delta
Exec.	281,185	\$ 292,970.00	\$ 11,785.00
Finance	568,879	\$ 683,422.48	\$ 114,543.55
Central Services	1,261,218	\$ 1,256,642.94	\$ (4,574.62)
Police	2,669,889	\$ 2,805,734.55	\$ 135,845.30
Fire	827,788	\$ 934,285.00	\$ 106,497.00
Parks	605,610	\$ 608,414.79	\$ 2,804.59
Rec Services	48,500	\$ 48,500.00	\$ -
Legislative	70,500	\$ 70,500.00	\$ -
Municipal Courts	62,000	\$ 62,000.00	\$ -
Legal	327,200	\$ 347,200.00	\$ 20,000.00
Social and Env. Services	42,058	\$ 52,648.00	\$ 10,590.00
Transfers	940,000	\$ 860,000.00	\$ (80,000.00)
Total General Fund Exp.		\$ 8,022,317.77	\$ 317,490.82
City of Medina 2024 Budget Capital Fund			
Revenue			
Total Revenue	\$		1,300,000.00
Change	\$		46,735.46
Expenditures			
Total Capital	\$		1,220,000.00
Total Stormwater	\$		350,000.00
Total Capital Fund Exp.	\$		1,570,000.00
Change	\$		405,000.00
Variance between Capital revenue and Capital expenditures due to NE 12th Sidewalk project being carried over from 2023.			
City of Medina 2024 Budget Dev Services Fund			
Revenue			
Total Revenue	\$		1,121,500.00
Change	\$		113,962.00
Expenditures			
Total Expenditures	\$		1,013,936.00
Change	\$		138,107.24

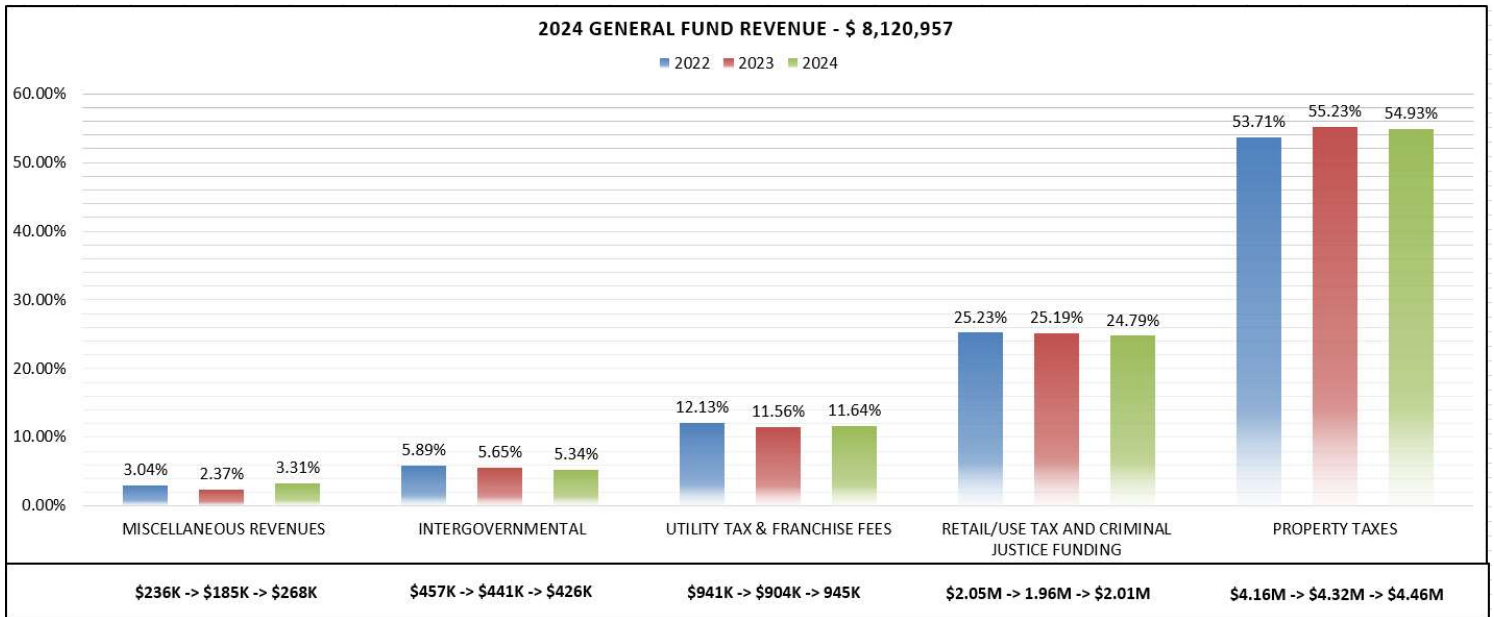


2024 General and Street Fund, (\$8,227,745), 76% of Total City Budget

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

Revenue Notes:

- Property tax revenue increase of 3.3% per the Levy Lid Lift and legacy portions.
- Sales tax budgeted at a 2% increase from 2023 predicted with a rise in inflation.
- Intergovernmental income estimated by MRSC, expected to drop as Medina’s population fell from 2022 to 2023.
- With the increase in interest rates, interest earning income in 2024 is predicted to increase substantially over what was budgeted for in 2023.



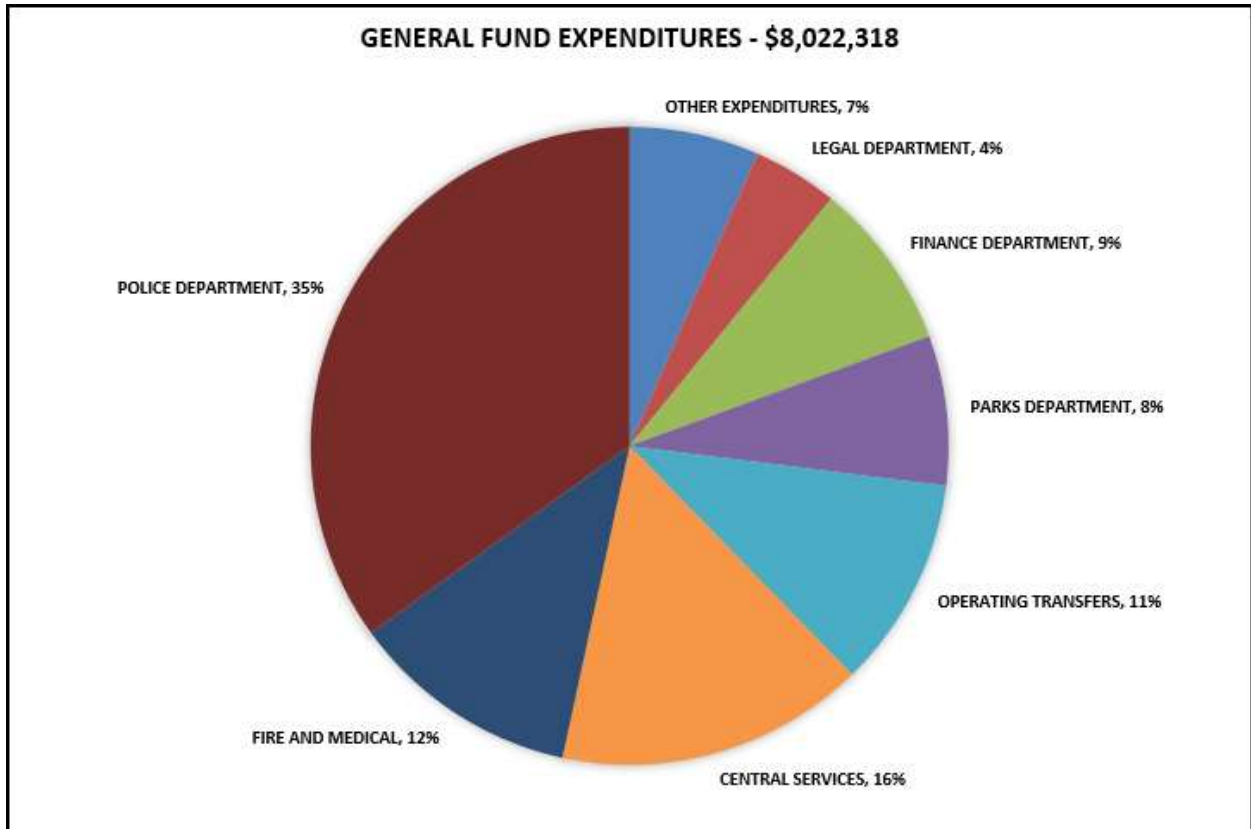


Employee Salary and Benefits

- With the CPI above the max COLA increase, employee salaries will increase by 4% with a 4.6% increase for law enforcement.
- Medical benefits are predicted to increase by 4.1% for 2024 with Dental and Vision staying flat. While still waiting on some additional rates, a conservative 5% total increase will act as a placeholder.
- The additional cost of adding Juneteenth as a recognized Holiday for the City has been added to the budget, awaiting Council discussion and direction.

Fixed Cost Increases for 2024

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





Highlighted Department Notes and Asks for 2024

- **Transfers**
 - 4.6% increase to Street fund to cover rising costs and the replacement plow.
 - \$400K allocated to the Levy Stabilization Fund per Council direction.
- **Legal**
 - \$20K increase to Special Counsel, to cover legal fees associated with WSDOT lid discussions and new Teamsters Labor Contracts.
- **Police Department**
 - Body worn cameras and tasers, both would be leased and set at a fixed annual cost of \$32K.
 - Increased costs for 2024 include replacement uniforms, and inflationary increases to vehicle repairs, Shredder Day, educational brochures, and NORCOM.
- **Finance**
 - Increased cost of financial software and first full year of new HR/Payroll system, conservatively budgeting for \$10K more for software.
- **Central Services**
 - Cut Public Storage costs by 2/3rds as staff works to streamline public records.
 - Reduction in building maintenance and capital outlay, as projects moved to Capital Fund.
 - \$20K carried over from 2023 for consulting on Laserfische and public records.
- **Public Works**
 - Replacement plow truck moved to 2023 item providing availability for this winter.
 - Various increases of supplies and utility costs due to inflation.

2024 Development Services Fund (\$1,114,936), 10% of Total City Budget

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



Notes for 2024

- Based on 2023 actuals, staff are forecasting an 11% increase in revenue from permitting for next year.
- 10% increase in building plan review consultant rates for 2024, similar workload to 2023. This directly correlates with building permit revenue.
- Increase in postal expenses for code enforcement with staff more active in community over violations.
- \$45K budgeted for fuel efficient replacement vehicle for Building Official, to visit job sites without use of personal vehicle.

2024 Capital and Tree Funds (\$1,600,000), 14% of Total City Budget

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

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

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



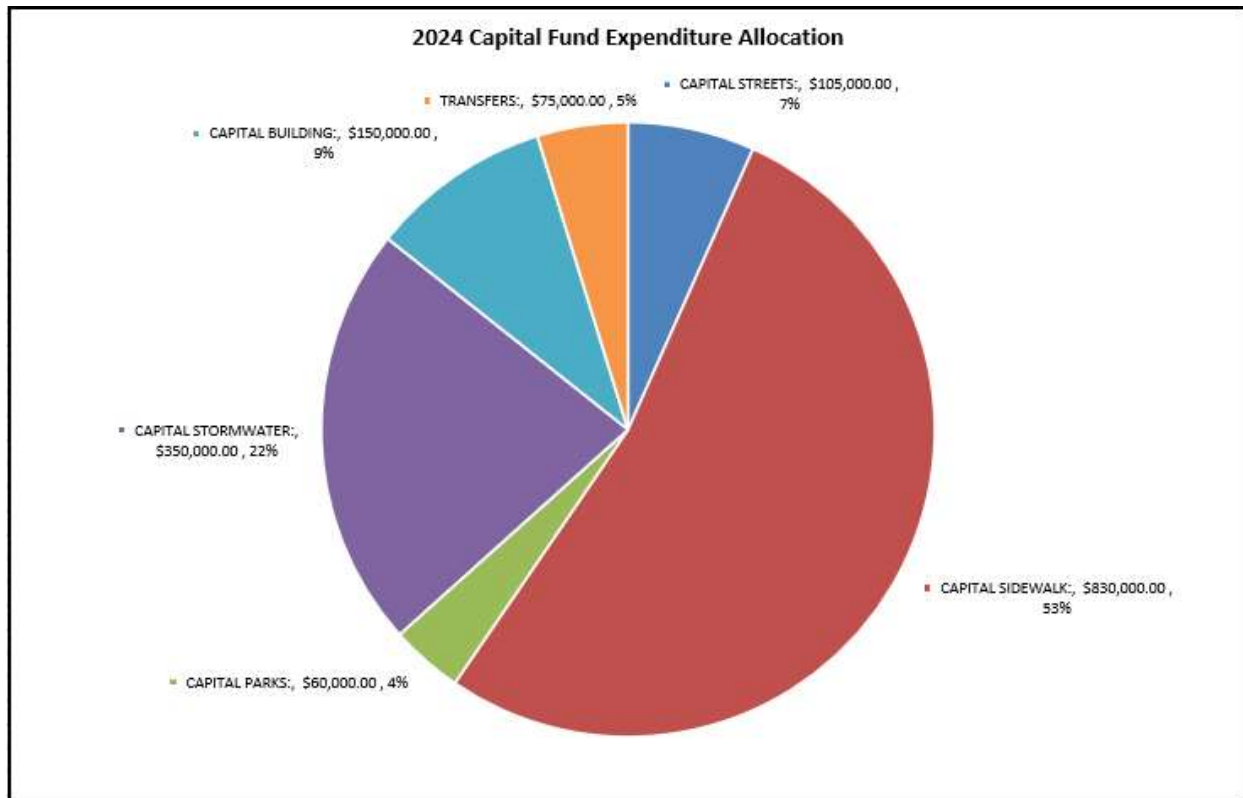
King County Parks Levy (\$50,000 or 4% of total) is the voter approved levy to improve parks county-wide. Medina’s allocation from that levy that will be received each year, 2020-2025;

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

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

2024 Projects

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





Year End Carryover Balances

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

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2024 Preliminary Budget		Comments:
	GENERAL FUND - REVENUES				
001 000 000 311 10 00 00	PROPERTY & SALES TAX				
	General Property Taxes	4,318,656	4,461,149	▲3.30%	Includes 1% all'd increase + new construct/improvmnts +levy lid lift portion at +5%, Waiting on KC worksheet 2023.07 ytd rolling 12 mos (+ passthru ARCH cont. from SHB1406, COM ord 985, \$10,000 est) Flat to 2023.07 ytd rolling 12 mos
001 000 000 313 11 00 00	Local Retail Sales & Use Tax	1,870,785	1,904,941	▲1.83%	
001 000 000 313 71 00 00	Criminal Justice Funding	98,782	107,863	▲9.19%	
	TOTAL PROPERTY & SALES TAX	6,288,223	6,473,953	▲2.95%	
	BUSINESS & OCCUPATION-UTILITY TAX				Util Tax 6% and Franchise Fees 4%
001 000 000 316 41 00 00	Electric - Puget Sound Energy	232,783	255,000	▲9.54%	Based on 2023.07 ytd rolling 12 mos, + 2% for inflation
001 000 000 316 42 00 00	Gas - Puget Sound Energy	125,000	132,600	▲6.08%	
001 000 000 316 43 00 00	Water & Sewer	200,000	204,000	▲2.00%	
001 000 000 316 45 00 00	Garbage, Solid Waste	40,000	42,840	▲7.10%	
001 000 000 316 46 00 00	Cable - Comcast	82,000	83,640	▲2.00%	
001 000 000 316 47 00 00	Telephone - Mobile & landline	37,854	36,720	▼3.00%	
001 000 000 317 20 00 00	Leasehold Excise Tax	6,589	6,589	▲0.00%	
001 000 000 321 91 00 00	BUSINESS LICENSE/PERMITS-FRANCHISE FEES				
	Franchise Fees - Water/Sewer COB, Cable Comcast	180,000	183,600	▲2.00%	Assumes 4% Franchise Fee per Ord 895 of 11/30/2012 , applied as above
	TOTAL UTILITY TAX & FRANCHISE FEES	904,226	944,989	▲4.51%	
	LICENSES & PERMITS				
001 000 000 322 30 00 00	Animal Licenses	400	400	▲0.00%	Based on 2023.07 ytd annualized
001 000 000 322 90 00 00	Other Non Bus. Licenses & Permits (Gun Permits)	650	600	▼7.69%	Based on 2023.07 ytd annualized
001 000 000 322 91 00 00	Special Permits-Events, Other				Based on 2023.07 ytd annualized
	TOTAL LICENSES & PERMITS	1,050	1,000	▼4.76%	
	INTERGOVERNMENTAL				
001 000 000 332 92 10 00	COVID-19 Non-Grant Assistane (CARE)				Allocate \$28K x 3 yrs to COB CARES program, see PD expense. Remaining ARPA in Capital. Based on one budgeted vest replacement, see PD exp 2024: MRSC estimated distribution of State Shared Revenue, available late July 2024: MRSC estimated distribution of State Shared Revenue, available late July 2024: MRSC estimated distribution of State Shared Revenue, available late July 2024: MRSC estimated distribution of State Shared Revenue, available late July 2024: MRSC estimated distribution of State Shared Revenue, available late July Based on 13.1% avg previous years of expense subtotal line
001 000 000 332 92 10 01	Coronavirus Local Fis. Rec. (ARPA)	56,000	28,000	▼50.00%	
001 000 000 333 16 00 00	Dept of Justice- Federal Grant				
001 000 000 333 16 00 00	S/B in street				
001 000 000 336 06 21 00	MVET-Criminal Justice-Pop.	1,049	1,112	▲6.01%	
001 000 000 336 06 26 00	Criminal Justice-Special	3,702	3,949	▲6.67%	
001 000 000 336 06 51 00	DUI/Other Criminal Justice				
001 000 000 336 06 94 00	Liquor Excise Tax	19,997	21,148	▲5.76%	
001 000 000 336 06 95 00	Liquor Control Board Profits	22,300	22,084	▼0.97%	
001 000 000 336 06 95 01	Liquor Control Board Profits-Public Safety Portion				
001 000 000 342 11 00 00	Hunts Point Police Contract- Add'l Police Serv	338,353	357,227	▲5.58%	
	TOTAL INTERGOVERNMENTAL	441,401	433,520	▼1.79%	
	CHGS FOR GOODS AND SERVICES				
001 000 000 341 99 00 00	Passport & Naturalization Fees	5,000	5,000	▲0.00%	Flat to 2023
	TOTAL CHGS FOR GOODS/SERVICES	5,000	5,000	▲0.00%	
	FINES & FORFEITURES				
001 000 000 353 10 00 00	Municipal Court-Traffic Infrac	18,000	18,000	▲0.00%	Hx ratio of court costs (75%) to revenue
	TOTAL FINES & FORFEITURES	18,000	18,000	▲0.00%	
	MISCELLANEOUS REVENUE				
001 000 000 361 11 00 00	Investment Interest	46,800	125,000	▲167.09%	Assumes LGIP and Bond Investments Interest, allocated between General Fund (50%) & Capital (50%)--- 2023.07 ytd annualized
001 000 000 361 40 00 00	Sales Interest	1,200	2,000	▲66.67%	Based on 2023 actual annualized 7.23
001 000 000 362 00 00 10	Wireless Commun. Facility Leases	23,223	27,000	▲16.26%	2024 American Towers Corp. Increased in 2023
001 000 000 362 00 00 20	Post Office Facility Lease	88,508	88,508	▲0.00%	Lease of \$7375.67/mo
001 000 000 367 11 00 00	Contributions/Donations	-	-		In 2024 we are not planning on asking for Community Donations
001 000 000 369 30 00 10	Confiscated Property-Auction				
001 000 000 369 91 00 00	Other	150	1,000	▲566.67%	Based on 2023 Revenue, Misc Revenue coded here
001 000 000 369 91 00 10	Other-Copies	235	235	▲0.00%	Based on 2022 Budget
001 000 000 369 91 00 15	Other-Fingerprinting	590	590	▲0.00%	Based on 2022 Budget
001 000 000 369 91 00 35	Other-Notary	110	110	▲0.00%	Based on 2022 Budget
001 000 000 369 91 00 45	Other-Reports	53	53	▲0.00%	Based on 2022 Budget
	TOTAL MISCELLANEOUS REVENUES	160,869	244,496	▲51.98%	
001 000 000 382 20 00 00	REFUNDABLE DEPOSITS (NOT REFLECTED IN BUDGET) Refundable Retainage				
	DISPOSITION OF CAPITAL ASSETS				
001 000 000 395 10 00 00	Proceeds From Sales of Capital Assets				
	TOTAL DISPOSITION OF CAPITAL ASSETS	-	-		
	TOTAL GENERAL FUND REVENUE	\$ 7,818,769	\$ 8,120,957	▲3.86%	

FUND TRANSFERS OUT

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

LEGISLATIVE SERVICES

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

LEGAL

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

SOCIAL AND ENVIRONMENTAL SERVICES

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

MUNICIPAL COURT

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2024 Preliminary Budget		Notes:
	MUNICIPAL COURT				
001 000 000 512 50 41 10	Prosecuting Attorney	48,000	48,000	▲ 0.00%	\$4K per month x 12 months Required Service/Expenditure - Offset by Court Revenue
001 000 000 512 50 40 10	Municipal Court-Traffic/NonTrf	14,000	14,000	▲ 0.00%	
	TOTAL MUNICIPAL COURT	62,000	62,000	▲ 0.00%	

RECREATIONAL - LIFEGUARD

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2024 Preliminary Budget		Notes:
	RECREATION SERVICES (LIFEGUARDS AND BOYS & GIRLS CLUB)				Kept Same Budget as 2023
	SALARIES & WAGES				
001 000 000 571 00 10 00	Salaries & Wages	35,000	35,000	▲0.00%	
001 000 000 571 00 11 00	Overtime				
	TOTAL SALARIES & WAGES	35,000	35,000	▲0.00%	
	PERSONNEL BENEFITS				
001 000 000 571 00 20 00	Personnel Benefits	4,200	4,200	▲0.00%	
001 000 000 571 00 30 00	Uniforms	2,000	2,000	▲0.00%	
	TOTAL PERSONNEL BENEFITS	6,200	6,200	▲0.00%	
	SUPPLIES				
001 000 000 571 00 31 00	Operating Supplies				
001 000 000 571 00 32 00	Miscellaneous Lifeguard Expense	7,300	7,300	▲0.00%	
	TOTAL SUPPLIES	7,300	7,300	▲0.00%	
	OTHER SERVICES & CHARGES				
001 000 000 571 00 40 00	Travel & Training				
001 000 000 571 00 41 00	Recreation - Boys & Girls Club				
	TOTAL OTHER SERVICES & CHARGES	-	-		
	TOTAL RECREATION-LIFEGUARDS	48,500	48,500	▲0.00%	

FIRE AND MEDICAL

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

LAW ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2024 Preliminary Budget		Notes:	
POLICE DEPARTMENT					FTE: 11	
SALARIES & WAGES						
001 000 000 521 20 11 00	Salaries & Wages	1,242,191	1,309,410	▲ 5.41%	CPI-W=4.6% COLA 2 non-rep employee; 4% CBA Clerical; 5% CBA PD est ceiling COLA 7 employees	
001 000 000 521 20 11 11	Longevity	25,026	26,500	▲ 5.89%		
001 000 000 521 20 11 14	Education	1,800	1,800	▲ 0.00%		
001 000 000 521 20 11 16	ICMA 457 Plan	50,000	49,000	▼ 2.00%		
001-000-000-521-20-11-17	Opt Out Medical	35,166	35,166	▲ 0.00%		
001 000 000 521 20 11 18	Night Shift Differential	16,378	19,500	▲ 19.06%		Based on "average" week of coverage provided by Sergeant
001 000 000 521 20 11 19	Physical Fitness Incentive	15,800	16,527	▲ 4.60%		All officers utilizing
001 000 000 521 20 12 00	Overtime	120,000	120,000	▲ 0.00%		Training, vacation leave, non-funded special events (Medina Days/SeaFair/Shredder Day, etc.)+ summer emphasis patrols
001 000 000 521 20 12 01	Merit Pay	75,000	75,000	▲ 0.00%		
001 000 000 521 20 13 00	Holiday Pay	52,000	60,000	▲ 15.38%		Increase due to potential additional of Juneteenth
TOTAL SALARIES & WAGES		1,633,361	1,712,903	▲ 4.87%		
PERSONNEL BENEFITS						
001 000 000 521 20 21 00	Personnel Benefits	437,211	455,000	▲ 4.07%	Payroll taxes, Medical, Dental benefits,etc, less DRS/ICMA replacement above.	
001 000 000 521 20 21 10	Personnel Benefits-Retirees	24,750	25,765	▲ 4.10%	LEOFF 1 Medical plus Unum (+4%) + 12 mos rolling reimb(+10%)	
001 000 000 521 20 22 00	Uniforms	8,500	13,000	▲ 52.94%	Uniform replacement	
001 000 000 521 20 22 01	DOJ Bullet Proof Vest Program	4,000	3,000	▼ 25.00%	Two vest replacements - external vest and covers during 2024	
001 000 000 521 20 23 00	Tuition	9,000	8,000	▼ 11.11%	Two officers collecting on tuition reimbursement	
TOTAL PERSONNEL BENEFITS		483,461	504,765	▲ 4.41%		
SUPPLIES						
001 000 000 521 20 31 00	Office Supplies	15,000	15,000	▲ 0.00%	Includes \$3,000 for Emergency Preparedness	
001 000 000 521 20 31 01	Off Equip, IT HW, SW <\$5K	7,000	7,000	▲ 0.00%	Upgrades, normal operating costs	
001 000 000 521 20 31 40	Police Operating Supplies	15,000	14,000	▼ 6.67%	Taser cartridges, evidence processing equip, radio batteries, etc.; NARCAN replacement (deployment of new radio system)	
001 000 000 521 20 31 60	Ammo/Range (Targets, etc.)	12,000	12,500	▲ 4.17%	Per ofc. contract and for training/firearms qualifications - ammo costs	
001 000 000 521 20 32 00	Vehicle Expenses-gas, car wash	30,000	32,000	▲ 6.67%	Includes bridge tolls,fuel costs	
001 000 000 521 20 35 20	Firearms (purchase & repair)	2,000	2,000	▲ 0.00%		
TOTAL SUPPLIES		81,000	82,500	▲ 1.85%		
OTHER SERVICES & CHARGES						
001 000 000 521 20 41 00	Professional Services	4,000	4,500	▲ 12.50%	Public Safety Testing fees	
001 000 000 521 20 41 50	Recruitment-Background	5,000	5,000	▲ 0.00%	Cell phones and service, computer modems in patrol car, KC INET service.	
001 000 000 521 20 42 00	Communications (Phone,Pager)	16,000	18,000	▲ 12.50%	Ongoing training requirements, large mandatory CJTC training requirements increase, new officers	
001 000 000 521 20 43 00	Travel & Training	14,000	14,000	▲ 0.00%	Copy machine	
001 000 000 521 20 45 00	Equipment-Lease & Rentals	2,000	2,000	▲ 0.00%		
001 000 000 521 20 48 00	Repairs & Maint-Equipment	18,000	16,000	▼ 11.11%	\$8,000 for maintain serviceable fire extinguishers, radar, property room software yearly maintenance fee of \$2500, copier quarterly maintenance	
001 000 000 521 20 48 10	Repairs & Maint-Automobiles	8,500	10,000	▲ 17.65%		
001 000 000 521 20 48 20	Repairs & Maint- SW, HW Maint	30,000	30,000	▲ 0.00%	Camera fees, camera maintenance	
001 000 000 521 20 49 30	Animal Control					
001 000 000 521 20 49 40	Dues,Subscriptions,Memberships	7,000	7,000	▲ 0.00%	WSPC, IACP Professional Memberships	
001 000 000 521 20 49 41	Lexipol Manuals	8,000	8,000	▲ 0.00%	Yearly maintenance agreement per contract to Lexipol. PowerDMS needed for WASPC Accreditation Requirements	
001 000 000 521 20 49 60	Crime Prevention/Public Educ	6,500	7,500	▲ 15.38%	Increased Shredder Day costs, victim resource & crime prevention brochures, school resource materials.	
001 000 000 521 20 49 90	Misc-Investigative Fund					
TOTAL OTHER SERVICES & CHARGES		119,000	122,000	▲ 2.52%		
INTERGOVERNMENTAL SERVICES						
001 000 000 521 20 41 15	Dispatch Services-Norcom Trans	81,567	81,567	▲ 0.00%	NORCOM - Projected cost for 2024	
001 000 000 521 20 41 20	Dispatch-EPSCA	6,500	8,000	▲ 23.08%	Per contract - cost to maintain 800 Mhz police radio connectivity	
001 000 000 521 20 41 40	Marine Patrol Services	97,000	103,000	▲ 6.19%	Anticipated cost with Mercer Island	
001 000 000 521 20 41 41	Bellevue CARE program	28,000	20,000	▼ 28.57%	2022-2024 program offset by ARPA	
001 000 000 521 20 41 55	Jail Service-Prisoner Board	14,000	14,000	▲ 0.00%	King County Jail/SCORE/Kirkland Jail	
001 000 000 521 20 41 60	Prisoner Transport	500	500	▲ 0.00%	Cost to shuttle prisoners from jail to court and back to jail	
001 000 000 521 20 41 80	Domestic Violence-Kirkland	1,000	-	▼ 100.00%	Mandated by court as resource to DV victims	
TOTAL INTERGOVERNMENTAL SERV.		228,567	227,067	▼ 0.66%		
SUBTOTAL POLICE		2,545,389	2,649,235	▲ 4.08%		
CAPITAL OUTLAY						
001 000 000 594 21 64 10	Surveillance Cameras and Body Cameras	30,000	62,000	▲ 106.67%	\$30K allocated for additional Maintenance of New Cameras System, \$32K for body camera and tasers	
001 000 000 594 21 64 10	Police HW/SW, Equip >\$5K Capital	4,500	4,500	▲ 0.00%	Mandated mobile platform requirements	
001 000 000 594 21 70 00	Police Vehicle Leasing, Princ. Cost	90,000	90,000	▲ 0.00%	Vehicle leasing costs - 6 vehicles	
001 000 000 594 21 80 00	Police Vehicle Leasing, Int. Cost					
TOTAL CAPITAL OUTLAY		124,500	156,500	▲ 25.70%		
TOTAL POLICE DEPARTMENT		2,669,889	2,805,735	▲ 5.09%		

EXECUTIVE

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

FINANCE AND HUMAN RESOURCES

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

45% of expense due to insurance

CENTRAL SERVICES

ACCOUNT NUMBER	DESCRIPTION	2023 Final Budget	2024 Preliminary Budget		Notes:
CENTRAL SERVICES					FTE's: 3
001 000 000 518 10 11 00	SALARIES & WAGES				
	Salaries & Wages	302,965	315,084	▲4.00%	CPI-W=4% COLA 1 non-rep employee; 4% CBA est COLA 3 employees--see salary model notes for details
001 000 000 518 10 11 11	Longevity	6,489	6,749	▲4.00%	
001 000 000 518 10 11 14	Education	1,800	1,800	▲0.00%	
001 000 000 518 10 11 16	ICMA 457 Plan	12,000	12,000	▲0.00%	Assumes participation full participation
001 000 000 518 10 11 17	Opt-Out of Medical	9,458	10,025	▲6.00%	1 Employee participating in Opt-Out, same as 2023
001 000 000 518 10 12 00	Overtime				
	TOTAL SALARIES & WAGES	332,712	345,657	▲3.89%	
	PERSONNEL BENEFITS				
001 000 000 518 10 21 00	Personnel Benefits	115,106	120,286	▲4.50%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
	TOTAL PERSONNEL BENEFITS	115,106	120,286	▲4.50%	
001 000 000 518 10 31 00	Office and Operating Supplies	30,000	30,000	▲0.00%	City Hall Office and Operating Expenses, Konica Copier, Pitney Bowes Proshred, Municode Codification Updates, \$70,000 Comp Plan, \$90,000 LaserFiche/Records Management Consulting and Scanning Services
001 000 000 518 10 41 00	Professional Services	145,500	175,500	▲20.62%	(Includes unused rollover for consulting from 2023)
001 000 000 518 10 42 00	Postage/Telephone	13,000	13,000	▲0.00%	Postage (City Hall printing/mailling services); fax & credit card lines
001 000 000 518 10 43 00	Travel & Training	11,000	11,000	▲0.00%	Training for clerk, Deputy Clerk/Admin Asst, ISC
001 000 000 518 10 44 00	Advertising	7,500	7,500	▲0.00%	DS, CS legal advertisements
001 000 000 518 10 47 00	Utility Serv-Elec,Water,Waste	32,000	32,000	▲0.00%	Calculated using current year YTD, annualized
001 000 000 518 10 48 00	Repairs & Maint-Equipment	500	500	▲0.00%	office equipment repairs - Printer Svcs-Budget
001 000 000 518 10 49 10	Miscellaneous	3,200	4,000	▲25.00%	City Staff and Volunteers End of Year Gifts/Appreciation Lunch
001 000 000 518 10 49 20	Dues, Subscriptions	600	600	▲0.00%	City Clerk and Deputy Clerk
001 000 000 518 10 49 30	Postcard, public information	10,500	12,000	▲14.29%	Community mailings placeholder, monthly postcard discontinued
001 000 000 518 10 49 40	Photocopies	500	500	▲0.00%	Most expenditures reflect pass through costs related to public records
	TOTAL OTHER SERVICES & CHARGES	254,300	286,600	▲12.70%	
	BUILDING MAINTENANCE				
001 000 000 518 30 45 00	Facility Rental	12,000	4,000	▼66.67%	1 Public Storage Unit
001 000 000 518 30 48 00	Repairs/Maint-City Hall Bldg	97,500	57,500	▼41.03%	\$10k City Hall & PO cleaning Maint. \$5k Beach/Park Bathroom cleaning, \$10k HVAC Maint., Alarm/Fire Monitoring \$2,500, fire inspt, misc cleaning, bug service etc.
	TOTAL BUILDING MAINTENANCE	109,500	61,500	▼43.84%	
001 000 000 518 61 40 00	Judgements, settlements & jobbing				
001 000 000 518 80 31 00	IT HW, SW, Operating Supplies	2,500	1,500	▼40.00%	Replacement mouse, keyboards, Data Center replacement battery, etc
001 000 000 518 80 41 50	Technical Services, IT	275,100	175,000	▼36.39%	IT Managed Services (less 15.56%= \$25,207 for TIG DS allocation) for Maint, monitoring, helpdesk, incident support;
001 000 000 518 80 41 60	Software Services		144,600		Email/Social Media archive, GoGov CRM/Communications, GovDelivery, Municode Website hosting and Agenda Management, King County INET, DUO Access, Azure Storage, O365 Licenses, Phones/Meetings Software Subscription, NextRequest PRA Software, Blue Beam
001 000 000 518 80 48 00	Repairs & Maint: Annual Software Maint.	15,000	16,500	▲10.00%	Electronic Plan Review, PW Asset Management, Laserfiche, Bang the Table Engagement Platform, Sophos
	TOTAL INFORMATION TECHNOLOGY	292,600	337,600	▲15.38%	VEEAM,Cisco SmartNet, Avidex, Domain Name Renewal, Vision Application Suite, Cisco FirePower, Cisco Umbrella
	SUBTOTAL CENTRAL SERVICES	1,104,218	1,151,643	▲4.29%	
	CAPITAL EXPENDITURES				
001 000 000 594 14 64 00	City Hall - IT HW/SW >\$5K Capital Outlay	157,000	105,000	▼33.12%	HW: Computer Replacements (6) \$21,000; Dell Servers (4) 79,000 over 3 years; SW: Meraki Access Points \$5,000
	TOTAL CAPITAL EXPENDITURES	157,000	105,000	▼33.12%	
	TOTAL CENTRAL SERVICES	1,261,218	1,256,643	▼0.36%	

PARKS

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2024 Preliminary Budget		Notes:
PARKS DEPARTMENT					FTE: 3 of 5 total allocated Public Works are split 60% Parks and 40% Streets
	SALARIES & WAGES				
001 000 000 576 80 11 00	Salaries & Wages	296,997	311,997	▲5.05%	CPI-W=4% COLA 1 non-rep employee; 4% CBA est COLA 4 employees ---see salary model notes for details
001 000 000 576 80 11 11	Longevity	6,502	6,762	▲4.00%	
001 000 000 576 80 11 14	Education	3,240	3,240	▲0.00%	
001 000 000 576 80 11 16	ICMA 457 Plan	10,800	10,800	▲0.00%	Assumes full participation
001 000 000 576 80 11 17	Opt-Out of Medical	10,612	10,612	▲0.00%	
001 000 000 576 80 10 00	Salaries & Wages, SEASONAL WORKERS	20,453	22,089	▲8.00%	Seasonal Help
001 000 000 576 80 12 00	Overtime	8,000	8,000	▲0.00%	Special Events:Medina Days, Seafair, Parkboard, Snow Plowing
	TOTAL SALARIES & WAGES	356,604	373,500	▲4.74%	
	PERSONNEL BENEFITS				
001 000 000 576 80 21 00	Personnel Benefits	111,806	118,515	▲6.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 576 80 22 00	Uniforms	2,300	2,500	▲8.70%	
	TOTAL PERSONNEL BENEFITS	114,106	121,015	▲6.05%	
	SUPPLIES				
001 000 000 576 80 31 00	Operating Supplies	37,000	37,000	▲0.00%	Garbage bags, toilet paper, fertilizer, bark, topsoil, Mutt Mitts, bathroom supplies, Purell sanitizer, light bulbs, paint, mower blades, irrigation parts, tennis court nets, gloves, ear plugs, eye protection.
001 000 000 576 80 32 00	Vehicle Fuel & Lube	5,000	5,000	▲0.00%	Public Works equipment & vehicles
	TOTAL SUPPLIES	42,000	42,000	▲0.00%	
	OTHER SERVICES & CHARGES				
001 000 000 576 80 41 00	Professional Services	15,000	15,000	▲0.00%	Arborist, irrigation repairs, engineeringBack-flow device testing, hazardous material disposal, fertilizing and spraying, \$5K added 9/22 d/t WCIA audit compliance (electrician)
001 000 000 576 80 41 04	Professional Services-Misc	5,000	5,000	▲0.00%	Debris disposal
001 000 000 576 80 42 00	Telephone/Postage	7,000	7,000	▲0.00%	mobile phones, alarm/fire monitoring line, internet
001 000 000 576 80 43 00	Travel & Training	3,000	3,000	▲0.00%	Pesticide training, flagger training, certifications, licenses, conferences, qtrly safety meetings, AE Training
001 000 000 576 80 47 00	Utilities	22,000	24,000	▲9.09%	Utilities for public works shop and park restrooms, irrigation water, pond power
001 000 000 576 80 48 00	Repair & Maint Equipment	7,000	8,000	▲14.29%	Backhoe, Mowers, UTV
001 000 000 576 80 49 00	Miscellaneous, annual lease	600	600	▲0.00%	yearly lease for Shop Yard
001 000 000 576 80 49 01	Misc-Property Tax	300	300	▲0.00%	KC Real Estate Tax (Noxious Weeds)
	TOTAL OTHER SERVICES & CHARGES	59,900	62,900	▲5.01%	
	CAPITAL OUTLAY				
001 000 000 594 76 30 00	Park Improvements				
001 000 000 594 76 00 00	Furniture and Equipment: Replacement	-	9,000		Park Benches & Tables, Flags, Tennis Court Accessories
001 000 000 594 76 64 00	Parks Capital Outlay >\$5K	33,000	-	▼100.00%	New Plow Truck \$25k
	TOTAL CAPITAL OUTLAY	33,000	9,000	▼72.73%	
	TOTAL PARKS DEPARTMENT	605,610	608,415	▲0.46%	

STREET FUND REVENUE

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

STREET FUND

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2024 Preliminary Budget		Notes:
	CITY STREET FUND				FTE: 2 of 5 total allocated, .5 From DS
					Public Works are split 60% Parks and 40% Streets
					Rob Salary and Benefits will be allocated 50/50 to DS and Street Fund (PW)
					Rob does Right of Way Permitting and Department of Ecology work for Ryan Osada
101 000 000 542 30 11 00	SALARIES & WAGES				CPI-W=4% COLA 1 non-rep employee; 4% CBA est COLA employees---see salary model notes for remaining staff
101 000 000 542 30 11 11	Salaries & Wages	250,963	263,082	▲4.83%	
101 000 000 542 30 11 14	Longevity	4,335	4,508	▲4.00%	
101 000 000 542 30 11 16	Education	2,760	2,760	▲0.00%	
101 000 000 542 30 11 17	ICMA 457 Plan	8,700	8,700	▲0.00%	Assumes full participation
101 000 000 542 30 10 00	Opt-Out of Medical	7,073	7,639	▲8.00%	
101 000 000 542 30 12 00	Salaries & Wages (Seasonal Workers)	13,636	13,800	▲1.20%	Seasonal Help
	Overtime	5,000	6,000	▲20.00%	Special Events:Medina Days, Seafair, Parkboard, Snow plowing
	TOTAL SALARIES & WAGES	292,467	306,489	▲4.79%	
	PERSONNEL BENEFITS				
101 000 000 542 30 21 00	Personnel Benefits	90,036	95,438	▲6.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
101 000 000 542 30 22 00	Uniforms	2,300	2,500	▲8.70%	
	TOTAL PERSONNEL BENEFITS	92,336	97,938	▲6.07%	
	ROAD & STREET MAINTENANCE				
101 000 000 542 30 31 00	Operating & Maintenance Supplies	5,000	6,000	▲20.00%	Storm drain pipe, catch basin grates, marking paint, gravel, cement, bark, roadside plantings REET1 eligible
101 000 000 542 30 35 00	Small Tools/Minor Equipment	6,000	6,000	▲0.00%	power tools, mower parts, Pole Saw, Weedeater
101 000 000 542 30 41 00	Professional Services	54,000	54,000	▲0.00%	84th Median & 24th Roadside Maint, 24th traffic Signal (shared Clydehill # netted), WRIA \$2941 (7/27 notice) REET1 eligible
101 000 000 542 30 41 03	Prof Svcs- NPDES Grant	50,000	50,000	▲0.00%	NPDES Requirements Grant \$50k
101 000 000 542 30 41 10	Road & Street Maintenance	11,000	11,000	▲0.00%	Pavement patching, pavement markings, sidewalk maintenance, curb repairs REET1 eligible
101 000 000 542 30 45 00	Machine Rental	4,000	4,000	▲0.00%	ditch witch, compactor, compressor, manlift
101 000 000 542 30 47 00	Utility Services		1,000		Utility locates
101 000 000 542 30 48 00	Equipment Maintenance	7,000	7,000	▲0.00%	PW vehicle and power equip repairs
101 000 000 542 40 41 00	Storm Drain Maintenance	15,000	15,000	▲0.00%	Catch Basin Vactoring, Storm Line jetting, root cutting, camera
101 000 000 542 63 41 00	Street Light Utilities	22,000	22,000	▲0.00%	PSE street light Power, REET1 eligible
101 000 000 542 64 41 00	Traffic Control Devices	10,000	10,000	▲0.00%	Posts, reflective signs(Fed Req), barricades, cones
101 000 000 542 66 41 00	Snow & Ice Removal	1,000	2,000	▲100.00%	Sand, ice melt
101 000 000 542 67 41 00	Street Cleaning	25,000	25,000	▲0.00%	Street sweeping
101 000 000 542 70 40 00	Street Irrigation Utilities	23,000	23,000	▲0.00%	
	TOTAL ROAD & ST MAINTENANCE	233,000	236,000	▲1.29%	
	CAPITAL OUTLAY				
101 000 000 594 42 64 00	>\$5,000 Equipment, HW & SW	25,000	5,000	▼80.00%	Asset Essentials Licensing \$5k, New Plow Truck \$75k
	TOTAL CITY STREET FUND	642,803	645,427	▲0.41%	

DEVELOPMENT SERVICES REVENUE

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

DEVELOPMENT SERVICES FUND

Paid For By Permitting Fees				
ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2024 Preliminary Budget	Notes:
DEVELOPMENT SERVICES DEPT				FTE's: 3.5
	SALARIES & WAGES			Rob Salary and Benefits will be allocated 50/50 to DS and Street Fund (PW)
				Rob does Right of Way Permitting and Department of Ecology work for Ryan Osada
401 000 000 558 60 11 00	Salaries & Wages	414,095	430,659	▲4.00%
401 000 000 558 60 12 00	Overtime	1,300	3,000	▲130.77%
401 000 000 558 60 11 11	Longevity			
401 000 000 558 60 11 14	Education	3,000	3,000	▲0.00%
401 000 000 558 60 11 16	ICMA 457 Plan	16,500	16,500	▲0.00%
401 000 000 558 60 11 17	Opt-Out of Medical	5,276	5,593	▲6.00%
	TOTAL SALARIES & WAGES	440,171	458,751	▲4.22%
	PERSONNEL BENEFITS			
401 000 000 558 60 21 00	Personnel Benefits	138,530	146,842	▲6.00%
401 000 000 558 60 23 00	Tuition Reimbursement			
	TOTAL PERSONNEL BENEFITS	138,530	146,842	▲6.00%
	SUPPLIES			
401 000 000 558 50 31 00	Operating Supplies	2,500	2,000	▼20.00%
401 000 000 558 50 32 00	Vehicle Expenses - Gas, Oil, Maint.	3,500	2,500	▼28.57%
	TOTAL SUPPLIES	6,000	4,500	▼25.00%
	OTHER SERVICES & CHARGES			
401 000 000 558 50 03 00	Insurance (WCIA)	40,335	56,794	▲40.81%
401 000 000 558 50 04 00	City Attorney, Dev. Serv.	25,000	25,000	▲0.00%
401 000 000 558 50 05 00	Technical Services, Software Services	25,207	26,719	▲6.00%
401 000 000 558 50 41 00	Professional Services	40,000	84,000	▲110.00%
401 000 000 558 60 41 01	Planning Consultant	50,000	50,000	▲0.00%
401 000 000 558 60 41 02	Hearing Examiner	25,000	20,000	▼20.00%
401 000 000 558 50 41 06	Building Inspector Contract	6,000	6,000	▲0.00%
401 000 000 558 60 42 00	Communications	3,000	3,000	▲0.00%
401 000 000 558 60 43 00	Travel & Training	5,000	5,000	▲0.00%
401 000 000 558 60 49 00	Dues, Subscriptions, Memberships	7,000	2,500	▼64.29%
401 000 000 558 60 49 10	Miscellaneous	15,631	29,000	▲85.53%
401 000 000 558 50 41 08	Sound Testing Consultant	18,000	12,600	▼30.00%
401 000 000 558 50 41 55	Shoreline Consultant	3,000	5,000	▲66.67%
	TOTAL OTHER SERVICES & CHARGES	263,173	325,613	▲23.73%
	CAPITAL OUTLAY			
401 000 000 594 XX 64 00	Furniture & Equipment			
401 000 000 594 60 64 05	Vehicle		45,000	
401 000 000 594 60 64 00	DS- IT HW/SW >\$5K Capital Outlay	\$27,955	\$33,230	▲18.87%
	TOTAL CAPITAL OUTLAY	27,955	78,230	▲179.84%
	TOTAL DEVELOPMENT SERVICES	875,829	1,013,936	▲15.77%
Paid For By Advanced Deposits				# #####
Expenses				
		2023 Adopted Budget	2024 Preliminary Budget	
DESCRIPTION				Notes:
401 000 000 558 50 41 07	Engineering Consultant	\$ 75,000.00	\$ 56,000.00	▼25.33%
401 000 000 558 50 41 50	Arborist	\$ 60,000.00	\$ 45,000.00	▼25.00%
401 000 000 582 10 00 02	Refund of DS Adv Deposits	25,000	25,000	▲0.00%
	Total Consulting Expenses:	\$ 160,000.00	\$ 126,000.00	▼21.25%

LEVY STABILIZATION FUND

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

CONTINGENCY FUND

		2023	2024	
		Adopted	Preliminary	
ACCOUNT NUMBER	DESCRIPTION	Budget	Budget	
CONTINGENCY FUND				Comments: Contingency Fund used to show additonal saved funds
302 000 000 397 00 01 00	From General Fund	-		
TOTAL RESERVE FUND		250,000	250,000	

CAPITAL FUND REVENUE

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

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

2024 Capital Fund Preliminary Project List

Account Code		2024 Budget	2024 Budget Breakdown	2024 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST		
CAPITAL STREETS:				STREETS:							
307 000 000 595 30 63 01	\$	120,000.00	\$ 105,000.00	\$ 105,000.00 88th Ave NE Overlay							
CAPITAL SIDEWALK:				SIDEWALK:							
307 000 000 595 30 63 10	\$	520,000.00	\$ 830,000.00	\$ 700,000.00 NE 12t Street Pedestrian Improvements (rollover)							
				\$ 130,000.00 NE 10th Street ADA Updates and Sidewalk Repairs							
CAPITAL PARKS:				PARKS:							
307 000 000 594 76 63 20	\$	50,000.00	\$ 60,000.00	\$ 50,000.00 East Trail Improvements							
				\$ 10,000.00 Points Trail Signage							
CAPITAL STORMWATER:				STORMWATER:							
307.000 000 595 30 63 02	\$	200,000.00	\$ 350,000.00	\$ 200,000.00 NE 2nd Pl, 78th Ave NE							
				\$ 150,000.00 Mapping and Easement assessment							
CAPITAL BUILDING:				BUILDING:							
307 000 000 594 18 60 00	\$	200,000.00	\$ 150,000.00	\$ 50,000.00 City Hall Exterior Painting							
				\$ 50,000.00 City Hall Carpet							
				\$ 20,000.00 Post Office Painting							
				\$ 30,000.00 Post Office HVAC							
TRANSFERS:				OTHER:							
307 000 000 597 00 30 00	\$	75,000.00	\$ 75,000.00	\$ 75,000.00 Transfer to Street Fund for Road Maintenance							
TOTALS											
	\$	1,165,000.00	\$ 1,570,000.00	\$ 1,570,000.00				TOTALS	\$ -	\$ -	\$ -

TREE FUND:				OTHER:							
103 000 000 558 60 49 10		\$	30,000.00	\$ 30,000.00	Tree Planting and Hazardous Tree Removal						



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 9, 2023

Subject: Comprehensive Plan Update

Category: City Business

Staff Contact(s): Stephanie Keyser, Planning Manager

Summary

Planning Commission has discussed the Housing Element over three meetings and the Community Design Element over two. During the September 26th Planning Commission meeting, it was agreed that the Commission feels both are at a point where Council feedback/direction is warranted. As a reminder, the entire comprehensive plan won't be voted on until next year.

If reading the redlined drafts, if something is **red** that means it's existing text that has been moved. If it's **red and underlined**, that means that it's new.

Attachment(s) Community Design Element – redlined and clean
 Housing Element – redlined and clean

Budget/Fiscal Impact: N/A

Recommendation: N/A – Discussion and direction

City Manager Approval:

Proposed Commission Motion: N/A

Time Estimate: 30 minutes

COMMUNITY DESIGN ELEMENT

INTRODUCTION

~~King County countywide planning policies (CPP) direct jurisdictions to encourage growth that improves local neighborhoods and landscapes, and builds a strong sense of place. Thoughtful community design can enhance the quality of life for residents by increasing privacy, encouraging interaction in public spaces, and creating a cohesive sense of place. The Community Design Element provides a framework for community development along with guidelines for construction and street improvements to ensure the protection of the City's natural and built features. The quality of Medina's neighborhood development is distinct and enhanced by a combination of natural and built features, including the proximity of the lake shore, views, narrow streets with extensive mature landscaping, and large tracts of public and private open space which can be seen from residential lots and City streets. Proximity to urban centers has reduced the pressure to permit higher intensity commercial activities in the city, thereby allowing Medina to maintain its small-town residential character.~~

Street Design and Treatment

The design ~~and treatment~~ of Medina's streets is a major element in the City's appearance. The character and quality of the landscaping of these streets ~~is fundamental are extremely important~~ in maintaining the City's natural, informal character. ~~Over-development of these streets could result in the~~ As Washington cities continue to face pressure to accommodate more growth, thoughtful transportation planning will ensure Medina's streets can accommodate increased traffic without significant loss of trees and other vegetation, without compromising pedestrian safety and enjoyment, and without adding visual clutter to Medina's neighborhoods.

Vehicular Surfaces and Parking

All collector streets should be maintained as narrow, two-lane roadways except for 84th Avenue NE (from NE 12th Street to the SR 520 bridge/interchange) and the corner of 84th Ave NE and NE 24th Street, which requires additional lanes for turning at intersections. Along collectors, parking is discouraged and the rights-of-way should not be improved for parking except in designated areas. Street rights-of-way in neighborhood areas and private lanes have historically been used to supplement on-site parking. Where practicable, these uses should be minimized and new construction and major remodeling should make provisions for the on-site parking of cars. All long term parking for recreational vehicles, commercial trucks, trailers, and boats should be screened from the public right-of-way, and parking in front yard setbacks should be minimized and screened. The number and width of driveways and private lanes accessing arterial streets should be minimized to reduce potential traffic conflicts and to retain the continuity of landscape, while still meeting fire department requirements.

Medina Landscape Plan

Trees and vegetation help reduce the impact of development, by providing significant aesthetic and environmental benefits. Trees and other forms of landscaping improve air quality, water

quality, and soil stability. They provide limited wildlife habitat and reduce stress associated with urban life by providing visual and noise barriers between the City's streets and private property and between neighboring properties. They also have great aesthetic value and significant landscaping, including mature trees, is always associated with well-designed communities.

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

The Medina Landscape Plan ~~lists~~ **provides planting options landscaping alternatives** to perpetuate the informal, natural appearance of Medina's street rights-of-way, public areas, and the adjacent portions of private property. The Landscape Plan provides the overall framework for the improvement goals **in these areas** and should be reviewed periodically and updated where appropriate. ~~This plan should be used to create landscaping arrangements, which meet the following~~ **The** goals **include**:

- provide a diversity of plant species;
- screen development from City streets and from neighboring properties;
- respect the scale and nature of plantings in the immediate vicinity;
- recognize restrictions imposed by overhead wires, sidewalks, and street intersections;
- recognize “historical” view corridors; and
- maintain the City's informal, natural appearance.

The Medina Landscape Plan consists of three items:

1. A map diagramming the Landscape Plan for streets and neighborhoods.
2. A chart, “Key to Medina Landscape Plan,” which relates the street and neighborhood designations to appropriate trees, shrubs, and groundcover.
3. A ~~Preferred Landscaping List of Suitable Tree~~ **Species List** (separate document).

That portion of the City's highly visible street (formally designated as arterials) right-of-way not utilized for the paved roadway, driveways, and sidewalks is to be landscaped as specified in the Medina Landscape Plan, using species from the ~~Preferred Landscaping List of Suitable Tree~~ **Species List**. This list has been developed to provide a selection of landscape ~~alternatives options~~ applicable to the various City streets and neighborhoods, as indicated on the Landscape Plan. Property owners are encouraged to use the list when selecting landscaping for other areas of their properties.

The City's design objective is to maintain the City's natural, low-density, and informal appearance. The City's arterial street rights-of-way should be heavily landscaped with predominantly native trees and shrubs arranged in an informal manner. Fences **along the right-of-way** should be screened with vegetation so they are not generally visible from the street. The historic

landscaping along the perimeter of the golf course should be retained and/or replaced with suitable trees, approved by the City Arborist.

In addition, special design and landscaping consideration should be given to the five entry points to the City. Standards recommended by the Parks Board should be considered. The five entry points are:

- SR 520 off-ramp at 84th Avenue NE,
- NE 24th Street at 84th Avenue NE,
- NE 12th Street at 84th Avenue NE,
- NE 10th Street at Lake Washington Boulevard, and
- Overlake Drive East at the City limits.

DRAFT

CITY OF MEDINA

Gateways to the City

LEGEND

- ★ SR 520 off-ramp at 84th Ave NE
- ★ NE 24th ST at 84th Ave NE
- ★ NE 12th ST at 84th Ave NE
- ★ NE 10th ST at lake Washington Blvd
- ★ Overlake Drive East at City Limits



SR 520 - BRIDGE

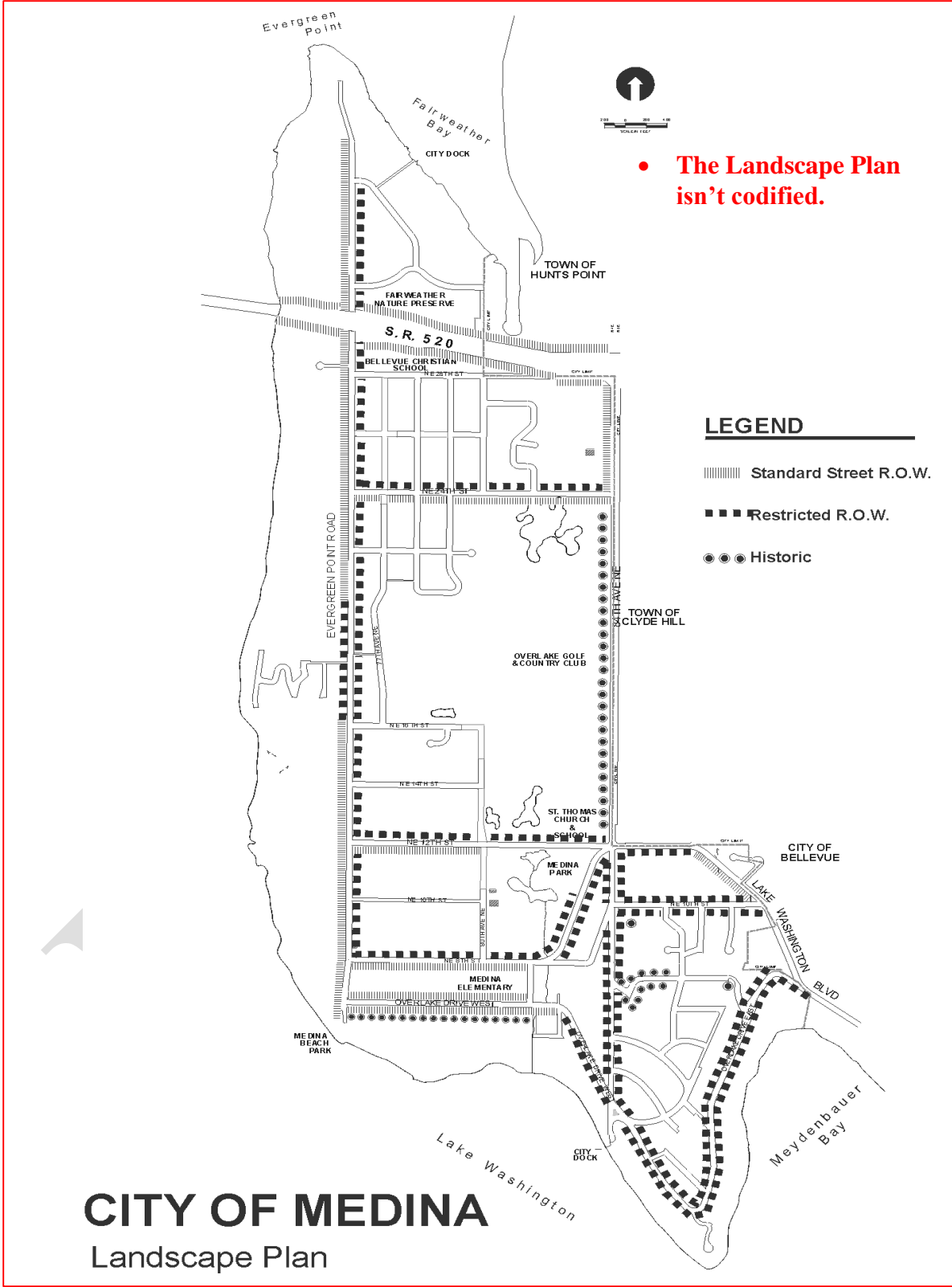
LAKE WASHINGTON



Street Landscaping

Planting strips between a sidewalk and the street should be planted with trees and shrubs from the City's ~~Preferred Landscaping~~ List of Suitable Tree Species List. ~~Grass within street rights-of-way should be limited to those areas noted on the Medina Landscape Plan.~~ Rocks and other barriers shall not be placed within the planting strip without consulting the Public Works Department and obtaining a permit . In historical view corridors, view preservation should be maintained by the selection of appropriate species, and periodic trimming and limb removal of such species. Views which are framed by vegetation or interrupted periodically by trees located along property lines are preferable and more consistent with the City's character than views maintained by clear cutting or topping. If the desire is to preserve or augment views, limb removal and pruning should be employed rather than topping. ~~Consideration should also be given to the removal of taller trees and replacement with shorter species (see Preferred Landscaping Species List) rather than repeated topping.~~

A number of existing streets have drainage ditches adjacent to the roadway. As adjacent properties are developed, or redeveloped, and/or as street improvements are made, the City may require these drainage ways to be placed in pipes and filled, or otherwise improved, and landscaped to City standards. Any resulting area should be landscaped to screen properties from the street. Where natural drainage courses exist, provision should be made to preserve adjacent natural vegetation. ~~The impact of SR 520 on adjacent public and residential properties should also be minimized by landscaping the highway corridor, including the Park & Ride lot, in a manner consistent with the Medina Landscape Plan.~~ Additionally, such landscaping that may impair the visibility of pedestrians, cyclists, and/or vehicles should be discouraged. Property owners are to maintain the rights-of-way landscaping adjacent to their property including mowing, weeding, and preserving safe site lines.



• The Landscape Plan isn't codified.

Key to Medina Landscape Plan

SYMBOL	SITUATION	TREES	SHRUBS	GROUND COVER
ARTERIAL RIGHTS-OF-WAY AND 15' OF FRONT YARD				
	Standard ROW	List A	List C1	List C2
	- 15' of front yard	List A	List C1	NA
●●●●●	Restricted ROW (due to wires, views, etc.)	List B	List C1	List C2
	- 15' of front yard	List A	List C1	NA
HISTORIC/SPECIAL/PUBLIC USES				
⊙⊙⊙⊙	Golf Course - 84th Avenue NE	Maintain Historic Hawthorn/ Poplars	List C1	List C2
⊙⊙⊙⊙	Designated Sites/Areas - 7th Street, Original Maples - Corner 84th & 10th, Giant Double Sequoia - Overlake South side between Evergreen Point & 82nd	Retain, restore with improved species. Obtain easement to retain. Obtain easement over 15' of front yard to retain trees.		
[- - -]	Public Uses Medina Park City Hall & Park Fairweather Nature Preserve St. Thomas Church and School Medina School Three Points School Overlake Golf Course	Develop Landscape Master Plans and/or Present Landscape Plans with Special/Conditional Use permits or Variances.		

"List" references are to the City's Preferred Landscaping Species List.

- **This isn't codified.**
- **The lists aren't reflected in the current list of suitable trees.**

Public Spaces

The City's large open spaces, Fairweather Nature Preserve, Medina Park, and the Overlake Golf & Country Club, are defining elements of Medina's community character. Medina Beach Park, the two schools, and St. Thomas Church and School also contribute to the City's neighborhood character.

The distinctive landscaping along the perimeter of the golf course is an important visual feature long identified with Medina. In particular, the long stand of ~~poplars~~ Bowhall Maples along 84th Avenue NE has become a historic visual landmark and is the first thing one sees when entering the City. It is the intent of the City to maintain this landmark. As the existing ~~poplars~~ Bowhall Maples reach the end of their useful life they will need to be replaced with a species that is visually similar, since ~~poplars~~ Bowhall Maples are not on the Preferred Landscaping List of Suitable Tree Species List. ~~The City is working with the Country Club to secure a landscaping plan that maintains the integrity of this historic visual feature.~~

Fairweather Nature Preserve and Medina Park both have a significant area that has been left in a natural state. Fairweather Nature Preserve has a dense stand of trees and understory, and Medina Park has a large wetland. Non-native landscaping has been minimized in both parks, with the exception of a landscaped portion of Medina Park at the corner of NE 12th Street and 82nd Avenue NE. The natural areas and wildlife of these parks should be left undisturbed. If some maintenance activity is required due to severe winds or other destructive forces, these areas should be restored with native species. Landscaping in other areas of these parks should be consistent with the overall natural setting found in the parks.

City Hall and Medina Beach Park are located on the site of the former ferry terminal that connected Medina with Seattle. Landscaping in the park has been primarily hedges along the parking area and north property line and maintenance of a number of shade trees. These grounds are used extensively by City residents during the summer months, so landscaping must leave much of the park open. A long-term landscaping, and maintenance, and clearing plan should be developed to maintain this historic site in a manner that is consistent with and enhances public use.

GOALS

- CD-G1 ~~To R~~etain Medina's distinctive and informal neighborhood development pattern.
- CD-G2 ~~To M~~aintain the informal, natural appearance and safety of the Medina's street rights-of-way and public areas.

POLICIES

Citywide Character

- CD-P1 Preserve and enhance trees as a component of Medina's distinctive sylvan character.
- CD-P2 Foster and value the preservation of open space and trails as integral elements to the City.
- CD-P3 Create a safe, attractive, and connected pedestrian environment for all ages and abilities throughout the city.
- CD-P4 Support the efforts of individual neighborhoods to maintain and enhance their character and appearance.
- CD-P5 Establish and maintain iconic gateways at the entry points into the city.

CD-P6 Encourage infill and redevelopment in a manner that is compatible with the existing neighborhood scale.

Street Corridors

CD-P71 The City shall Maintain and implement the Street Design Standards and the Landscaping Plan, including landscaping of arterial street rights-of-way.

CD-P82 The City should Refine and update the Street Design Standards and Landscaping Plan as needed based on community input.

CD-P93 The City's design objective is to maintain the City's natural, lower-density, and informal appearance. Medina's highly visible streets as identified in the Landscaping Plan should be heavily landscaped with native trees and shrubs arranged in an informal manner. Fences should be screened with vegetation so they are not generally visible from the street. The historic landscaping along the perimeter of the golf course is an iconic part of Medina's character and should be retained and/or replaced in the future with an appropriate selection of trees. Equally as important with this perimeter area is maintaining view corridors into the golf course which contributes a sense of added open space in the heart of the community.

CD-P104 Special design and landscaping consideration should be given to the entry points to the City.

CD-P11 Consider alternative street and sidewalk designs that enhance walkability, and minimize environmental impacts, including permeable surfaces where feasible and appropriate.

CD-P12 Consider opportunities for adding street lighting in areas that are supported by the surrounding neighborhood.

CD-P13 Maintain and implement street designs that enable effective traffic calming throughout the city.

Open Space

CD-P14 Preserve, encourage, and enhance open space as a key element of the community's character through parks, trails, and other significant properties that provide public benefit.

CD-P15 Utilize landscape buffers between different uses to provide natural transition, noise reduction, and delineation of space.

CD-P16 Encourage artwork, arts, and community activities in public places, such as parks and public buildings.

CD-P17 Where appropriate and feasible, provide landscaping, seating, Dark Sky compliant lighting, and other amenities for sidewalks, walkways, and trails.

Vegetation and Landscaping

- CD-P185 Residents ~~shall~~ ~~are urged to~~ consult with the City and with their neighbors on both removal and replacement of trees and tree groupings to help to protect views and to prevent potential problems (e.g., removal of an important tree or planting a living fence).
- CD-P196 Clear cutting ~~is~~ ~~should~~ not ~~be~~ permitted on property prior to, or during, development.
- CD-P20 Preserve vegetation with special consideration given to the protection of groups of trees and associated undergrowth, specimen trees, and evergreen trees.
- CD-P21 Promote water conservation in landscape and irrigation system designs.
- CD-P22 Use Low Impact Development techniques, unless determined to be unfeasible, within the right-of-way.
- CD-P23 Minimize the removal of existing vegetation when improving streets or developing property unless hazardous or arborist recommended.
- CD-P24 Encourage and protect systems of green infrastructure, such as urban forests, parks, green roofs, and natural drainage systems, in order to reduce climate-altering pollution and increase resilience to climate change impacts.
- CD-P25 Encourage concentrated seasonal planting in highly visible, public, and semi-public areas.
- CD-P26 Encourage landscaping that screens the view of houses from the street.
- CD-P27 Consider creating a voluntary program to inventory the cities trees to access tree canopy loss.

Historic Preservation

- CD-P28 Consider creating a voluntary program to inventory the city's historic resources prior to redevelopment.
- CD-P29 Consider the designation of historic landmark sites and structures to recognize their part in Medina's history.

COMMUNITY DESIGN ELEMENT

INTRODUCTION

Thoughtful community design can enhance the quality of life for residents by increasing privacy, encouraging interaction in public spaces, and creating a cohesive sense of place. The Community Design Element provides a framework for community development along with guidelines for construction and street improvements to ensure the protection of the City's natural and built features. Medina's neighborhood development is distinct and enhanced by the proximity of the lake shore, views, narrow streets with extensive mature landscaping, and large tracts of public and private open space. Proximity to urban centers has reduced the pressure to permit higher intensity commercial activities in the city, thereby allowing Medina to maintain its small-town residential character.

Street Design

The design of Medina's streets is a major element in the City's appearance. The character and quality of the landscaping of these streets is fundamental in maintaining the City's natural, informal character. As Washington cities continue to face pressure to accommodate more growth, thoughtful transportation planning will ensure Medina's streets can accommodate increased traffic without significant loss of trees and other vegetation, without compromising pedestrian safety and enjoyment, and without adding visual *clutter* to Medina's neighborhoods.

Vehicular Surfaces and Parking

All collector streets should be maintained as narrow, two-lane roadways except for 84th Avenue NE (from NE 12th Street to the SR 520 bridge/interchange) and the corner of 84th Ave NE and NE 24th Street, which requires additional lanes for turning at intersections. Along collectors, parking is discouraged and the rights-of-way should not be improved for parking except in designated areas. Street rights-of-way in neighborhood areas and private lanes have historically been used to supplement on-site parking. Where practicable, these uses should be minimized and new construction and major remodeling should make provisions for the on-site parking of cars. All long term parking for recreational vehicles, commercial trucks, trailers, and boats should be screened from the public right-of-way, and parking in front yard setbacks should be minimized and screened. The number and width of driveways and private lanes accessing arterial streets should be minimized to reduce potential traffic conflicts and to retain the continuity of landscape, while still meeting fire department requirements.

Medina Landscape Plan

Trees and vegetation help reduce the impact of development, by providing significant aesthetic and environmental benefits. Trees and other forms of landscaping improve air quality, water quality, and soil stability. They provide limited wildlife habitat and reduce stress associated with

urban life by providing visual and noise barriers between the City's streets and private property and between neighboring properties. They also have great aesthetic value and significant landscaping, including mature trees, is always associated with well-designed communities.

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

The Medina Landscape Plan provides planting options to perpetuate the informal, natural appearance of Medina's street rights-of-way, public areas, and the adjacent portions of private property. The Landscape Plan provides the overall framework for the improvement goals in these areas and should be reviewed periodically and updated where appropriate. The goals include:

- provide a diversity of plant species;
- screen development from City streets and from neighboring properties;
- respect the scale and nature of plantings in the immediate vicinity;
- recognize restrictions imposed by overhead wires, sidewalks, and street intersections;
- recognize “historical” view corridors; and
- maintain the City's informal, natural appearance.

The Medina Landscape Plan consists of three items:

1. A map diagramming the Landscape Plan for streets and neighborhoods.
2. A chart, “Key to Medina Landscape Plan,” which relates the street and neighborhood designations to appropriate trees, shrubs, and groundcover.
3. A Preferred Landscaping List of Suitable Tree Species List (separate document).

That portion of the City's highly visible street (formally designated as arterials) right-of-way not utilized for the paved roadway, driveways, and sidewalks is to be landscaped as specified in the Medina Landscape Plan, using species from the List of Suitable Tree Species. This list has been developed to provide a selection of landscape options applicable to the various City streets and neighborhoods, as indicated on the Landscape Plan. Property owners are encouraged to use the list when selecting landscaping for other areas of their properties.

The City's design objective is to maintain the City's natural, low-density, and informal appearance. The City's arterial street rights-of-way should be heavily landscaped with predominantly native trees and shrubs arranged in an informal manner. Fences along the right-of-way should be screened with vegetation so they are not generally visible from the street. The historic landscaping along the perimeter of the golf course should be retained and/or replaced with suitable trees, approved by the City Arborist.

In addition, special design and landscaping consideration should be given to the five entry points to the City. Standards recommended by the Parks Board should be considered. The five entry points are:

- SR 520 off-ramp at 84th Avenue NE,
- NE 24th Street at 84th Avenue NE,
- NE 12th Street at 84th Avenue NE,
- NE 10th Street at Lake Washington Boulevard, and
- Overlake Drive East at the City limits.

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CITY OF MEDINA

Gateways to the City

LEGEND

- ★ SR 520 off-ramp at 84th Ave NE
- ★ NE 24th ST at 84th Ave NE
- ★ NE 12th ST at 84th Ave NE
- ★ NE 10th ST at lake Washington Blvd
- ★ Overlake Drive East at City Limits



SR 520 - BRIDGE

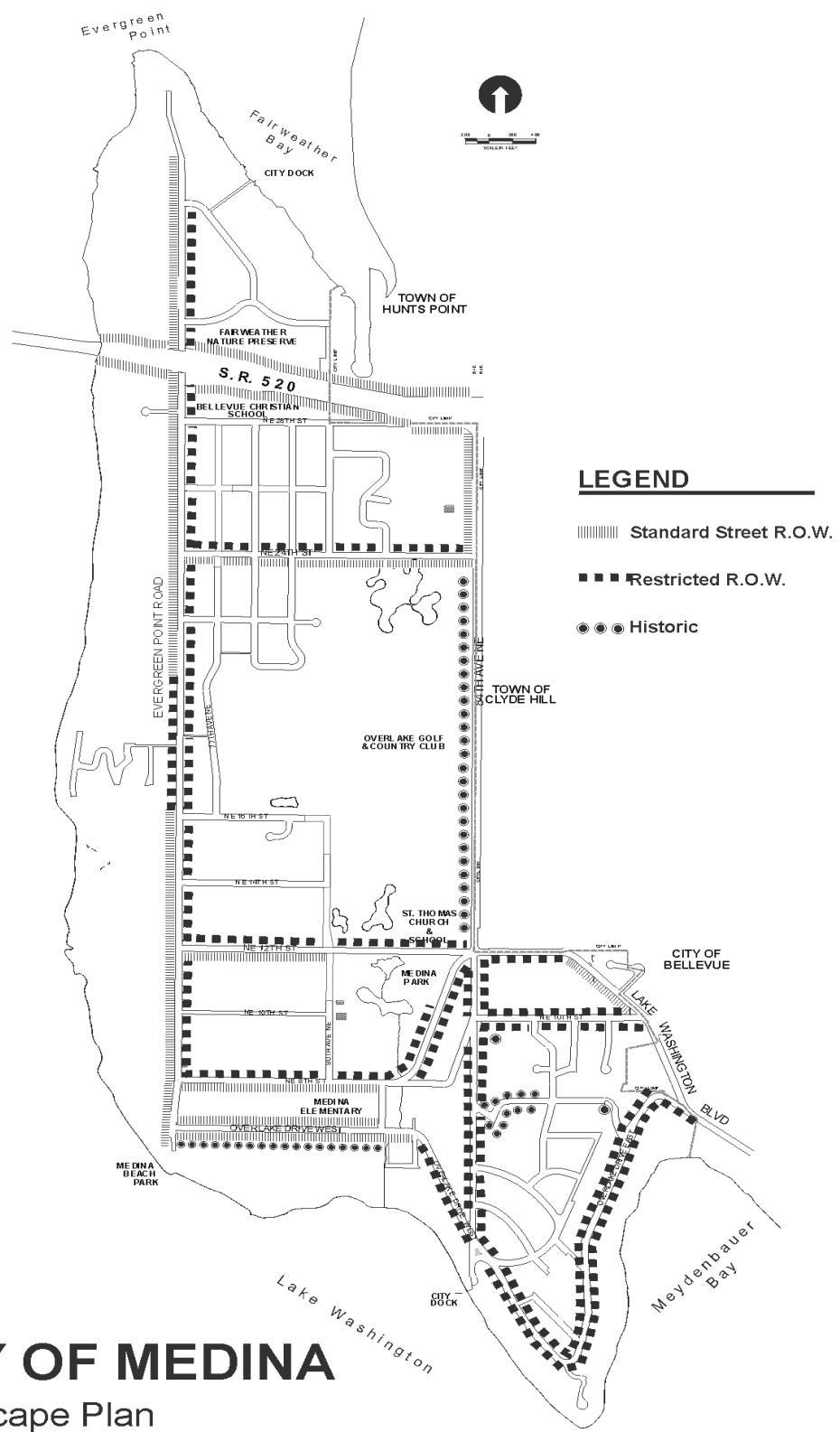
LAKE WASHINGTON



Planting strips between a sidewalk and the street should be planted with trees and shrubs from the City's List of Suitable Tree Species. Rocks and other barriers shall not be placed within the planting strip without consulting the Public Works Department and obtaining a permit . In historical view corridors, view preservation should be maintained by the selection of appropriate species, and periodic trimming and limb removal of such species. Views which are framed by vegetation or interrupted periodically by trees located along property lines are preferable and more consistent with the City's character than views maintained by clear cutting or topping. If the desire is to preserve or augment views, limb removal and pruning should be employed rather than topping.

A number of existing streets have drainage ditches adjacent to the roadway. As adjacent properties are developed, or redeveloped, and/or as street improvements are made, the City may require these drainage ways to be placed in pipes and filled, or otherwise improved, and landscaped to City standards. Any resulting area should be landscaped to screen properties from the street. Where natural drainage courses exist, provision should be made to preserve adjacent natural vegetation. Additionally, such landscaping that may impair the visibility of pedestrians, cyclists, and/or vehicles should be discouraged. Property owners are to maintain the rights-of-way landscaping adjacent to their property including mowing, weeding, and preserving safe site lines.

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CITY OF MEDINA

Landscape Plan

Key to Medina Landscape Plan

SYMBOL	SITUATION	TREES	SHRUBS	GROUND COVER
ARTERIAL RIGHTS-OF-WAY AND 15' OF FRONT YARD				
	Standard ROW	List A	List C1	List C2
	- 15' of front yard	List A	List C1	NA
●●●●●	Restricted ROW (due to wires, views, etc.)	List B	List C1	List C2
	- 15' of front yard	List A	List C1	NA
HISTORIC/SPECIAL/PUBLIC USES				
⊙⊙⊙⊙	Golf Course - 84th Avenue NE	Maintain Historic Hawthorn/ Poplars	List C1	List C2
⊙⊙⊙⊙	Designated Sites/Areas - 7th Street, Original Maples - Corner 84th & 10th, Giant Double Sequoia - Overlake - South side between Evergreen Point & 82nd	Retain, restore with improved species. Obtain easement to retain. Obtain easement over 15' of front yard to retain trees.		
[]	Public Uses Medina Park City Hall & Park Fairweather Nature Preserve St. Thomas Church and School Medina School Three Points School Overlake Golf Course	Develop Landscape Master Plans and/or Present Landscape Plans with Special/Conditional Use permits or Variances.		

List references are to the City's Preferred Landscaping Species List.

Public Spaces

The City's large open spaces, Fairweather Nature Preserve, Medina Park, and the Overlake Golf & Country Club, are defining elements of Medina's community character. Medina Beach Park, the two schools, and St. Thomas Church and School also contribute to the City's neighborhood character.

The distinctive landscaping along the perimeter of the golf course is an important visual feature long identified with Medina. In particular, the long stand of Bowhall Maples along 84th Avenue NE has become a historic visual landmark and is the first thing one sees when entering the City. It is the intent of the City to maintain this landmark. As the existing Bowhall Maples reach the end of their useful life they will need to be replaced with a species that is visually similar, since Bowhall Maples are not on the List of Suitable Tree Species.

Fairweather Nature Preserve and Medina Park both have a significant area that has been left in a natural state. Fairweather Nature Preserve has a dense stand of trees and understory, and Medina Park has a large wetland. Non-native landscaping has been minimized in both parks, with the exception of a landscaped portion of Medina Park at the corner of NE 12th Street and 82nd Avenue NE. The natural areas and wildlife of these parks should be left undisturbed. If some maintenance activity is required due to severe winds or other destructive forces, these areas should be restored with native species. Landscaping in other areas of these parks should be consistent with the overall natural setting found in the parks.

City Hall and Medina Beach Park are located on the site of the former ferry terminal that connected Medina with Seattle. Landscaping in the park has been primarily hedges along the parking area and north property line and maintenance of a number of shade trees. These grounds are used extensively by City residents during the summer months, so landscaping must leave much of the park open. A long-term landscaping, maintenance and clearing plan should be developed to maintain this historic site in a manner that is consistent with and enhances public use.

GOALS

- CD-G1 Retain Medina's distinctive and informal neighborhood development pattern.
- CD-G2 Maintain the informal, natural appearance and safety of the Medina's street rights-of-way and public areas.

POLICIES

Citywide Character

- CD-P1 Preserve and enhance trees as a component of Medina's distinctive sylvan character.
- CD-P2 Foster and value the preservation of open space and trails as integral elements to the City.

- CD-P3 Create a safe, attractive, and connected pedestrian environment for all ages and abilities throughout the city.
- CD-P4 Support the efforts of individual neighborhoods to maintain and enhance their character and appearance.
- CD-P5 Establish and maintain iconic gateways at the entry points into the city.
- CD-P6 Encourage infill and redevelopment in a manner that is compatible with the existing neighborhood scale.

Street Corridors

- CD-P7 Maintain and implement the Street Design Standards and the Landscaping Plan, including landscaping of arterial street rights-of-way.
- CD-P8 Refine and update the Street Design Standards and Landscaping Plan as needed based on community input.
- CD-P9 The City's design objective is to maintain the City's natural, lower-density, and informal appearance. Medina's highly visible streets as identified in the Landscaping Plan should be heavily landscaped with native trees and shrubs arranged in an informal manner. Fences should be screened with vegetation so they are not generally visible from the street. The historic landscaping along the perimeter of the golf course is an iconic part of Medina's character and should be retained and/or replaced in the future with an appropriate selection of trees. Equally as important with this perimeter area is maintaining view corridors into the golf course which contributes a sense of added open space in the heart of the community.
- CD-P10 Special design and landscaping consideration should be given to the entry points to the City.
- CD-P11 Consider alternative street and sidewalk designs that enhance walkability, and minimize environmental impacts, including permeable surfaces where feasible and appropriate.
- CD-P12 Consider opportunities for adding street lighting in areas that are supported by the surrounding neighborhood.
- CD-P13 Maintain and implement street designs that enable effective traffic calming throughout the city.

Open Space

- CD-P14 Preserve, encourage, and enhance open space as a key element of the community's character through parks, trails, and other significant properties that provide public benefit.
- CD-P15 Utilize landscape buffers between different uses to provide natural transition, noise reduction, and delineation of space.

- CD-P16 Encourage artwork, arts, and community activities in public places, such as parks and public buildings.
- CD-P17 Where appropriate and feasible, provide landscaping, seating, Dark Sky compliant lighting, and other amenities for sidewalks, walkways, and trails.

Vegetation and Landscaping

- CD-P18 Residents shall consult with the City and with their neighbors on both removal and replacement of trees and tree groupings to help to protect views and to prevent potential problems (e.g., removal of an important tree or planting a living fence).
- CD-P19 Clear cutting is not permitted on property prior to, or during, development.
- CD-P20 Preserve vegetation with special consideration given to the protection of groups of trees and associated undergrowth, specimen trees, and evergreen trees.
- CD-P21 Promote water conservation in landscape and irrigation system designs.
- CD-P22 Use Low Impact Development techniques, unless determined to be unfeasible, within the right-of-way.
- CD-P23 Minimize the removal of existing vegetation when improving streets or developing property unless hazardous or arborist recommended.
- CD-P24 Encourage and protect systems of green infrastructure, such as urban forests, parks, green roofs, and natural drainage systems, in order to reduce climate-altering pollution and increase resilience to climate change impacts.
- CD-P25 Encourage concentrated seasonal planting in highly visible, public, and semi-public areas.
- CD-P26 Encourage landscaping that screens the view of houses from the street.
- CD-P27 Consider creating a voluntary program to inventory the cities trees to access tree canopy loss.

Historic Preservation

- CD-P28 Consider creating a voluntary program to inventory the city's historic resources prior to redevelopment.
- CD-P29 Consider the designation of historic landmark sites and structures to recognize their part in Medina's history.

HOUSING ELEMENT

INTRODUCTION

Medina's Housing Element describes the community's vision for ensuring the vitality and character of its neighborhoods while meeting the goals and requirements of the Growth Management Act (GMA) requires a housing element that ensures the vitality and character of established neighborhoods and King County's Countywide Planning Policies (CPP). This element includes: The GMA requires local Housing Elements to include an inventory and analysis of existing and projected housing needs for all economic segments of the community. Medina's Housing Needs Assessment (HNA) is an addendum to the Housing Element.

Through its adopted plans and policies, the city pursues opportunities to:

- Preserve the quiet, sylvan neighborhood character.
 - Encourage residential development compatible in scale with the surrounding housing.
 - Promote and encourage green building practices.
1. An inventory and analysis of existing and projected housing needs;
 2. A statement of goals, policies and objectives, and mandatory provisions for the preservation, improvement, and development of housing, including single-family residences;
 3. Identification of sufficient land for housing, including, but not limited to, government assisted housing, housing for low-income families, manufactured housing, multifamily housing, and group homes and foster care facilities; and
 4. Adequate provisions for existing and projected needs of all economic segments of the community.

In addition, King County countywide planning policies (CPP) require that each jurisdiction take actions that will collectively meet the expected growth in, and make housing available to, all economic segments of the county population. Medina's ability to participate at this level is limited by a lack of available and suitable building sites and the realities of the real estate market. However, the City participates in region-wide planning efforts to address affordable housing and homelessness through ARCH, A Regional Coalition for Housing, described further below.

This Housing Element works in conjunction with land use, transportation, capital facilities, and utilities elements in this Comprehensive Plan. For instance, the infrastructure and services required for housing are described in the Capital Facilities and Utilities Elements. Consideration of denser housing along transit corridors supports the city's transportation objectives. A full understanding of Medina's housing goals and policies should include an examination of these other Comprehensive Plan elements.

EXISTING CONDITIONS

While Medina is an incorporated city, its character and function are more like that of a mature residential neighborhood within a larger community. According to the 2021 U.S. Census of Population and Housing, there are 1,113 total housing units in the City. ~~Housing units are in the form of detached single-family units on individual lots. There are no multiple-family structures and current zoning does not allow such development.~~ Medina is an established residential community that abuts ~~single-family~~ residential areas of Hunts Point, Clyde Hill, and Bellevue. Medina maintains a high percentage of owner-occupied units (81.5%) and a vacancy rate of 5.03%. Since 2010, the percentage of owner-occupied units has decreased from 89.17%, while the vacancy rate has ~~decreased~~ increased from 84.76%. Medina's development pattern is consistent with that of neighboring communities.

Table 12. Medina Housing Statistics

Housing Measure	Value
Housing units	1,113
Vacant housing units	59 (5.03%)
Occupied housing units (households)	1,054
- Owner occupied	859 (81.5%)
- Renter occupied	195 (18.5 %)
Persons per household	2.8

Source: 2021 U.S. Census

~~Although the number of total housing units in Medina has decreased since the last Comprehensive Plan update, down approximately 4.2% from 1,162 units in 2015 to 1,113 in 2021, the number of larger households has increased. Larger households, composed of 4-or-more people, make up the greatest proportion of Medina’s households at 38.5% (406), followed by 2-person households at 35.5% (374), 1-person households at 17% (178), and finally 3-person households at 9% (96) (Table 2). When the occupancy is separated into homeowners and renters (Table 3), 2-person households make up the largest proportion of owner-occupied units at 39.5% (339), followed by 4-or-more person households at 36.8% (316). 4-or-more person households make up the largest proportion of renter-occupied households at 46.2% (90), followed by 1-person households at 26.7% (52).~~

Table 2. Medina Household Size

Household Size	Value
1-person	178 (17%)
2-person	374 (35.5%)
3-person	96 (9%)
4-or-more people	406 (38.5%)
Total Households	1,054

Source: 2021 U.S. Census

Table 3. Medina Household Size by Occupancy Type

<u>Household Size</u>	<u>Owner</u>	<u>Renter</u>
<u>1-person</u>	<u>126 (14.7%)</u>	<u>52 (26.7%)</u>
<u>2-person</u>	<u>339 (39.5%)</u>	<u>35 (17.9%)</u>
<u>3-person</u>	<u>78 (9.1%)</u>	<u>18 (9.2%)</u>
<u>4-or-more people</u>	<u>316 (36.8%)</u>	<u>90 (46.2%)</u>
<u>Total Households</u>	<u>859</u>	<u>195</u>

Source: 2021 U.S. Census

This larger household size correlates with more children living in the city. 44% (462) of households in Medina have children and of those, 74% (340) are between the age of 6 to 17 years. In general, Medina has a higher percentage of children under the age of 18 (26.2%) than both King County (20.2%) and the state of Washington (22.1%). This, along with the general population increase in the surrounding jurisdictions, could be a factor in the uptick of bike and park usage that has been noted over the past few years.

Consistent with regional and national trends, the proportion of Medina’s population over the age of 65 continues to increase. Residents 65 and older account for 19% of Medina’s population with 39% of those seniors being over the age of 75. 34% of households have one or more people 65 years of age or older and of those, 10.6% are living alone. As a historically single-family residential city, it is this aging population that are most at risk for displacement due to a number of factors that are both within (e.g., encouraging the development of smaller houses, ADU’s, and reducing permit fees) and beyond (e.g., property taxes) the city’s control.

PROJECTED HOUSING TARGET NEEDS

A housing target, as defined in the GMA, is based on regional forecasts and allocations in Puget Sound Regional Council’s (PSRC) VISION 2050 and sets the minimum expectation for the amount of housing that Medina will need to plan for in the Comprehensive Plan Update for 2024. The City of Medina has a 2019-2044 housing unit target of 19 units as adopted in King County’s Countywide Planning Policies (CPP’s), or 1,132 units by 2044. As part of the Comprehensive Plan update, jurisdictions must demonstrate zoned or planned capacity for their growth target. As a fully built-out community with no adjacent land to annex, Medina has an existing buildable net capacity of 8 units which means there is a capacity deficit of 11 units.

The predominant development pattern in Medina happens through redevelopment where an older home is demolished and replaced by a new one. With the 2023 passage of missing middle legislation (HB 1110 and HB 1337) by the Washington State Legislature, denser, neighborhood-scale housing such as duplexes will be allowed in every zoning district except for those parcels with a critical area (e.g., the Shoreline Jurisdiction, steep slopes, etc.). Although a deficit of 11 units might initially seem to be an insurmountable goal, the city has always exceeded the growth target set by King County. The middle housing land use change will create an opportunity for Medina to organically and easily meet its growth target through redevelopment.

~~According to PSRC's 2013 Land Use Targets dataset, Medina is expected to accommodate 81 additional households by the year 2035.~~

~~Given the projected population increase of 46 persons, this increase in households would occur through a gradual reduction of the current average household size from 2.80 persons per household to 2.64 persons per household, which is consistent with anticipated demographic changes (see discussion of Future Growth Issues in Land Use Element).~~

~~The adopted growth target for Medina is an additional 27 housing units by the year 2035. Therefore, the majority of the projected additional households would be accommodated through existing housing stock, increasing Medina's occupancy rate to approximately 96 percent by the year 2035.~~

~~For a thorough study of Medina's existing and projected housing needs, including housing affordable across a range of income levels, please refer to the *East King County Housing Analysis* (ARCH 2013).~~

AFFORDABLE HOUSING PLAN

A major challenge for all Eastside communities is to provide affordable housing opportunities for all economic segments of the community. The Growth Management Act (GMA) affirms the city's responsibility to meet this challenge in its goal to: Plan for and accommodate housing that is affordable to all economic segments, including emergency and permanent supportive housing; and plan for housing units necessary to meet statewide projections for moderate, low, very low, and extremely low-income households.

Medina has several mechanisms to assist in the provision of affordable housing. These are as follows:

- Adult Family Homes Special Housing Needs such as foster homes, adult daycares, permanent supportive housing, and transitional housing are all permitted within existing households as a home occupation the city. This provides housing opportunities for a segment of the population that often has difficulty obtaining reasonably priced, quality housing.
- Current regulations allow domestic employees to reside in separate units on the properties where they work.
- Additional detached units are allowed to be constructed on properties where there is sufficient lot size to meet the underlying, minimum zoning.
- Accessory dwelling units are permitted in all residential zoning districts subject to the requirements of the Medina Municipal Code.
- The City makes contributions to ARCH (A Regional Coalition for Housing), to support regional affordable housing. ARCH staff advises the City on addressing existing and projected housing needs, and administers Medina's affordable housing programs. The ARCH trust fund helps create affordable housing for low-

and very low-income households and people who have special needs or are homeless.

~~Beyond these mechanisms, the City may actively explore other reasonable means to address affordable housing issues. One consideration is to broaden the definition of accessory dwelling units to allow them to be built as separate structures on the same lot, but subject to other existing requirements. This would allow a measure of affordability without significantly changing the City's character, provided that other existing requirements of MMC Section 23.34.020 are met.~~

~~Medina is part of the U.S. Department of Housing and Urban Development's (HUD) Seattle-Bellevue Metro Area, which includes all of King County. In 2021, the area median income for the Seattle-Bellevue Metro area was \$115,700 while Medina's median household income was over \$250,000 for owner-occupied housing units, \$160,856 for renters, and \$208,500 across all households. It is important to note that although Medina's median household income is higher than the AMI, and therefore more households are less likely to face housing affordability challenges than the typical residents of the HUD Seattle-Bellevue Metro Area, Medina does have residents whose incomes fall below.~~

~~Approximately 18.9% of all Medina households earn less than 80% of the AMI with a higher percentage of renters (33.4%) compared to homeowners (16.5%) earning less than 80% AMI. Renters, who are more likely to be families with children, tend to spend a greater proportion of their income on housing compared to homeowners. More homeowners are persons on fixed incomes, including elderly residents.~~

~~Policy H-1 of the 2021 King County Countywide Planning Policies (CPP's) establishes a countywide need for housing in 2044 by percentage of AMI. Table 5 demonstrates the allocation of projected housing units by income level, as established by the CPP's. To meet the 19 new housing units, King County has allocated 8 units between 0-30% AMI, 3 units between 31-50% AMI, and 8 units between 51-80% AMI. Medina has an abundance of housing units affordable to an AMI of 81% and greater which is why there are no units allocated in those AMI brackets. This is not to indicate that market rate housing cannot be built, but rather that Medina must plan for and accommodate in a manner that seeks to increase housing choice. Success will primarily be defined by whether Medina has adopted and implemented policies and plan(s) that, taken together and in light of available resources, can reasonably be expected to support and enable the production or preservation of units needed at each affordability level.~~

Table 5. Allocation of Projected Housing Units by Income Level

<u>Percentage of Area Median Income (AMI)</u>	<u>Units</u>
<u>0-30%</u>	<u>8</u>
<u>31-50%</u>	<u>3</u>
<u>51-80%</u>	<u>8</u>
<u>81-100%</u>	<u>0</u>
<u>101-120%</u>	<u>0</u>
<u>Above 120%</u>	<u>0</u>

Source: King County Countywide Planning Policies, 2022.

Jurisdictions are also required to plan for and accommodate emergency housing and permanent supportive housing. King County has allocated 3 permanent supportive housing units and 4 emergency housing units. Table 6 shows the 2044 projected housing units that include emergency housing and permanent supportive housing units.

Table 6. Allocation of Projected Housing Units Including Permanent Supportive and Emergency Housing

	<u>0 to ≤30%</u>							<u>Emergency Housing Needs</u>
<u>Total</u>	<u>Non-PSH</u>	<u>PSH</u>	<u>>30 to ≤50%</u>	<u>>50 to ≤80%</u>	<u>>80 to ≤100%</u>	<u>>100 to ≤120%</u>	<u>>120%</u>	
<u>Net New Need 2019-2044</u>	<u>5</u>	<u>3</u>	<u>3</u>	<u>8</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4</u>

Source: King County Countywide Planning Policies, 2022.

GOALS

- H-G1 ~~The City shall P~~preserve and foster the development of a variety of housing types, sizes, and densities development consistent with to accommodate the diverse needs of all members of the community while maintaining Medina's high-quality residential setting.
- ~~H-G2 The City shall explore affordable housing opportunities.~~

POLICIES

- ~~H-P1 The City shall minimize changes to existing zoning designations except as to meet above goals when deemed necessary by citizens. This is a land use policy, not housing.~~
- ~~H-P4 When a home is constructed such that it may potentially have no feasible resale market as a single family residence, the owners should be aware that this would not set the stage for a future conversion to a nonresidential use. This is a land use policy, not housing.~~
- ~~H-P12 To reduce the loss of households, the City should discourage lot aggregation that impacts the scale and character of the neighborhood. This is a land use policy not housing and one that isn't reflected in the code.~~

Community Values and Quality Neighborhoods

- ~~H-P1. Ensure new development is consistent with citywide goals and policies, including but not limited to sustainable site standards, landscaping and tree retention requirements, and diversity of housing options.~~
- ~~H-P23. The City shall seek to Mmaintain the informal single-family residential character of its neighborhoods including preventing intrusion of non-residential activities.~~
- ~~H-P3. Support and encourage through the use of appropriate incentives ways to meet Medina's housing needs, including a need for a variety of household sizes, incomes, and types.~~
- ~~H-P4. Promote fair and equal access to housing for all persons and prohibit any activity that results in discrimination in housing.~~

Development Standards

- ~~H-P5. Craft regulations and procedures to provide a high degree of certainty and predictability to applicants and the community-at-large to minimize unnecessary time delays in the review of permit applications, while still maintaining opportunities for public involvement and review.~~

H-P62. The City shall consider ways to Restrict the size and scale of new and remodeled homes in order to retain the informal, sylvan character of the community.

H-7. Consider encouraging Dark Sky lighting with new development.

H-8. Support and promote the development of accessory dwelling units (ADUs) within new and existing residential developments.

Affordable Housing

HP-96. The City should Continue participation in regional and inter-jurisdictional organizations, such as King County, A Regional Coalition for Housing (ARCH), and other Eastside jurisdictions to assess the need for and to assist in the provision of affordable housing on the Eastside.

H-P10. City shall Continue to make contributions to agencies that support affordable housing.

H-P11. Support the construction of housing types that are available to very low, low, and moderate income households. The City shall explore affordable housing opportunities.

H-P128. The City shall explore additional Encourage affordable housing options that are compatible with the City's high-quality residential setting; including the preservation and rehabilitation of older housing stock to create affordable housing.

H-P135. The City should Continue to work with cities and community representatives on countywide, or subregional, state and federal funding sources for housing development, preservation, and related services.

H-P14. Limit short-term rentals as they can limit the availability of housing for full-time residents.

H-P15 Consider incentives that will encourage the construction of more affordable housing.

Special Housing Needs

H-P169. Ensure development regulations allow for and have suitable provisions to accommodate housing opportunities for special needs populations. The City shall not discriminate between a residential structure occupied by persons with handicaps and a similar residential structure occupied by a family or other unrelated individuals.

H-P170. Provide reasonable accommodation for special housing needs throughout the city, while protecting residential neighborhoods from potential adverse impacts. The City shall assure that zoning does not unduly restrict group homes or other housing options for persons with special needs by making reasonable accommodations in its rules, policies, practices, and services.

~~when such accommodations may be necessary, to afford persons with disabilities equal opportunity to use or enjoy a dwelling.~~

~~H-P184. Encourage a range of housing types for seniors that are affordable at a variety of incomes. The City shall permit group living situations that meet the definition of "family status", including where residents receive such supportive services as counseling, foster care, or medical supervision, within a single family house.~~

~~H-P19. Encourage and support accessible design and housing strategies that provide seniors the opportunity to remain in their own community as their housing needs change.~~

HOUSING ELEMENT

INTRODUCTION

Medina's Housing Element describes the community's vision for ensuring the vitality and character of its neighborhoods while meeting the goals and requirements of the Growth Management Act (GMA) and King County's Countywide Planning Policies (CPP). The GMA requires local Housing Elements to include an inventory and analysis of existing and projected housing needs for all economic segments of the community. Medina's Housing Needs Assessment (HNA) is an addendum to the Housing Element.

Through its adopted plans and policies, the city pursues opportunities to:

- Preserve the quiet, sylvan neighborhood character.
- Encourage residential development compatible in scale with the surrounding housing.
- Promote and encourage green building practices.

This Housing Element works in conjunction with land use, transportation, capital facilities, and utilities elements in this Comprehensive Plan. For instance, the infrastructure and services required for housing are described in the Capital Facilities and Utilities Elements. Consideration of denser housing along transit corridors supports the city's transportation objectives. A full understanding of Medina's housing goals and policies should include an examination of these other Comprehensive Plan elements.

EXISTING CONDITIONS

While Medina is an incorporated city, its character and function are more like that of a mature residential neighborhood within a larger community. According to the 2021 U.S. Census of Population and Housing, there are 1,113 total housing units in the City. Medina is an established residential community that abuts residential areas of Hunts Point, Clyde Hill, and Bellevue. Medina maintains a high percentage of owner-occupied units (81.5%) and a vacancy rate of 5.03%. Since 2015, the percentage of owner-occupied units has decreased from 89.1%, while the vacancy rate has decreased from 84.7%. Medina's development pattern is consistent with that of neighboring communities.

Table 1. Medina Housing Statistics

Housing Measure	Value
Housing units	1,113
Vacant housing units	59 (5.03%)
Occupied housing units (households)	1,054
- Owner occupied	859 (81.5%)
- Renter occupied	195 (18.5 %)

Persons per household	2.8
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Source: 2021 U.S. Census

Although the number of total housing units in Medina has decreased since the last Comprehensive Plan update, down approximately 4.2% from 1,162 units in 2015 to 1,113 in 2021, the number of larger households has increased. Larger households, composed of 4-or-more people, make up the greatest proportion of Medina's households at 38.5% (406), followed by 2-person households at 35.5% (374), 1-person households at 17% (178), and finally 3-person households at 9% (96) (Table 2). When the occupancy is separated into homeowners and renters (Table 3), 2-person households make up the largest proportion of owner-occupied units at 39.5% (339), followed by 4-or-more person households at 36.8% (316). 4-or-more person households make up the largest proportion of renter-occupied households at 46.2% (90), followed by 1-person households at 26.7% (52).

Table 2. Medina Household Size

Household Size	Value
1-person	178 (17%)
2-person	374 (35.5%)
3-person	96 (9%)
4-or-more people	406 (38.5%)
Total Households	1,054

Source: 2021 U.S. Census

Table 3. Medina Household Size by Occupancy Type

Household Size	Owner	Renter
1-person	126 (14.7%)	52 (26.7%)
2-person	339 (39.5%)	35 (17.9%)
3-person	78 (9.1%)	18 (9.2%)
4-or-more people	316 (36.8%)	90 (46.2%)
Total Households	859	195

Source: 2021 U.S. Census

This larger household size correlates with more children living in the city. 44% (462) of households in Medina have children and of those, 74% (340) are between the age of 6 to 17 years. In general, Medina has a higher percentage of children under the age of 18 (26.2%) than both King County (20.2%) and the state of Washington (22.1%). This, along with the general population increase in the surrounding jurisdictions, could be a factor in the uptick of bike and park usage that has been noted over the past few years.

Consistent with regional and national trends, the proportion of Medina's population over the age of 65 continues to increase. Residents 65 and older account for 19% of Medina's population with 39% of those seniors being over the age of 75. 34% of households have one or more people 65 years of age or older and of those, 10.6% are living alone. As a historically single-family residential city, it is this aging population that are most at risk for

displacement due to a number of factors that are both within (e.g., encouraging the development of smaller houses, ADU's, and reducing permit fees) and beyond (e.g., property taxes) the city's control.

HOUSING TARGET

A housing target, as defined in the GMA, is based on regional forecasts and allocations in Puget Sound Regional Council's (PSRC) VISION 2050 and sets the minimum expectation for the amount of housing that Medina will need to plan for in the Comprehensive Plan Update for 2024. The City of Medina has a 2019-2044 housing unit target of 19 units as adopted in King County's Countywide Planning Policies (CPP's), or 1,132 units by 2044. As part of the Comprehensive Plan update, jurisdictions must demonstrate zoned or planned capacity for their growth target. As a fully built-out community with no adjacent land to annex, Medina has an existing buildable net capacity of 8 units which means there is a capacity deficit of 11 units.

The predominant development pattern in Medina happens through redevelopment where an older home is demolished and replaced by a new one. With the 2023 passage of missing middle legislation (HB 1110 and HB 1337) by the Washington State Legislature, denser, neighborhood-scale housing such as duplexes will be allowed in every zoning district except for those parcels with a critical area (e.g., the Shoreline Jurisdiction, steep slopes, etc.). Although a deficit of 11 units might initially seem to be an insurmountable goal, the city has always exceeded the growth target set by King County. The middle housing land use change will create an opportunity for Medina to organically and easily meet its growth target through redevelopment.

AFFORDABLE HOUSING

A major challenge for all Eastside communities is to provide affordable housing opportunities for all economic segments of the community. The Growth Management Act (GMA) affirms the city's responsibility to meet this challenge in its goal to: Plan for and accommodate housing that is affordable to all economic segments, including emergency and permanent supportive housing; and plan for housing units necessary to meet statewide projections for moderate, low, very low, and extremely low-income households.

Medina has several mechanisms to assist in the provision of affordable housing. These are as follows:

- Special Housing Needs such as foster homes, adult daycares, permanent supportive housing, and transitional housing are all permitted within the city. This provides housing opportunities for a segment of the population that often has difficulty obtaining reasonably priced, quality housing.
- Current regulations allow domestic employees to reside in separate units on the properties where they work.
- Additional detached units are allowed to be constructed on properties where there is sufficient lot size to meet the underlying, minimum zoning.

- Accessory dwelling units are permitted in all residential zoning districts subject to the requirements of the Medina Municipal Code.
- The City makes contributions to ARCH (A Regional Coalition for Housing), to support regional affordable housing. ARCH staff advises the City on addressing existing and projected housing needs, and administers Medina's affordable housing programs. The ARCH trust fund helps create affordable housing for low- and very low-income households and people who have special needs or are homeless.

Medina is part of the U.S. Department of Housing and Urban Development's (HUD) Seattle-Bellevue Metro Area, which includes all of King County. In 2021, the area median income for the Seattle-Bellevue Metro area was \$115,700 while Medina's median household income was over \$250,000 for owner-occupied housing units, \$160,856 for renters, and \$208,500 across all households. It is important to note that although Medina's median household income is higher than the AMI, and therefore more households are less likely to face housing affordability challenges than the typical residents of the HUD Seattle-Bellevue Metro Area, Medina does have residents whose incomes fall below.

Approximately 18.9% of all Medina households earn less than 80% of the AMI with a higher percentage of renters (33.4%) compared to homeowners (16.5%) earning less than 80% AMI. Renters, who are more likely to be families with children, tend to spend a greater proportion of their income on housing compared to homeowners. More homeowners are persons on fixed incomes, including elderly residents.

Policy H-1 of the 2021 King County Countywide Planning Policies (CPP's) establishes a countywide need for housing in 2044 by percentage of AMI. Table 5 demonstrates the allocation of projected housing units by income level, as established by the CPP's. To meet the 19 new housing units, King County has allocated 8 units between 0-30% AMI, 3 units between 31-50% AMI, and 8 units between 51-80% AMI. Medina has an abundance of housing units affordable to an AMI of 81% and greater which is why there are no units allocated in those AMI brackets. This is not to indicate that market rate housing cannot be built, but rather that Medina must plan for and accommodate in a manner that seeks to increase housing choice. Success will primarily be defined by whether Medina has adopted and implemented policies and plan(s) that, taken together and in light of available resources, can reasonably be expected to support and enable the production or preservation of units needed at each affordability level.

Table 5. Allocation of Projected Housing Units by Income Level

Percentage of Area Median Income (AMI)	Units
0-30%	8
31-50%	3
51-80%	8
81-100%	0
101-120%	0
Above 120%	0

Source: King County Countywide Planning Policies, 2022.

Jurisdictions are also required to plan for and accommodate emergency housing and permanent supportive housing. King County has allocated 3 permanent supportive housing units and 4 emergency housing units. Table 6 shows the 2044 projected housing units that include emergency housing and permanent supportive housing units.

Table 6. Allocation of Projected Housing Units Including Permanent Supportive and Emergency Housing

Total	0 to ≤30%		>30 to ≤50%	>50 to ≤80%	>80 to ≤100%	>100 to ≤120%	>120%	Emergency Housing Needs
	Non-PSH	PSH						
Net New Need 2019-2044	5	3	3	8	-	-	-	4

Source: King County Countywide Planning Policies, 2022.

GOAL

Preserve and foster the development of a variety of housing types, sizes, and densities to accommodate the diverse needs of all members of the community while maintaining Medina's high-quality residential setting.

POLICIES

Community Values and Quality Neighborhoods

- H-P1. Ensure new development is consistent with citywide goals and policies, including but not limited to sustainable site standards, landscaping and tree retention requirements, and diversity of housing options.
- H-P2. Maintain the informal residential character of neighborhoods.
- H-P3. Support and encourage through the use of appropriate incentives ways to meet Medina's housing needs, including a need for a variety of household sizes, incomes, and types.
- H-P4. Promote fair and equal access to housing for all persons and prohibit any activity that results in discrimination in housing.

Development Standards

- H-P5. Craft regulations and procedures to provide a high degree of certainty and predictability to applicants and the community-at-large to minimize unnecessary time delays in the review of permit applications, while still maintaining opportunities for public involvement and review.
- H-P6. Restrict the size and scale of new and remodeled homes in order to retain the informal, sylvan character of the community.
- H-7. Consider encouraging Dark Sky lighting with new development.
- H-8. Support and promote the development of accessory dwelling units (ADUs) within new and existing residential developments.

Affordable Housing

- HP-9. Continue participation in regional and inter-jurisdictional organizations, such as King County, A Regional Coalition for Housing (ARCH), and other Eastside jurisdictions to assess the need for and to assist in the provision of affordable housing on the Eastside.
- H-P10. Continue to make contributions to agencies that support affordable housing.
- H-P11. Support the construction of housing types that are available to very low, low, and moderate income households.

- H-P12. Encourage affordable housing options that are compatible with the City's high-quality residential setting including the preservation and rehabilitation of older housing stock to create affordable housing.
- H-P13. Continue to work with cities and community representatives on countywide, or subregional, state and federal funding sources for housing development, preservation, and related services.
- H-P14. Limit short-term rentals as they can limit the availability of housing for full-time residents.
- H-P15. Consider incentives that will encourage the construction of more affordable housing.

Special Housing Needs

- H-P16. Ensure development regulations allow for and have suitable provisions to accommodate housing opportunities for special needs populations.
- H-P17. Provide reasonable accommodation for special housing needs throughout the city, while protecting residential neighborhoods from potential adverse impacts.
- H-P18. Encourage a range of housing types for seniors that are affordable at a variety of incomes.
- H-P19. Encourage and support accessible design and housing strategies that provide seniors the opportunity to remain in their own community as their housing needs change.



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 9, 2023

Subject: NE 12th Street Project Update

Category: City Council Business

Staff Contact: Ryan Osada, Public Works Director

Summary

The NE 12th Street project originally started as an ADA Sidewalk project. In 2021, Council suggested undergrounding the overhead lines as part of the project. We finalized the plans and specifications early in 2023 and went out for bid. Unfortunately, the bids came in approximately 40% over budget. At the June council meeting, there was direction to throw-out all bids and revise the project to remove undergrounding. This discussion will be to review the impact of moving the six (6) of the existing poles behind the new sidewalk.

Attachment(s)

Power Point

Plans

Budget/Fiscal Impact: 2024 Budget \$700,000.00

Recommendation: Update only; no action needed.

City Manager Approval:

Proposed Council Motion: N/A

Time Estimate: 15 minutes

NE 12TH ST PEDESTRIAN IMPROVEMENT PRIMARY POLE RELOCATE PSE CAPITAL PROJECT

GENERAL SPECIFICATIONS

Scope of Work
PSE project limits : OH Relocation along the NE12th St corridor in Medina

- General**
- All work is to be completed per PSE Standards & Practices. Copies of all PSE Standards are available upon request.
 - Work sites shall be kept clear of debris and all construction materials; equipment and packing shall be removed daily.
 - Return all unused and removed poles, transformers and hardware to PSE, storeroom. All copper shall be coiled and returned the day it is removed from the poles. Remove all unused pins and insulators.
 - Return all streetlights, area lights and floodlights to Sumner yard.

- Preconstruction**
- Notify appropriate city, County or DOT authorities 48 to 72 hours, or as required by permitting agency, in advance of starting work in Right-of-way involving a Permit.
 - All system switching shall be approved by **System Operations (425-882-4652)** a minimum of 48 hours in advance.
 - Notify customers of all outages 48 hours in advance.

- Work Drawings & Documents**
- Field design changes shall be approved by PSE Project Manager or Engineer.
 - Mark all field changes, equipment ID numbers and Underground cable information in red on Foreman's copy of worksketch.
 - Return one Foreman's copy of worksketch to Project Manager at completion of job.
 - When permits are required, a copy shall be available on work site at all times.

- Safety**
- Refer to PSE standards 6275.3000 and 6275.6000 for system ground requirements.
 - Refer to PSE standards 6275.9050 for personal protective grounding requirements.
 - Refer to PSE standards 6275.9150 for vehicle grounding and barricading requirements.
 - Proper line clearances shall be taken at the beginning, and released at the end, of each work day, or as otherwise instructed by the System Operator.
 - Provide signs, barricades, and traffic control in conformance with permit regulations.
 - Utilize flagging and other vehicle traffic control as necessary and in conformance with local traffic regulations.
 - Maintain traffic flow as required by permitting agency.

- Erosion & Sediment Control**
- Refer to PSE standards 0150.3200 for minimum requirements.
 - Comply with all requirements of permitting agency.
 - Installed erosion & sediment devices shall be maintained until vegetation has been re-established or disturbed soil has been otherwise permanently stabilized.

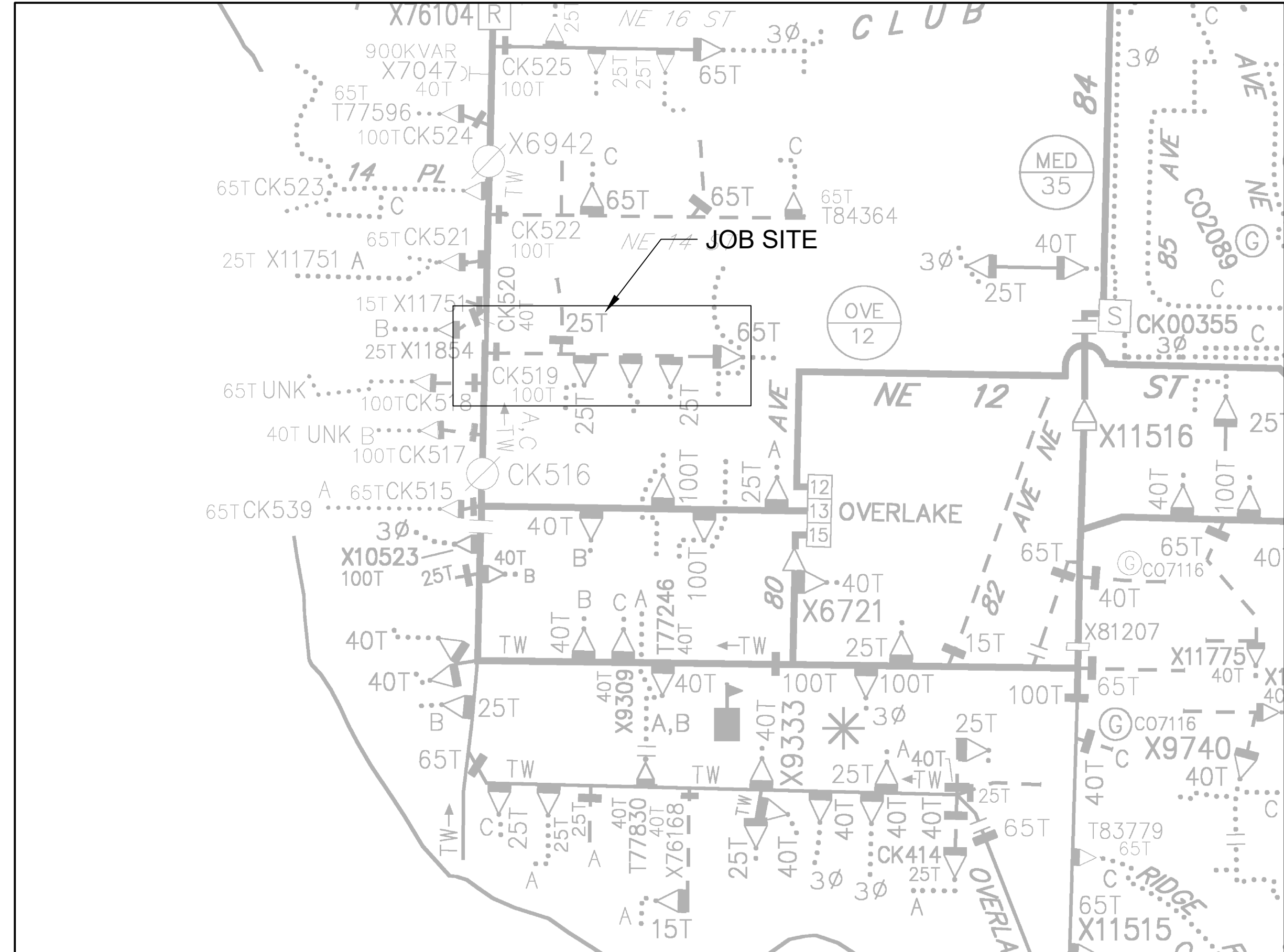
- Joint Facilities**
- Coordinate with Communication Companies for transfers.

OVERHEAD CONSTRUCTION

- Poles & Structures**
- Poles are to be installed or relocated as staked. Unless otherwise noted, all pole location measurements are from the **center of the pole**.
 - All new poles set shall be the class indicated on the sketch, or better. Do not set a lower class pole than specified.
 - Install ground plate assembly on all new poles. Install Switch Ground Assembly per standard specification 6014.1000 at new gang operated switch locations.
 - Install grid numbers on all new and existing poles as shown on sketch.
 - Straighten existing poles as indicated or as necessary.
 - Treat all field-drilled poles with copper naphthenate wood preservative.
 - Remove old poles after communication companies have transferred off and return to PSE storeroom. Fill and crown pole holes and restore area similar to adjacent landscaping.

- Conductors & Equipment**
- Transfer all overhead and underground primary, secondary and service conductors and guys to new poles set, unless otherwise indicated on this sketch.
 - Transfer existing transformers to new poles unless otherwise indicated on this sketch.
 - Use stirrups to connect all overhead and underground primary taps, and all transformers. Install at all sites being worked within the scope of the project where they are currently missing.
 - Use 397 AAC and Ampact connectors for all bare conductor feeder jumpers and 600 amp switch jumpers. Install tree wire conductor for jumpers on all poles that are double deadended with tree wire.
 - Apply grit inhibitor on all Ampact, stirrup, and dead-end connections.
 - Connect primary taps and transformers to same phase as existing unless otherwise shown on the drawing.
 - All neutral connections to be made with solid compression connectors. Connect all pole grounds to common neutral.
 - Use Load-interrupter cutouts (with arc shields) on all primary overhead and underground taps with fused protection above 40T.
 - Install Wildlife Protectors on all transformers.

- UNDERGROUND CONSTRUCTION**
- Excavation**
- Trenching outside of the Right-of-way shall be of sufficient depth to provide a minimum of 36" of cover for primary conductors and 24" of cover for secondary conductors.
 - Road crossings and all trenches within the Right-of-way shall be of sufficient depth to provide a minimum of 36" of cover for all conductors or as required by the permitting Agency.
 - All conductors/conduits shall have a minimum of 3" of bed and 3" of clean sand cover.
 - No rocks larger than 6" shall be included in backfill.
 - Backfill in road crossings and within the Right-of-way shall be compacted to 95% density or as required by the permitting Agency.
 - Restore all excavated areas to original condition.
 - If four or more six inch conduits are installed in a trench, fluidized thermal backfill (FTB) shall be installed around the conduits to a depth of six inches above and to the sides of the conduit, and two inches underneath, per PSE Standard 6790.0140.
- Vaults & Handholes**
- Refer to PSE standard 6775.0040 "Vault and Handhole Installation"
 - Vaults shall be placed level and 2" above final grade in landscaped areas and flush with final grade when placed in hard surface areas.
 - A minimum 6" bed of 5/8" crushed rock shall be placed under all vaults.
 - All conduit entrances shall be grouted.
- Conductors & Conduit**
- Refer to PSE standard 6800.6000 "PVC Conduit Installation".
 - Unless splices are called for, or otherwise noted or approved, conduit risers shall be plumbed directly to road crossing conduits.
 - Install insulating caps on all unused primary bushings.
 - All "spare" conduits shall be capped at each end.



SITE #	POLE DATA						TEMP TRANSFERS			ST. LIGHT TRANSFERS		
	GRID #	HEIGHT	CLASS	YEAR	TOPPED	RMVD	TEL	TV	FIBER	TRAN	RMVD	ID NUMBER
P03	222972-165413	40	2	1977	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P05	222972-165427	45	4	1977	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P06	222967-165425	30	UNK	1995	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Site #	Pole Data					Remarks / Location Ref.
	Grid #	Height	Class	Year		
P03	222972-165413	45	1	2023		PSE Equip #
P05	222982-165404	45	1	2023		PSE Equip #

SERVICE RELOCATIONS AND CONVERSIONS

NAME AND ADDRESS	Meter Number	Old Point of Delivery	New Point of Delivery	Service Notes
SHREYA LIU 1200 EVERGREEN POINT RD	X144390596	P03	P03	UG SVC TO REMAIN
DAVID GEARY 7608 NE 12TH ST	X14444634	P03	P03	OH SVC TO BE TRANSFERRED
DON E.SJOBOEN II 7611 NE 12TH ST	X144433661	P03	P03	OH SVC TO BE TRANSFERRED
BAOGANG YAO 7615 NE 12TH ST	X144433662	P03	P03	OH SVC TO BE TRANSFERRED
STEPHANIE WALLACH 7620 NE 12TH ST	X144469302	P03	P03	OH SVC TO BE TRANSFERRED
DANIEL MILLER 7629 NE 12TH ST	X144433681	P05	P05	UG SVC TO REMAIN

SITE NOTES

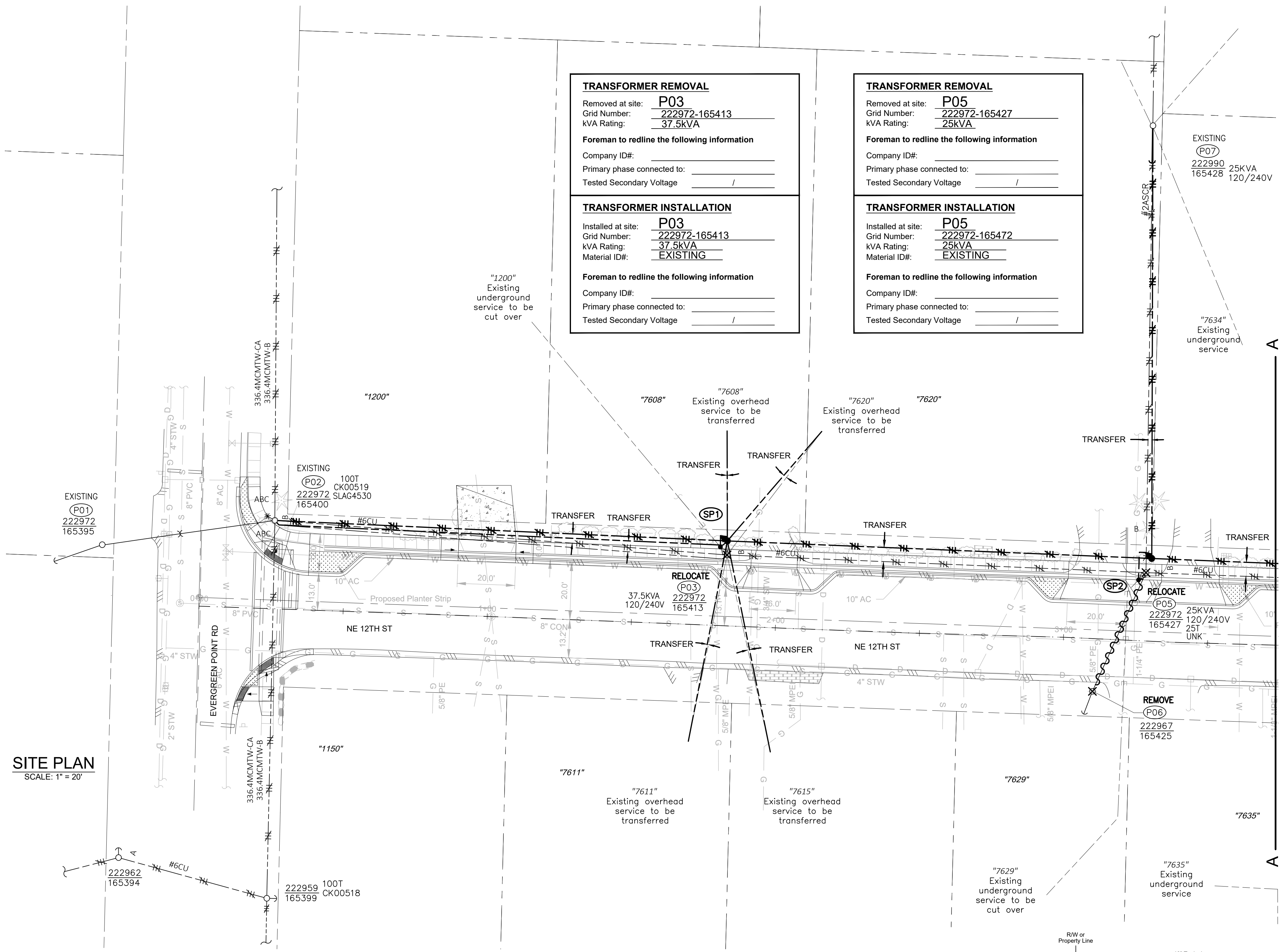
- AT P03**
-EXISTING POLE TO BE RELOCATED
-INSTALL NEW CLASS 1 - 45' POLE (PD451) 6010.1000
-DEEP SET POLE +1' REQUIRED FOR CROSSWIND
-INSTALL 1Ø SINGLE WINGARM (TAW115) 6031.4010 (E/W)
-INSTALL (3) INS 4" RIGID CLEVIS (INDNRC) 6015.1000 (N, W, & S)
-TRANSFER EXISTING #6CU PRIMARY (E/W)
-TRANSFER EXISTING OH SECONDARY (E/W)
-TRANSFER EXISTING 37.5KVA TRANSFORMER
-TRANSFER OH SVC'S FROM HSE "7608", "7611", "7615" & "7620"
-INSTALL 3" SECONDARY RISER ON NEW S/O BRACKETS (RIS3CSS) 6042.1000
-INSTALL GRID# (222972-165413)
- AT P05**
-EXISTING POLE TO BE RELOCATED
-INSTALL NEW CLASS 1 - 45' POLE (PD451) 6010.1000
-INSTALL 1Ø SINGLE WINGARM (TAW115) 6031.4010 (E/W)
-INSTALL 1Ø SLACK SPAN DEADEND NORTH (SSDD112) 6031.5010 (N)
-TRANSFER EXISTING #6CU PRIMARY (E/W)
-TRANSFER EXISTING #2ACSR PRIMARY (N)
-TRANSFER EXISTING 25KVA TRANSFORMER
-TRANSFER EXISTING 25T FUSE
-INSTALL 3" SECONDARY RISER ON NEW S/O BRACKETS (RIS3CSS) 6042.1000
-INSTALL GRID# (222972-165427)
- AT P07**
-EXISTING POLE TO REMAIN
-REMOVE EX 1Ø POLE TOP PIN
-INSTALL 1Ø SLACK SPAN DEADEND (SSDD112) 6031.5010 (S)
-INSTALL 1Ø #2ACSR DEADEND (DE215) 6031.1040 (N)
-INSTALL 3/8" DOWN GUY @ PRIMARY (GYD3SA) 6013.0100
-INSTALL 3/8" DOWN GUY @ NEUTRAL (GYD3SAN) 6013.0100
-INSTALL SINGLE HELIX ANCHOR (ANDH1) 6012.1000 W ± 13FT LEAD (S)
- AT SP1**
-LOCATE & INTERCEPT EXISTING TPX SVC TO "1200"
-SPlice ON NEW SECONDARY AND REROUTE TO P03
PER SECONDARY TABLE ON PG 5
- AT SP2**
-LOCATE & INTERCEPT EXISTING TPX SVC TO "7629"
-SPlice ON NEW SECONDARY AND REROUTE TO P05
PER SECONDARY TABLE ON PG 5
- P02 TO P03**
-ROLL NEUTRAL FROM COMMON TO PRIMARY POSITION

TRANSFORMER REMOVAL
Removed at site: **P03**
Grid Number: **222972-165413**
KVA Rating: **37.5kVA**
Foreman to reline the following information
Company ID#: _____
Primary phase connected to: _____
Tested Secondary Voltage: _____ / _____

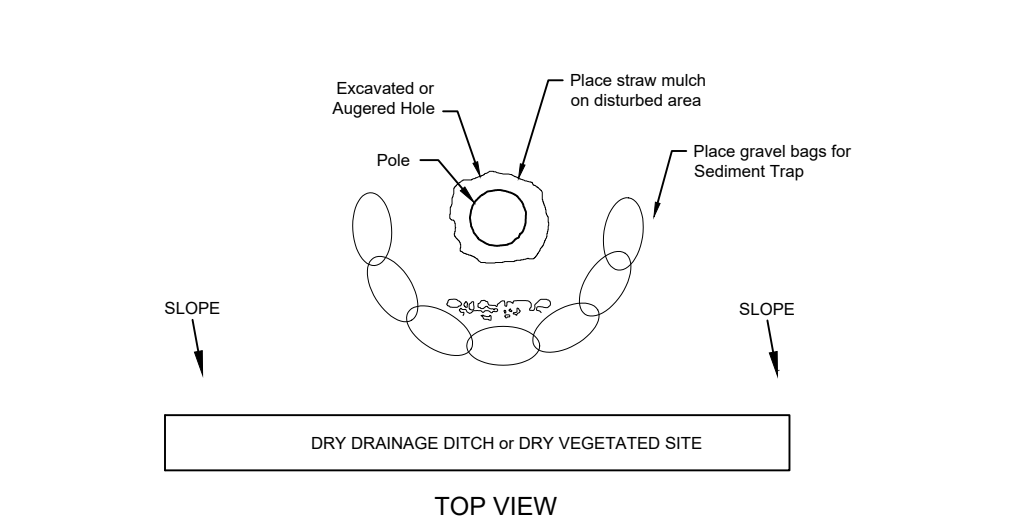
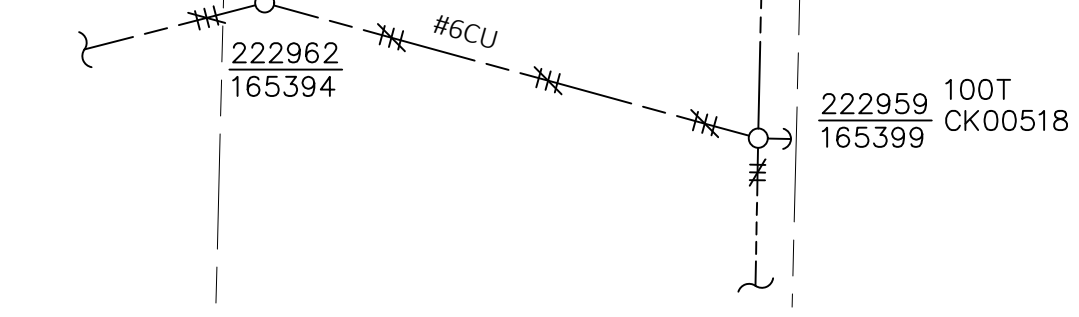
TRANSFORMER REMOVAL
Removed at site: **P05**
Grid Number: **222972-165427**
KVA Rating: **25kVA**
Foreman to reline the following information
Company ID#: _____
Primary phase connected to: _____
Tested Secondary Voltage: _____ / _____

TRANSFORMER INSTALLATION
Installed at site: **P03**
Grid Number: **222972-165413**
KVA Rating: **37.5kVA**
Material ID#: **EXISTING**
Foreman to reline the following information
Company ID#: _____
Primary phase connected to: _____
Tested Secondary Voltage: _____ / _____

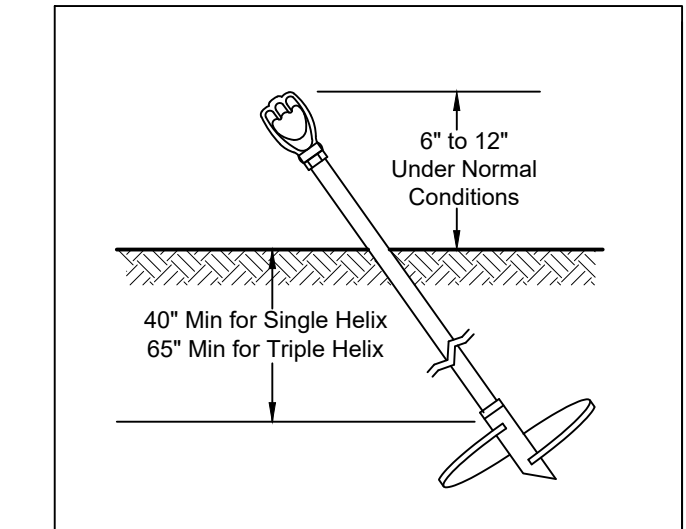
TRANSFORMER INSTALLATION
Installed at site: **P05**
Grid Number: **222972-165427**
KVA Rating: **25kVA**
Material ID#: **EXISTING**
Foreman to reline the following information
Company ID#: _____
Primary phase connected to: _____
Tested Secondary Voltage: _____ / _____



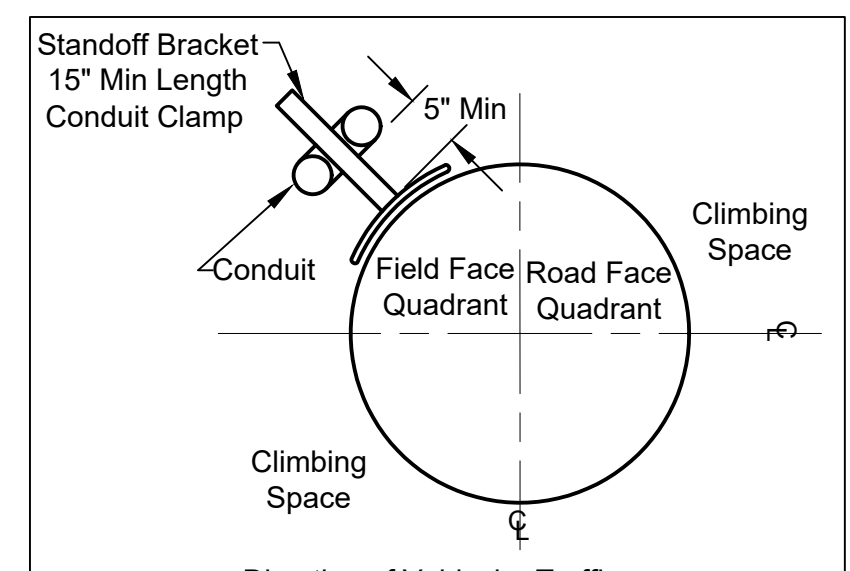
SITE PLAN
SCALE: 1" = 20'



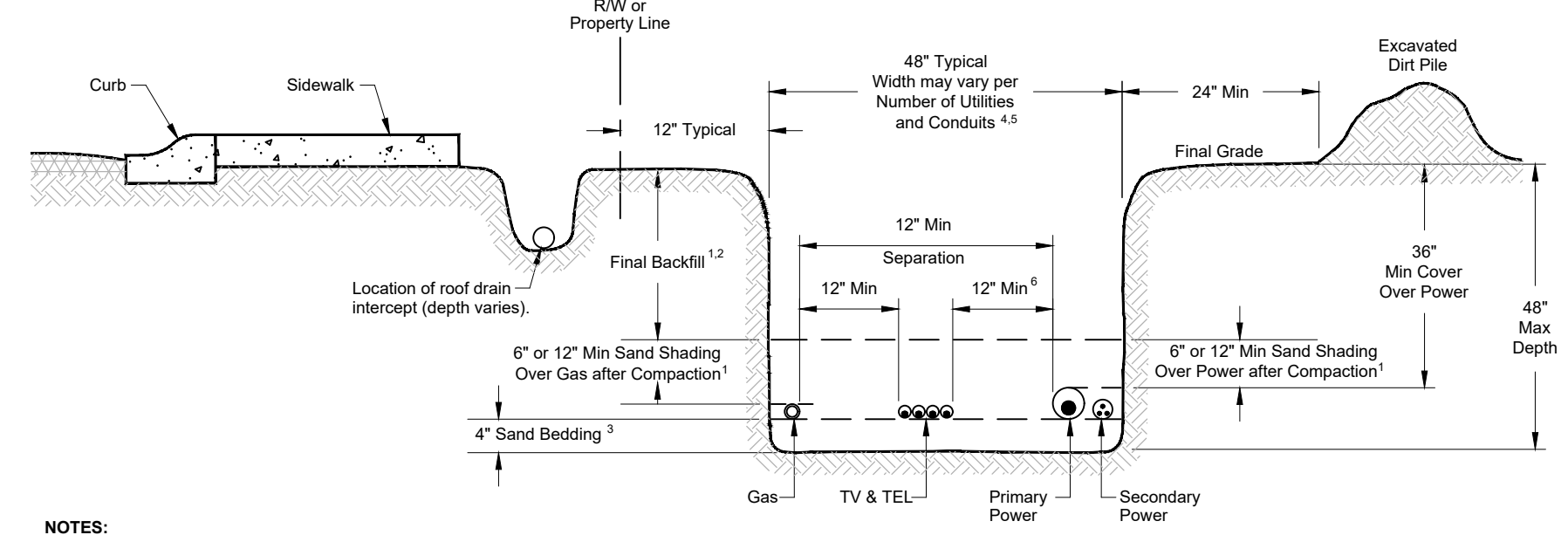
UTILITY POLE EROSION CONTROL DETAIL
NOT TO SCALE
Utility Pole Erosion Control



ANCHOR DETAIL - SINGLE HELIX
Not To Scale



CONDUIT RISER PLACEMENT DETAIL
NOT TO SCALE



JOINT TRENCH DETAIL
Primary & Secondary-Mainline Gas & Communications (NTS)

REV#	DATE	BY	DESCRIPTION	ENGR - GAS	N/A	N/A	N/A
3							
2							
1							
1/4	SEC	OP MAP	N/A	PLAT MAP	N/A	FOREMAN #1	
U-MAP NO (POWER)	2504E100	OH CKT MAP	2505E124	UG CKT MAP	2504E100	CIRCUIT NO	OVE-13

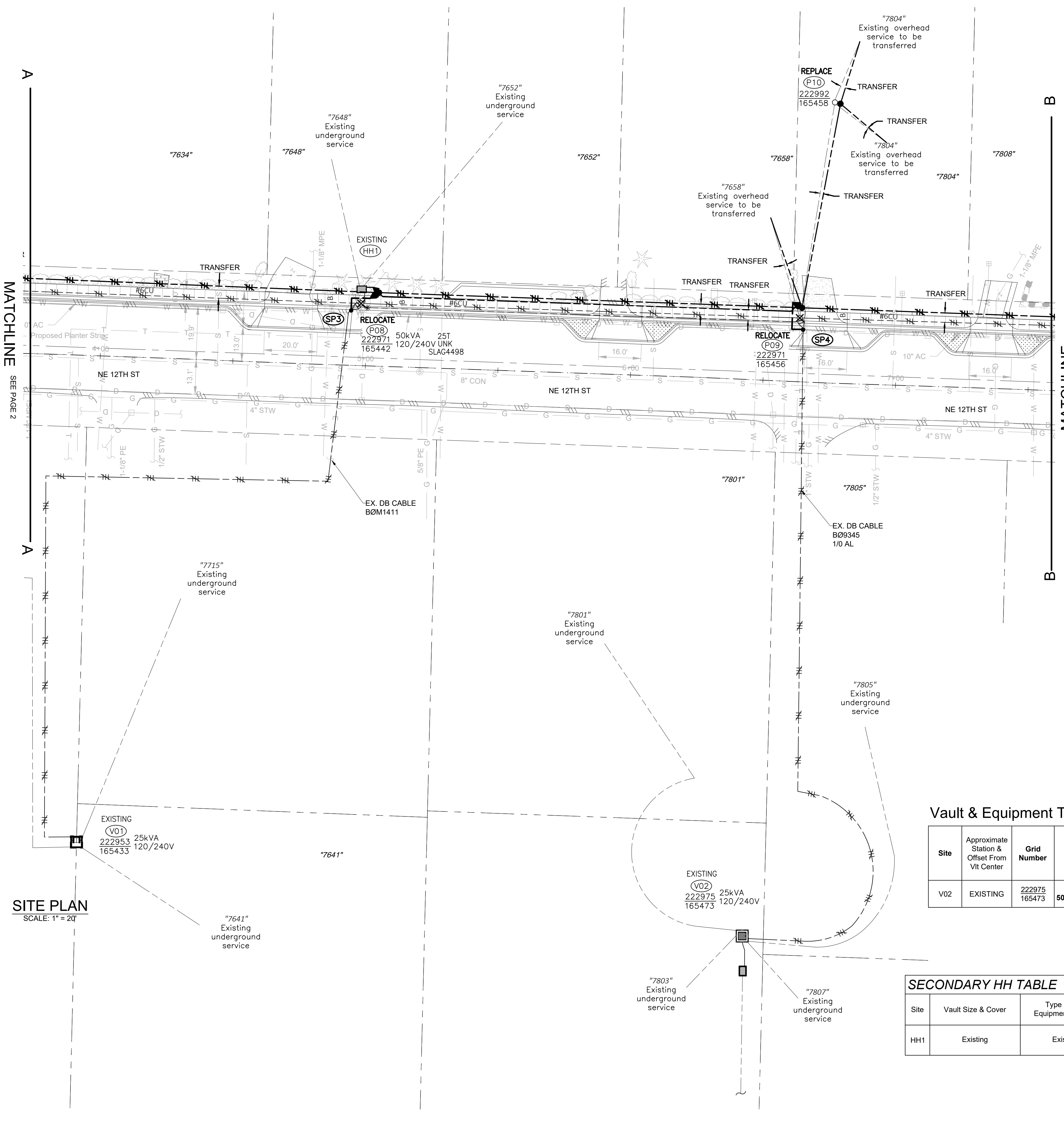
UTILITIES	CONTACT	PHONE#	REAL ESTATE/EASEMENT	PERMIT
N/A	N/A	N/A	RW-124945	MEDINA
N/A	N/A	N/A		
N/A	N/A	N/A		

FUNCTION	CONTACT	PHONE NO	DATE
PROJECT MGR	LANCE DAVENPORT	206-450-9844	3/28/22
ENGR - POWER	KATIE COSTLEY	425-272-7075	3/28/22
ENGR - GAS	N/A	N/A	N/A
CHECKED BY	KATIE COSTLEY	425-272-7075	3/28/22
APPROVED BY			
FOREMAN #1			
FOREMAN #2			
MAPPING			

INCIDENT	MAOP
N/A	N/A
Gas Order	Elect Order
N/A	101164169
SCALE	PAGE
AS NOTED	160

PUGET SOUND ENERGY
NE 12TH ST Pedestrian Improvement
PRIMARY POLE RELOCATE
7608 NE 12TH ST MEDINA, WA 98039

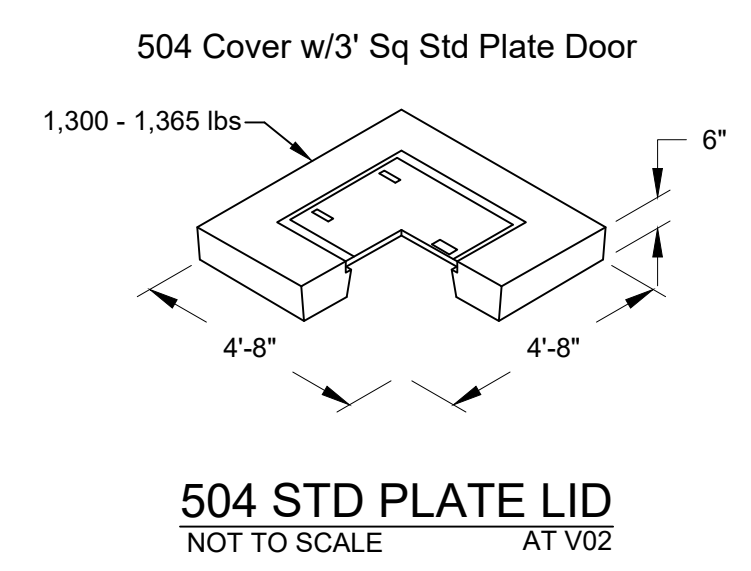
Sep 28, 2023 - 9:11am \\corpn01c\csp\Public Improvement\Electric Pl - King County\02_MUNICIPALITIES\Medina\101164169 - 12th Street OH Relocation\101164169 - 12th Street Pedestrian Improvements.dwg



SITE #	POLE DATA					TEMP TRANSFERS			ST. LIGHT TRANSFERS			
	GRID #	HEIGHT	CLASS	YEAR	TOPPED	RMVD	TEL	TV	FIBER	TRAN	RMVD	ID NUMBER
P08	222971-165442	40	2	1977	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P09	222971-165456	40	UNK	1972	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P10	222992-165458	30	UNK	1972	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Site #	Pole Data				Remarks / Location Ref.
	Grid #	Height	Class	Year	
P08	222971-165442	45	1	2023	PSE Equip #
P09	222980-165438	45	3	2023	PSE Equip #
P10	222992-165458	30	3	2023	PSE Equip #

SERVICE RELOCATIONS AND CONVERSIONS				
NAME AND ADDRESS	Meter Number	Old Point of Delivery	New Point of Delivery	Service Notes
DAVIS AMLAND 7658 NE 12TH ST	X144444631	P09	P09	OH SVC TO BE TRANSFERRED
JEFFREY SPENGLER 7804 NE 12TH ST	X144444632	P10	P10	OH SVC TO BE TRANSFERRED
JEFFREY SPENGLER 7804 NE 12TH ST	X144444635	P10	P10	OH SVC TO BE TRANSFERRED



TRANSFORMER REMOVAL

Removed at site: P08
 Grid Number: 222971-165442
 kVA Rating: 50kVA

Foreman to redline the following information

Company ID#: _____
 Primary phase connected to: _____
 Tested Secondary Voltage: _____ / _____

TRANSFORMER INSTALLATION

Installed at site: P08
 Grid Number: 222971-165442
 kVA Rating: 50kVA
 Material ID#: EXISTING

Foreman to redline the following information

Company ID#: _____
 Primary phase connected to: _____
 Tested Secondary Voltage: _____ / _____

- SITE NOTES**
- AT P08**
 -EXISTING POLE TO BE RELOCATED
 -INSTALL NEW 45' CL 1 POLE AS STAKED (PD451) 6010.1000
 -INSTALL 1Ø SINGLE WINGARM (TAW115) 6031.4010 (E/W)
 -INSTALL INS 4" RIGID CLEVIS (INDNRC) 6015.1000 (E)
 -TRANSFER EXISTING #6CU PRIMARY (E/W)
 -TRANSFER EXISTING OH SECONDARY (E)
 -TRANSFER EXISTING 50kVA TRANSFORMER
 -TRANSFER EXISTING 25T FUSE
 -INSTALL 2" PRIMARY RISER ON NEW S/O BRACKETS (RIS2CSS) 6042.1000
 -INSTALL 3" SECONDARY RISER ON NEW S/O BRACKETS (RIS3CSS) 6042.1000
 -INSTALL GRID# (222971-165442)
- AT P09**
 -EXISTING POLE TO BE RELOCATED
 -INSTALL NEW 45' CL 3 POLE AS STAKED (PD453) 6010.1000
 -INSTALL 1Ø SINGLE WINGARM (TAW115) 6031.4010 (E/W)
 -INSTALL (2) INS 4" RIGID CLEVIS (INDNRC) 6015.1000 (N & W)
 -TRANSFER EXISTING #6CU PRIMARY (E/W)
 -TRANSFER EXISTING OH SECONDARY (N & W)
 -TRANSFER OH SVC FROM HSE "7658"
 -INSTALL 2" PRIMARY RISER ON NEW S/O BRACKETS (RIS2CSS) 6042.1000
 -INSTALL GRID# (222971-165456)
- AT P10**
 -INSTALL NEW 30' CL 3 POLE AS STAKED (PD303) 6010.1000
 -INSTALL (2) INS 4" RIGID CLEVIS (INDNRC) 6015.1000
 -TRANSFER EXISTING OH SECONDARY
 -TRANSFER OH SVC'S FROM HSE "7804"
 -INSTALL GRID# (222992-165458)
- AT SP3**
 -LOCATE & INTERCEPT EXISTING 1Ø PRIMARY (BØM1411) TO V01
 -SPlice ON NEW PRIMARY AND REROUTE TO P08
 PER PRIMARY TABLE ON PG 5 (SPL10J) 6041.2000
- AT SP4**
 -LOCATE & INTERCEPT EXISTING 1Ø PRIMARY (BØ9345) TO V02
 -SPlice ON NEW PRIMARY AND REROUTE TO P09
 PER PRIMARY TABLE ON PG 5 (SPL10J) 6041.2000
- AT V02**
 -EXCAVATE 12" AROUND AND 2" BELOW VAULT
 -REMOVE EXISTING GRATE LID AND REPLACE WITH NEW STD PLATE LID (7656400)
- AT HH1**
 -REMOVE EXISTING SECONDARY FROM P08 TO HH1
 -INSTALL NEW SECONDARY FROM NEW POLE AT P08
 PER SECONDARY TABLE ON PG 5

Vault & Equipment Table

Site	Approximate Station & Offset From Vlt Center	Grid Number	Vault Size & Cover	Type & Size Equipment In Vault	Install Primary Bushings		Transformer ID Numbers (Company ID)	ASBUILT INFORMATION Foreman-Complete
					LB ELB10J Per STD 6041.1000	DC MID 7630600		
V02	EXISTING	222975 165473	504 Cover w/3' Sq Std Plate Door (7656400)	EXISTING	EXISTING	-	-	

SECONDARY HH TABLE

Site	Vault Size & Cover	Type & Size Equipment in Vault	Number of Postions Required	REMARKS
HH1	Existing	Existing	1	

SITE PLAN
SCALE: 1" = 20'

101164169

REAL ESTATE/EASEMENT RW-124945		PERMIT MEDINA	
3	FUNCTION	CONTACT	PHONE NO DATE
2	PROJECT MGR	LANCE DAVENPORT	206-450-9844 3/28/22
1	ENGR - POWER	KATIE COSTLEY	425-272-7075 3/28/22
REV#	DATE	BY	DESCRIPTION
ENGR - GAS	N/A	N/A	N/A
COUNTY	Emer Sect	Gas Wk Ctr	POWER WK CTR
KING	N/A	N/A	CSPFEPI
1/4 SEC	OP MAP	N/A	PLAT MAP
25SE-T25N-R05E	N/A	N/A	N/A
U-MAP NO (POWER)	OH CKT MAP	UG CKT MAP	CIRCUIT NO
2504E100	2505E124	2504E100	OVE-13
JOINT FACILITIES ARRANGEMENTS			
UTILITIES	N/A	N/A	N/A
CONTACT	N/A	N/A	N/A
PHONE#	N/A	N/A	N/A
PUGET SOUND ENERGY		NE 12TH ST Pedestrian Improvement	
		PRIMARY POLE RELOCATE	
		7808 NE 12TH ST MEDINA, WA 98039	
INCIDENT	MAOP		
N/A	N/A		
Gas Order	Elect Order		
N/A	N/A		
SCALE	AS NOTED		
		161	

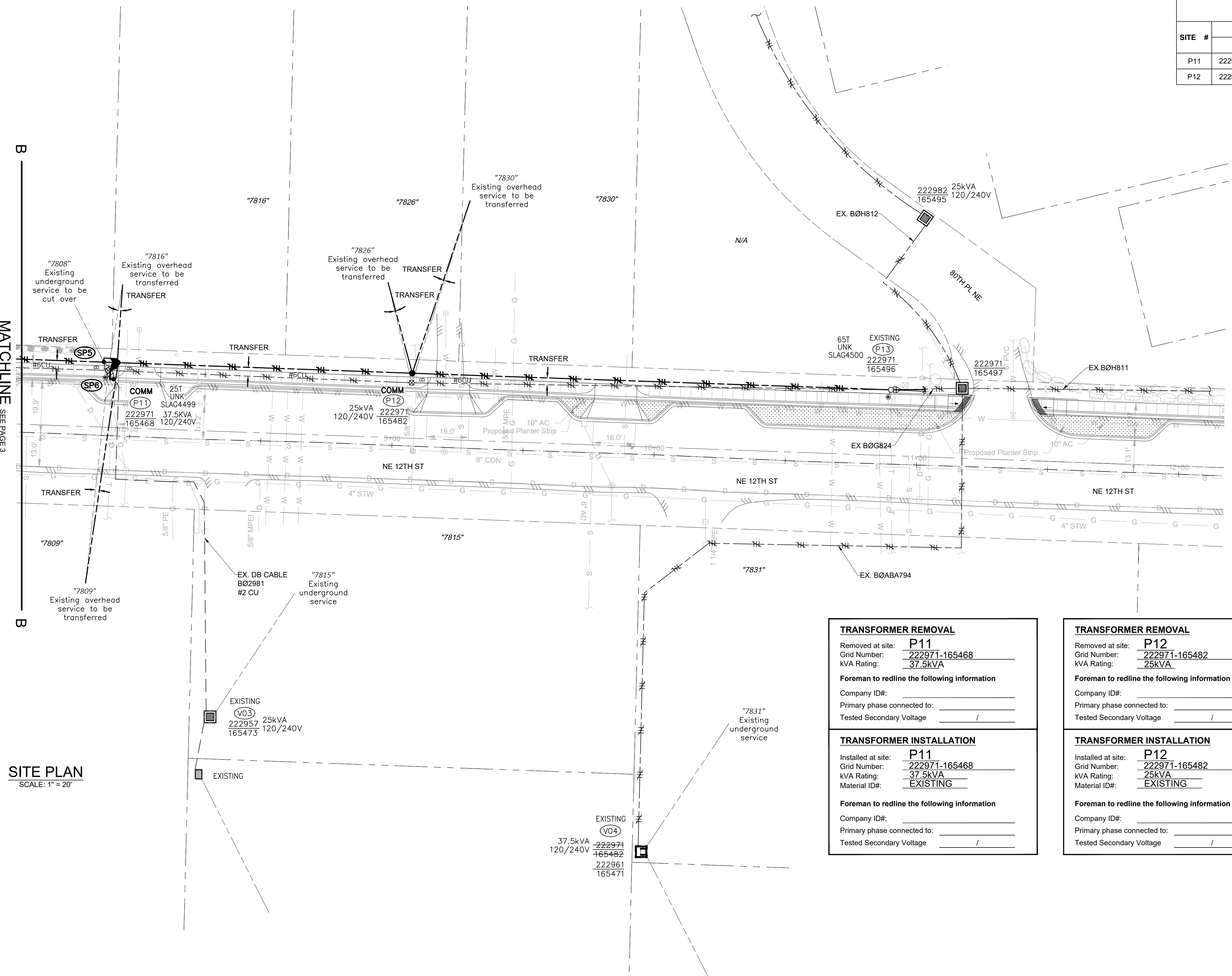
POLE RETIREMENT TABLE						TEMP TRANSFERS			ST. LIGHT TRANSFERS			
SITE #	POLE DATA				POLE		TEL	TV	FIBER	TRAN	RMVD	ID NUMBER
	GRID #	HEIGHT	CLASS	YEAR	TOPPED	RMVD						
P11	222971-165468	45	UNK	1972								FOREIGN POLE
P12	222971-165482	45	UNK	1972								FOREIGN POLE

POLE TABLE (NEW)						
Site #	Pole Data				Remarks / Location Ref.	
	Grid #	Height	Class	Year	PSE Equip #	
P11	222971-165468	45	3	2023	PSE Equip #	
P12	222971-165482	45	3	2023	PSE Equip #	

SERVICE RELOCATIONS AND CONVERSIONS				
NAME AND ADDRESS	Meter Number	Old Point of Delivery	New Point of Delivery	Service Notes
TAOHONG ZHENG 7808 NE 12TH ST	X144444630	P11	P11	UG SVC TO REMAIN
GRACE WANG 7809 NE 12TH ST	X144433727	P11	P11	OH SVC TO BE TRANSFERRED
ROBERT LONDO 7816 NE 12TH ST	X144444629	P11	P11	OH SVC TO BE TRANSFERRED
SHIRLEY CRAWFORD 7826 NE 12TH ST	X144444636	P12	P12	OH SVC TO BE TRANSFERRED
LOUISE HALL-REIDER 7830 NE 12TH ST	X144444633	P12	P12	OH SVC TO BE TRANSFERRED

SITE NOTES

- AT P11**
 -EXISTING POLE TO BE RELOCATED
 -INSTALL NEW 45' CL 3 POLE AS STAKED (PD453) 6010.1000
 -INSTALL 1Ø SINGLE WINGARM (TAW115) 6031.4010 (E/W)
 -INSTALL (2) INS 4" RIGID CLEVIS (INDNRC) 6015.1000 (N & S)
 -TRANSFER EXISTING #6CU PRIMARY (E/W)
 -TRANSFER EXISTING 37.5kVA TRANSFORMER
 -TRANSFER EXISTING 25T FUSE
 -TRANSFER OH SVC'S FROM HSE "7809" & "7816"
 -INSTALL 2" PRIMARY RISER ON NEW S/O BRACKETS (RIS2CSS) 6042.1000
 -INSTALL 3" SECONDARY RISER ON NEW S/O BRACKETS (RIS3CSS) 6042.1000
 -INSTALL GRID# (222971-165468)
- AT P12**
 -EXISTING POLE TO BE RELOCATED
 -INSTALL NEW 45' CL 3 POLE AS STAKED (PD453) 6010.1000
 -INSTALL 1Ø SINGLE WINGARM (TAW115) 6031.4010 (E/W)
 -INSTALL INS 4" RIGID CLEVIS (INDNRC) 6015.1000 (N)
 -TRANSFER EXISTING #6CU PRIMARY (E/W)
 -TRANSFER EXISTING 25kVA TRANSFORMER
 -TRANSFER OH SVC'S FROM HSE "7826" & "7830"
 -INSTALL GRID# (222971-165482)
- AT P13**
 -EXISTING POLE TO REMAIN
 -REMOVE EXISTING GUY AND ANCHOR
 -INSTALL 3/8" DOWN GUY @ PRIMARY (GYD3SA) 6013.0100
 -INSTALL 3/8" DOWN GUY @ NEUTRAL (GYD3SAN) 6013.0100
 -INSTALL SINGLE HELIX ANCHOR (ANDH1) 6012.1000 W/ ± 13FT LEAD (E)
- AT SP5**
 -LOCATE & INTERCEPT EXISTING TPX SVC TO "7808"
 -SPlice ON NEW SECONDARY AS NEEDED AND REROUTE TO P11
 PER SECONDARY TABLE ON PG 5
- AT SP6**
 -LOCATE & INTERCEPT EXISTING 1Ø PRIMARY (BØ2981) TO V03
 -SPlice ON NEW PRIMARY AND REROUTE TO P11
 PER PRIMARY TABLE ON PG 5 (SPL10J) 6041.2000
- AT V04**
 -REMOVE EXISTING GRID#
 -INSTALL NEW GRID# (222961-165471)
- P12 TO P13**
 -ROLL NEUTRAL FROM PRIMARY TO COMMON POSITION



SITE PLAN
SCALE: 1" = 20'

TRANSFORMER REMOVAL
 Removed at site: **P11**
 Grid Number: 222971-165468
 kVA Rating: 37.5kVA
Foreman to redline the following information
 Company ID#: _____
 Primary phase connected to: _____
 Tested Secondary Voltage: _____ / _____

TRANSFORMER REMOVAL
 Removed at site: **P12**
 Grid Number: 222971-165482
 kVA Rating: 25kVA
Foreman to redline the following information
 Company ID#: _____
 Primary phase connected to: _____
 Tested Secondary Voltage: _____ / _____

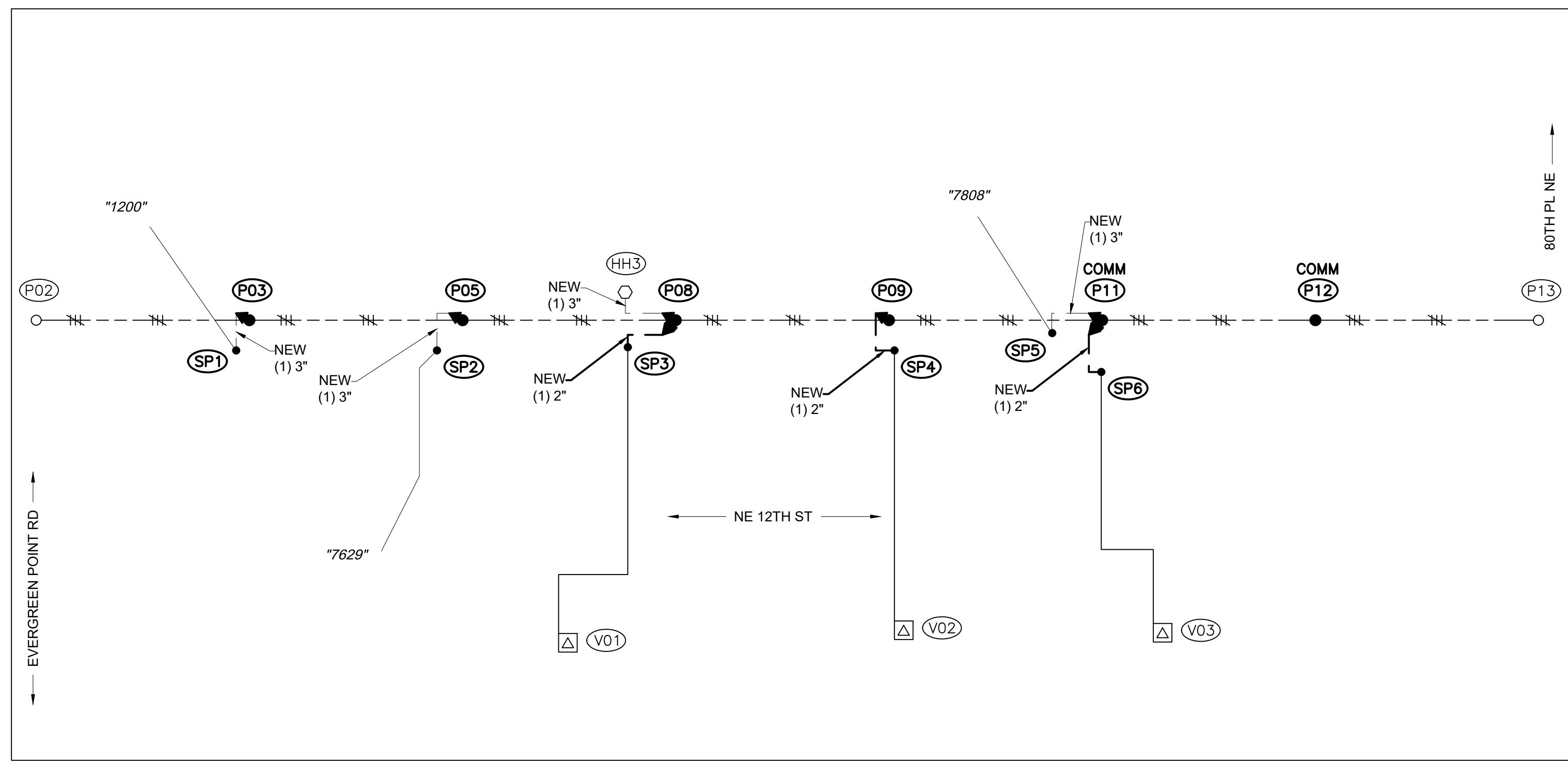
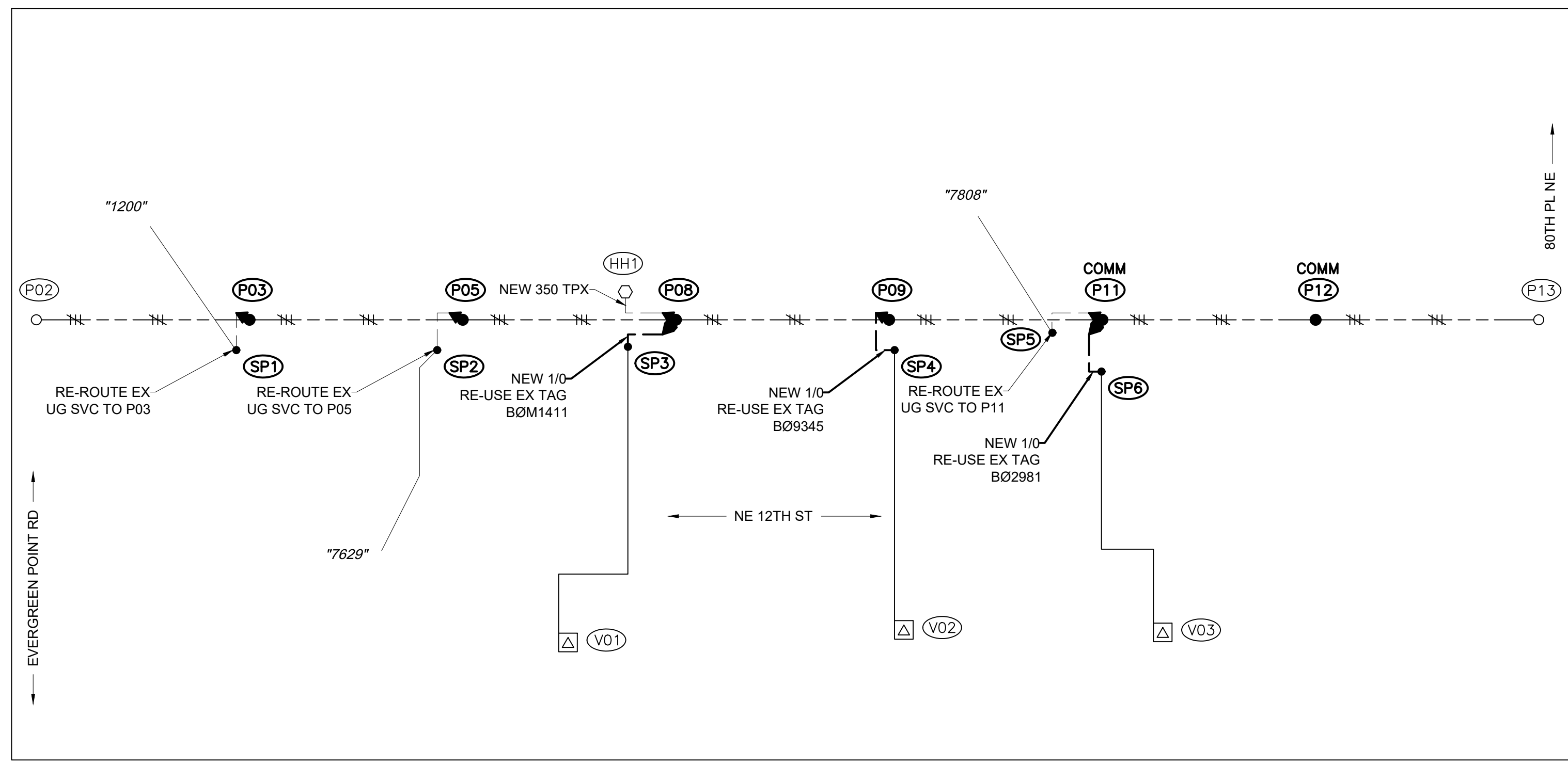
TRANSFORMER INSTALLATION
 Installed at site: **P11**
 Grid Number: 222971-165468
 kVA Rating: 37.5kVA
 Material ID#: EXISTING
Foreman to redline the following information
 Company ID#: _____
 Primary phase connected to: _____
 Tested Secondary Voltage: _____ / _____

TRANSFORMER INSTALLATION
 Installed at site: **P12**
 Grid Number: 222971-165482
 kVA Rating: 25kVA
 Material ID#: EXISTING
Foreman to redline the following information
 Company ID#: _____
 Primary phase connected to: _____
 Tested Secondary Voltage: _____ / _____

REAL ESTATE/EASEMENT		PERMIT	
FUNCTION	CONTACT	PHONE NO	DATE
PROJECT MGR	LANCE DAVENPORT	206-450-9844	3/28/22
ENGR - POWER	KATIE COSTLEY	425-272-7075	3/28/22
ENGR - GAS	N/A	N/A	N/A
ENGR - POWER	KATIE COSTLEY	425-272-7075	3/28/22
ENGR - GAS	N/A	N/A	N/A
DRAWN BY	KATIE COSTLEY		
CHECKED BY	KATIE COSTLEY		
APPROVED BY	KATIE COSTLEY		
FOREMAN #1	KATIE COSTLEY		
FOREMAN #2	KATIE COSTLEY		
MAPPING	KATIE COSTLEY		
JOINT FACILITIES ARRANGEMENTS			
UTILITIES	N/A	N/A	N/A
CONTACT	N/A	N/A	N/A
PHONE#	N/A	N/A	N/A
INCIDENT	N/A	MAOP	N/A
Gas Order	N/A	Elect Order	N/A
SCALE	AS NOTED	PAGE	162



NE 12TH ST Pedestrian Improvement
 PRIMARY POLE RELOCATE
 7808 NE 12TH ST MEDINA, WA 98039



CABLE DIAGRAM
SCALE: NONE

CONDUIT DIAGRAM
SCALE: NONE

PRIMARY CABLE & CONDUIT TABLE

LOCATION	CONDUIT								PRIMARY CABLE							ASBUILT INFORMATION				
	FROM	TO	SIZE (in)	Qty	LENGTH Design (ft)	BENDS				PULL (lbs)	PULL Rev (lbs)	Cable Size	LENGTH Design (ft)	Cable Numbers			Please Record			Foreman - Complete
						90°	45°	22°	11°					A	B	C	Manufacturer	Compound	Year	
SP3	P08	2	1	25	1	1					1/0 AL JKT	25		M1411						
SP4	P09	2	1	25	2						1/0 AL JKT	25		9345						
SP6	P11	2	1	15	1	1					1/0 AL JKT	15		2981						

SECONDARY CABLE & CONDUIT TABLE

LOCATION	CABLE				CONDUIT				ASBUILT INFORMATION		
	FROM	TO	SIZE (1/0,4/0,350)	LENGTH Design (ft)	SIZE (in)	LENGTH Design (ft)	BENDS				Foreman - Complete
							90°	45°	22°	11°	
SP1	P03	350 TPX	15	3	15	1	1				
SP2	P05	350 TPX	25	3	25	1	1				
P08	HH1	350 TPX	20	3	15	2	1				
SP5	P11	350 TPX	15	3	15	1	1				

TOTALS									
CONDUIT								PRIMARY CABLE	
SIZE (in)	LENGTH Design (ft)	BENDS				Cable Size	LENGTH Design (ft)		
		90°	45°	22°	11°				
3	75	4	4			350 TPX	70		
2	65	4	2			1/0 JKT - 1Ø	65		

101164169

3				REAL ESTATE/EASEMENT		PERMIT	
2				RW-124945		MEDINA	
1				FUNCTION		CONTACT	
3				PROJECT MGR		LANCE DAVENPORT	
2				ENGR - POWER		KATIE COSTLEY	
3				ENGR - GAS		N/A	
2				N/A		N/A	
REV#	DATE	BY	DESCRIPTION	ENGR - GAS	N/A	N/A	N/A
COUNTY	KING	Emer Sect	Gas Wk Ctr	POWER WK CTR	CSPFEPI	DRAWN BY	KATIE COSTLEY
1/4 SEC	25SE-T25N-R05E	N/A	N/A	PLAT MAP	N/A	CHECKED BY	
U-MAP NO (POWER)	2504E100	OH CKT MAP	2505E124	UG CKT MAP	2504E100	CIRCUIT NO	OVE-13
						FOREMAN #1	
						FOREMAN #2	
						MAPPING	
JOINT FACILITIES ARRANGEMENTS							
UTILITIES	N/A	N/A	N/A	N/A	N/A	INCIDENT	MAOP
CONTACT	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PHONE#	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PUGET SOUND ENERGY						NE 12TH ST Pedestrian Improvement	
						PRIMARY POLE RELOCATE	
						7808 NE 12TH ST MEDINA, WA 98039	
						SCALE AS NOTED	
						163	

1200 Evergreen Pt Rd

Significantly trim Cherry
Tree or removal



7608 NE 12th ST

Remove hedge



7620/7634 NE 12th ST

Remove tree and ground
cover vegetation



7615 NE 12th ST

Across the street from
7620/7634, delete tensioner
pole



7648 NE 12th ST

- Remove two trees. Existing fence is in the ROW. Notice of violation has been sent.



7658/7804 NE 12th ST

- Remove portion of hedge and section of white fence in the ROW



7808/7816 NE 12th ST

- Trim tree behind pole and along frontage
- 7816 is being redeveloped, possibly removing frontage trees.



7826/7830 NE 12th ST

- Trim maple behind pole and trim along frontage





MEDINA, WASHINGTON

AGENDA BILL

Monday, October 9, 2023

Subject: City Manager Review

Category: City Business; Update

Staff Contact(s): Scott Missall, City Attorney and Jessica Rossman, Mayor

Summary

The Council is responsible to supervise and annually review the performance of the City Manager. This agenda item reports the current status of the City Manager's Review and upcoming schedule.

Current Status

The City Council's annual City Manager review process is underway and on schedule. No schedule changes are currently anticipated.

Following the last update presented to Council at its September 25 meeting, the following tasks are in process:

- * The Council Personnel Committee (JR; HG; MJ) finalized and circulated 360 Feedback Surveys to all Councilmembers and all Director/Departmental Manager employees on September 28. The 360 Surveys seek anonymous assessments and comments concerning the City Manager's current-year performance.
- * The 360 Surveys are expected to be completed and returned to Councilmember Johnston on or before October 9. All 5 staff reviews have already been completed and returned' Councilmember Johnston will compile the information received into a report for presentation to the Council.
- * The Council will review and discuss the 360 Survey information in executive session per RCW 42.30.110(g) at the Council's October 23 meeting.

Upcoming Schedule

Pursuant to the Medina Personnel Manual, Chapter 8.04, and Council Resolution No. 411, the next steps in the City Manager review process are currently scheduled as follows:

- * **Oct Mtg #2:** Personnel Committee presents preliminary report to Council for discussion and review (open and/or ex. session as may applicable).
- * **Nov Mtg #1:** Confidential Council discussion and review in ex. session; Council discussion with City Manager in ex. session; Council provides direction to Personnel Committee to prepare draft final evaluation.
- * **Nov. Mtg #2:** Council considers Planning Committee draft final evaluation in ex. session; Council discussion with City Manager in ex. session; Council provides direction to Personnel Committee to prepare final evaluation.

* Dec Mtg #1: Council takes final action on City Manager evaluation and sets next year compensation in open session.

Attachment

None

Budget/Fiscal Impact: None.

Recommendation: Status Update.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 10 minutes