



MEDINA CITY COUNCIL

Monday, January 12, 2026

**5:00 PM – REGULAR MEETING
AND STUDY SESSION**

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person

Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, January 12, 2026 – 5:00 PM

AGENDA

MAYOR |

DEPUTY MAYOR |

COUNCIL MEMBERS | Joseph Brazen, Laura Bustamante, Harini Gokul, Michael Luis, Heija Nunn, Randy Reeves, Jessica Rossman

CITY MANAGER | Jeff Swanson

CITY ATTORNEY | Jennifer S. Robertson

ACTING CITY CLERK | Dawn Nations

Hybrid Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. Medina City Council welcomes and encourages in-person public comments. To participate in person, please fill out a comment card upon arrival at City Hall and turn it in to the City Clerk. To participate online, please register your request with the City Clerk at 425.233.6410 or email dnations@medina-wa.gov and leave a message before 2PM on the day of the Council meeting; please reference Public Comments for the Council meeting on your correspondence. The City Clerk will call you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit. The city will also accept written comments to Council@medina-wa.gov at any time.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/82744321998?pwd=oNyGHuaSIKurNS5fXbsbi5pOHT3RYH.1>

Meeting ID: 827 4432 1998

Passcode: 311113

One tap mobile

+12532158782 US (Tacoma)

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Brazen, Laura Bustamante, Gokul, Luis, Nunn, Reeves, Rossman

2. APPROVAL OF MEETING AGENDA

3. PUBLIC COMMENT PERIOD

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the City Clerk at 425.233.6410 or email dnations@medina-wa.gov and leave a message **before 2PM** on the day of the Council meeting. Please reference Public Comments for the Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit.

4. PRESENTATIONS

4.1 Oath of Office - New Councilmembers by Dawn Nations, Acting City Clerk

Time Estimate: 5 minutes

4.2 Election of Mayor/Deputy Mayor by Dawn Nations, Acting City Clerk

Time Estimate: 10 minutes

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

Time Estimate: 10 minutes

5. CITY MANAGER'S REPORT

Time Estimate: 30 minutes

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

5.1a City Manager Monthly Report

5.1b Police Monthly Report

5.1c Development Services Monthly Report

5.1d Finance Monthly Report

5.1e Central Services Monthly Report

5.1f Public Works Monthly Report

6. CONSENT AGENDA

Time Estimate: 5 minutes

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

6.1 December 2025, Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance and HR Director

6.2 Draft City Council Meeting Minutes of November 19, 2025.

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

7. LEGISLATIVE HEARING

None.

8. PUBLIC HEARING

None.

9. CITY BUSINESS

9.1 DRAFT 2026 City Council Legislative Schedule

Recommendation: Review and provide input on the DRAFT schedule and format.

Staff Contact: Jeff Swanson, City Manager

Time Estimate: 15 minutes

9.2 ARCH Action Items

Recommendation: Adopt Resolution No. 455, 456, 457.

Staff Contact: Jeff Swanson, City Manager

Time Estimate: 20 minutes

10. REQUESTS FOR FUTURE AGENDA ITEMS

a) Requests for future agenda items.

11. PUBLIC COMMENT

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

12. STUDY SESSION

[12.1](#) Council Discussion 2026-2027 Term

Recommendation: Discussion.

Staff Contact: Jeff Swanson, City Manager

Time Estimate: 50 minutes

13. ADJOURNMENT

Next regular City Council Meeting: January 26, 2026, at 5 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS AND EVENTS

Monday, January 19, 2026 - Martin Luther King Jr. Day - City Hall Closed

Monday, January 26, 2026 City Council Meeting (5:00PM)

Monday, February 19, 2026 - City Council Meeting (5:00PM)

Monday, February 16, 2026 - Presidents' Day - City Hall Closed

Monday, February 23, 2026 - City Council Meeting (5:00PM)

Monday, March 9, 2026 - City Council Meeting (5:00PM)

Monday, March 23, 2026 - City Council Meeting (5:00PM)

Monday, April 13, 2026 - City Council Meeting (5:00PM)

Monday, April 27, 2026 - City Council Meeting (5:00PM)

Monday, May 11, 2026 - City Council Meeting (5:00PM)

Monday, May 25, 2026 - Memorial Day - City Hall Closed

Tuesday, May 26, 2026 - City Council Meeting (5:00PM)

Monday, June 8, 2026 - City Council Meeting (5:00PM)

Friday, June 19, 2026 - Juneteenth - City Hall Closed

Monday, June 22, 2026 - City Council Meeting (5:00PM)

Friday, July 3, 2026 - Independence Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, January 12, 2026, Regular Meeting of the Medina City Council was posted and available for review on Friday, January 9, 2026, 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.

Chapter 3

COUNCILMEMBER ROLES AND DUTIES

3.1 Introduction

The City Council is the policy and law making body of the City. State law and local ordinances grant the powers and responsibilities of the Council. The Council may only act as a body and pursuant to consensus or majority vote of the applicable quorum requirements (colloquially "majority"). No Councilmember has any extraordinary powers beyond those of other Councilmembers. While the Mayor has some additional responsibilities such as developing the Council agenda and chairing meetings, when it comes to establishing policies, voting, and other matters all members are equal. It is also important to note that policy is established by at least a majority vote of the Council.

Although individual Councilmembers may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. Councilmembers should respect adopted Council policy. In turn, it is Staff's responsibility to ensure the policy of the Council is carried out.

The City Council is responsible for appointing one position within the City organization—the City Manager. The City Manager serves at the pleasure of the Council. The City Manager is responsible for all personnel within the City organization, including the city attorney, city engineer, and hearing examiner.

Except for the purpose of inquiry, the Council and its members must deal with the administrative personnel solely through the City Manager or the manager's designee in accordance with law. Neither the Council nor any Councilmember may give orders to any subordinate of the City Manager.

3.2 Duties of City Council

The following is a non-exclusive outline of City Council duties and responsibilities:

1. Establish Policy
 - a. Adopt goals and objectives
 - b. Establish priorities for public services
 - c. Approve/amend the operating and capital budgets
 - d. Approve contracts over \$50,000
 - e. Adopt resolutions
2. Enact Local Laws
 - a. Adopt ordinances
3. Supervise Appointed Officials
 - a. Appoint City Manager
 - b. Evaluate performance of City Manager
 - c. Establish advisory boards and commissions
 - d. Make appointments to advisory bodies
 - e. Provide direction to advisory bodies
4. Provide Public Leadership
 - a. Relate wishes of constituents to promote representative governance

- b. Mediate conflicting interests while building a consensus
- c. Call special elections as necessary
- d. Communicate the City's vision and goals to constituents
- e. Represent the City's interest at regional, county, state, and federal levels as authorized by Council

5. **Decision-Making**
 - a. Study problems
 - b. Review alternatives
 - c. Determine best course of public policy

3.3 Selection and Role of Mayor

3.3.1 Selection of Mayor

Biennially at the first meeting of the new Council, the Councilmembers shall select a Mayor using the following procedure. The City Clerk shall preside over the election.

1. Any Councilmember may nominate him or herself or a fellow member. No second is required. Councilmembers may decline their nominations if desired. When all nominations have been received, the nomination period shall be closed.
2. Nominees and nominators may make a brief statement in support of their nominations before the City Clerk closes the nomination period.
3. If more than one nomination is received, the Clerk shall ask the Councilmembers one by one to express their votes. A nominee must receive a majority vote to be selected as Mayor.
4. If a roll call vote fails to garner a majority of votes for a single nominee, motions may be made, and seconded, to: (1) continue the vote to the next meeting, with the incumbent Mayor remaining until then; or (2) remove the nominee with the lowest number of votes and call for a re-vote; or (3) re-open the floor for additional nominations; or (4) continue voting until a single nominee receives a majority vote. In lieu of motions, the Council may reach a consensus on how to proceed.

3.3.2 Role of Mayor

The Mayor serves as the presiding officer and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings unless a conflict of interest exists. The Mayor has no veto power. The Mayor may not move an action, but may second a motion. Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. The Mayor is vested with the authority to initiate and execute proclamations. The Mayor shall serve as a member of all Council standing committees.

3.4 Selection and Role of Deputy Mayor

3.4.1 Selection of Deputy Mayor

Biennially at the first meeting of the new Council, the Council shall decide by majority vote whether to select a Deputy Mayor, or whether to appoint a Councilmember to serve as mayor pro-tempore as the need arises. *See RCW 35A.13.035* ("Biennially at the first

meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor."). If the Council decides to appoint a deputy mayor, he or she shall be selected through the same process for electing the mayor.

3.4.2 Role of Deputy Mayor

The Deputy Mayor shall fulfill the Mayor's duties in the absence of the Mayor. In the absence of both the Mayor and Deputy Mayor, the Council shall appoint another Councilmember to fulfill the duties.

3.5 Advisory Boards and Commissions

3.5.1 Role of Advisory Boards and Commissions

The City Council is empowered to create advisory boards and commissions pursuant to the provisions of Title 35A RCW, or such advisory boards or commissions not specifically enumerated, as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the Council to establish a consistent policy in its decision-making role to fairly and equitably evaluate those citizens of the community who demonstrate a desire to serve on such boards or commissions.

Boards, commissions, and citizen committees provide a great deal of assistance to the Council when formulating public policy and transforming policy decisions into action. The City currently has a standing Park Board and a Planning Commission. In addition, special purpose committees and task forces may be appointed by the Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special purpose committees and task forces will be dissolved upon completion of the intended task.

The Council may annually develop a work plan for the Council, a statement of the City Manager's objectives, and work plans for its standing boards and commissions. The Council may assist in coordinating implementation of such work plans.

Standing boards and commissions shall conduct regular meetings that are open to the public in accordance with the Open Public Meetings Act, RCW 42.30 ("OPMA"). Upon formation of any special purpose committee or task force, the Council shall determine, based upon the committee's structure and function and with advice from the City Attorney, whether such committee shall be subject to the OPMA.

3.5.2 Appointments, Qualifications, and Terms of Service

Persons wishing to be considered for appointment or reappointment to the Park Board or Planning Commission shall submit to the City Clerk's office an application on a form provided by that office. It is the policy of the City Council that each applicant be evaluated on an objective basis utilizing the following criteria:

1. Residency: Members shall be residents of the City of Medina.
2. Sectional Composition: Consideration should be given toward maintaining an equitable balance of community representation on all boards and commissions. Multiple members from the same family or

household will not be appointed to a single board or commission in order to avoid the reality or appearance of improper conflict, influence or favor.

3. **Occupation:** A broad mix of occupational backgrounds on all boards and commissions will be attempted as appointments are considered.
4. **Knowledge of Municipal and Planning Process:** When ranking equally qualified applicants, consideration shall be given to background experience and knowledge of the municipal process as appropriate to the position in reaching a decision.
5. **Contributive Potential:** Consideration will be given to the potential contribution that each applicant may make if appointed to a board or commission. Criteria to guide this evaluation may include:
 - a. Ability to communicate effectively
 - b. Desire to perform public service
 - c. Ability to express ideas, concepts, or philosophies
 - d. Desire to participate in decision-making process
6. **Leadership Potential:** Since each appointee may be called upon to serve as a chair, consideration will be given to each applicant's leadership abilities, including:
 - a. Past or present leadership experience (current employment, special interests, etc.)
 - b. Past or present participation in community services
 - c. Expressed interest in a leadership role

No person shall be appointed to serve as a member of more than one board or commission at the same time. Persons serving on a board or commission who have requested appointment to another board or commission position may be appointed to such position if they, concurrent with the appointment, resign from the board or commission position they are then holding.

3.5.3 Appointment Process

The following process shall govern the appointment of persons to advisory boards and commissions.

1. The Mayor, together with two other Councilmembers designated by the Mayor, shall constitute a personnel committee to perform the interviews and recommendations for appointments to the Planning Commission and Park Board. The personnel committee shall interview the applicants, although the committee may make recommendations after reviewing applications and without conducting interviews. Upon completing its review, the personnel committee shall make a recommendation of appointment (or no appointment) to the Council.
2. After the personnel committee has forwarded its recommendation to the Council, the Council will be given copies of all applications and will have at least ten days to review and evaluate the applicants and committee's recommendation prior to the meeting at which the Council will be asked to make an appointment or confirm a recommendation.



CITY OF MEDINA

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

Date: January 12, 2026
To: Honorable Mayor and City Council
From: Jeff Swanson, City Manager
Subject: City Manager Report

- Bellevue Fire Report –
 - December 2025 **See attachment 1.**
 - 2025 (full year) **See attachment 2.**
- 2026 City Council Calendar – **See attachment 3.**
- Recap of 2025 Council Business

2025 was a very active year! Below is a recap by calendar quarter of policy topics Council considered over the course of the year (and the frequency of meetings at which the policy was considered) :

Q1 2025

- Middle Housing (6)
- NE 12th Street Landscaping (2)
- Right-of-way Priorities (2)
- City Legislative Priorities (3)
- City Council Work Plan
- Park Board Goal Setting
- City Manager Recruitment (3)
- Collective Bargaining (3)
- City Council Retreat Planning (2)
- Business Licensing Program
- Park Donation Policy

Q2 2025

- City Manager Recruitment (4)
- NE 12th Street Landscaping
- Park Donation Policy
- ARCH
- Middle Housing (2)
- Critical Areas Ordinance
- SPLASHForward
- Business Licensing Program (2)
- WRIA Interlocal Agreement
- Six-year CIP/TIP/Non-TIP (2)
- St. Thomas Traffic Flow
- Overlake Drive Bridge Conditions

- City Council Retreat Conducted
- Significant event: City Manager Recruitment Process

Q3 2025

- Complete Streets (3)
- Vegetation Management Reimbursement Policy (2)
- Six-year CIP/TIP/Non-TIP
- Gas-powered Leaf Blowers
- Council Values and Guidelines
- Outdoor Lighting
- Business Licensing Program (2)
- Middle Housing
- Animal Control
- City Council Retreats Conducted (2) including topics on: Strategic Planning, 2026 Budget, Transportation System Plan, and City Organizational Structure
- Tree Canopy Study
- 2026 Budget (2)
- Significant events: Lifeguard Recognition (following critical incident), Medina Days, SEAFAIR

Q4 2025

- 2026 Budget (4)
- Development Services Committee Reconstitution (2)
- Business Licensing Program
- Vegetation Management Reimbursement Policy (3)
- Gas-powered Leaf Blowers (2)
- Small Works Roster Update
- 2026 Legislative Priorities
- Records Management Project
- SPLASHForward
- Critical Areas Ordinance
- Significant event: Volunteer Appreciation Luncheon

ATTACHMENT 1

Contract City Incident Summary (Medina)

Dataset: Fire Incidents

Date of Export: January 05, 2026 at 11:18:06

Created: February 9, 2023 at 14:23:11

Last Updated: January 5, 2026 at 11:17:55

ATTACHMENT 1

Count of Total Incidents

Count of Total Incidents

23

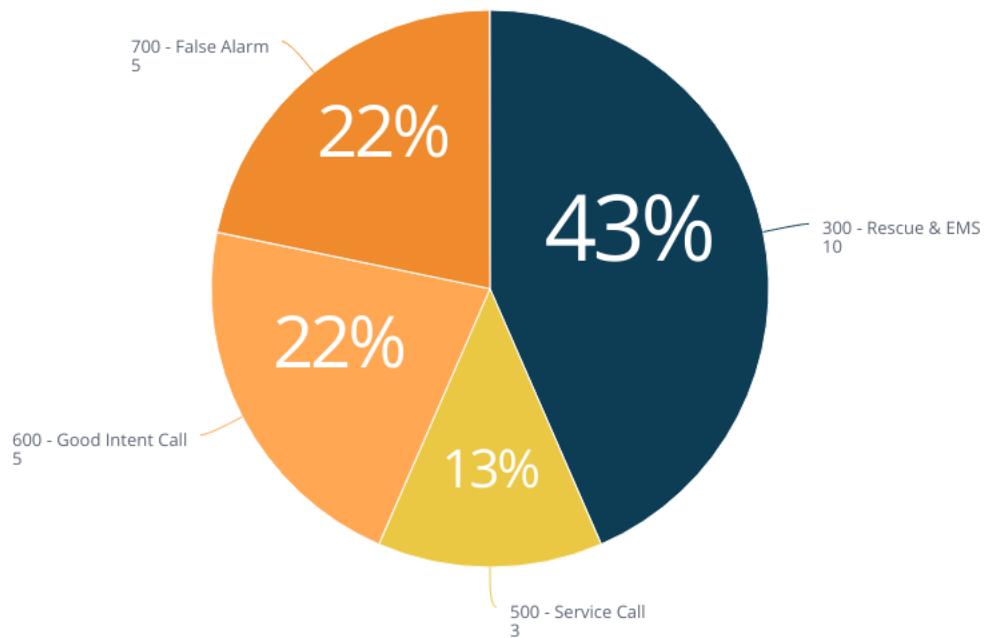
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Fire and EMS Summary

Percentage of Incident Type (with count)

Percentage of Incident Type (with count)



ATTACHMENT 1

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
300 - Rescue & EMS	EMS Call, Medical	3211	8
	Motor vehicle accident with no injuries.	324	1
	Patient Assist	3111	1
300 - Rescue & EMS Total			10
500 - Service Call	CARES 101 PD Assist	5511	1
	Service Call, other	500	1
	Water or steam leak	522	1
500 - Service Call Total			3
600 - Good Intent Call	Dispatched & canceled en route	611	2
	Dispatched & cancelled en route - EMS	6111	1
	Dispatched & cancelled prior to going eroute - EMS	6112	1
	Smoke from barbecue, tar kettle	653	1
600 - Good Intent Call Total			5
700 - False Alarm	Alarm system sounded due to malfunction	735	2
	Carbon monoxide detector activation, no CO	746	1
	Detector activation, no fire - unintentional	744	1
	False alarm or false call, other	700	1
700 - False Alarm Total			5
Count			23

ATTACHMENT 2

Contract City Incident Summary (Medina)

Dataset: Fire Incidents

Date of Export: January 05, 2026 at 11:19:24

Created: February 9, 2023 at 14:23:11

Last Updated: January 5, 2026 at 11:19:13

ATTACHMENT 2

Count of Total Incidents

Count of Total Incidents

300

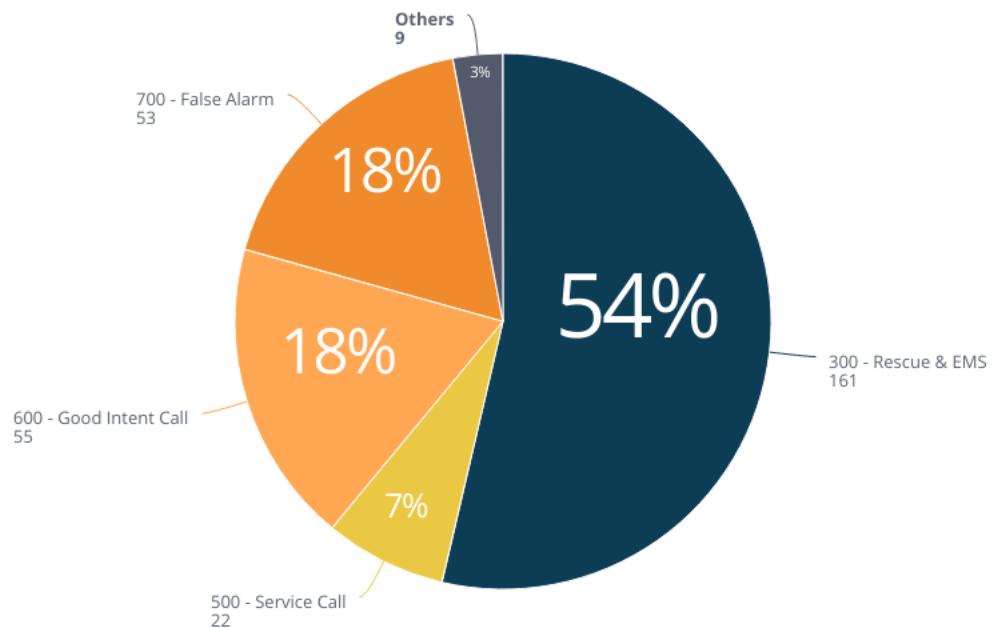
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Fire and EMS Summary

Percentage of Incident Type (with count)

Percentage of Incident Type (with count)



ATTACHMENT 2

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
100 - Fire	Fuel burner/boiler malfunction, fire confined	116	1
	Off-road vehicle or heavy equipment fire	138	1
100 - Fire Total			2
200 - Overpressure Rupture, Explosion, Overheat	Excessive heat, scorch burns with no ignition	251	1
300 - Rescue & EMS	Emergency medical service incident, other	320	3
	EMS Call, Cancelled at Scene	3117	5
	EMS call, excluding vehicle accident with injury	321	2
	EMS Call, Medical	3211	118
	EMS Call, Other Accident/Trauma	3210	13
	EMS Call, Unintentional Medical Alert Activation	3119	2
	Medical assist, assist EMS crew	311	1
	Motor vehicle accident with injuries	322	1
	Motor vehicle accident with no injuries.	324	1
	No Injury or Illness	3110	1
	Patient Assist	3111	10
	Patient Assisted by Other Agency	3112	1
	Rescue or EMS standby	381	1
	Surf rescue	364	1
	Swimming/recreational water areas rescue	361	1
300 - Rescue & EMS Total			161
400 - Hazardous Condition	Arcing, shorted electrical equipment	445	2
	Carbon monoxide incident	424	1
	Electrical wiring/equipment problem, other	440	2
	Gasoline or other flammable liquid spill	411	1
400 - Hazardous Condition Total			6
500 - Service Call	CARES 101 PD Assist	5511	2
	CARES 200 Series Units	5532	9
	Public service assistance, other	550	1
	Service Call, other	500	7

ATTACHMENT 2

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
500 - Service Call	Smoke or odor removal	531	1
	Water or steam leak	522	2
500 - Service Call Total			22
600 - Good Intent Call	Dispatched & canceled en route	611	27
	Dispatched & cancelled en route - EMS	6111	17
	Dispatched & cancelled prior to going eroute - EMS	6112	2
	Good intent call, other	600	1
	No incident found on arrival at dispatch address	622	1
	Smoke from barbecue, tar kettle	653	1
	Smoke scare, odor of smoke	651	2
	Steam, other gas mistaken for smoke, other	650	4
600 - Good Intent Call Total			55
700 - False Alarm	Alarm system activation, no fire - unintentional	745	20
	Alarm system sounded due to malfunction	735	5
	Carbon monoxide detector activation, no CO	746	3
	Detector activation, no fire - unintentional	744	8
	False alarm or false call, other	700	4
	Smoke detector activation due to malfunction	733	4
	Smoke detector activation, no fire - unintentional	743	9
700 - False Alarm Total			53
Count			300

ATTACHMENT 3



MEDINA CITY COUNCIL

2026 AGENDA/ACTION CALENDAR

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Elections	Mayor/Deputy Mayor				
Presentation					
City Manager Report	All department reports				
Consent Agenda	December 2025 Check Register				
Consent Agenda	CC Minutes				
Consent Agenda					
Consent Agenda					
Legislative Hearing	none				
Public Hearing	none				
City Business	2026 Legislative Schedule	Swanson			
	ARCH - Interlocal Agreement				
City Business	Amendment				
Study Session	Council Discussion: 2026-2027				
Executive Session	Term	Mayor/Swanson			

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Draft Capital Project List	Osada	Discussion and direction.		
Presentation					
City Manager Report					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					

ATTACHMENT 3

AGENDA ITEM 5.1a

City Business	Update	Wagner	Discussion and direction.
City Business	Committee Assignments -tentative	Mayor/Council	
City Business			
Executive Session	RCW 42.30.110(1)(g)		
Executive Session	(RCW 42.30.110(1)(i)		

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Draft Capital Project List	Osada	Discussion and direction.		
Presentation					
City Manager Report	All department reports				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
Executive Session					

FEBRUARY 23, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Gas Powered Leaf Blowers - Tentative	Osada			
Presentation					
City Manager Report	All department reports				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					

ATTACHMENT 3

AGENDA ITEM 5.1a

City Business	CAO - update				
City Business					
City Business					
Executive Session					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session					
Presentation					
City Manager					
Report	All department reports				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
Executive Session					

MARCH 23, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session					
Presentation					
City Manager					
Report	All department reports				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					



MEDINA POLICE DEPARTMENT

DATE: January 12, 2026

TO: Jeff Swanson, City Manager

FROM: Jeffrey R. Sass, Chief of Police

RE: Police Department Update – December, 2025

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

Follow up:

Nothing to report.

Medina Christmas Ships:

On Monday, December 22nd, the Christmas ships stopped at Medina Beach Park to perform Christmas carols for the residents and the community. The Christmas ships are a string of festively decorated boats that move from the Puget Sound to Lake Union and out to Lake Washington. This is always a fun event for the Medina Police Officers to attend and share the experience with the residents.

Shop with a Cop:

Officer Scott and Sergeant Anderson joined other law enforcement officers to spread some Christmas cheer at the “Shop with a Cop” event at the Woodinville Target store. This event is a great community outreach program that pairs law enforcement officers with underprivileged or at-risk children for a day of shopping for holiday gifts, school supplies or necessities.



Marine Patrol:

Nothing to report.



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



FELONY CRIMES

Burglary **2025-00006756** **12/29/2025**
 Officers were dispatched to the 8700 block of Overlake Drive West for a report of a burglary of a construction site that occurred overnight, where tools and equipment valued at approximately \$6,000 were stolen. Potential suspects have been identified, investigation ongoing.

MISDEMEANOR CRIMES

Theft **2025-00006488** **12/14/2025**
 Officers were dispatched to the 8000 block of NE 25th Street for a report of empty Amazon packages being found on the property. After contacting the address listed on the packages, the homeowner stated items valued at approximately \$60 were inside the packages when they must have been stolen from their front porch. Investigation ongoing.

Violation of Order **2025-00006713** **12/25/2025**
 Officers responded to the 2200 block of 78th Avenue NE for an investigation into a violation of a protection order.

OTHER

Traffic Collision **2025-00006349** **12/06/2025**
 Officers were dispatched to the 8800 block of Overlake Drive West for a one-vehicle, non-injury, reportable collision.

Adult Protective Services **2025-00006381** **12/09/2025**
 Officers were dispatched to the 2200 block of 77th Avenue NE for an Adult Protective Services investigation.

Traffic Collision **2025-00006577** **12/18/2025**
 Officers were dispatched to the 400 block of Upland Road for a one-vehicle, non-injury, reportable collision.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY REPORT

AGENDA ITEM 5.1b



DECEMBER, 2025

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	1	5	6	6
Vehicle Prowl	0	0	17	17
Vehicle Theft	0	1	1	1
Theft (mail & all other)	1	8	31	31
ID Theft/Fraud	0	7	14	14
Malicious Mischief (Vandalism)	0	4	9	9
Domestic Violence	1	8	15	15
Disturbance, Harassment & Non-DV Assault	0	5	15	15
TOTAL	3	38	108	108

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	1	1	1
Community Assists	50	741	474	474
Marine	0	8	10	10
House Watch Checks	112	859	955	955
School Zone	18	264	258	258
Behavioral Health	2	14	13	13
TOTAL	182	1887	1711	1711

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	1	2	2
Non-Injury	2	5	5	5
Non-Reportable	0	4	3	3
TOTAL	2	10	10	10
Traffic Enforcement				
Criminal Citations	4	32	28	28
Infractions	16	273	418	418
Warnings	197	2057	2175	2175
TOTAL	217	2362	2621	2621

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	0	8	13	13
LPR alerts that were not located	2	41	77	77
LPR alerts that were located, not apprehended	0	0	4	4
TOTAL	2	49	94	94

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	5	58	29	29
Residential Alarms	15	202	221	221
Missing Person	0	4	3	3
Suspicious Activity/Area Checks	51	749	639	639
TOTAL	71	1013	892	892

ADMINISTRATIVE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Public Disclosure Requests Received	6	94	72	72
Concealed Pistol License Applications Processed	1	33	25	25
TOTAL	7	127	97	97

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



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



DECEMBER, 2025

FELONY CRIMES

MISDEMEANOR CRIMES

MV Prowl

2025-00006305

12/05/2025

Officers were dispatched to the 3000 block of Hunts Point Road for a report of a motor vehicle prowls that had just occurred. Two unlocked vehicles in a detached garage had items stolen from inside of them, amounting to less than \$100 in value. Officers searched the area but could not locate any signs of the reported suspects. No further investigatory information available at this time.

Violation of Order

2025-00006659

12/22/2025

Officers were dispatched to the 3400 block of Hunts Point Road for a report of a violation of a protection order.

OTHER

Child Protective Services

2025-00006588

12/19/2025

Officers were dispatched to the 3800 block of Hunts Point Road for a CPS investigation.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT

DECEMBER, 2025

AGENDA ITEM 5.1b

TOWNSHIP
HUNTS POINT
Washington

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	0	0	0
Vehicle Prowl	1	2	2	2
Vehicle Theft	0	0	1	1
Theft (mail & all other)	0	0	2	2
ID Theft/Fraud	0	2	3	3
Malicious Mischief (Vandalism)	0	0	3	3
Domestic Violence	1	4	11	11
Disturbance, Harassment & Non-DV Assault	0	2	5	5
TOTAL	2	10	27	27

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	0
Community Assists	7	132	76	76
Marine	0	7	1	1
House Watch Checks	6	90	65	65
Behavioral Health	0	1	1	1
TOTAL	13	230	143	143

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	1	1
Non-Reportable	0	0	1	1
TOTAL	0	0	2	2
Traffic Enforcement				
Citations	0	12	9	9
Infractions	7	104	73	73
Warnings	57	518	467	467
TOTAL	64	634	549	549

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	0	0	1	1
LPR alerts that were not located	0	7	5	5
LPR alerts that were located, not apprehended	0	1	1	1
TOTAL	0	8	7	7

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	1	5	13	13
Residential Alarms	2	25	61	61
Missing Person	0	0	2	2
Suspicious Activity/Area Checks	9	109	82	82
TOTAL	12	139	158	158

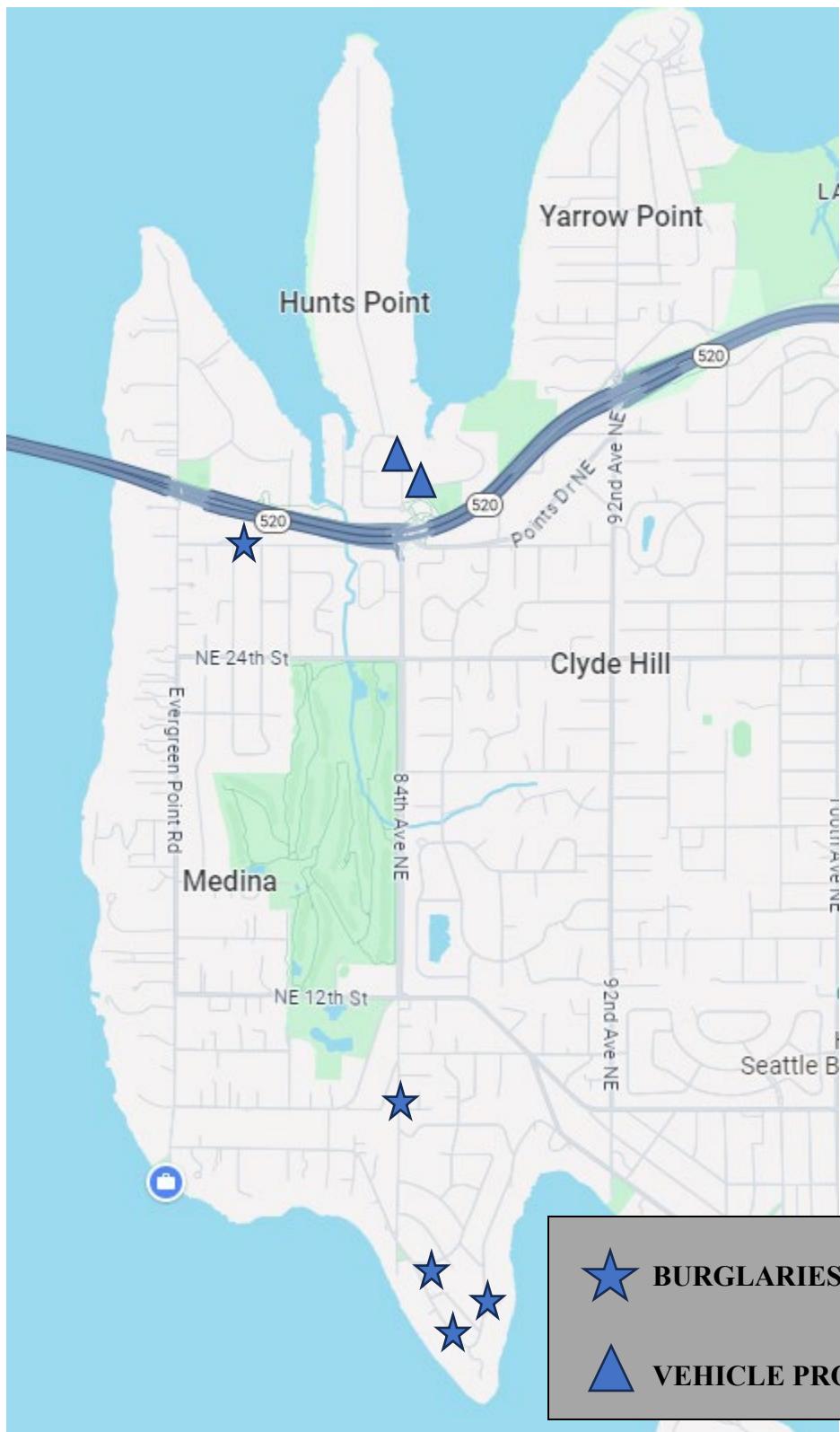
*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.



MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL INCIDENT MAP

DECEMBER YEAR-TO-DATE





MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS

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

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

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



MEDINA POLICE DEPARTMENT

2025 YEAR-END REPORT



SEVEN-YEAR ANALYTICAL DATA

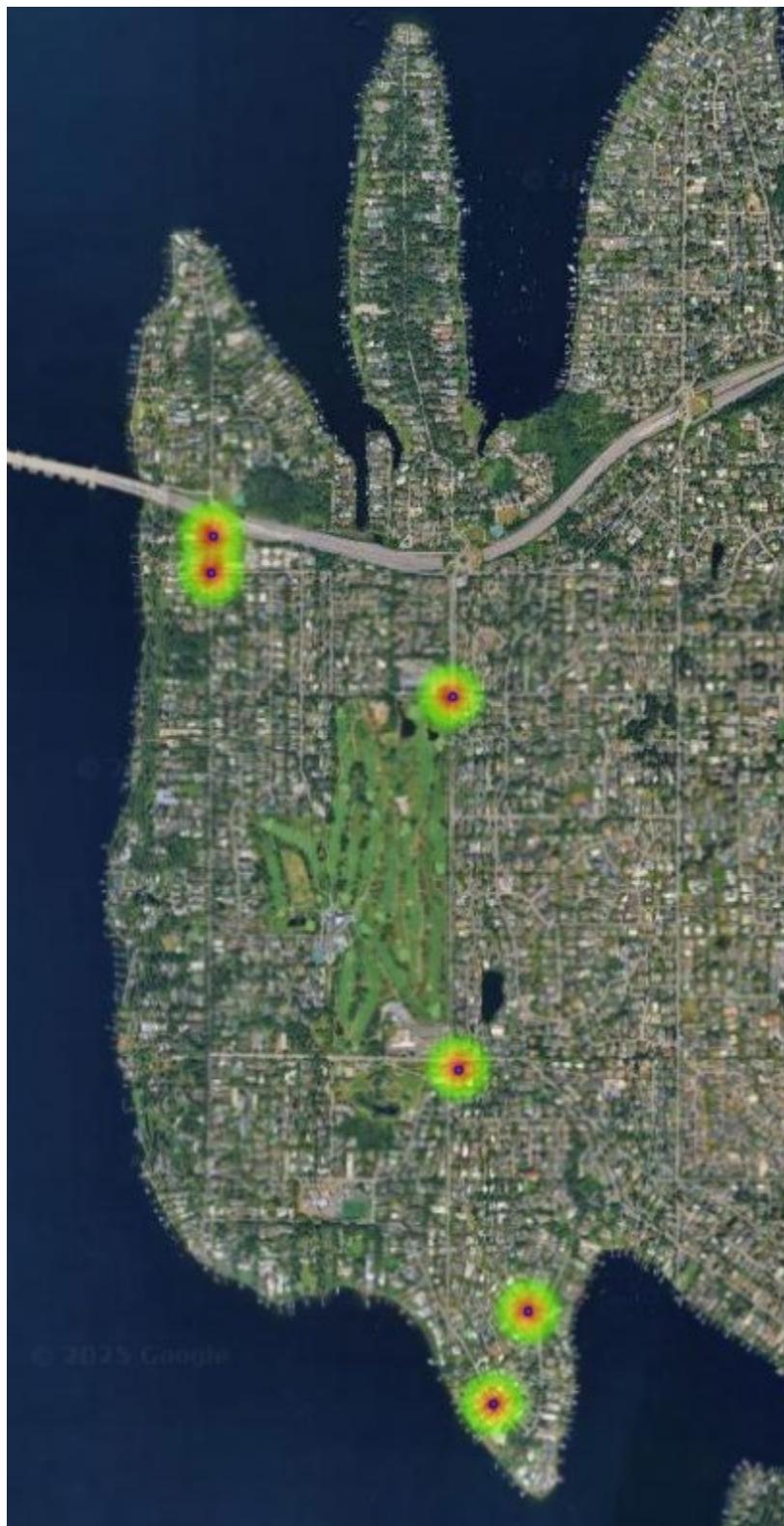
	2025	2024	2023	2022	2021	2020	2019
CRIMES							
Burglary	5	6	6	10	13	13	12
Vehicle Prowl	0	17	11	4	13	11	17
Vehicle Theft	1	1	4	7	2	0	4
Theft (mail & all other)	8	31	22	10	15	15	12
ID Theft/Fraud	7	14	22	16	11	35	7
Malicious Mischief (Vandalism)	4	9	13	5	6	13	10
Domestic Violence	8	15	10	5	8	1	2
Disturbance, Harassment & Non-DV Assault	5	15	28	19	1	0	0
TOTAL CRIMES	38	108	116	76	69	88	64
COMMUNITY POLICING							
Drug Violations	1	1	0	1	3	0	0
Community Assists	741	474	209	168	176	153	134
House Watch Checks	859	955	1,016	595	250	209	414
School Zone	264	258	206	216	298	55	99
Behavioral Health	14	13	46	39			
TOTAL ENFORCEMENT	1,879	1,701	1,477	1,019	727	417	647
TRAFFIC							
Collisions							
Injury	1	2	2	2	0	1	1
Non-Injury	5	5	14	6	18	9	17
Non-reportable	4	3	0	1	0	0	0
TOTAL COLLISIONS	10	10	16	9	18	10	18
Traffic Stops							
Citations/Infractions/Parking	305	446	224	250	163	26	92
Warnings	2,057	2,175	1,928	1,426	1,808	434	822
TOTAL TRAFFIC	2,362	2,621	2,152	1,676	1,971	460	914
CALLS FOR SERVICE							
Animal Complaints	58	29	43	46	33	27	34
Residential Alarms	202	221	235	255	242	167	248
Missing Person	4	3	3	5	7	4	1
Suspicious Activity/Area Check	749	639	294	226	152	173	192
TOTAL SERVICE	1,013	892	575	532	434	371	475
LICENSE PLATE READER EVENTS							
LPR alerts that were recovered	8	13					
LPR alerts that were not located	41	77					
LPR alerts that were located, not apprehended	0	4					
TOTAL LPR EVENTS	49	94					

*Mental Health calls for service prior to 2022 were coded differently than they were in 2022 and beyond, so statistics for this category are unavailable. Similarly, LPR data started with the new camera system in 2024.

Statistical Analysis:

- Vehicle Thefts:
 - A decrease in vehicle thefts in Medina during an unprecedented increase in statewide vehicle thefts can be attributed to effective messaging by the Medina Police Department to lock vehicles and not leave keys inside of them. Additionally, electric vehicles are becoming increasingly popular and are replacing older model vehicles at a remarkable rate. Electric vehicles are significantly more difficult to steal than a vehicle with a traditional key fob.
- Vehicle Prowls:
 - The absence of a single vehicle prowls throughout the entirety of 2025 is impressive and hopefully evidence of consistent police patrols through all streets in our communities. The Medina Police Department sent out community bulletins with information on crime prevention with specific information on vehicle prowls prevention techniques via our E-Alert system.
- Theft:
 - The theft incidents throughout 2025 consisted of a variety of circumstances, ranging from money stolen from inside a wallet in a residence to package theft from porches and the typical mail theft from mailboxes. Consistent patrols, frequent crime prevention messaging and targeted traffic enforcement contributed significantly to the drastic decline in instances of theft from 31 cases in 2024 to only 8 in 2025.
- Malicious Mischief (Vandalism):
 - The malicious mischief investigations in 2025 were varied and included graffiti near the SR-520 bridge, intentional damage to the Medina Police speed trailer, vandalism to an unoccupied residence, and the typical damage to locking mailboxes by would-be mail thieves. Nevertheless, there was over a 50% decrease from 2024 to 2025 in malicious mischief incidents.
- Domestic Violence:
 - Of the 8 domestic violence incidents reported in 2025, two involved a physical altercation and only one with the subsequent arrest of one of the involved parties. Most of the domestic violence investigations in 2025 involved verbal altercations between family members and did not amount to a physical altercation. The Medina Police Department interprets the Washington State laws on domestic violence reporting requirements very broadly and defaults to taking a case report on a disturbance call for service involving family members when other agencies might not classify the incident as domestic violence.
- Disturbance/Harassment/Non-DV Assault:
 - This classification of investigation is very broad and can include multiple ends of the spectrum on seriousness of incident. A verbal altercation between neighbors or repeated unwanted phone calls by a colleague could be classified in this category. Despite this broad categorization, the Medina Police Department saw a 66.7% decrease in 2025 over 2024.
- Collisions:
 - Total collisions in 2025 were the same as were reported in 2024, with similar circumstances year-over-year. All but one of the collisions were minor and involved low speeds. One collision involved recklessly high speeds with an inexperienced driver, but there were no injuries involved in this incident. There are no identifiable patterns or causes for the increase in collisions in 2025.

2025 COLLISION HEAT MAP



2025 TRAFFIC STOP HEAT MAP



**The locations depicted above are the location of the traffic stop,
not necessarily where the violation occurred.*



501 Evergreen Point Road, Medina WA 98039
425.233.6400 www.medina-wa.gov

Date: January 12, 2026

To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Steven R. Wilcox. Development Services Department Director
Subject: Development Services Department Monthly Report

Permitting

Attached are the permit received and issued reports for December 2025 which also provides a summary of the entire year.

The 2025-year end Permits Issued report compares permit and inspection quantities, and permit valuation.

2024 total permits issued: 539

2025 total permits issued: 454

2024 Building Inspections: 1,514

2025 Building Inspections: 1,312

2024 permit valuation total: \$69,349,549.84

2025 permit valuation total: \$28,791,009.18

Permit valuation is only an indication of activity. Financial data will provide actual accounting.

Permit Trends

A chart of permit valuation generally tracks activity levels from 2006 through 2025 and is provided for your review. Again, this is not financial data but is an interesting graphic indication of Medina development activity trends.

Development Services 2025 Highlights

While permitting remained slow, 2025 was a busy and productive year in other ways.

Middle Housing

A new approach to "Middle Housing" as mandated by Washington State was a focus for the first part of 2025. Our staff and consultants did a good job of getting interest in two community forums where residents were able to listen, ask questions, and interact with various staff members. A survey was carried out and there were a total of 203 responses, which is very good in comparison. The Planning Commission worked through the project and presented a recommendation to Council that was eventually approved following state reviews.

Critical Areas Ordinance Update

The second half of 2025 was focused on the state mandated Critical Areas Ordinance Update. The Facet company is a topic specialist and was selected to lead us through the CAO Update. We gave Facet, our Planning

Commission and our City Attorney a difficult task because the start of the project was late. Two open houses/forums were conducted, and the Planning Commission dedicated 4 meetings to the topic of CAO Update. Resident comments were received and carefully considered for inclusion with the required balance of meeting state minimum mandates for approval. Not everyone got what they had hoped for, and overall, the result of the CAO Update was not popular, but that might be saying that the process worked as best as it could.

Professional Resource Changes

It is difficult for a small city to experience change in our staff or consultants. In 2025 we had changes in two of our professional teams and also had another key staff member on leave for about 3 months.

As of last June, we have a new planning consultant under contract and now most of our zoning review and processing work goes to a very highly qualified and respected consultant. Changes and absences like we had in 2025 can be difficult, and planning is possibly the most complex of the professions we have in the Development Services Department. The transition from our previous personnel resources has resulted in a few expected differences in how we operate and apply our code. Unfortunately, those development projects that crossed between the previous team and our new operations team have at times been adversely affected. We have been working to ensure that the projects caught in the transition encounter the least number of associated problems possible by working closely with them. Medina has traditionally had stability, consistency and excellence in current and long-range planning and I am confident that we are back there again.

The success to highlight under my title Professional Resource Changes is that our Medina staff successfully pulled together and covered positions and consultant work when it was needed. There were no questions or complaints from staff. Staff in Development Services and Central Services simply pitched in and got things done.

Permits of Interest

American Tower Corporation Right Way Telecommunication Upgrades. ATC had applied to upgrade 10 existing poles. ATC had originally applied to have electric meters on new posts in the right of way as part of their proposal, but these are no longer a part of the project. One of the poles requires a height variance and will be permitted later. The other 9 existing poles have been reviewed and a comment letter for code compliance changes was sent to the applicant. We are waiting for re-submittal.

T-Mobile at 2800 Evergreen Point Road. This is an existing facility which went to the hearing examiner and was conditionally approved. An original request to conceal a new pole and antenna as a faux tree ("monopine") was rejected by the Hearing Examiner. The permit reviews are completed except that the Tree permit application is still pending corrections. Once the tree permit is approved the permits can be issued.

Critical Areas Ordinance Update Status

Following the Council's approval to do so on December 8, 2025, the draft Critical Areas Ordinance was sent to the Department of Commerce for various agency reviews. SEPA review was also started after the Council approval to do so.

We have received early comments on SEPA from the Department of Commerce. We have also received an early comment from the Department of Natural Resources on the CAO Update.

I expect all state agency comments to be received by February and that the CAO Update can then return to the Council for consideration.

Tree Inventory

Following the Council's budget approval, the second part of the Medina tree inventory has now started. Our Arborist Andy Crossett is leading the inventory of right-of-way trees. This ROW inventory will be completed in the first half of 2026. In 2025, trees in parks and other open spaces were inventoried.

With the completion of the 2026 inventory, Medina will have information necessary to make decisions regarding tree management if it is chosen to do so.

If the Council chooses to consider new approach to our current Tree Management Code, the inventory will be an important set of data to have.

Tree Removal Permit Application

A development project at the 7800 block of NE 10th recently applied to remove 3 trees immediately in front of their property within the public right of way. An initial review of the tree removal permit application indicated that the trees were in poor condition and inappropriate for the location. Removal of the 3 existing Thunderbird Plums and replacement with similar trees initially seemed appropriate based on the application. Thought by staff was that if the trees must be removed that similar, more appropriate trees could be replanted. It was found that at least one neighbor on NE 10th St. preferred that the trees remain. It was also found that there is another alternate and appropriate approach to this.

As he always does, our Arborist Andy Crossett brought the right of way tree removal permit application to me for discussion. Andy and I always consider how to retain right of way trees considering code criteria which may allow their removal. Tree preservation and protection is outlined within various sections of our Comprehensive Plan. Application of Medina's Tree Management Code involves a consideration of our Comprehensive Plan and application of our city ordinance with an understanding of intent and purpose.

The 3 Thunderbird Plums will not be removed at this time. The Plums are in poor condition, and they are also not the most appropriate species for the location. The Plums have not been pruned properly in a very long time. The removal permit application is being denied and the adjacent property owner is being given instruction on how to properly prune the trees under our City Arborist's oversight. There is a chance that even with careful ANSI pruning by a qualified arborist that the Plums will not survive more than another 3-5 more years. If the Plums had been regularly maintained they would now likely be at their mid-point of a 60-70 year life span.

It is situations such as this where our Comprehensive Plan, supported by a more clearly defined Council policy driven Municipal Tree Code, would allow for staff decisions based on better text clarity and a plan for the future of the health of all city trees.

Office of Financial Management

Development Services is about to complete the annual Washington State Office of Financial Management population estimate using a form provided. The estimate form is a standardized method that Medina has traditionally used. The alternate method to determine population is a door-to-door census.

I have asked our staff to investigate through records if, and when Medina has previously conducted a door-to-door census. I will inform the Council when I have an answer.

Attachments:

December 2025 Code Enforcement Report
 December 2025 Permits Received Report
 December 2025 Permit Issued Report
 December 2025 Tree Permit Activity Report
 Building Permit Valuation 2006 – 2025 Chart

December 2025 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ACCST	12/30/2025	B-25-090	\$81,277.00	7329 NE 18TH ST
TOTAL B-ACCST:	1		\$81,277.00	
B-ADD/ALT	12/06/2025	B-25-086	\$2,800.00	3230 78TH PL NE
B-ADD/ALT	12/24/2025	B-25-089	\$40,000.00	1049 84TH AVE NE
TOTAL B-ADD/ALT:	2		\$42,800.00	
B-DEM	12/01/2025	D-25-016		7570 NE 28TH PL
B-DEM	12/12/2025	D-25-017		850 82ND AVE NE
TOTAL B-DEM:	2		\$0.00	
B-MECHANICAL	12/10/2025	M-25-109		2549 Medina Cir
B-MECHANICAL	12/19/2025	M-25-110		2403 79th Ave NE
B-MECHANICAL	12/24/2025	M-25-111		3401 EVERGREEN POINT RD
TOTAL B-MECHANICAL:	3		\$0.00	
B-PLUMBING	12/01/2025	P-25-058		2837 Evergreen Point Road
B-PLUMBING	12/02/2025	P-25-059		2427 79TH AVE NE
B-PLUMBING	12/03/2025	P-25-060		7409 RAMBLING LN

B-PLUMBING	12/04/2025	P-25-062		8411 NE 10th St.
B-PLUMBING	12/10/2025	P-25-063		7649 NE 14TH ST
TOTAL B-PLUMBING:	5		\$0.00	
B-ROOF	12/08/2025	B-25-087		2227 EVERGREEN POINT RD
TOTAL B-ROOF:	1		\$0.00	
B-SFR	12/09/2025	B-25-088	\$2,521,790.00	850 82ND AVE NE
TOTAL B-SFR:	1		\$2,521,790.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	12/01/2025	CAP-25-053		7570 NE 28TH PL
CAP - CONSTRUCTION ACTIVITY PERMIT	12/02/2025	CAP-25-054		1625 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	12/09/2025	CAP-25-055		850 82ND AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	12/31/2025	CAP-25-056		7329 NE 18TH ST
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	4		\$0.00	
ENG-GRADING/DRAINAGE	12/09/2025	ENG-GD-25-031		850 82ND AVE NE
TOTAL ENG-GRADING/DRAINAGE:	1		\$0.00	
P-CODE INTERP	12/04/2025	P-25-061		8105 NE 5TH ST
TOTAL P-CODE INTERP:	1		\$0.00	
PW-RIGHT OF WAY	12/05/2025	PW-ROW-25-069		8445 Midland Rd.

PW-RIGHT OF WAY	12/18/2025	PW-ROW-25-070		328 Overlake Dr. E.
PW-RIGHT OF WAY	12/30/2025	PW-ROW-25-071		8845 Overlake Dr W.
TOTAL PW-RIGHT OF WAY:	3		\$0.00	
TREE-PERFORMANCE	12/08/2025	TREE-25-088		7800 NE 28TH ST
TOTAL TREE-PERFORMANCE:	1		\$0.00	
TREE-RESTORATION	12/01/2025	TREE-25-085		7844 NE 10TH ST
TREE-RESTORATION	12/03/2025	TREE-25-086		2535 MEDINA CIR
TREE-RESTORATION	12/05/2025	TREE-25-087		7737 OVERLAKE DR W
TOTAL TREE-RESTORATION:	3		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	12/01/2025	TREE-25-084		7570 NE 28TH PL
TREE-WITH BUILDING/DEVELOPMENT	12/09/2025	TREE-25-089		850 82ND AVE NE
TREE-WITH BUILDING/DEVELOPMENT	12/24/2025	TREE-25-090		3405 EVERGREEN POINT RD
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	3		\$0.00	
Total # of Permits	31		\$2,645,867.00	



December 2025 Issued Permits

Page 1 of 1

Report run on: 01/05/2026 08:31 AM

Construction Value:	December 2025	December 2024	2025 YTM	2024 YTM	Difference
Accessory Structure	-	-	\$30,000.00	-	\$30,000.00
Addition / Alteration	-	\$732,020.00	\$11,066,471.42	\$17,650,054.33	(\$6,583,582.91)
Fence / Wall	\$75,000.00	\$6,000.00	\$396,937.66	\$677,210.16	(\$280,272.50)
New Construction	\$2,179,490.00	\$8,893,774.60	\$17,267,600.10	\$51,022,285.35	(\$33,754,685.25)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	\$30,000.00	-	\$30,000.00
Total Value:	\$2,254,490.00	\$9,631,794.60	\$28,791,009.18	\$69,349,549.84	(\$40,558,540.66)
Permits Issued:	December 2025	December 2024	2025 YTM	2024 YTM	Difference
New Construction	1	4	7	20	(13)
Permit Extension	4	4	49	38	11
Accessory Structure	-	-	1	-	1
Addition / Alteration	-	1	22	27	(5)
Construction Activity Permit	1	6	46	54	(8)
Demolition	1	3	8	17	(9)
Fence / Wall	1	1	19	17	2
Grading / Drainage	1	5	20	36	(16)
Mechanical	7	3	104	95	9
Other - Moving	-	-	-	-	0
Plumbing / Gas	5	5	59	77	(18)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	4	3	64	92	(28)
Tree Mitigation	4	8	54	66	(12)
Wireless Comm. Facility	-	-	1	-	1
Total Permits:	29	43	454	539	(85)
Inspections:	December 2025	December 2024	2025 YTM	2024 YTM	Difference
Building	56	78	994	1,119	(125)
Engineering/Other	10	24	227	268	(41)
Tree	3	16	54	65	(11)
	2	3	37	62	(25)

Total Inspections:	71	121	1,312	1,514	(202)
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December 2025 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2025-121	GENERAL	Rob Kilmer	2439 78TH AVE NE	Description: Received concern regarding the status of the Stop-Work-Ordered project site. Action Taken: Visited the site to conduct a periodic inspection of its condition. Adjusted the construction fencing to increase the difficulty of entering the site. Followed up with the concerned party.	N/A
CC-2025-122	SIGN VIOLATION	Rob Kilmer	2638 78TH AVE NE	Description: Observed commercial advertising sign (Roofing) displayed to the right-of-way. Action Taken: Removed the sign and contacted the company to inform them regarding the sign rules in Medina.	N/A
CC-2025-123	INITIAL WARNING	Rob Kilmer	8445 NE 12TH ST	Description: The grading and Drainage inspector observed stormwater dewatering not in compliance with the project's permit requirements. Action Taken: Joined the grading and drainage at the site and directed the workers to stop the dewatering. Contacted the project's Agent and directed them to work with the grading and drainage inspector to determine what is required to move forward.	N/A

Past Code Enforcement Cases Still Open					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2023-152	NOTICE OF VIOLATION	Rob Kilmer	7838 NE 8TH ST	Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit. Action Taken: Issued a Notice of Violation Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23. Status: Working through variance process	To be determined based upon compliance
CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	Description: Observed stairway structure being erected on roof of garage up to roof of second story.	To be determined based upon compliance
CC-2024-072	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.	
CC-2024-080	NOTICE OF FINAL ORDER			Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation. Status: Pending Resolution	

CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.	To be determined based upon compliance
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court.	
CC-2025-090	NOTICE OF VIOLATION			Status: Working through zoning process	

Tree Permit Activity Report
December 2025
By Andy Crossett

Issued Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-RESTORATION TREE-25-086	2535 MEDINA CIR	1 Douglas fir	18"	1	Assessed as "high" risk.

New Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
2	TREE-WITH BUILDING/DEVELOPMENT TREE-25-069	8106 OVERLAKE DR W	5 trees: 1 Katsura, 1 black locust, 1 Douglas fir, 1 plum, 1 magnolia	9, 28, 19, 9, 8	2	

Photographs

Fig 1. 2535 Douglas fir removal. Wind-topped tree with codominant stems, poor attachment, and an associated cavity.



Fig 2. 7677 NE 14th Street. New development project. The application is still under review, has not been issued, and requires corrections.





CITY OF MEDINA

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

Date: January 12th, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: 2026 December Financial Report

The 2025 report includes:

- December Key Revenue and Expenditures:
- Year in Review
- December Cash Statement
- December Financial Summary
- December 2025 AP Check Register Activity Detail

December Key Revenue

- \$144K Local Sales and Use Tax
- \$100K Property Taxes
- \$93K Hunts Point Police Contract
- \$68K Building Permit Revenue
- \$64K REET – Retail Excise Tax (November Sales)
- \$43K Investment Earnings

December Key Expenditures

- \$102K City of Mercer Island – Second Half Fire and EMS Services
- \$28K Inslee Best – November City Attorney Costs
- \$25K Premier Painting – Interior City Hall Painting
- \$25K CWA Consultants – Permit Review
- \$13K PC Specialists – November IT Services
- \$12K Mahoney Planning – November Planning Currents

2025 Year In Review – Finance

Business Licenses

Effective March 26, 2026 all businesses with physical locations in Medina, or doing business in Medina, will require a Medina endorsement through the Department of Revenue.

Starting in 2024 with discussions with both the Finance Committee and the City Council, the ordinance authorizing business licenses was passed by Council on October 13th, 2025.

If you would like to learn more about the process or would like to view the ordinance, please follow the link below.

[Business Licensing | Medina Washington](#)

Ramp – New Credit Card Provider

During the 2023 Financial Audit, a recommendation was made by the State Auditors Office to find a city credit card provider and platform that better aligns with Medina's internal financial controls.

With a very heavy paper and manual process, a need for a technological solution to improve efficiency and usability was identified.

Ramp was selected due to its user-friendly platform, its robust accounting functionality and audit support, and no annual fee.



The platform notifies the user and the manager when a purchase is made, and the cardholder must submit the receipt digitally or via a picture to the app. This allows for a paper-free process and ensures the payment support is there as it goes to the Manager and City Manager for approval.

The system also allowed Finance to add Medina's chart of accounts by department, to allow for easy reporting which cuts the need to scan receipts and reduce data entry each month. The monthly reports are pulled and saved on Medina's record portal and are available for the annual audit and for public records requests.

2026 Budget Process

The city starts its annual budget process in July, and held three public hearings, and an open house prior to the budget being passed at the November 19th Council meeting.

What's new for 2026?

For 2026, capital assets have been separated out to isolate their costs, and to allow for staff to create replacement schedules to forecast budget needs for future years. This fund includes city vehicles like the Police Department Fleet, and heavy equipment used by our public works department for both park projects and for public safety work.

As we continue through the budget cycle as set by the 2019 levy lid lift, 2026 marks the first year where property taxes return to the 1% growth cap. While a balanced budget was approved by the City Council, the city has set aside reserves in the Levy Stabilization fund to cover expected future deficit spending.

Medina's 2026 budget includes some new items that were recommended by staff and discussed and approved by the City Council, they are listed below.

- Police Department
 - \$4.5K - Axon Body Camera Translator Software
- Public Works
 - \$168K – Replacement Backhoe
 - \$46K – Replacement Emergency Response Generator with Trailer
 - \$12K – Placeholder for Potential EV Leaf Blower Expansion

If you would like to view the 2026 budget workbook and memo, please follow the link below.

[Adopted Budgets | Medina Washington](#)

2025 Cash Position and Investment Summary

2025 Cash Balance, 11/30/2025

<u>TOTAL CASH & INVESTMENTS</u>	
<u>Period Ending: 11/30/2025</u>	
WA ST INV POOL	\$ 12,961,521
OTHER INVESTMENTS*	4,790,922
CHECKING	1,302,043
	<hr/>
	\$ 19,054,485

2025 Cash Balance, 12/31/2025

<u>TOTAL CASH & INVESTMENTS</u>	
<u>Period Ending: 12/31/2025</u>	
WA ST INV POOL	\$ 13,169,474
OTHER INVESTMENTS*	4,294,854
CHECKING	1,465,571
	<hr/>
	\$ 18,929,899

\$1M bond (Dec 2024)
5/15/2028
\$500K bond (June 2022)
12/31/2025
\$1.15M bond (Jan 2023)
6/30/2026
\$500K bond (May 2025)
3/1/2029
\$1M bond (Aug 2024)
7/8/2027
\$1M bond (Nov 2024)
11/15/2027

Paid out 12/31/2025

December 2025 Financial Summary (Incomplete)

REVENUES:	DEC ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$99,698	\$4,614,536	\$4,608,359	100.13%	(\$6,177)
Sales Tax	\$144,347	\$2,059,543	\$1,964,450	104.84%	(\$95,093)
Affordable & Sup. Housing	\$1,041	\$9,874	\$0	—	(\$9,874)
Criminal Justice	\$8,983	\$105,120	\$111,099	94.62%	\$5,979
B & O Tax: Utility & Franchise Fee	\$1,895	\$1,234,979	\$978,219	126.25%	(\$256,760)
Leasehold Excise Tax	\$0	(\$2,626)	\$2,000	-131.30%	\$4,626
General Government (includes Hunts Point)	\$92,783	\$454,873	\$365,937	124.30%	(\$88,936)
Passports, General Licenses & Permits	\$5,456	\$119,593	\$46,831	255.37%	(\$72,762)
Fines, Penalties, Traffic Infr.	\$3,769	\$39,466	\$18,000	219.26%	(\$21,466)
Misc. Invest. Facility Leases	\$37,547	\$461,719	\$445,254	103.70%	(\$16,465)
Disposition of Capital Assets	\$0	\$982	\$0	—	(\$982)
General Fund Total	\$395,519	\$9,098,059	\$8,540,149	106.53%	(\$557,910)
Development Services Fund Total	\$69,991	\$881,100	\$915,500	96.24%	\$34,400.48
<i>Development Services Fund Transfers In from GF</i>	<i>\$1,648</i>	<i>\$1,648</i>	<i>\$1,648</i>	<i>100.00%</i>	<i>\$0.00</i>
Street Fund Total	\$5,046	\$183,198	\$118,085	155.14%	\$90,446
<i>Street Fund Transfers In</i>	<i>\$49,856</i>	<i>\$544,856</i>	<i>\$544,856</i>	<i>100.00%</i>	<i>\$0</i>
Tree Fund Total	\$0	\$21,000	\$3,075	682.93%	(\$17,925)
Contingency Fund Total	\$0	\$0	\$0	0.00%	\$0
Capital Fund Total	\$89,765	\$2,363,632	\$1,535,000	153.98%	(\$828,632)
Levy Stabilization Fund Total	\$0	\$0	\$0	—	\$0
<i>Levy Fund Transfers In GF</i>	<i>\$23,750</i>	<i>\$285,000</i>	<i>\$285,000</i>	<i>100.00%</i>	<i>\$0</i>
NonRevenue Trust Funds Total	\$4,193	\$36,670	\$0	—	(\$36,670)
Master Investments Total	\$0	\$2,000,000	\$0	—	(\$2,000,000)
Total (All Funds)	\$564,512	\$12,583,659	\$11,111,809	113.25%	(\$1,471,850)
<i>Total (All Funds) Transfers In</i>	<i>\$75,254</i>	<i>\$831,504</i>	<i>\$831,504</i>	<i>100.00%</i>	<i>\$0</i>

EXPENDITURES:	DEC ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$7,297	\$65,203	\$83,000	78.56%	\$17,797
Municipal Court	\$2,206	\$32,558	\$15,000	217.05%	(\$17,558)
Executive	\$27,412	\$411,536	\$441,410	93.23%	\$29,874
Finance	\$17,956	\$564,903	\$614,051	92.00%	\$49,148
Legal	\$31,166	\$453,981	\$495,658	91.59%	\$41,677
Central Services	\$44,847	\$1,038,906	\$1,193,851	87.02%	\$154,945
Police Operations	\$272,673	\$2,856,013	\$2,931,655	97.42%	\$75,642
Fire & Medical Aid	\$0	\$980,309	\$950,544	103.13%	(\$29,765)
Public Housing, Environmental & Mental Health Fees	\$209	\$27,349	\$55,966	48.87%	\$28,617
Recreational Services	\$0	\$38,949	\$48,500	80.31%	\$9,551
Long Range Planning	\$0	\$28,708	\$35,000	82.02%	\$6,292
Parks	\$50,541	\$634,263	\$639,034	99.25%	\$4,770
General Fund Subtotal	\$454,308	\$7,132,677	\$7,503,669	95.06%	\$370,991
<i>General Fund Transfers Out</i>	<i>\$66,921</i>	<i>\$731,504</i>	<i>\$731,504</i>	<i>100.00%</i>	<i>(\$0)</i>
General Fund Total	\$521,229	\$7,864,182	\$8,235,173	95.50%	\$370,991
Development Services Fund Total	\$93,130	\$1,143,095	\$1,209,711	94.49%	\$66,616
City Street Fund Total	\$53,102	\$539,941	\$652,552	82.74%	\$112,611
Tree Fund Total	\$0	\$320	\$30,000	1.07%	\$29,680
Capital Fund Total	\$63,791	\$644,885	\$750,000	85.98%	\$105,115
<i>Capital Fund Transfers Out</i>	<i>\$8,333</i>	<i>\$100,000</i>	<i>\$100,000</i>	<i>100.00%</i>	<i>\$0</i>
NonRevenue Trust Funds Total	\$0	\$32,431	\$0	0.00%	(\$32,431)
Master Investments Total	\$0	\$1,978,518	\$0	0.00%	(\$1,978,518)
Total (All Funds)	\$664,331	\$9,493,349	\$10,145,932	93.57%	\$652,582
<i>Total (All Funds) Transfers Out</i>	<i>\$75,254</i>	<i>\$831,504</i>	<i>\$831,504</i>	<i>100.00%</i>	<i>\$0</i>



CITY OF MEDINA

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

Date: January 12, 2026

To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Dawn Nations, Acting City Clerk
Subject: Central Services Department Monthly Report

JANUARY AND FEBRUARY PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
City Council Meeting	Jan. 12	5:00 pm	In-Person/Online
Martin Luther King Jr, Day – City Hall Closed	Jan. 19		
Park Board Meeting	Jan. 20	12:00 pm	In-Person/Online
City Council Retreat	Jan. 24	9 am to 1 pm	City Hall In-Person
City Council Meeting	Jan. 26	5:00 pm	In-Person/Online
Planning Commission Meeting	Jan. 27	6:00 pm	In-Person/Online
City Council Meeting	Feb. 9	5:00 pm	In-Person/Online
Presidents' Day- City Hall Closed	Feb. 16		
City Council Meeting	Feb. 23	5:00 pm	In-Person/Online
Planning Commission Meeting	Feb. 24	6:00 pm	In-Person/Online

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: In December 2025 the city sent 20 bulletins to 214,076 recipients.

RECORDS REQUESTS

During the month of December 12 public records requests were received by Central Services. See **Attachment 1**.

EVENT DETAILS

No City Events.

**ATTACHMENT 1**

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: January 12, 2026

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: December 2025, Public Records Request Tracking

In December 2025, Central Services staff received **12** new public records requests. These requests required approximately **4 hours** of Central Services and Development Services staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$300**

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In December 2025, the Police Department received **8** new records requests. These requests required approximately **14.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits, is approximately **\$1,100**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

December 2025 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
25-278	Parcel 938970-0015, 116 Overlake DR E, B-23-031 This property has two residences on site but only a single permit in our system. There's a main house and a separate cabana. Also a dock was expanded, permit P-23-035.	David McCourt	12/30/2025	Development Services	Dawn Nations
25-276	I would like to request the full application for the special permit for the swimming pool at 3217 Evergreen Point Road and the geotechnical report and civil engineering report (if there is one) accompanying this application.	Sherri Del Bene	12/26/2025	Development Services	Dawn Nations
25-275	I am formally requesting reimbursement for materials purchased by 7 Angels Const., LLC, including Pli-Deck and related deck materials, which were used in the City Hall Deck Repair project. Requested information: Name of contractor who completed the deck work Start date of their work Final acceptance date Confirmation that the Pli-Deck and materials I purchased were used A response is requested within 14 days...	Richard Chavez	12/23/2025	Public Works; Finance	Dawn Nations
25-273	Hello, I'd like to request all the permits and building plans for 8447 Ridge Rd Medina, WA 98039. Thank you.	Rui Bao	12/15/2025	Development Services	Dawn Nations
25-272	please provide approved building plans / diagrams for the house on 8467 Midland Rd. Parcel 6447300100. House built 2023. For reference we're looking at purchasing the property on 8461 Ridge Road and am interested in seeing what was developed on 8467 Midland Rd	Mark Gibbons	12/11/2025	Development Services	Dawn Nations
25-270	Requesting a report of all issued and pending building permits for residential & commercial properties from 11/1/2025 to 11/30/2025. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Braden Mineer	12/10/2025	Development Services	Dawn Nations

ATTACHMENT 1

AGENDA ITEM 5.1e

"Records for 3654 Fairweather Ln – Permit B-16-008 and related files" Request text:
This is a request under the Washington Public Records Act, chapter 42.56 RCW. I am conducting a feasibility review in connection with a potential purchase of the following property: 3654 Fairweather Ln Medina, WA 98039 King County Parcel No. 2425049137 Please provide all records in the City of Medina's possession relating to building permit B-16-008 for this address (Residential Addition/Alteration, created 2/18/2016, closed 6/10/2020), including but not limited to: • The full permit file, including the original application and any revised applications. • Approved site plan, floor plans, elevations, structural plans, and any other approved drawings or plans. • All inspection reports, inspection correction notices, final inspection sign-offs, and any documentation showing how the permit was closed. • All related correspondence (letters, emails, memoranda, notices) between the City and the owner, applicant, design professionals, or contractors regarding this permit and the work performed under it. • Any associated mechanical, electrical, plumbing, shoreline, grading, or other related permits for 3654 Fairweather Ln that are tied to or reference B-16-008. • Any notices of violation, stop-work orders, or code enforcement records relating to this property from 2014 to the present. • A list of any currently open or expired building, mechanical, electrical, plumbing, grading, or shoreline permits for 3654 Fairweather Ln, if any, with their permit numbers and status. Electronic copies (PDF or similar) are preferred. If any records are withheld or redacted, please identify the specific exemption(s) you are relying on and provide a brief explanation as required by RCW 42.56.210. I am requesting these records as part of a feasibility study for a potential purchase of the property. Any additional information your office can provide that would help clarify the permit history and code status of 3654 Fairweather Ln would be appreciated. I will pay all fees associated with this request.

25-268

Edward
Watson

Development Services
12/8/2025

Dawn
Nations

25-267

Rob Ward

Development Services
12/4/2025

Dawn
Nations

25-265

matt glaser

Development Services
12/5/2025

Dawn
Nations

ATTACHMENT 1

AGENDA ITEM 5.1e

What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] Ella Stapleton as a Bachelor of Arts (B.A) Degree graduate of Northeastern University (Boston, Massachusetts) who (i) had in the 2025 – 2026 Spring Semester taken an “Organizational Behavior” class to satisfy the necessary prerequisite to earn a business minor; (ii) was at the very beginning of her “Organizational Behavior” class informed that the use of artificial intelligence (AI) for academic purposes was strictly prohibited; (iii) had in the month of February 2025 noticed that Northeastern University was enabling its faculty members to adopt a “Do as I say, not as I do” attitude with regards to the use of AI; (iv) has in the month of February 2025 filed a complaint (with her alma mater) demanding a tuition refund from Northeastern University for the many double standards she witnessed on matters related to the use of AI as well as academic integrity; [2] Northeastern University as a postsecondary academic institution (i) which had in the 2025 – 2026 academic year approved, supervised and exercised oversight over the “Organizational Behavior” class Ella Stapleton needed to graduate with a business minor; (ii) that would most likely have imposed harsh disciplinary sanctions upon undergraduate students if they had used AI for academic purposes; (iii) which was between the months of February and May 2025 reminded by Ella Stapleton that the failure to impose sanctions and disciplinary measures upon faculty members who use AI would constitute an unacceptable form of double standard that legitimizes selective policing in higher education; (iv) which has in the month of May 2025 contacted Ella Stapleton (within 48 hours of her graduation) to inform her that they would not impose any sanctions or disciplinary measures upon faculty members who had used AI; (v) which has in the month of May 2025 contacted Ella Stapleton (within 48 hours of her graduation) to inform her that they would not be issuing her a tuition refund for the double standards she had witnessed and shed light upon at her alma mater; (vi) which has in response to Ella Stapleton’s complaint retroactively changed policies on the use of AI in academic settings; (vii) which has (during the processing of Ella Stapleton complaint) exhibited cognitive dissonance between their professed commitments to equal treatment and the double standards they have codified to legitimize selective policing in higher education; [3] the term “cognitive dissonance” being defined as a “state of mental discomfort that occurs when a person holds beliefs or opinions that are inconsistent, or that conflict with an aspect of their behavior;” [4] the policy(ies) implemented by your local/state government agency with regards to the use of AI; [5] *Melissa Jennings v UNC*; [6] *Christine Franklin v. Gwinnett County Public Schools*; [7] *Dixon v. Alabama State Board of Education*.

25-262

Michael A.
Ayele (a.k.a)
W

12/3/2025 Finance

Dawn
Nations

ATTACHMENT 1

Please be advised that we are not seeking a list of individuals. We are only requesting purchasing information. SmartProcure is submitting a public records request to the City of Medina for purchasing records from 6/30/2025 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name

25-261	Looking for the approved site plan and building plans for: 3327 Evergreen Point Road Medina, WA. 98039	Jeffrey Lee	12/3/2025	Finance	Dawn Nations
25-258		Jim Dwyer	12/1/2025	Development Services	Dawn Nations



CITY OF MEDINA

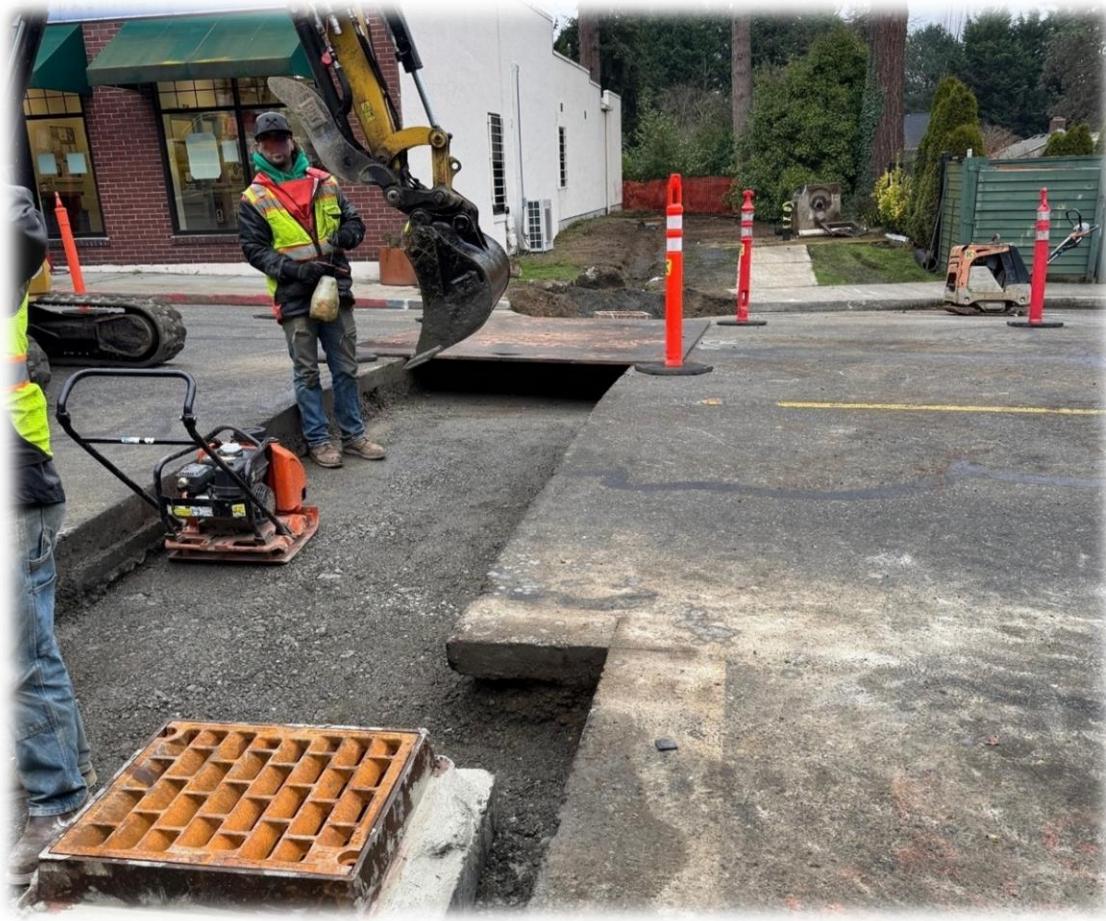
501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: January 12, 2026

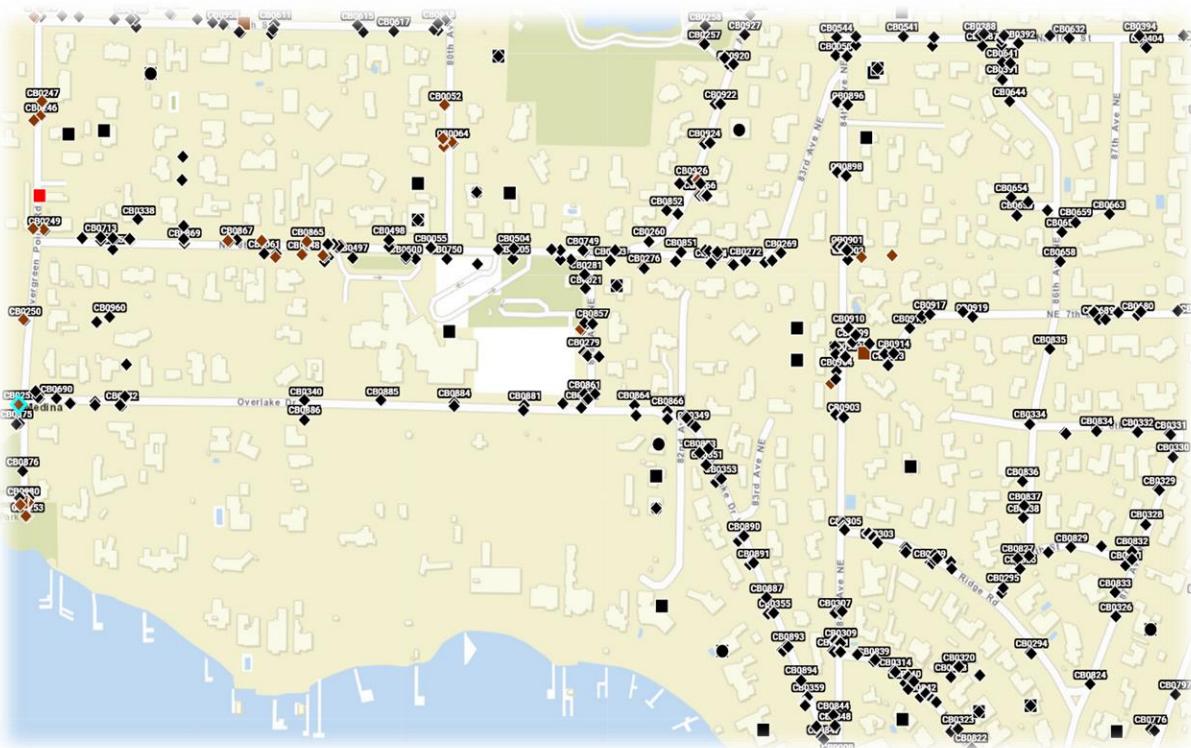
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

2025 HIGHLIGHTS

- STORM SYSTEM UPDATES** - Over the past several years, the city has prioritized improvements to the stormwater system. Public Works staff and consultants continue to identify drainage deficiencies and develop plans to reduce flooding during heavy rain events. 2025 has been a difficult year for flooding in the region. Managing our stormwater system is critical for long-term reliability and sustainability. With assistance from our consultant engineers, many problem areas related to inadequate drainage have been mitigated. Improvements range from minor catch basin connections to full pipe replacement projects which help increase capacity and direct flow into the proper channels.



- **PUBLIC AND PRIVATE STORM INSPECTIONS** - The 2025 Private Stormwater Inspection program was successfully completed and has been compliant for the past four years. These mandatory inspections apply to all private flow control and water quality facilities located on private property within the City. Some of the other components required by the permit include biennial inspections of all the public catch basins in the city, outfall monitoring, discharge violations and corrective actions taken (IDDE), evaluation of management practices with measurable goals and planned operational activities or projects for the next period. For the last seven years, Medina has fully met the Washington State Department of Ecology's NPDES requirements for the stormwater permit. An annual report is filed in April with a laundry list of requirements which changes every permit cycle.



- ROW VEGETATION MANAGEMENT – Public Works is actively trimming overgrown vegetation along the city's sidewalks. This has been an issue for many years making walkways nearly unusable for pedestrians. Last year staff were able to complete the main collector, 84th Ave NE and minor arterials. They have also focused on sightline issues at major intersections, mostly around the schools. In 2026 public works will broaden the scope to include all intersections and sidewalks along local access roads. Staff will continue to manage overgrown vegetation in the row, which helps with sightline issues, enhances overall safety, and creates an aesthetically pleasing environment for everyone in our community.



- **TENNIS COURT IMPROVEMENTS** – In 2025, the city completed major improvements to the tennis courts at both Medina Park and Fairweather Park. The project included deficiency repairs to existing pavement, followed by full court resurfacing to restore playability, improve surface performance, and extend the life of the tennis courts. New black mini-link fencing was installed around the perimeter at both locations to enhance safety, durability, and court containment. In addition, the existing tennis nets and net posts were replaced with new equipment meeting current ASBA standards.



LOOKING AHEAD TO 2026

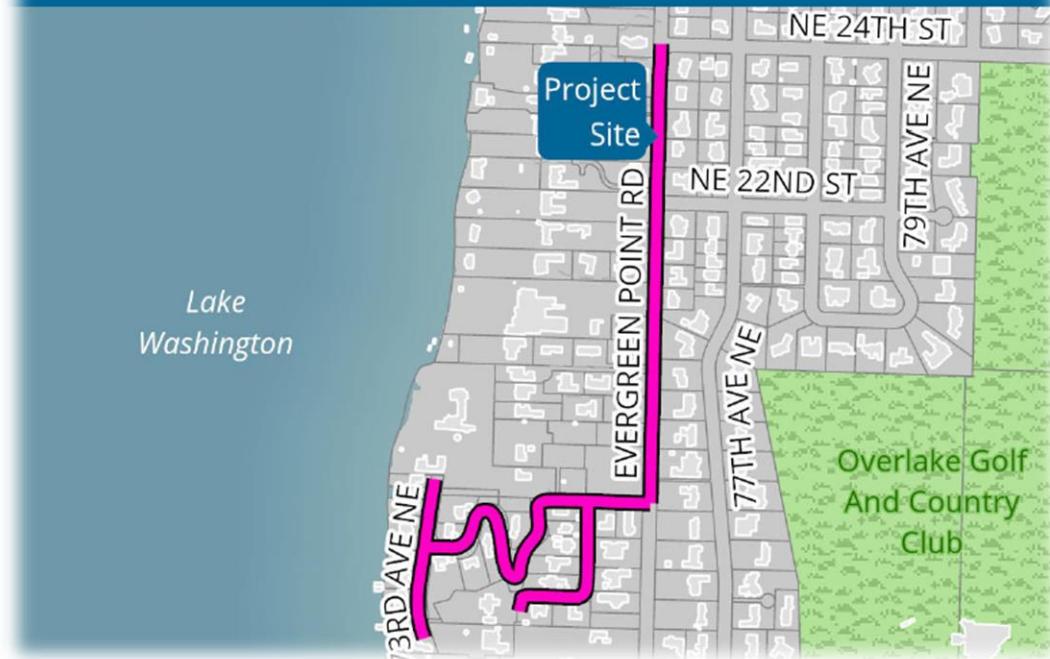
- **BELLEVUE WATER AC MAIN REPLACEMENT** – Bellevue Utilities has several scheduled AC Main projects in the city which will be ongoing for a number of years. Much of the existing water infrastructure is approaching or has reached the end of its useful life. These replacement projects are critical to maintain reliability and ensure adequate service levels for future demand. For 2026, Bellevue Utilities is planning to move forward with Phase 3 which includes NE 18th ST, Rambling Lane, 74th PL NE and 73rd Ave NE. This steep narrow stretch of roadway down to Lake Washington will pose ingress and egress challenges during construction. It is currently scheduled to begin in late summer of 2026 and expected to last approximately three months. Medina Public Works will continue to provide hands-on support for affected residents and communicate to the community as information is given.



City of Bellevue
Utilities Department
450 110th Ave NE
Bellevue, WA 98009

PROJECT UPDATE

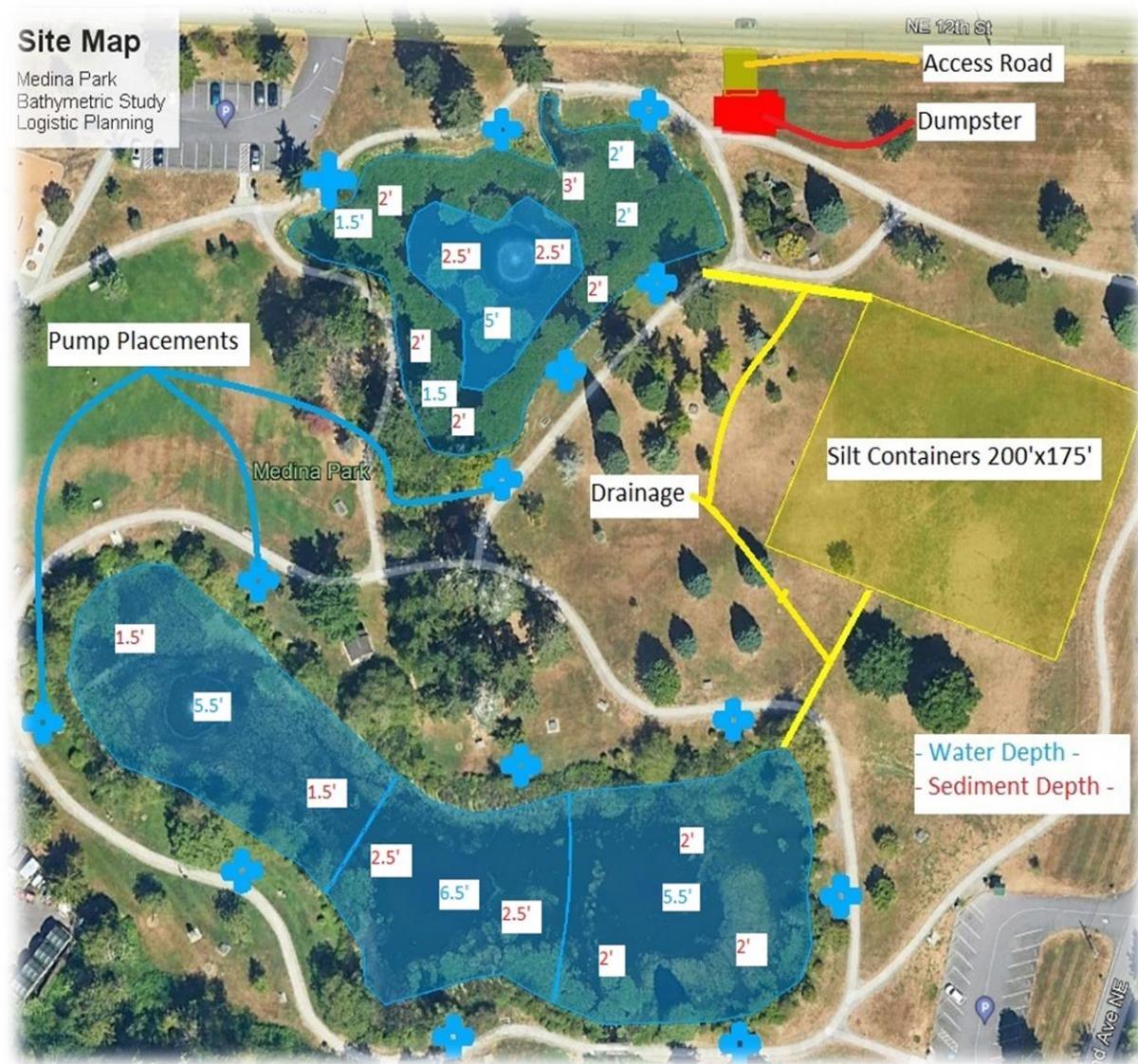
2026 Phase 3 Water Main Replacement



- **OVERLAKE DRIVE BRIDGES** – In 2025, King County bridge inspectors identified deficiencies on one of the bridges along Overlake Drive East. An annual inspection was performed on both bridges, 1014C and 1014B, and revealed pier cap deterioration. As a result of these findings, the City implemented new weight restrictions limiting loads to 10,000 pounds. King County's Chief Structural Engineer subsequently reduced the "Substructure Overall Condition Rating" to 2 – Critical and recommended increasing the inspection frequency to every six months until repairs are completed. Public Works is currently coordinating with Gray & Osborne's structural engineering team and King County Road Services Division to identify a feasible corrective action that will restore the bridge's original rating of five tons per axle.



- **MEDINA PARK NORTH STORMWATER POND** – This project will have several components with permitting being the most time-intensive piece of the process. Vegetation and sediment removal will also have its challenges due to the restrictions for in-water work which is July 1st – September 30th. Before the work can begin, permits from the Washington State Department of Fish and Wildlife (WDFW), Washington State Department of Ecology (Ecology), United States Army Corps of Engineers (Corps), Medina Development Services, and local Tribes will need to be in-hand prior to going out for bid. Each of these entities will have specific requirements and documentation. The current outlook is to complete the vegetation removal during the 2026 in-water work period.



December 2025 Check Register

Vendor	Invoice Number	Invoice Notes	Invoice Amount	Check Date	Account Number	Description
911 Supply Inc	INV-2-57125	PD Uniform-Bingcang	\$1,764.43	12/2/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57464	Medina Shoulder Patches	\$844.13	12/7/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57124	Radio Pouches	\$119.02	12/2/2025	001-000-000-521-20-31-40	Police Operating Supplies
			\$2,727.58			
A&H Embroidery	20202	City hall staff and volunteer appreciation gifts	\$2,517.00	12/1/2025	001-000-000-511-60-41-00	Professional Services
			\$2,517.00			
Amazon Capital Services	1RLW-96DM-HL17	PD Uniform	\$344.98	12/2/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	174V-PVWC-J4R3	PD Uniform	\$240.20	12/2/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1F74-4CH6-GjQR	Uniform pants	\$167.50	12/7/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	19RQ-NCYM-C1KX	PD Office Supplies/Acoustic Panels	\$877.49	12/2/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	174V-PVWC-J6XP	Cabinet lighting	\$32.94	12/2/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1ND4-FL43-H1RX	Hanging Hooks	\$29.74	12/7/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1RY4-RDRK-VJY9	PD Office Supplies	\$379.34	12/7/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1YMM-DVPC-Y3M1	PD Office Supplies	\$14.30	12/7/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	14NK-YPNV-RGVR	PD Office Supplies	\$108.25	12/7/2025	001-000-000-521-20-43-00	Travel & Training
			\$2,194.74			
AT&T Mobility	287287975246X11272025	PD Patrol Cars	\$2,533.54	12/7/2025	001-000-000-521-20-42-00	Communications (phone,Pagers)
			\$2,533.54			
Axon Enterprise, Inc.	INUS401406	Body worn cameras	\$3,367.98	12/7/2025	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay
			\$3,367.98			
Bellevue City Treasurer - Water	Service from 8/22/25-10/23/25 100 84th Ave NE	View Point Water	\$81.61	12/2/2025	001-000-000-576-80-47-00	Utilities
			\$81.61			
Buenavista Services, Inc	13079	Oct CH and PO Janitorial	\$1,852.50	12/23/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	13157	Nov Parks Janitorial	\$1,053.29	12/23/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	13078	Oct 2025 Parks Janitorial	\$1,053.29	12/23/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	13158	CH and PO Janitorial	\$1,852.50	12/23/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$5,811.58			
Centurylink	Services from 11/8/25 to 12/7/25 425-451-7838	CC Terminal	\$210.86	12/2/2025	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	Services from 11/16/25 to 12/17/25 425-637-3933	PD/CH Emergency Lines	\$225.26	12/2/2025	001-000-000-521-20-42-00	Communications (phone,Pagers)
Centurylink	Services from 10/8/25 to 11/07/25 425-451-7838	PD/CH Emergency Lines	\$210.86	12/2/2025	001-000-000-521-20-42-00	Communications (phone,Pagers)
			\$646.98			
Clyde Hill, City of	2025-24	84th Ave NE Shared Costs	\$3,969.20	12/7/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$3,969.20			
Comcast	Services from 11/25/25 to 12/24/25	PW Internet	\$161.37	12/2/2025	001-000-000-576-80-42-00	Telephone/postage
			\$161.37			
Crystal And Sierra Springs-Admin	11037150 112925	CH Drinking Water	\$113.97	12/7/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			\$113.97			
CWA Consultants	25-198	b25-043	\$4,320.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-202	b23-053	\$270.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-193	b23-045	\$270.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-197	b25-006	\$270.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-203	b25-041	\$4,860.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-200	b23-030	\$2,025.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-199	b25-042	\$405.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-196	b25-047	\$270.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-204	b25-059	\$1,620.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-192	b24-011	\$270.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-195	b24-003	\$540.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-205	b25-044	\$945.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-206	b23-030	\$270.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-194	b25-010	\$4,320.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-201	b25-012	\$4,590.00	12/7/2025	401-000-000-558-60-41-00	Professional Services
			\$25,245.00			
Eftehri, Heideh	Refund Request P-25-056 & P-25-057, Shoreline, Minor Deviation, 3230 78th PL NE	Refund Request P-25-056 & P-25-057, Shoreline, Minor Deviation, 3230 78th PL NE	\$950.00	12/2/2025	401-000-000-345-81-00-00	Zoning
			\$950.00			
Fabricius, Naness Mette	Refund request TREE-25-064, 3226 78th PL NE	Refund request TREE-25-064, 3226 78th PL NE	\$450.00	12/31/2025	401-000-000-345-89-00-00	Planning

Ferguson, Jessica	Refund of Right of Way Permit, 1018 84th Ave NE	Refund of Right of Way Permit, 1018 84th Ave NE	\$450.00	12/2/2025	001-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)
G.W. Gunarama Wholesale, Inc.	1308453	LED sight for firearm	\$10,000.00	12/7/2025	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
Goad, Christopher & Tanya	Refund request P-25-044, 7329 NE 18th St	Refund request P-25-044, 7329 NE 18th St	\$2,000.00	12/31/2025	401-000-000-345-81-00-00	Zoning
Goodyear Auto Service Center	0000042163	Tires	\$951.98	12/2/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Goodyear Auto Service Center	0000042169	Tires & Brakes	\$1,877.62	12/2/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Goodyear Auto Service Center	0000042631	Tires	\$227.64	12/2/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$3,057.24			
Gray & Osborne, Inc.	25518-1	2025 SMAP	\$338.88	12/23/2025	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	25421-7	NPDES Assistance	\$990.30	12/23/2025	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	25541-1	1049 84th Ave Survey	\$223.72	12/23/2025	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	25421-8	NPDES Assistance	\$778.10	12/23/2025	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	25439.01-4	Overalek Dr. Bridge Repair	\$3,716.96	12/23/2025	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	25524-3	2025 Overlay	\$814.30	12/23/2025	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	25524-2	Overlay Cons. and Inspection	\$11,088.71	12/23/2025	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	25439.01-01	Overlake Dr. Bridge Repair	\$2,480.89	12/23/2025	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	25439.01-5	Overlake Dr. E Bridge Repair	\$2,862.35	12/23/2025	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	Nov 2025 Invoices		\$0.00	12/7/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25524-2		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	24541		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25421-8		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25524-3		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25541-1		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25518-1		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25483-2		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	24541-9		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25421-7		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25439.01-01		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25439.01-5		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	25439.01-4		\$0.00	12/23/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Nov 2025 Invoices		\$0.00	12/7/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25524-3		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25439.01-4		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25439.01-5		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25541-1		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25421-7		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	24541		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25518-1		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	24541-9		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25439.01-01		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25524-2		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25421-8		\$0.00	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	25483-2	2025 Overlay	\$5,669.58	12/23/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	24541	Park Dredging	\$486.50	12/23/2025	307-000-000-595-30-63-18	Medina Park Ponds
Gray & Osborne, Inc.	24541-9	Park Dredging	\$447.44	12/23/2025	307-000-000-595-30-63-18	Medina Park Ponds
Gray & Osborne, Inc.	Nov 2025 Invoices	Engineering Consultants	\$7,661.50	12/7/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	25439.01-4		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	24541		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	25421-8		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	25524-3		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	25483-2		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	25439.01-01		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	25421-7		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	25439.01-5		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	24541-9		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	25541-1		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	25524-2		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant

Gray & Osborne, Inc.	25518-1		\$0.00	12/23/2025	401-000-000-558-50-41-07	Engineering Consultant
Horticultural Elements, Inc.	10493	84/24th & 84th Median Maintenance	\$37,559.23 \$4,490.00 \$4,490.00	12/2/2025	101-000-000-542-30-41-00	Professional Services
Inslee Best Doezie & Ryder, P.S.	450239	NOV City Attorney	\$27,166.22	12/7/2025	001-000-000-515-41-40-00	City Attorney
Inslee Best Doezie & Ryder, P.S.	450239	City Attorney	\$520.00	12/7/2025	401-000-000-558-50-04-00	City Attorney, Dev. Serv.
Issaquah Honda Kubota	6178P	Chainsaw Chains	\$331.05 \$331.05	12/23/2025	001-000-000-576-80-31-00	Operating Supplies
KC Finance-DCHS, Behavioral Health & Recovery Division	2169799	Q3 2025 Liquor Profits and Excise Tax	\$209.33	12/7/2025	001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse
Kirkland Municipal Court	NOV25MED	Filing Fees	\$2,206.28 \$2,206.28	12/2/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
Konica Minolta Premier Finance	593108350	PD Copier	\$234.06 \$234.06	12/1/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals
L.N. Curtis & Sons	INV1010650	Training Ammo	\$757.08 \$757.08	12/2/2025	001-000-000-521-20-31-60	Ammo/Range (Targets, etc)
Large, Ken	Refund TREE-25-070	Refund, 7844 NE 10th St, remove trees	\$19.75	12/31/2025	401-000-000-322-11-00-00	Building Permit - Technology Fee
Large, Ken	Refund TREE-25-070	Refund, 7844 NE 10th St, remove trees	\$750.00	12/31/2025	401-000-000-345-89-00-00	Planning
Mahoney Planning, LLC	25-11	November Current Planning	\$11,645.00 \$11,645.00	12/17/2025	401-000-000-558-60-41-01	Planning Consultant
Mercer Island, City of	004675	Marine Patrol Services 2025	\$101,553.00 \$101,553.00	12/2/2025	001-000-000-521-20-41-40	Marine Patrol Services
Message Watcher, LLC	2-60429	Email/SM/Web Archiving	\$407.90	12/2/2025	001-000-000-518-80-41-60	Software Services
Message Watcher, LLC	2-60078	Email/SM/Web Archiving	\$317.60	12/17/2025	001-000-000-518-80-41-60	Software Services
MG Consulting Services LLC	25076	Portal Testing	\$2,275.00 \$2,275.00	12/23/2025	001-000-000-518-10-41-00	Professional Services
Michael's Fine Dry Cleaning	503	PD Dry Cleaning	\$110.77 \$110.77	12/17/2025	001-000-000-521-20-22-00	Uniforms
Moberly & Roberts, PLLC	1274	Nov Prosecuting Attorney	\$4,000.00 \$4,000.00	12/17/2025	001-000-000-515-93-40-10	Prosecuting Attorney
Navia Benefit Solutions	11042468	Navia Fees	\$100.00 \$100.00	12/2/2025	001-000-000-514-20-49-10	Miscellaneous
Overlake Golf & Country Club	8209	Elected and Volunteer Luncheon	\$4,714.95 \$4,714.95	12/17/2025	001-000-000-511-60-41-00	Professional Services
PC Specialists, Inc.	70348	Dec IT Services	\$12,922.62	12/17/2025	001-000-000-518-80-41-50	Technical Services, Software Services
PC Specialists, Inc.	Duplicate payment	Duplicate payment	(\$6,479.76)	12/17/2025	001-000-000-518-80-41-60	Software Services
PC Specialists, Inc.	5614649	Azure Oct 2025	\$1,851.22	12/17/2025	001-000-000-518-80-41-60	Software Services
PC Specialists, Inc.	5617401	Duo OSftware Subscription	\$76.04	12/17/2025	001-000-000-518-80-41-60	Software Services
PC Specialists, Inc.	5616601	Nov Azure	\$1,898.00	12/17/2025	001-000-000-518-80-41-60	Software Services
PC Specialists, Inc.	70348	Dec IT Services	\$2,381.29	12/17/2025	401-000-000-558-50-05-00	Technical Services, Software Services
			\$12,649.41			
Pitney Bowes Global Financial Services LLC	3321734019	Postage Machine Quarterly Lease	\$443.85	12/17/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
			\$443.85			
Precision Turf Equipment, LLC	6207	Batteries, and Rapid Charger	\$6,629.61	12/17/2025	001-000-000-576-80-31-00	Operating Supplies
Precision Turf Equipment, LLC	6216	Batteries for Electric Tools	\$7,436.14	12/30/2025	001-000-000-576-80-31-00	Operating Supplies
Precision Turf Equipment, LLC	6206	Chainsaw, Pole Pruner, Hedgetrimmer	\$3,671.15	12/17/2025	101-000-000-542-30-35-00	Small Tools/minor Equipment
			\$17,736.90			
Premier Painting Solutions LLC	0000111	Retention, Premier Painting, CH Interior Painting Proj	(\$1,190.30)	12/2/2025	307-000-000-382-20-00-00	Retainage Deposits
Premier Painting Solutions LLC	0000111	CH Interior Painting Project	\$26,234.20	12/2/2025	307-000-000-594-18-60-00	Building Improvements
			\$25,043.90			
Pro-shred	88096	CH Shredding Services	\$79.05	12/2/2025	001-000-000-518-10-41-00	Professional Services
Pro-shred	91182	CH Shredding Services	\$79.05	12/17/2025	001-000-000-518-10-41-00	Professional Services
Pro-shred	91580	CH Shredding Services	\$79.05	12/17/2025	001-000-000-518-10-41-00	Professional Services
			\$237.15			
Pro-Vac LLC	254290	11/18 Sweeping	\$2,281.97	12/23/2025	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254288	11/12 Sweeping	\$2,542.59	12/23/2025	101-000-000-542-67-41-00	Street Cleaning

Pro-Vac LLC	254293	12/ cleaning	\$2,412.28	12/23/2025	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254289	Sweeping	\$2,542.59	12/23/2025	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	253332	10/29 Sweeping	\$2,542.59	12/23/2025	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254287	11/10 Sweeping	\$2,542.59	12/23/2025	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254292	11/25 sweeping	\$1,654.65	12/23/2025	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254291	11/24 Sweeping	\$2,542.59	12/23/2025	101-000-000-542-67-41-00	Street Cleaning
			\$19,061.85			
Public Safety Psychological Services	6646	Bingcang-Pysch eval	\$450.00	12/2/2025	001-000-000-521-20-41-50	Recruitment-Background
			\$450.00			
Puget Sound Energy	Services from 10/22/25-11/19/25 1050 82nd Ave NE	Five Corner Power	\$40.88	12/2/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 10/23/25-11/20/25 84th Ave NE		\$0.00	12/17/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 11/01/25-12/01/25 TIB LED Conversion		\$0.00	12/17/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 11/04/25-12/02/25 88th Ave NE		\$0.00	12/17/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 11/01/25-12/01/25 77th and 79th Ave NE		\$0.00	12/17/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 11/04/25-12/02/25 515 Evergreen Pt Rd.		\$0.00	12/17/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 11/04/25-12/02/25 80th Ave NE.		\$0.00	12/17/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	CH October Power	CH Power	\$2,109.30		001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 11/04/25-12/02/25 88th Ave NE	88th Power	\$38.76	12/17/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 11/01/25-12/01/25 77th and 79th Ave NE	77th and 79th Power	\$166.83	12/17/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 10/23/25-11/20/25 84th Ave NE	Street Light Power	\$18.56	12/17/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 11/04/25-12/02/25 515 Evergreen Pt Rd.	515 Evergreen Pt.	\$42.24	12/17/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 11/04/25-12/02/25 80th Ave NE.	80th Ave NE	\$12.21	12/17/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 11/01/25-12/01/25 TIB LED Conversion	TIB LED Conversion	\$1,365.34	12/17/2025	101-000-000-542-63-41-00	Street Light Utilities
			\$3,794.12			
Rain City Paving, Inc.	PW-ROW-25-061	PW-ROW-25-061	\$10,000.00	12/17/2025	401-000-000-582-10-00-01	Refund of PGB/CMP Deposits (DS)
			\$10,000.00			
Reeves, Randy	Nov25 Training Reimbusement	SCA Training Reimbusement - Reeves	\$65.00	12/8/2025	001-000-000-511-60-43-00	Travel & Training
			\$65.00			
Seattle Times, The	79244	Legal Notices	\$324.50	12/17/2025	001-000-000-518-10-44-00	Advertising
			\$324.50			
Sound View Strategies, LLC	3693	Lobbyist	\$3,000.00	12/23/2025	001-000-000-513-10-41-00	Professional Services
Sound View Strategies, LLC	3666	Lobbyist	\$3,000.00	12/23/2025	001-000-000-513-10-41-00	Professional Services
			\$6,000.00			
Staples Business Advantage	6048065853	PD Office Supplies	\$265.11	12/2/2025	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	7008046742	PD Office Supplies	\$213.75	12/17/2025	001-000-000-521-20-31-00	Office Supplies
			\$478.86			
Swanson, Jeff	Expense Reimbursement Regional Utilities Rate Summit	Expense Reimbursement Regional Utilities Rate Summit	\$49.28	12/31/2025	001-000-000-513-10-43-00	Travel & Training
			\$49.28			
Tiki Car Wash	2371	PD Car Washes	\$80.15	12/2/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$80.15			
WA Assoc of Sheriffs & Police Chief	DUES-2025-00871	WASPC Dues Marxer	\$75.00	12/17/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$75.00			
Westmark Construction	241072105	Westmark, Correct Retainage balance for CH Deck Project	(\$3,127.92)	12/2/2025	307-000-000-382-20-00-00	Retainage Deposits
Westmark Construction	241072105	CH Deck Project	\$9,989.84	12/2/2025	307-000-000-594-18-60-00	Building Improvements
			\$6,861.92			
WSP Global Inc	40274072	Geotechnical Eng Svcs	\$1,259.50	12/2/2025	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40276096	Geotechnical Eng Svcs	\$3,596.00	12/2/2025	401-000-000-558-50-41-07	Engineering Consultant
			\$4,855.50			
			\$373,961.21			
Payroll	Dec 2025 Payroll	Payroll	\$21,362.40	12/31/2025	001-000-000-513-10-11-00	
Payroll	Dec 2025 Payroll	Payroll	\$17,856.43	12/31/2025	001-000-000-514-20-11-00	
Payroll	Dec 2025 Payroll	Payroll	\$24,436.34	12/31/2025	001-000-000-518-10-11-00	
Payroll	Dec 2025 Payroll	Payroll	\$157,210.68	12/31/2025	001-000-000-521-20-11-00	
Payroll	Dec 2025 Payroll	Payroll	\$0.00	12/31/2025	001-000-000-571-00-11-00	
Payroll	Dec 2025 Payroll	Payroll	\$35,860.54	12/31/2025	001-000-000-576-80-11-00	

Payroll	Dec 2025 Payroll	Payroll	\$23,876.25	12/31/2025	101-000-000-542-30-11-00
Payroll	Dec 2025 Payroll	Payroll	\$40,821.99	12/31/2025	401-000-000-558-60-11-00
			<u>\$321,424.63</u>	Payroll Total	
			<u>\$695,385.84</u>	Grand Total	



MEDINA, WASHINGTON
MEDINA CITY COUNCIL
SPECIAL AND REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Wednesday, November 19, 2025 – 5:00 PM

MINUTES

1. STUDY SESSION

Mayor Rossman called the study session of the Medina City Council to order in the Council Chambers at 5:06pm.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Mac Johnston
Councilmember Heija Nunn

ABSENT

Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Michael Luis

STAFF

Swanson, Osada, Wilcox, Wagner, Nations, Robertson

1.1 Discussion re: Legislative Direction on Phasing-Out Gas-Powered Leaf Blowers

Staff Contact: Jeff Swanson, City Manager; Ryan Osada, Public Works Director; Jennifer Robertson, City Attorney's Office

Ryan Osada, Public Works Director, gave an overview of timeline and work that has been done to date regarding phasing out gas powered leaf blowers. Council asked questions and discussed additional options and a path forward. Staff responded.

ACTION: Discussion only; no action taken.

2. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 6:10pm.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Mac Johnston
Councilmember Heija Nunn

ABSENT

Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Michael Luis

STAFF

Swanson, Osada, Wilcox, Wagner, Nations, Robertson

3. APPROVAL OF MEETING AGENDA

Mayor Rossman asked to add SCA Meeting Representative discussion to the Presentations item 5.1.

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

4. PUBLIC COMMENT PERIOD

Mayor Jessica Rossman opened the public comment period.

Steve Burns addressed the Council first by thanking our Veterans for protecting our rights and then addressed the council regarding the leaf Blower ordinance regarding the noise section and residents' rights.

There were no additional speakers, and the public comments was closed.

5. PRESENTATIONS

5.1 SCA (Sound Cities Association) Meeting Representative Discussion

Deputy Mayor Randy Reeves will attend the December 3rd, 2025, Annual meeting and Councilmember Heija Nunn will attend the December 9th Board Members and Caucus meeting. City Manager Jeff Swanson will review the voting

items and give direction to Deputy Mayor Reeves, and the December 9th board member voting will be discussed at the December 8th Council meeting.

6. CITY MANAGER'S REPORT

None.

7. CONSENT AGENDA

ACTION: Motion made by Deputy Mayor Reeves, Seconded by Councilmember Johnston. Carried 4-0 vote. The meeting agenda was approved as presented.

7.1 2026 Property Tax Levy Resolution

Recommendation: Adopt Resolution No. 453.

Staff Contact: Ryan Wagner, Finance Director

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

None.

10. CITY BUSINESS

10.1 2025 Budget Amendments

Recommendation: Discussion and feedback, to be brought back in December for approval.

Staff Contact: Ryan Wagner, Finance & HR Director

Ryan Wagner, Finance and HR Director gave an overview of the 4 budget amendments for 2025 which included:

City Manager Cashout - \$45,962.36

Per Medina policy, found within the Employee Handbook, the City Manager was cashed out on all unused vacation time upon departure. After 10 years of service with the City, the City Manager was also eligible for a cashout of 25% of all accrued sick time up to 180 hours.

City Manager Recruitment - \$52,813.63.

The City has signed a contract with the recruiting firm GMP Consultants, totaling \$19,500. With advertising, background and travel costs, the total expense was **\$25,156.13**. An additional **\$27,657.50** has been spent through June to our City Attorney's office for the recruitment process.

Interim City Manager Contract - \$61,555.48

At the first April meeting of 2025, the Council announced an agreement with Exigy Consulting to bring Jeff Swanson on as the interim City Manager. From the period of April 14th - July 20th, Medina operated under the interim City Manager until the conclusion of the recruitment process, in which the Interim title was removed, and Mr. Swanson was hired. Over this time, the city paid Exigy Consulting **\$61, 555.48**.

Teamsters CBA Contract - \$25K Estimate

The Teamsters collective bargaining agreements for the Clerical and Public Works Unions were approved by the Council during the March 10th meeting. The estimated cost increase over the 2025 budget is \$25K. While the negotiated increase to salary and longevity are set, the "estimate" comes from potential budget impacts to overtime and on call rates.

The proposed amendments above have a combined cost to the 2025 General Fund of \$185,331.47.

To offset these adjustments, the city could utilize two revenue sources that have exceeded budget projections in 2025.

- 1) Investment Interest Earnings
- 2) Utility and Franchise Fees

ACTION: Direction to provide the Handbook and Contract language to the council for review and clarification. Council asked for redline of salary schedule.

10.2 2026 Final Budget and Salary Schedule

Recommendation: Approve and adopt Ordinance No.1047.

Staff Contact: Ryan Wagner, Finance Director

Ryan Wagner, Finance and HR Director gave an overview of the budget process timeline and highlighted the changes from the previous draft 2025 budget is language and code language to Central Services Professional Services line item and long-range planning. Council held 3 Public Hearings. The process started in July 2025. First public hearing was on September 8, second on October 13 and third on November 10. Council discussed, asked questions and staff responded.

ACTION: Motion made by Councilmember Nunn to reduce the central service Professional Services line-item bars account 001.000.000.518.10.41.00 professional services from 125,000 down to 37,200 and move the 87,800 to the ending fund balance to the general fund expenditures by equivalent amount and increasing ending fund balance general fund by same amount. Seconded by Mayor Rossman, Carried 3-1 vote.

Amended Motion made by Councilmember Johnston to adopt the 2026 final budget and salary schedule with the central services professional services line item modified by the motion. Three parts to Ordinance No. 1047 reducing central service professional services line \$87,800 to \$37,200 general fund expenditures by \$87,800 take it from \$8,179,612.91 to \$8,091,812.91 and increase general fund ending fund balance from \$3,590,355.09 to \$3,678,155.09 amended Ordinance No.1047. Seconded by Deputy Mayor Reeves, Carried 4-0 vote

10.3 2026 Legislative Priorities

Recommendation: Adopt.

Staff Contact: Jeff Swanson, City Manager

Jeff Swanson, City Manager, gave overview of the updated draft 2026 Legislative Priorities and highlighted the changes that came out of the study session with council. He went into detail of the changes and updates. Council discussed and staff responded.

ACTION: Motion made by Councilmember Nunn to adopt 2026 Legislative Priorities with changes Seconded by Deputy Mayor Reeves, Carried 4-0 vote.

10.4 Vegetation Management Reimbursement Policy

Recommendation: Discussion and direction.

Staff Contact(s): Jennifer S. Robertson, City Attorney, Randi Shaffer, Assistant City Attorney, and Ryan Osada, Public Works Director

Ryan Osada, Public Works Director gave an overview of the updated policy. The policy is to allow the city to take action if the situation cannot be rectified by following the process. He went over the flow chart on how the policy would be followed in the event the city needs to step in with vegetation management in the ROW if homeowners do not abide by the current policy regarding maintaining overgrowth vegetation. This will also involve public engagement, communication and education. Council discussed, asked questions and staff responded.

ACTION: Council directed staff to update the flow chart to add additional days before the lien resolution brought to council and bring back at the December 8, 2025, Council meeting on consent for approval.

11. REQUESTS FOR FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENT

Mayor Rossman opened the public comment period.

Steve Burns addressed the council regarding council priorities and city policies. He thanked the council for their efforts and purposeful consideration regarding policies that impact the residents.

There were no additional speakers, and the public comments were closed.

13. EXECUTIVE SESSION

The Council entered Executive Session at 8:10 PM for an estimated time of 30 minutes to discuss matters as authorized under the following RCW:

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.

ACTION: No action was taken following the Executive Session.

14. ADJOURNMENT

By consensus Council adjourned at 8:56pm

Meeting Minutes taken by Dawn Nations, Acting City Clerk



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 12, 2026

Subject: DRAFT 2026 City Council Legislative Schedule

Category: Discussion and Direction

Staff Contact(s): Jeff Swanson, City Manager

Summary

For ease of planning and coordination, a draft schedule of City Council events for 2026 has been prepared for Council consideration.

The schedule includes:

- Regular meetings as required by RCW and MMC
- AWC events
- Proposed dates for joint meetings with the Planning Commission and Park Board
- Regular meeting dates at which City Manager goals and progress will be reviewed
- Significant community event dates such as Medina Days and SEAFAIR
- The first scheduled City Council retreat (Jan. 24th)

Topics for consideration and direction include:

- August regular meeting dates
- Regular meeting dates in November and December and holiday schedules
- Scheduling additional City Council retreat dates

The schedule provides the basis for coordinating policy work planning and related resource programming and allocation. The schedule is intended as a coordination and communication tool to be modified as needed as the work of the City Council progresses throughout 2026.

Supporting Documents

- DRAFT 2026 City Council Legislative Schedule prepared by City Manager.

Recommendations

- Review and provide input on the DRAFT schedule and utility of the schedule format.

This DRAFT 2026 City Council Legislative Schedule meets and supports Council's priorities **3** and **5** (list priority numbers).

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. **Efficient and Effective Government**

4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachment(s)

- DRAFT 2026 City Council Legislative Schedule prepared by City Manager.

Budget/Fiscal Impact: None.

Recommendation: Review and provide input on the DRAFT schedule and format.

City Manager Approval:



Proposed Council Motion: None.

Time Estimate: 15 minutes



MEDINA CITY COUNCIL
DRAFT 2026 LEGISLATIVE SCHEDULE

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

JANUARY 21 - 22, AWC City Action Days, Olympia, WA

JANUARY 24, City Council Retreat, 9:00 am - 1:00 pm

JANUARY 26, City Council Regular Meeting, 5:00 pm
City Manager Goals Progress Report

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

FEBRUARY 12, AWC Mayors Exchange, Olympia, WA

FEBRUARY 23, City Council Regular Meeting, 5:00 pm

FEBRUARY 24, Joint City Council/Planning Commission Meeting, 6:00 pm

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

MARCH 16, Joint City Council/Park Board Meeting, 5:00 pm

MARCH 23, City Council Regular Meeting, 5:00 pm

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

APRIL 27, City Council Regular Meeting, 5:00 pm
City Manager Goals Progress Report

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

MAY 26 (TUESDAY), City Council Regular Meeting, 5:00 pm

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

JUNE 22, City Council Regular Meeting, 5:00 pm

JUNE 23 - 26, AWC Annual Conference, Spokane, WA

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

JULY 27, City Council Regular Meeting, 5:00 pm

City Manager Goals Progress Report

JULY 31 - AUGUST 2, SEAFAIR

AUGUST 5 - 9, Medina Days

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

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

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

SEPTEMBER 28, City Council Regular Meeting, 5:00 pm
City Manager Goals Progress Report

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

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

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

NOVEMBER 23, City Council Regular Meeting, 5:00 pm

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

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



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 12, 2026

Subject: ARCH Action Items

Category: Resolution(s)

Staff Contact(s): Jeff Swanson, City Manager

Summary

The City of Medina is one of 14 participating jurisdictions in ARCH – A Regional Coalition for Housing. ARCH facilitates and administers public investments in affordable housing projects and programs on behalf of these jurisdictions. Three items of ARCH business are before the Council for consideration:

- 2025 ARCH Housing Trust Fund award recommendations
- Downpayment Assistance Program Update
- Delegation of pre-2010 ARCH Housing Trust Fund awards to Administering Agency

Background

1. **2025 ARCH Housing Trust Fund award recommendations**

Attached is a memo (Attachment A) from the ARCH Executive Board that includes recommendations for the 2025 ARCH Housing Trust Fund. This memo includes the project funding recommendations, rationale for awards, and an attachment that designates each ARCH member's contribution to the selected projects. A resolution is attached committing the City of Medina's pro rata share, \$32,200, to the seven projects selected for awards. A supporting presentation deck is likewise attached summarizing the information contained in Attachment A.

2. **Downpayment Assistance Program Update**

Attached is a memo detailing the ARCH Executive Board's recommendation for updates to the Downpayment Assistance (DPA) Program (Exhibit A). A resolution is also attached enacting the recommendations contained in the memo. A supporting presentation deck summarizing the program updates contained in the memo is likewise attached.

3. **Delegation of pre-2010 ARCH Housing Trust Fund awards to Administering Agency**

Attached is a memo outlining the action and consideration regarding delegating pre-2010 ARCH Housing Trust Fund awards to ARCH's Administering Agency (City of Bellevue). A draft resolution includes Attachment A listing all the projects supported by the ARCH Housing Trust Fund prior to 2010. A supporting presentation deck summarizing the program updates contained in the memo is likewise attached.

Supporting Documents

The following documents were provided by ARCH and modified for City of Medina use in considering the three ARCH action items:

- 1.0 DRAFT Resolution No. 455 ARCH Housing Trust Fund Award
- 1.1 ATTACHMENT A
- 1.2 ARCH HTF Rec Presentation
- 2.0 DRAFT Resolution No. 456 ARCH Downpayment Assistance Program
- 2.1 EXHIBIT A
- 2.2 ARCH DPA Presentation
- 3.0 DRAFT Resolution No. 457 and Attachment A – ARCH Expanded Admin Role
- 3.1 Admin Agency Delegation Memo
- 3.2 Pre2010 HTF Delegation Presentation

Recommendations

Adoption of each of the draft resolutions:

- 2025 Housing Trust Fund Awards
- Downpayment Assistance Program Updates
- Expanded Administrative Role of the City of Bellevue for Housing Trust Fund awards prior to 2010

This ARCH action items meet and support Council's priorities 1, 3, and 5.

Council Priorities:

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

Attachment(s)

- 1.0 DRAFT Resolution ARCH Housing Trust Fund Award
- 1.1 ATTACHMENT A
- 1.2 ARCH HTF Rec Presentation
- 2.0 DRAFT Resolution ARCH Downpayment Assistance Program
- 2.1 EXHIBIT A
- 2.2 ARCH DPA Presentation
- 3.0 DRAFT Resolution and Attachment A – ARCH Expanded Admin Role
- 3.1 Admin Agency Delegation Memo
- 3.2 Pre2010 HTF Delegation Presentation

Budget/Fiscal Impact: \$32,200 appropriated from the City's Public Housing Services Fund (a General Fund account) which has a 2026 total appropriation amount of \$38,066.

Recommendation: Adoption of all three resolutions.



City Manager Approval:

Proposed Council Motions:

Motion #1: "I move to adopt Resolution No. 455, a Resolution authorizing the duly-appointed Administering agency for ARCH to execute all documents necessary to enter into Agreements for

the funding of affordable housing projects, as recommended by the ARCH Executive Board, utilizing funds from the City's Public Housing Services – ARCH Account.”

Motion #2: “I move to adopt Resolution No. 456 a Resolution approving revisions to the House Key Plus ARCH (East King County) Down Payment Assistance Program, authorizing execution of related agreements, and ratifying prior actions taken in support of said program, all as recommended by the Executive Board for A Regional Coalition for Housing (ARCH).”

Motion #3: “I move to adopt Resolution No. 457, a Resolution authorizing the City of Bellevue to administer certain housing project agreements on behalf of the City of Medina, consistent with the Amended and Restated Interlocal Agreement for ARCH – A Regional Coalition for Housing.”

Time Estimate: 20 minutes

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 455

A RESOLUTION authorizing the duly-appointed Administering agency for ARCH to execute all documents necessary to enter into Agreements for the funding of affordable housing projects, as recommended by the ARCH Executive Board, utilizing funds from the City's Public Housing Services – ARCH Account.

WHEREAS, A Regional Coalition for Housing (ARCH) was created by interlocal agreement to help coordinate the efforts of Eastside cities to provide affordable housing; and

WHEREAS, the ARCH Executive Board has recommended that the City of MEDINA participate in the funding of certain affordable housing projects and programs hereinafter described; and

WHEREAS, the ARCH Executive Board has developed a number of recommended conditions to ensure that the City's affordable housing funds are used for their intended purpose and that projects maintain their affordability over time; and

WHEREAS, the City Council on its March 8, 2010 Consent Calendar approved the Amended and Restated Interlocal Agreement for ARCH; and

WHEREAS, the City Council desires to use \$32,200 from City funds as designated below to finance the projects recommended by the ARCH Executive Board; now, therefore,

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Council authorizes the duly-appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the City to fund Altaire at East Main, Bothell Urban, Family Village Redmond, Forest Edge, LEO Trailhead, Kirkland House, and Orchard Gardens in a combined total amount not to exceed \$32,200.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the City's funds are used for their intended purpose and that the projects maintain affordability over time. In determining what conditions should be included in the Agreements, the duly-appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH

Executive Board's memorandum of December 18, 2025, a copy of which is attached hereto as Exhibit A.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 12th DAY OF JANUARY, 2026 BY A VOTE OF ____ FOR, ____ AGAINST, AND ____ ABSTAINING, AND SIGNED IN AUTHENTICATION THEREOF ON THE 12TH DAY OF JANUARY, 2026.

, Mayor

APPROVED AS TO FORM:
Inslee, Best, Doezie & Ryder, P.S.

ATTEST:

Jennifer S. Robertson, City Attorney

Dawn Nations, Acting City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 455



A Regional Coalition for Housing

Together Center Campus
16305 NE 87TH St, Suite 119
Redmond, WA 98052
425-861-3677

Memo

To:

City of Bellevue Council Members	City of Medina Council Members
City of Bothell Council Members	City of Mercer Island Council Members
City of Clyde Hill Council Members	City of Newcastle Council Members
Town of Hunts Point Council Members	City of Redmond Council Members
City of Issaquah Council Members	City of Sammamish Council Members
City of Kenmore Council Members	City of Woodinville Council Members
City of Kirkland Council Members	Town of Yarrow Point Council Members

From: Nathan McCommon, ARCH Executive Board Chair

Date: December 18, 2025

Re: Fall 2025 Housing Trust Fund (HTF) Recommendation

Please find enclosed the ARCH Executive Board's funding recommendations for the 2025 ARCH Housing Trust Fund (HTF) round. ARCH received \$14.8M in funding requests and is advancing \$4.6M in recommended awards. Applications were reviewed and considered based on the priorities adopted by the Executive Board for the 2025 round, which are aligned with ARCH's Strategic Plan to *Build More Affordable Housing Faster*. These recommendations are also closely coordinated with additional local investments made by individual ARCH member jurisdictions.

The Executive Board is recommending funding for seven projects, including full funding for three projects and partial funding for four projects. The \$4.6M in recommended funding includes approximately \$4M in local funds and \$616,000 in CDBG funds allocated through ARCH.

This memo provides a summary of the applications, the Executive Board recommendations and rationales, and proposed contract conditions for the **seven** proposals recommended for funding at this time. Also enclosed is an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. ARCH Award Standard Conditions
3. Project Economic Summaries

Note that bold text in proposed special conditions shows unique conditions in otherwise standard

Beaux Arts Village • Bellevue • Bothell • Clyde Hill • Hunts Point

Issaquah • Kenmore • Kirkland • Medina • Mercer Island

Newcastle • Redmond • Sammamish • Woodinville • Yarrow Point • King County

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1. BRIDGE - Bothell Urban (Lot P)

2025 Funding Request:	\$1,500,000 (Contingent Loan) 200 Affordable Rental Units and 1 Common Area Unit
2025 Executive Board Recommendation:	\$1,500,000 (Contingent loan)

Project Summary

BRIDGE Housing has partnered with Bothell United Methodist Church (“BUMC”) to provide an estimated 201 permanently affordable rentals at 30%, 50% and 60% AMI. Over 50% of the proposed homes are family-sized units with two and three bedrooms, and half of the units are planned to be affordable to very low income households earning 30% or 50% AMI. The current proposal does not include any special needs set-asides or rental subsidies. This is the second year ARCH has received a funding application for the project.

The project will be located on a 1.67-acre site known as Lot P in the heart of downtown Bothell. The site is currently owned by the City of Bothell, which has approved transferring the site at no cost to the partnership comprised of BRIDGE Housing and BUMC. BUMC plans to operate a 6,000 sf Community Center on the ground floor of the site which will provide space for community and human services organizations to provide services open to the public. The project plans include 209 parking spaces (1.03 stalls per unit), bike storage, community rooms, a south-facing outdoor terrace, resident services office, EV charging stations, and an outdoor playground. Residents will have access to the local amenities of downtown Bothell and to a new Bus Rapid Transit line that will provide quick access to the Shoreline light rail station and the I-405 corridor.

Funding Rationale

The Executive Board recommends funding the project with conditions listed below for the following reasons:

- The project delivers a significant amount of affordable housing with a proposed construction start by early 2027.
- The proposed financing provides the highest local funding leverage rate of all 2025 applications and is expected to be competitive for bonds/tax credit financing in 2026.
- The development also leverages donated land from the City of Bothell and advances the City’s affordable housing priorities by providing much-needed low-income housing.
- The project is cost effective with a relatively low total development cost per unit.
- The project is well-located in walking distance to a range of amenities and high capacity transit.
- The development team is comprised of an experienced affordable housing developer with a proven track record of success and a local church that will maintain an active community presence in the project throughout the development and operation of the project.
- The project must proceed this year in order to leverage proposed Low Income Housing Tax Credits.

Proposed Conditions

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions

Special Conditions:

Prior to Contracting

- a. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- b. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after the repayment of the Amazon loan and the deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	1BR	2BR	3BR	Total
30%	10	5	5	20
50%	30	25	25	80
60%	60	19	21	100
Total Low-Income Units	100	49	51	200
CAU/ Manager Units	-	1	-	1
Total Units	100	50	51	201

2. Hopelink/SRM - Altaire at East Main

2025 Funding Request:	\$1,000,000 (Contingent Loan) 145 Affordable Rental Units and 1 Common Area Unit
2025 Executive Board Recommendation:	\$500,000 (Contingent loan)

Project Summary

The Altaire at East Main project aims to provide approximately 145 affordable rental apartments and one on-site manager unit, with a mix of one-bedroom plus den, two-bedroom, and three-bedroom homes affordable to households earning 30%, 40%, 50%, and 60% AMI. The project will include units designated for families exiting homelessness.

This is the second year ARCH has received a funding application for the project. SRM previously explored co-locating a smaller housing project with a local kids museum, but has adjusted the project design to accommodate more housing. The site is adjacent to another residential development constructed by SRM that includes affordable units through the City of Bellevue's Multifamily Tax Exemption (MFTE) program.

The building will include resident amenity spaces and on-site services to support housing stability and foster a strong sense of community. The site is near the Wilburton Park & Ride, Mercer Slough and just over a half mile from the East Main light rail station, south of downtown Bellevue. The project will be developed through a partnership with private developer SRM Development and Hopelink. SRM will bring their multifamily development, construction and property management experience to the partnership, while Hopelink brings the case management and supportive services experience to the ownership structure.

Funding Rationale

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project delivers a significant number of affordable housing units, with roughly half family-sized 2BR and 3BR units, and an anticipated construction start in the 4th quarter of 2026.
- ARCH dollars leverage significant public and private funding, with a proposed \$192 for every \$1 of ARCH funding.
- The project provides permanent housing and supportive services for a significant number of families exiting homelessness through a partnership with an experienced local service provider.
- The project advances the City's affordable housing priorities by providing much needed low-income housing.
- The development team is comprised of an experienced real estate developer/general contractor and a strong, community based supportive service provider.

Proposed Conditions

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions

Special Conditions:

Prior to Contracting

- a. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- b. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after the repayment of the Amazon loan and the deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	1BR	2BR	3BR	Total
30%	5	3	0	8
40%	5	4	0	9
50%	6	7	7	20
60%	57	43	8	108
Total Low-Income Units	73	57	15	145
CAU/Manager Units	0	1	0	1
Total Units	73	58	15	146

3. Imagine Housing- Forest Edge

2025 Funding Request: \$2,000,000 (Contingent Loan)
100 Affordable Rental Units

2025 Executive Board Recommendation: \$500,000 (Contingent Loan)

Project Summary

The Forest Edge development is a partnership of Imagine Housing and Saint Andrews Lutheran Church, whose members were the original founders of Imagine Housing. The project includes approximately 100 units of new construction affordable rental units to be developed on an underutilized portion of the SALC property in Bellevue. This project will be one of the first to utilize Bellevue's C-1 land use code allowing affordable housing to be expanded on faith-owned property. The project will include studios, one-bedroom, two-bedroom, and three-bedroom homes affordable at 60% AMI.

The development will include onsite parking, an onsite resident service coordinator, and units dedicated for households with disabilities. This project creates workforce housing options in southeast Bellevue with easy access to schools, Bellevue College, grocery stores, and other amenities.

Funding Rationale

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project delivers a significant number of affordable housing units, with an anticipated construction start in the 4th quarter of 2026.
- The project advances Bellevue's first development using their C-1 incentive for increased density on faith-owned land.
- The project includes 25 units for households with disabilities through the use of the City of Bellevue's Housing Stability Program funding.
- The project takes advantage of underutilized land owned by a local church with a long-term commitment to the creation and sustainable operation of affordable housing.

Proposed Conditions:

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

Prior to Contracting

- a. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented,

meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

- b. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after the repayment of the proposed Amazon loan and deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studios	1BR	2BR	3BR	Total
60%	20	32	27	21	100
Total Units	20	32	27	21	100

- d. Agency must demonstrate development capacity by 2/28/26 to continue to advance the project including: project design and permitting; construction contract negotiation; securing and negotiating project financing; development accounting; and construction management.

4. Habitat for Humanity - Orchard Gardens

2025 Funding Request:	\$1,125,000 (Secured Grant) 25 Affordable Homeownership Units
2025 Executive Board Recommendation:	\$1,116,000 (\$500,000 from ARCH HTF local funds and \$616,000 in CDBG funds recommended by ARCH and contracted by King County)
2023 ARCH Award:	\$600,000
Total Recommended Award:	\$1,716,000

Project Summary

This Orchard Gardens proposal will create twenty-five (25) new permanently affordable ownership homes for households earning up to 80% of the area median income. Each home will have three-bedrooms with on-site parking. Habitat for Humanity purchased the 3.13 acre property from the Holy Cross Lutheran Church in December 2024 and is finalizing permits with the City of Bellevue. The development includes preservation of an existing community garden, apple orchard and green spaces for the benefit of the community. The property is located in Bellevue's Newport neighborhood near schools, transit, the Factoria shopping center, and employment centers. ARCH provided an initial award to the project in the 2022 funding round. Since then, changes in interest rates and construction costs have led to a need for additional funding.

Ownership Model: Habitat employs a community land trust model to preserve long-term affordability, retaining ownership of the land and selling homes to eligible buyers through ground leases. When homeowners decide to sell, Habitat has a right of first refusal wherein Habitat will purchase the home, perform any necessary rehabilitation, and find an income-qualified buyer before reselling, thus, preserving long term affordability.

Funding Rationale

The Executive Board recommends funding with conditions listed below for the following reasons:

- Creates 25 new permanently affordable homeownership opportunities for households earning up to 80% AMI in Bellevue where median home prices exceed \$1 million. Such opportunities are rare and allow households with modest incomes to achieve stability through homeownership.
- Helps close a funding gap on a project with a previous ARCH award that is ready to start construction in 2026.
- Habitat's sweat equity model allows volunteers and potential buyers to gain valuable skills and experience in homebuilding, while allowing for cost savings when compared to traditional construction.
- Habitat's land trust model ensures perpetual affordability, which is especially important in a high cost, high growth city like Bellevue.

- Habitat's approach to marketing helps to address historic barriers to home ownership and preserve cultural diversity in the community.

Proposed Conditions

The following 2025 Special Conditions and Standard Conditions are intended to supersede all conditions included in the 2023 award.

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

Prior to Contracting

- a. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- b. Funds will be in the form of a **secured grant**. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final grant terms shall be determined prior to release of funds and must be approved by ARCH Staff.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff .

Affordability	3BR	Total
80%	25	25
Total Units	25	25

- d. A third-party cost estimate must be reviewed and approved by ARCH staff as a condition of the ARCH funding award.
- e. Construction contracts for work to be performed by outside vendors must be reviewed and approved by ARCH staff.

5. PorchLight – Kirkland House

2025 Funding Request: \$462,600 (Secured Grant)
6 Affordable Rental Units

2025 Executive Board Recommendation: \$212,600
Additional City of Kirkland Investment: \$250,000
Total Recommended Award: \$462,600

Project Summary

The Kirkland House has been providing permanent supportive housing to three formerly homeless individuals in an existing single-family home since 2020 when PorchLight acquired the property. PorchLight is seeking funding to rehabilitate the property and add three additional bedrooms and one additional bathroom to serve a total of six individuals. The home has easy access to public transit, grocery stores and other amenities within walking distance.

The proposed rehabilitation of the existing home includes a new roof, improved landscaping with outdoor seating areas for residents, new fencing around the property, repaving the driveway, installation of a new garage door, new windows, and re-siding the structure with Hardie plank and a weather barrier wrap. The interior rehabilitation includes installing energy saving fixtures and appliances, an all-weather heat pump system, exhaust fans in the bathrooms and kitchen, fire safety system improvements, and the replacement of flooring, cabinets, and countertops.

Funding Rationale

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project preserves and expands an existing permanent supportive housing program serving people exiting homelessness.
- The project complements the applicant's shelter program and will help offer stability to individuals accessing emergency shelter on the Eastside.
- If fully funded this round, the project anticipates construction start in 2026 and occupancy in 2027, providing timely housing opportunities.
- The project team includes an experienced development consultant and service provider with years of experience operating this program model.

Proposed Conditions

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

Prior to Contracting

- a. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that

time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

- b. Funds will be in the form of a **secured grant**. Agency shall provide final operating proforma for ARCH staff review. Final grant terms shall be determined prior to release of funds and must be approved by ARCH Staff.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Beds	Total
30%	3	3
50%	3	3
Total Units	6	6

Ongoing Requirement through Period of Affordability

- a. The property will establish and fund a 6-month operations reserve account upon ARCH award contracting.

6. YWCA – Family Village Redmond

2025 Funding Request: \$1,897,052 (Contingent Loan)
20 Affordable Rental Units

2025 Executive Board Recommendation: \$626,700
Additional City of Redmond Investment: \$350,000
Total Recommended Award: \$976,700

Project Summary:

YWCA Family Village Redmond (FVR) project was built in 1993 and is a single, four-story building with 20 two-bedroom and three-bedroom units of permanent supportive housing. FVR's target population is homeless and chronically homeless families with children under the age of 18 and income at or below 30% AMI. Residents receive individual case management services and referrals

to a variety of other resources. The property is located in downtown Redmond, near schools, grocery stores, transit including the new light rail line, and employment opportunities.

The proposed funding will help to ensure the long-term preservation of the housing, including addressing existing water intrusion, and enhancing safety and livability through replacement and repair of the exterior and elevator modernization. All work is expected to be completed with residents continuing to occupy their units. ARCH has not previously funded this property.

Funding Rationale

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project supports critical rehabilitation and preservation of existing, family-sized 30% AMI units for families exiting homelessness.
- The project allows units to remain occupied with existing residents.
- A local ARCH award will enable the project to be highly competitive for State and County preservation funding rounds expected to be released in early 2026.

Proposed Conditions

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

Prior to Contracting

- a. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- b. Funds will be in the form of a **secured grant**. Final grant terms shall be determined prior to release of funds and must be approved by ARCH Staff.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	2BR	3BR	Total
30%	17	3	20
Total Units	17	3	20

- d. Applicant will make Family Village Redmond their top priority to other public funders for upcoming rounds to address the remaining capital needs at the property, including anticipated stabilization and preservation funding rounds later this year.
- e. A licensed architect or envelope consultant will be required to prepare designs for the improvement.
- f. An environmental report including an interior and exterior mold survey is required before contracting. If remediation is required, it will be added to the project scope and budget.

7. LEO Condominiums at Trailhead

2025 Funding Request:	\$191,500 (Contingent Loan) 6 Affordable IDD Rental Units and 1 Common Area Unit
2025 Executive Board Recommendation:	\$191,500
2021 ARCH HTF Award:	\$250,000
Total Award:	\$441,500

Project Summary

Life Enrichment Options (LEO) has partnered with the King County Housing Authority (KCHA) to design and purchase space to serve six individuals with Intellectual or Developmental Disabilities (IDD) within the larger Trailhead Apartments project. These apartments were designed in consultation with LEO to align with their group home model that is used across other single-family homes in their portfolio. The space will be comprised of three apartments will deliver six IDD units and one live-in caregiver unit as outlined below:

Unit 305: A 1-bedroom unit for a live-in caregiver, with a connected door to unit 304. This is identified as a Common Area Unit, and will be considered a reasonable accommodation for purposes of the Section 8 Housing Choice Voucher associated with the neighboring unit 304 that has a shared door between the units.

Unit 304: A 4-bedroom unit for adults with Intellectual or Developmental Disabilities, providing 4 units at 30% AMI.

Unit 303: A neighboring 2-bedroom unit for adults with Intellectual or Developmental Disabilities, providing 2 units for residents that are capable of more independent living, at 40% AMI.

The ground floor will include 10,000 sf of commercial space (Issaquah Opportunity Center) to be owned by the City of Issaquah. This space will be programmed for community services, and the

City of Issaquah will issue an RFP to healthcare providers, mental health service providers, and other community service organizations this fall to select tenants.

ARCH previously funded the LEO at Trailhead project in 2021. After overcoming delays due to site control and relocation of an existing utility, the project is now in the permitting process and expected to start construction in 2026. LEO anticipates purchasing the condo units at the completion of the building in 2028.

Funding Rationale

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project provides much needed housing and services for people with intellectual and developmental disabilities within a larger multifamily setting, establishing a potential model for integration of IDD housing in future projects.
- The project leverages significant State funding dedicated to IDD housing as well as the financing assembled by KCHA for the larger development.
- The project helps fulfill an important and longstanding TOD project within the City of Issaquah that will realize significant affordable housing and economic development goals. The project is part of a larger partnership with King County Housing Authority, a market rate developer and the City of Issaquah which will create significant affordable housing.

Proposed Conditions

The following 2025 Special Conditions and Standard Conditions are intended to supersede all conditions included in the 2021 award.

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

Prior to Contracting

- a. The funding commitment shall continue for **thirty-six (36) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- b. Funds will be in the form of a **secured grant**. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final grant terms shall be determined prior to release of funds and must be approved by ARCH Staff.

c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Beds	Total
30%	4	4
40%	2	2
Total Low-Income Units	6	6
CAU/Manager Unit	1	1
Total Units	7	7

d. An operating budget, including any shared condominium operating costs will be reviewed and approved by ARCH.

8. Imagine Housing – Peter's Ridge

2025 Funding Request: \$2,000,000 (Contingent Loan)
108 Affordable Rental Units

2025 Executive Board Recommendation: \$0

Project Summary

Peter's Ridge Apartments will be a new construction project providing an estimated 108 units located on the current site of St. Peters Methodist Church. The development will include six separate 3-story buildings with a mix of studio, one-bedroom, two-bedroom, and three-bedroom units with an emphasis on two-bedroom and three-bedroom units or larger families. This project would be one of the first to utilize Bellevue's Action C-1 amendment to the land use code incentivizing affordable housing on faith-owned property.

The project is located in the Northeast Bellevue neighborhood with many amenities located in nearby Crossroads. The development will include onsite parking and an onsite resident service coordinator.

Funding Rationale:

Given limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project in the 2025 round for the following reasons:

- The sponsor indicated that the Forest Edge project is their priority this funding round in its funding applications to ARCH, City of Bellevue and State funding rounds. The project is highly unlikely to leverage other public sources this year for full funding.
- The applicant will be encouraged to apply in future funding rounds.

9. King County Housing Authority – Trailhead Apartments

2025 Funding Request:	\$500,000 (Conditional Loan) 154 Affordable Rental Units and 2 Common Area Units
2025 Executive Board Recommendation:	\$0
2017 ARCH HTF Award:	\$2,000,000
Total 2025 Award:	\$0 (The existing \$2,000,000 remains committed from ARCH for the development)

Project Summary

Trailhead Apartments will be an approximately 156-unit affordable housing building located on the north side of the larger Central Issaquah Transit Oriented Development. The King County Housing Authority (KCHA) is currently in the process of selecting a developer for a second, 200-unit, market rate building that will be located to the south. The Trailhead Apartments will serve 40% and 60% AMI households with a mix of studio, one-bedroom, two-bedroom, and 3-bedroom units.

KCHA will partner with Life Enrichment Options (LEO) to construct space within the project to house six adults living with Intellectual and Developmental Disabilities (IDD). LEO has submitted a funding application to support their purchase of this space, anticipating ARCH, Issaquah IHIP, and Commerce awards.

The ground floor will include 10,000 sf of commercial space (Issaquah Opportunity Center) to be owned by the City of Issaquah. This space will be programmed for community services, and the City of Issaquah will issue an RFP to healthcare providers, mental health service providers, and other community service organizations this fall to select tenants. The project will include 172 parking stalls on three levels of structured parking.

ARCH initially awarded funding to the Trailhead project in 2017 and has remained committed to the project's success since then.

Funding Rationale

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend additional funding for the project in the 2025 ARCH HTF round for the following reasons:

- While the project aligned well with the timely delivery of housing priority, the applicant indicated that if they were not fully funded with all pending funding requests and available financing tools in 2025, they would be able to begin construction as scheduled in June 2026 and apply for additional funds in future rounds.

- Construction costs are relatively high per unit, partially related to the high number of structured parking stalls provided.
- If capital funding gaps persist, the applicant will be encouraged to apply in future funding rounds.
- ARCH will continue to support the project with its existing funding commitment and in its requests for other sources of public funding.

10. LIHI – Aventine Apartments

2025 Funding Request:	\$250,000 (Conditional Loan) 66 Affordable Rental Units
2025 Executive Board Recommendation:	\$0

Project Summary

The Aventine is a 5-story, 66-unit apartment community with 51 underground parking spaces located in Bellevue's Downtown neighborhood. LIHI purchased the Aventine in 2024 with funding from Amazon, WSHFC, and the City of Bellevue to create and preserve housing for households at 30% to 80% AMI. ARCH awarded funding in 2023 and 2024 totaling \$1.5 million, which is intended to repay interim financing and support rehabilitation work. The building had 62 occupied units with market rate and 80% AMI tenants when LIHI took ownership in 2024. Existing tenants were allowed to remain in place, and unit turnover was completed on a voluntary basis.

The 66 units are a mix of studios, one-bedroom, and two-bedroom apartments. There are twelve units at or below 30% AMI, twenty units at 50% AMI, nineteen units at 60% AMI, and fifteen units at 80% AMI. In addition to low income workforce individuals, the building serves homeless families, veterans, and people living with disabilities. Aventine also has a 5-year, \$1,800,020 OMS award from Bellevue's Housing Stability Program to provide case management and behavioral health supports to residents.

LIHI is now seeking additional funding from ARCH, King County, and Commerce to repay a \$3,500,000 bridge loan from the City of Bellevue that was used for acquisition and the planned rehab work. The rehabilitation cost has also increased, creating additional need for their \$4,750,000 request to all public funders this year.

Funding Rationale

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend additional funding from the 2025 ARCH HTF round the project for the following reasons:

- ARCH and other local funders already have committed substantial resources to the project, and current awarded funds have not yet been contracted and expended.
- The project will likely be competitive for other sources of funding.

11. Vintage – Parq by Vintage

2025 Funding Request:	\$2,000,000 (Conditional Loan) 259 Affordable Rental Units and 2 Common Area Units
2025 Executive Board Recommendation:	\$0

Project Summary

Parq by Vintage is a proposed 259-unit affordable multifamily development. The project is located at 21925 South East 51st Street, Issaquah, WA 98029 and will convert existing commercial office space into multifamily affordable residential buildings. The site consists of two elevator buildings, one with five stories and one with six stories. The project proposes to provide 259 parking spaces, which are necessary due to limited transit options from the site. Outdoor amenity space will be created for the residents.

The site was chosen for its adaptive reuse potential and for its proximity to amenities desirable to families, including groceries, pharmacies, retail, and restaurants. The project site is located adjacent to the 531-acre Lake Sammamish State Park, with a direct trail connection to the park. A major landmark in King County, the park receives over two million visitors annually.

Funding Rationale

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project in the 2025 ARCH HTF Round for the following reasons:

- The project sponsor and property management firm have pending litigation with the State Attorney General's Office; therefore, the project was unlikely to receive an allocation of the other funding needed to complete the project on the proposed schedule.
- The project application provided limited assessment of the existing building and system conditions as well as few details in the office to residential conversion scope of work, leaving more uncertainty on project costs and need for funding.

12. reSpace – Bellevue Sell and Stay Multigenerational Homeowners

2025 Funding Request:	\$500,000 (Secured Grant) 40 Affordable Homeownership Units
2025 Executive Board Recommendation:	\$0

Project Summary

This project aims to provide 8-12 units on four separate properties under a unique co-homeownership model for moderate-income individuals (60–100% AMI) including seniors who wish to age in place. The project will involve the redevelopment of four, to be identified, existing single-family properties into 8–12 private suites at each site within a shared-equity homeownership structure. Properties will be sourced by identifying single family homeowners who want to sell their homes but remain onsite, in a new living suite. Sixteen of the 40 units will be dedicated to seniors eligible at 60% AMI making these units eligible for Bellevue HSP funds.

The rehabilitation will include adding bathrooms to each bedroom in the existing single-family home to create suites consisting of a bathroom and bedroom for each resident owner. New ADUs will be built with additional shared suites in conformance with the new middle housing code adopted by Bellevue. There will be shared kitchens and living areas in each building. The specific properties for the developments have not yet been identified or site control secured.

Ownership Model: The ownership model is structured through an LLC operating agreement. Each homeowner holds a membership interest in the entire property and common areas, and each household has exclusive rights to their designated private suite.

Funding Rationale

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project in the 2025 ARCH HTF round for the following reasons:

- The developer has not identified the specific sites or started any of the feasibility or design work.
- Project is a new model and has yet to demonstrate feasibility in the current market including demand for co-housing amongst seniors or ability to obtain construction phase financing for the development or lenders to purchase the co-ownership suites.
- Questions remain about the model for service delivery.
- Applicant is encouraged to continue developing their model and consider applying in a future round.

13. SRI – Catalina Apartments

2025 Funding Request: \$1,000,000 (Conditional Loan)
96 Affordable Rental Units

2025 Executive Board Recommendation: \$0

Project Summary

This project aims to acquire and convert an existing market-rate building into an income-restricted development for seniors at 30% to 80% AMI, of which five will be set aside for seniors living with

physical disabilities at 30% AMI. The building is comprised of studio and one-bedroom units. This is the second application ARCH has received for the project.

Originally a nursing home, the building was converted to 96 individual apartments in the early 2000s. The project has several features that align well to serve seniors, such as an elevator and significant common areas for congregation. The rehabilitation component will address outstanding capital needs of the building, including exterior paint and facade repairs, a new roof, elevator upgrades, HVAC replacement, and an interior refresh. The property is in the Woodridge neighborhood of Bellevue with most amenities located in the Factoria neighborhood to the south.

The conversion of this building from market rate to income-restricted will require the relocation of at least some existing residents who do not meet income requirements. SRI intends to hire a relocation consultant (Housing to Home) to support relocation elements. It is estimated that around half of the households will not meet income requirements and need to be relocated.

Funding Rationale

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- The project is unlikely to secure other public sources this year for full funding.
- The project would potentially result in involuntarily displacing approximately 50% of the existing residents as the project converts to senior housing.

Attachment 1: Proposed Funding Sources

2025 FUNDING RECOMMENDATIONS									
	Altaire	Bothell Urban	Family Village Redmond	Forest Edge	LEO Trailhead	Kirkland House	Orchard Gardens	2025 Funds Recommended	
	500,000	1,500,000	626,700	500,000	191,500	212,600	500,000	4,030,800	
Bellevue	140,400	542,000	211,100	140,400	23,700	54,300	189,300	1,301,200	
Bothell	19,400	22,400	19,900	19,400	18,600	18,800	1,400	119,900	
Clyde Hill	2,500	6,000	3,100	2,500	1,400	1,700	1,700	18,900	
Hunts Point	600	2,300	900	600	100	200	800	5,500	
Issaquah	63,300	14,800	5,800	63,300	60,100	1,500	5,200	214,000	
Kenmore	13,600	45,100	19,100	13,600	4,400	6,800	14,900	117,500	
Kirkland	109,300	421,300	164,100	109,300	18,400	42,100	147,300	1,011,800	
Medina	3,500	13,400	5,200	3,500	600	1,300	4,700	32,200	
Mercer Island	4,400	16,900	6,600	4,400	700	1,700	5,900	40,600	
Newcastle	2,200	8,400	3,300	2,200	400	800	2,900	20,200	
Redmond	110,300	290,000	141,900	110,300	58,000	71,700	84,800	867,000	
Sammamish	17,700	68,200	26,600	17,700	3,000	6,800	23,900	163,900	
Woodinville	11,900	45,800	17,800	11,900	2,000	4,600	16,000	110,000	
Yarrow Point	900	3,400	1,300	900	100	300	1,200	8,100	
HTF	500,000	1,500,000	626,700	500,000	191,500	212,600	500,000	4,030,800	
CDBG							616,000	616,000	
Kirkland Add'l Inv						250,000		250,000	
Redmond Add'l Inv			350,000					350,000	
2021 HTF Award					250,000			250,000	
2023 HTF Award							600,000	600,000	
Grand Total	500,000	1,500,000	976,700	500,000	441,500	462,600	1,716,000	6,096,800	

Attachment 2: ARCH Award Standard Conditions

1. Prior to Contracting:
 - a. Owner shall submit quarterly monitoring reports to ARCH **from the time of award** through completion of the project.
 - b. The Owner shall submit a project implementation timeline, **and development and operating budgets (“Project Budget”)** based upon more complete cost information and actual funding commitments, including proposed uses of ARCH funds, which must be approved by ARCH. If the Owner is unable to adhere to the timeline and/or budgets, ARCH must be immediately notified and a new timeline and/or budgets shall be submitted by the Owner for ARCH’s approval. ARCH shall not unreasonably withhold its approval to a revised timeline and/or budgets, so long as such new timeline and/or budgets does not materially adversely change the Project. This shall be a continuing obligation of the Owner. Failure to adhere to the timeline and/or budgets, either original or as amended, may result in withdrawal of the **Lender’s** commitment of funds.
 - c. The Owner shall submit evidence of commitment of all public and private funds in the Project consistent with the Project Budget. In the event commitment of funds identified in the Project Award Letter cannot be secured in the time frame identified in the application, the Owner shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding, and the timing of those actions, subject to ARCH’s review and approval. All commitments of financing for the Project must be secured by the Owner prior to the release of funds.
 - d. The Owner shall submit evidence of insurance, as required by ARCH.
 - e. The Owner shall submit evidence of site control, a market study (if applicable), and an appraisal, by a state-certified general real estate appraiser, as that term is defined in RCW 18.140.010(22), which establishes a property value equal to or greater than the acquisition price.
 - f. *[If improvements already exist - The Owner shall submit a property inspection report by a qualified third-party firm. This report shall include an analysis of deferred and other repair or maintenance items upon the Property as well as the presence of any Hazardous Substances, and if present, how it will be addressed. This report shall be accompanied by a budget and plan showing how recommended rehabilitation work will be completed in a timely manner. A budget and timetable for this work may be submitted with the inspection report or be included as an attachment to the Project Budget required in subsection I.2 hereinabove.]*
 - g. The Owner shall submit a Hazardous Substances survey for the site by a qualified third-party firm. This report shall include an analysis of the presence of any Hazardous Substances, and if present,

how the Hazardous Substances will be addressed. This report shall be accompanied by a plan showing how recommended work will be completed in a timely manner. If applicable, a budget and timetable for this work shall be submitted with the inspection report.

- h. Owner shall provide **Lender** with an authorization, execution and enforceability opinion of Owner's counsel in a form reasonably acceptable to the **Lender**.
- i. [If required], Owner shall secure performance and payment bonds in the amount of the value of the construction project.
- j. Owner shall cooperate with ARCH in obtaining an American Land Title Association Lender's Title Policy with extended title insurance insuring the [Loan/Grant] and including those endorsements reasonably required by ARCH. The costs of such policy shall be the responsibility of the Owner.
- k. The Owner shall have in place all applicable construction, land use, environmental (including Hazardous Substances (as defined in the Environmental Indemnity)), and zoning permits, and other approvals necessary for construction, occupation and operation of the Project. Owner shall maintain documentation of any such.
- l. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to: contractor solicitation, bidding and selection; wage rates; property acquisition; and Endangered Species Act (ESA) requirements. Owner shall include in any construction contracts or subcontracts, such requirements as may be required by the federal funds so used.

2. Additional Terms to be included in the Funding Documents

- a. Concurrent with Owner's execution of the Funding Agreement, Owner shall execute and deliver to ARCH (i) the Note, (ii) the Deed of Trust, (iii) the Regulatory Agreement, and (iv) a Certificate and Indemnity Agreement Regarding Hazardous Substances and Building Laws ("Environmental Indemnity"). Together with the Funding Agreement, the Deed of Trust, Note, and Regulatory Agreement, and Environmental Indemnity, shall be considered the "ARCH Funding Documents".
- b. Lender funds allocated to the Project shall not be used for any purposes other than as specified in the award conditions and/or as described in the approved Project Budget unless ARCH has given written authorization for alternative use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances.
- c. The Owner shall [acquire/construct/renovate] the Project in compliance with the Project Award Letter as approved by ARCH and substantially in compliance with any plans and/or specifications submitted to and approved by ARCH.

- d. The net developer fee shall follow the ARCH Net Developer Fee Schedule. A net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion that is paid out of cash flow from operations after being placed in service.
- e. The Owner shall submit a complete management and services plan and updated operating budget for review and approval by ARCH staff (“Management Plan”). At a minimum the plan shall describe: (1) the physical plan including number and size of units, amenities, and accessibility, (2) the tenant population to be served, (3) description of housing programs and services, (4) management and operation of the premises including description of management entity and staffing, rules for operation of the premises, enforcement procedures, and maintenance and repair program, and (5) coordination of services with outside providers and parking management.
- f. Owner shall submit annual monitoring reports after completion of the project, and shall submit initial tenant information as required by ARCH, if applicable.

3. Other Terms

- a. ARCH, through its Administering Agency, may negotiate, approve, execute, and record amendments or releases of any ARCH loan documents as may be needed for the project; provided the project still provides the anticipated affordable housing and there is sufficient collateral to secure the members' financial investment, all as determined by ARCH staff.
- b. ARCH acknowledges that projects may change from the time of award until signing of the funding agreement as designs are further developed and financing is secured. The following changes may be approved by the party identified below, based on a determination that the change is necessary for the project to proceed and the Owner has made diligent efforts to maximize the affordable housing benefits in the project.

Type of Change	Approver
Change to proposed population (if applicable)	ARCH Executive Board
Change to total number of units or bedrooms of less than 20%	ARCH staff
Change to total number of units or bedrooms greater than 20%	ARCH Executive Board
Change to affordability levels resulting in average AMI increasing 10% AMI or less change	ARCH staff
Change to affordability levels resulting in average AMI increasing over 10% AMI	Executive Board
Change in one or more entities that make up the project sponsor / applicant	Executive Board

Attachment 3: Project Economic Summaries

Applicant: BRIDGE Housing
 Project Name: Bothell Urban (Lot P)
 Location: Bounded by Thorsk St, 98th Ave NE, and Pop Keeney Way, Bothell
 Project Description: Approximately 200 units of affordable rental housing at 30%, 50%, and 60% AMI with 1 Common Area Unit

Development Costs	Amount
Acquisition Costs	\$70,000
Construction	\$66,695,714
Soft Costs	\$3,898,544
Construction Financing	\$8,274,347
Permanent Financing	\$1,463,662
Capitalized Reserves	\$877,517
Other Development Costs	\$8,538,657
Developer Fee	\$12,676,407
Bond Related Costs of Issuance (4%)	\$107,500
Total Development Costs	\$102,602,348

Residential Source Name	Amount
Tax Credit Equity (4%)	\$43,032,308
State (WA HTF)	\$8,000,000
ARCH	\$1,500,000
Perm Loan/Bond	\$24,629,928
Sponsor Loan	\$4,360,740
Amazon	\$16,000,000
Deferred Developer Fee	\$4,379,372
CHIP	\$700,000
Total Capital Sources	\$102,602,348

Applicant: Hopelink and SRM
 Project Name: Altaire at East Main
 Location: 995 118th Ave SE, Bellevue
 Project Description: Approximately 145 units of affordable rental housing at 30%, 40%, 50%, and 60% AMI with 1 Common Area Unit

Development Costs	Amount
Acquisition Costs	\$16,308,241
Construction	\$46,901,103
Soft Costs	\$5,080,296
Pre-Development/Bridge Financing	\$6,112,799
Construction Financing	\$5,996,690
Permanent Financing	\$548,094
Capitalized Reserves	\$1,362,526
Other Development Costs	\$4,520,908
Developer Fee	\$8,793,300
Bond Related Costs of Issuance (4%)	\$608,470
Total Development Costs	\$96,232,427

Residential Source Name	Amount
Tax Credit Equity (4%)	\$30,108,043
State (WA HTF)	\$7,500,000
King County	\$3,000,000
City of Bellevue (HSP)	\$14,460,888
City of Bellevue (AHF)	\$3,483,750
ARCH	\$500,000
Perm Loan/Bond	\$11,325,006
Amazon	\$18,125,000
Deferred Developer Fee	\$6,224,409
Interim Income and Accrued Interest	\$1,505,331
Total Capital Sources	\$96,232,427

Applicant: Imagine Housing
 Project Name: Forest Edge
 Location: 2650 148th Ave SE, Bellevue
 Project Description: Approximately 100 units of affordable rental housing at 60% AMI

Development Costs	Amount
Acquisition Costs	\$3,625,000
Construction	\$49,353,990
Soft Costs	\$3,401,182
Pre-Development/Bridge Financing	\$350,000
Construction Financing	\$4,172,323
Permanent Financing	\$809,968
Capitalized Reserves	\$1,005,687
Other Development Costs	\$2,993,364
Developer Fee	\$4,950,000
Bond Related Costs of Issuance (4%)	\$589,051
Total Development Costs	\$71,250,565

Residential Source Name	Amount
Tax Credit Equity (4%)	\$26,867,375
State (WA HTF)	\$5,000,000
City of Bellevue (HSP)	\$6,903,994
City of Bellevue (AHF)	\$3,784,367
ARCH	\$500,000
Perm Loan/Bond	\$13,223,748
Amazon	\$11,000,000
Deferred Developer Fee	\$2,971,081
CHIP	\$1,000,000
Total Capital Sources	\$71,250,565

Applicant: Habitat for Humanity
 Project Name: Orchard Gardens
 Location: 4315 129th Place SE, Bellevue
 Project Description: Approximately 25 units of affordable homeownership at 80% AMI

Development Costs	Amount
Acquisition Costs	\$1,635,000
Construction	\$15,996,994
Soft Costs	\$1,716,316
Construction Financing	\$776,962
Other Development Costs	\$1,225,000
Total Development Costs	\$21,350,272

Residential Source Name	Amount
State (WA HTF)	\$2,500,000
King County	\$1,800,000
City of Bellevue (AHF)	\$1,715,400
ARCH 2025 Request	\$784,600
Perm Loan/Bond (Home Sales Revenue)	\$6,539,558
National Housing Trust	\$400,000
2023 Commerce HTF & Appropriation	\$3,109,600
2023 ARCH	\$600,000
2023 & 2024 King County	\$2,901,114
2023 CHIP	\$1,000,000
Total Capital Sources	\$21,350,272

Applicant: PorchLight (formerly Congregations for the Homeless)
 Project Name: Kirkland House
 Location: 13205 100th Place NE, Kirkland
 Project Description: Approximately 6 units of affordable rental housing at 30% and 50% AMI

Development Costs	Amount
Construction	\$1,216,612
Soft Costs	\$239,587
Capitalized Reserves	\$28,200
Other Development Costs	\$103,142
Developer Fee	\$50,000
Total Development Costs	\$1,637,541

Residential Source Name	Amount
State (WA HTF)	\$924,941
ARCH	\$462,600
Sponsor Grant	\$250,000
Total Capital Sources	\$1,637,541

Applicant: YWCA
 Project Name: Family Village Redmond
 Location: 16601 NE 80th St, Redmond
 Project Description: 20 units of affordable rental housing at 30% AMI

Development Costs	Amount
Construction	\$1,793,991
Soft Costs	\$28,000
Other Development Costs	\$24,748
Developer Fee	\$50,313
Total Development Costs	\$1,897,052

Residential Source Name	Amount
ARCH	\$976,700
County/State Preservation Funds	\$920,352
Total Capital Sources	\$1,897,052

Applicant: Life Enrichment Options (LEO)
 Project Name: LEO Condominiums at Trailhead
 Location: 1550 Newport Way NW, Issaquah
 Project Description: 6 units of affordable rental housing at 30% and 40% AMI and 1 Common Area Unit

Development Costs	Amount
Acquisition Costs	\$2,420,479
Soft Costs	\$254,485
Capitalized Reserves	\$8,788
Other Development Costs	\$14,374
Total Development Costs	\$2,698,126

Residential Source Name	Amount
State (WA HTF)	\$1,733,626
Issaquah Inclusive Housing Pool (IHIP)	\$383,000
ARCH 2025 Request	\$191,500
Kuni Foundation	\$140,000
2023 ARCH	\$250,000
Total Capital Sources	\$2,698,126

2025 Housing Trust Fund ARCH Executive Board Recommendations

December 18, 2025

ARCH Strategies

ARCH's mission is to preserve and increase housing for low and moderate income households in East King County by:

- Coordinating public resources and attracting greater private investment into affordable housing;
- Sharing technical resources and staff between jurisdictions to create a sound base of housing policies and programs;
- Effectively stewarding affordable housing created through local policies and investment;
- Providing one clear point of contact for affordable housing development;
- Directly engaging the community with information and expertise; and
- Advancing policies that will help create more affordable housing faster.

ARCH
Investments
Program

Investment Programs



**City of Bellevue
Housing Stability Program
& Affordable Housing Fund**



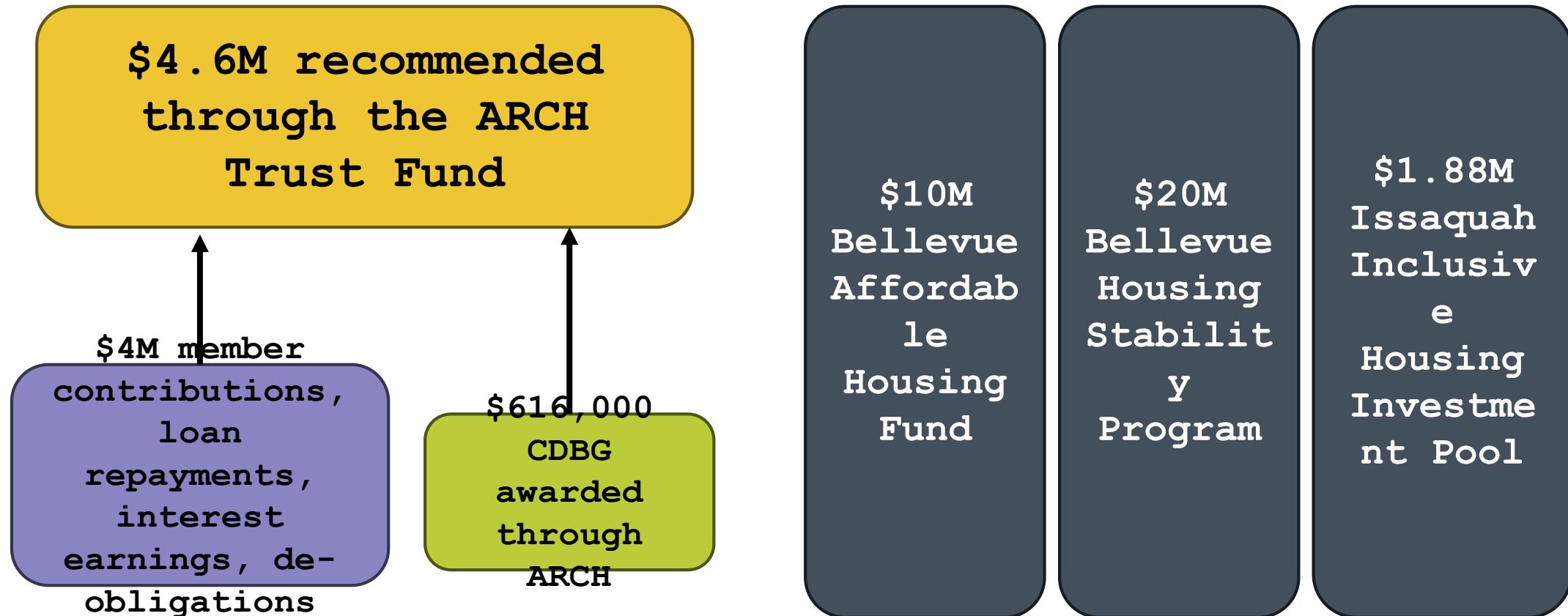
**City of Issaquah
Inclusive Housing
Investment Pool**



ARCH Housing Trust Fund

- ARCH members contribute annually to a shared housing investment pool
- Over \$120 million invested in East King County since 1992
- 110 projects in total
- Over 6,000 units of housing in total

2025 Funding Round



2025 Funding Context



- Federal funding risks limited projects that rely on Section 8 / operating subsidies



- \$600M in 2025-26 State Housing Trust Fund
 - \$300M for 2025 -- only \$37M in multifamily rental for King County (add'l funds for homeownership, IDD, Apple Health and Home)
- \$15.9M of King County funds for

2025 ARCH HTF Priorities

1

Timely Delivery of Housing

- Ability to advance through entitlement and permitting process quickly
- Ability to secure other sources in a timely manner

2

Maximizing Unit Creation with ARCH Investment

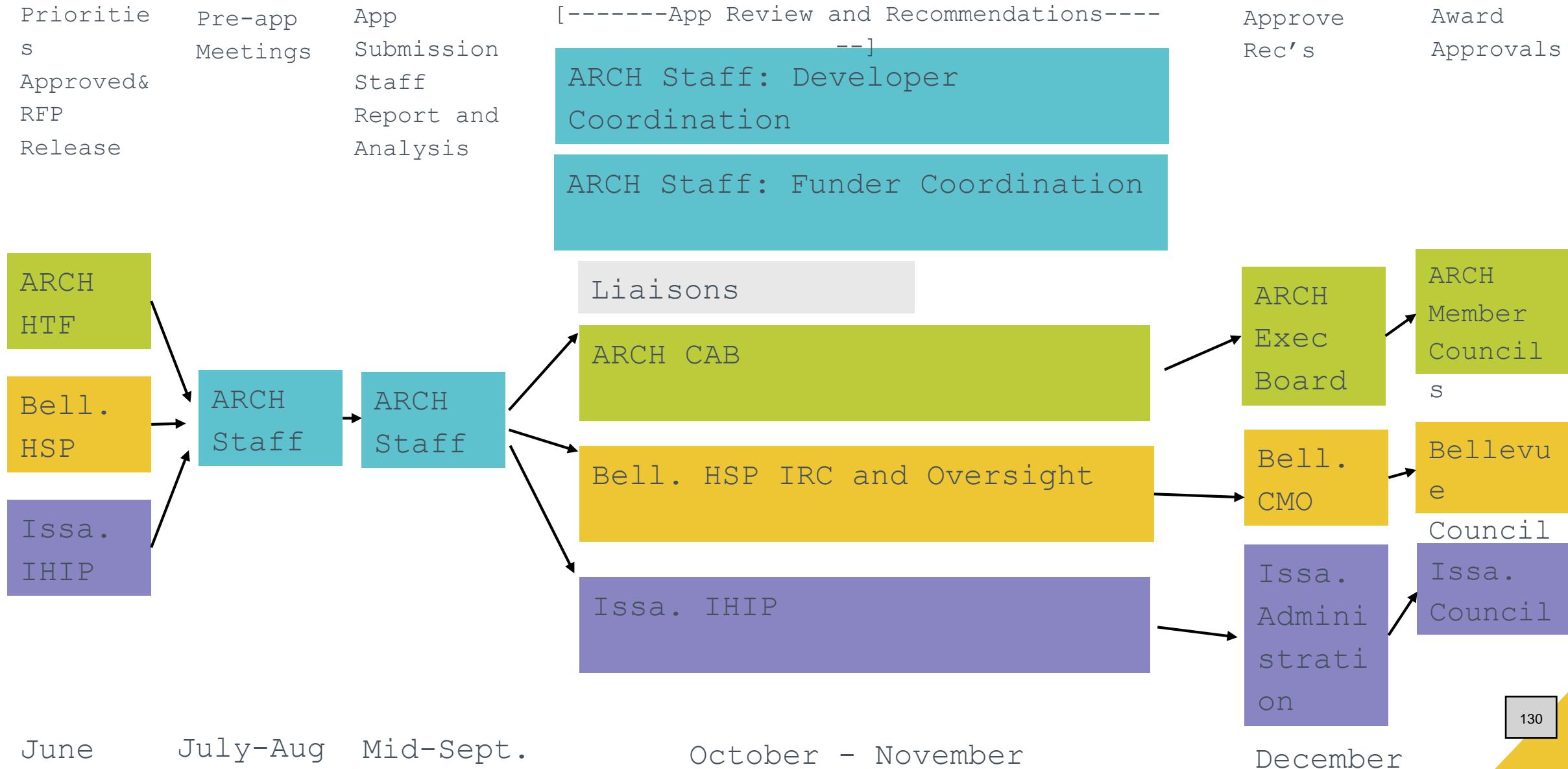
- Leveraging private investment
- Maximizing competitiveness of other sources
- Cost Effective Development

3

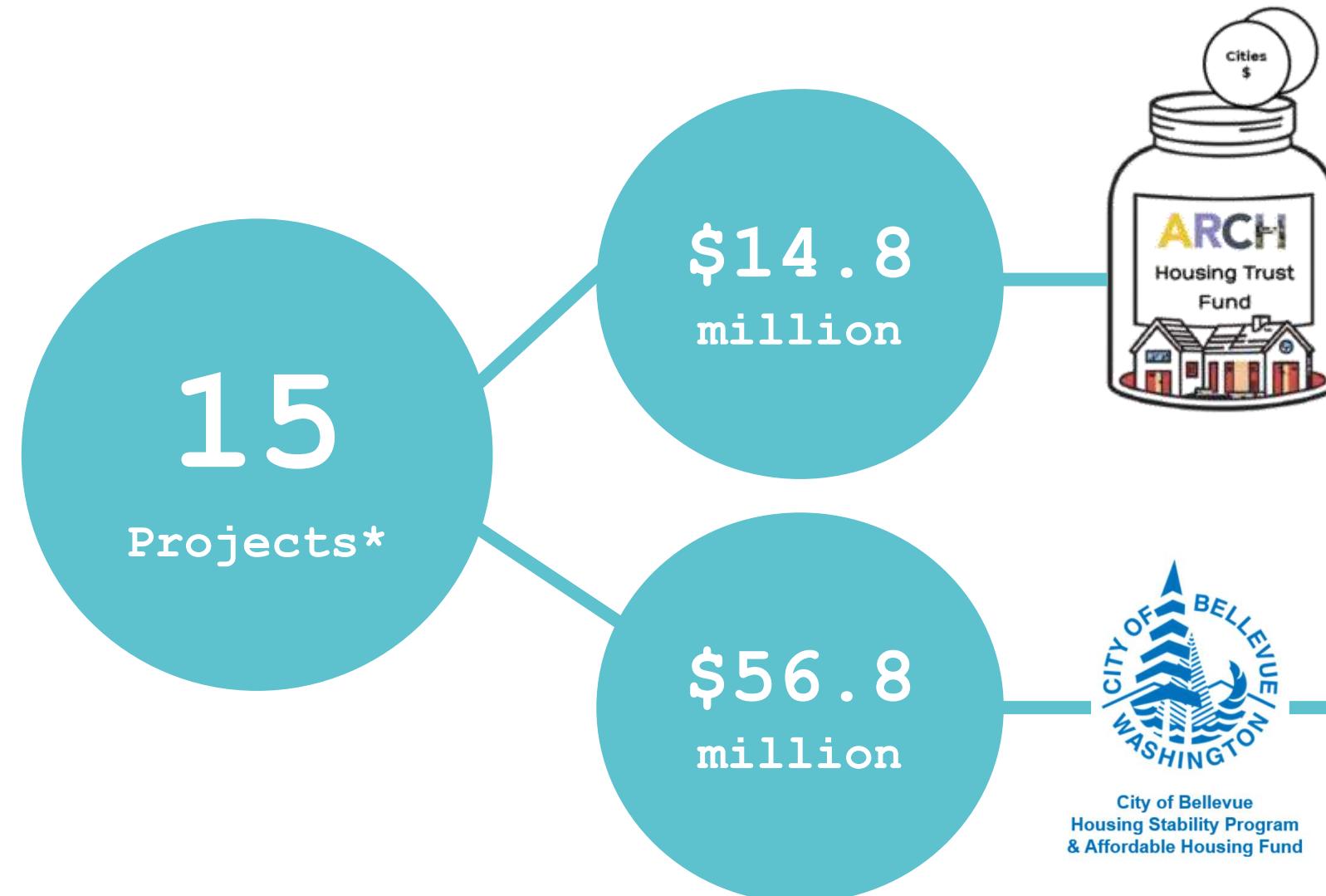
Other Objectives

- Target populations, geographic equity, preservation, transit-oriented development, racial equity, shelter & supportive housing, and sustainable & environmentally friendly solutions

Housing Investment Programs Workflow:



Application Summary

**ARCH**

*3 projects previously awarded applied for
add 'l funds

Application Summary

(continue
d)

Proposed projects in 5 cities



City of Bothell™



Project types



Multifamily



Homeownership



Group Homes For
People With
Disabilities



New
Construction



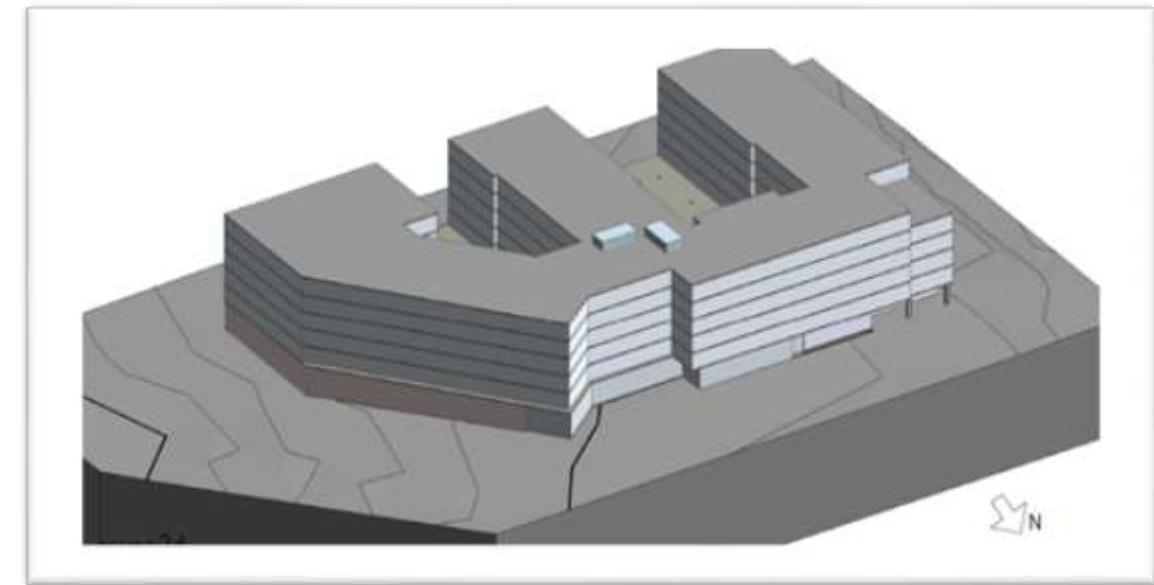
Acquisition



City of Bothell™

Bothell Urban

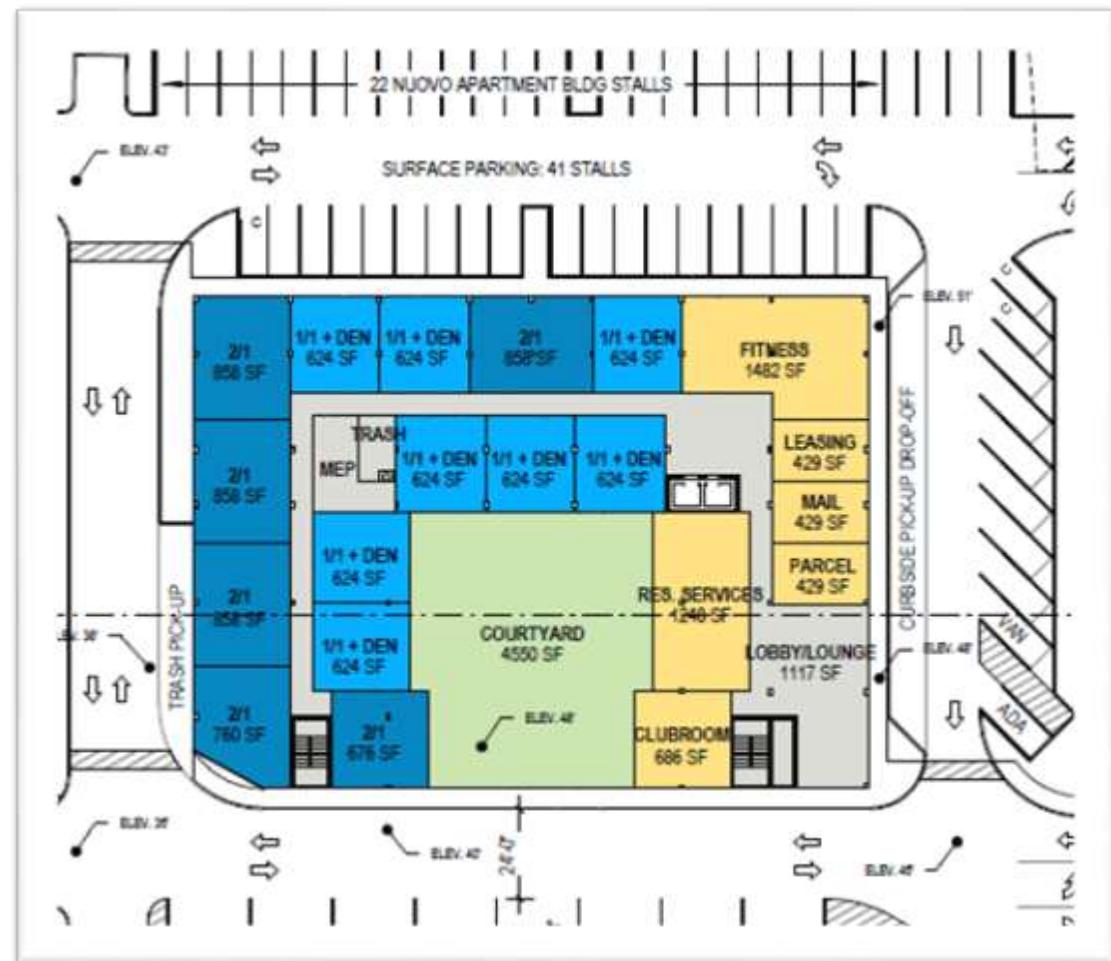
- Location: Thorsk St and Pop Keeney Way
- Applicant: BRIDGE Housing Corp.
- Funds Requested: \$1,500,000
- **Recommended Award: \$1,500,000**
- 200 Units (1br, 2br, and 3br)
- 30%, 50%, and 60% AMI
- Over 50% of homes are family-sized units with two and three bedrooms developed on surplus City of Bothell property





Altaire at East Main

- Location: 991 118th AVE SE, Bellevue
- Applicant: Hopelink & SRM Development
- Funds Requested: \$1,000,000
- Recommended Award: \$500,000
- 146 units (1br, 2br, and 3br)
- 30%, 40%, 50%, and 60% AMI
- Set-asides for households exiting homelessness with services provided by Hopelink





Forest Edge

- Location: 2650 148th Ave SE, Bellevue
- Applicant: Imagine Housing
- Funds Requested: \$2,000,000
- Recommended Award: \$500,000
- 100 units, Studio to 3-bedrooms
- 60% AMI
- Surplus property to be purchased from St. Andrew's Lutheran Church
- Set-asides for households with disabilities





Orchard Gardens

- Location: 4315 129th Pl SE, Bellevue
- Applicant: Habitat for Humanity
- Funds Requested: \$1,125,000 (\$600,000 awarded in 2022)
- Recommended 2025 Award:
\$1,116,000
 - \$500,000 HTF
 - \$616,000 CDBG
- 25 3-bedroom units
- Homeownership for families up to 80% AMI





Kirkland House

- Location: 13205 100th Place NE, Kirkland
- Applicant: Porchlight (formerly Congregations for the Homeless)
- Funds Requested: \$462,600
- Recommended Award: \$462,600
 - \$212,600 HTF
 - \$250,000 City of Kirkland
- 6 bedrooms, 30% & 50% AMI
- Rehab and expansion of Porchlight home for men exiting homelessness





Family Village Redmond

- Location: 16601 NE 80th St., Redmond
- Applicant: YWCA Seattle-King-Sno
- Funds Requested: \$ 1,897,052
- Recommended Award: \$976,700
 - \$626,700 HTF
 - \$350,000 City of Redmond
- 20 2br & 3br units, 30% AMI
- Preserves existing housing for families exiting homelessness



LEO Trailhead

- Location: 1550 Newport Way NW, Issaquah
- Applicant: Life Enrichment Options (LEO)
- Funds Requested: \$191,500 (\$250,000 previously awarded)
- Recommended 2025 Award: \$191,500
- 7 units (studio suites) 30% & 40% AMI
- Condo within KCHA development to serve people with Intellectual and Developmental Disabilities





Trailhead

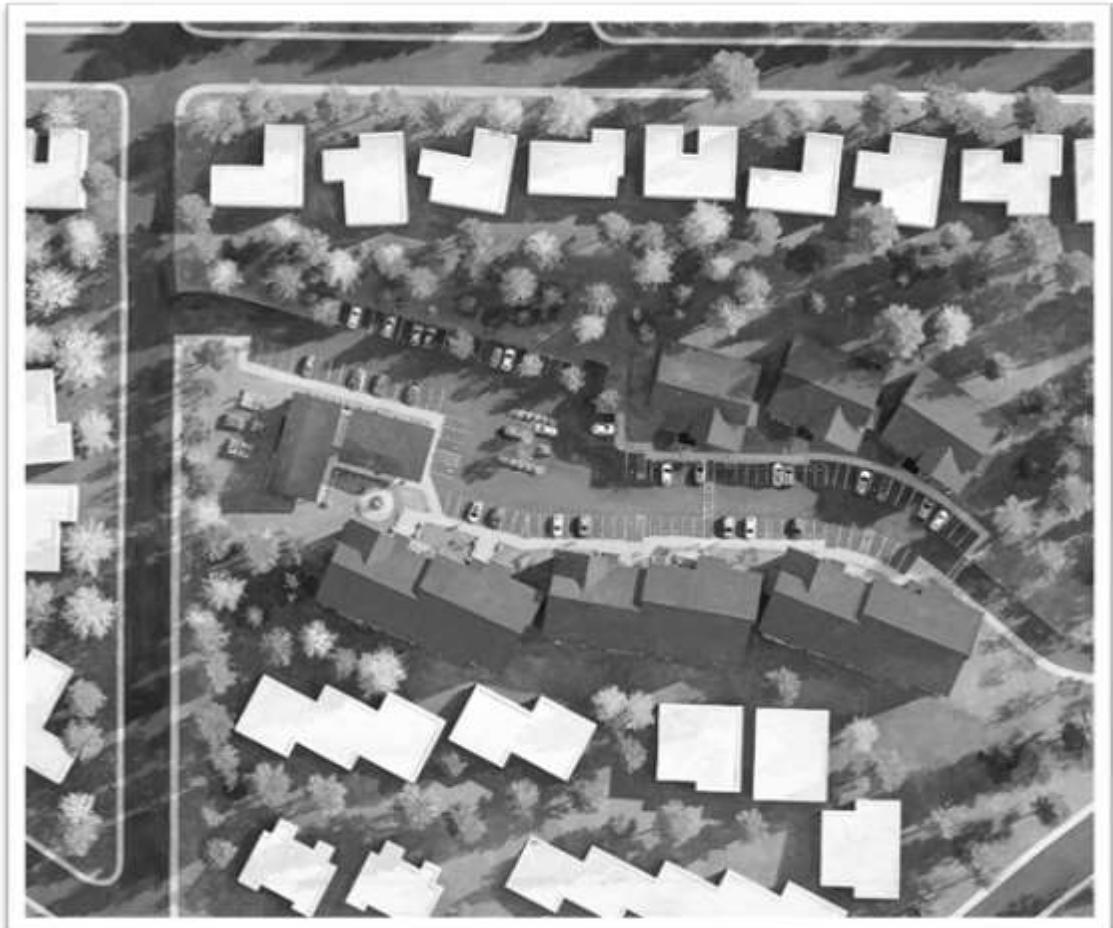
- Location: 1550 Newport Way NW, Issaquah
- Applicant: King County Housing Authority (KCHA)
- Funds Requested: \$500,000 (\$2,000,000 previously awarded)
- Recommended Award: \$0 new
- 156 units (1br, 2br, & 3br)
- Affordability: 40% & 60% AMI
- Near Transit Center and co-located with the Opportunity Center





Peters Ridge

- Location: 17222 NE 8th St, Bellevue
- Applicant: Imagine Housing
- Funds Requested: \$2,000,000
- Recommended Award: \$0
- 108 units (Studio, 1br, 2br, 3br)
- Affordability: 60% AMI
- Surplus property to be purchased from St. Peter's Methodist Church





Aventine

- Location: 211 112th Ave NE, Bellevue WA
- Applicant : Low Income Housing Institute
- Funds Requested: \$250,000 (\$1,500,000 total award from 2023 and 2024)
- Recommended Award: \$0 new
- 66 units (studio, 1br, and 2br)
- Affordability: 30% AMI, 50%AMI and 80% AMI
- Families and individuals exiting homelessness, veterans, people with disabilities, workforce





reSpace Bellevue

- Location: 4 sites TBD in Bellevue
- Applicant: reSpace
- Funds Requested: \$500,000
- Recommended Award: \$0
- Unit Mix: 40 suites for homeownership targeting seniors and households qualifying 60-100% AMI.
- Residents own bedroom/bathroom suites with shared kitchens and living areas to increase affordability and create community and social connection.





Catalina Apartments

- Location: 2210 132nd Ave SE, Bellevue
- Applicant: Shelter Resources Inc.
- Funds Requested: \$1,000,000
- Recommended Award: \$0
- 96 units (studio & 1br units)
- 50% to 80% AMI
- Acquisition/conversion of former nursing home to senior housing



Parq by Vintage

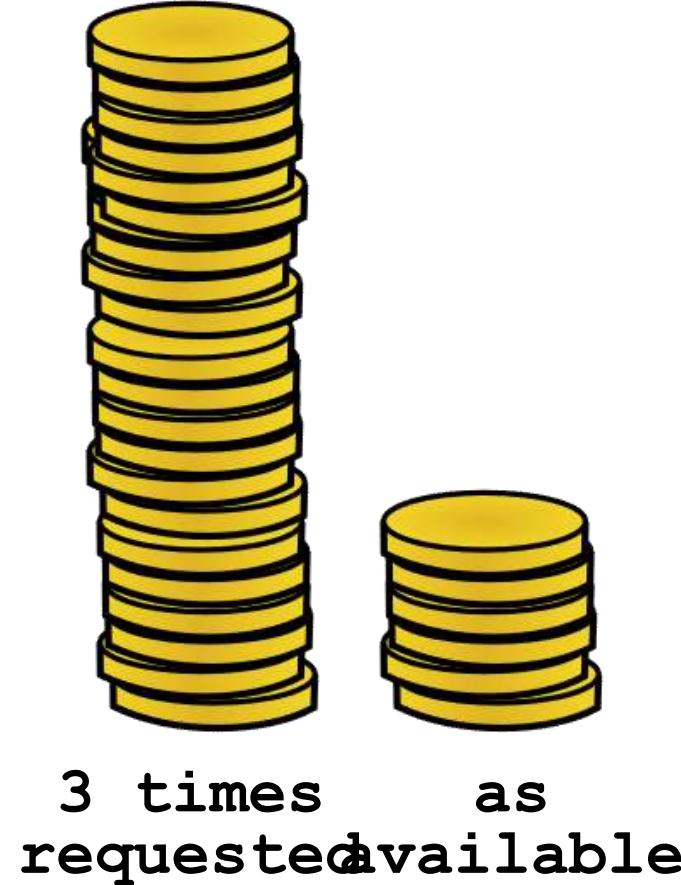
- Location: 21925 SE 51st St, Issaquah
- Applicant: Vintage Housing
- Funds Requested: \$2,000,000
- Recommended Award: \$0
- 259 units (1br, 2br & 3br)
- 50% to 60% AMI
- Office to Residential conversion



Summary of Recommendations

Sponsor	Project Name	Units	City	Amounts Requested		Award Amounts	
				ARCH	HTF	ARCH	HTF
BRIDGE Housing Corporation	Bothell Lot P South	201	Bothell	\$1,500,000		\$1,500,000	
Hopelink & SRM	Altaire at East Main	146	Bellevue	\$1,000,000		\$500,000	
Imagine Housing	Forest Edge	100	Bellevue	\$2,000,000		\$500,000	
Habitat for Humanity Seattle-King and Kittitas Counties	Orchard Gardens	25	Bellevue	\$1,125,000		\$500,000	+
PorchLight	The Kirkland House	6	Kirkland	\$462,600		\$462,600	*
YWCA Seattle King Snohomish	Family Village Redmond	20	Redmond	\$1,897,052		\$976,700	**
Life Enrichment Options	LEO Condominiums at Trailhead	7	Issaquah	\$191,500		\$191,500	
Imagine Housing	Peter's Ridge Apartments	108	Bellevue	\$2,000,000	\$		-
King County Housing Authority	Trailhead Apartments	156	Issaquah	\$500,000	\$		-
Low Income Housing Institute	Aventine Apartments	66	Bellevue	\$250,000			-
reSpace, Inc.	Multigenerational Homeowners	40	Bellevue	\$500,000			-
Shelter Resources	+ ARCH also recommends an additional \$616,000 in CDBG for this project to be contracted with King County Catalina		Bellevue	\$1,000,000			\$
Vintage Housing Development, Inc	* Includes an additional \$250,000 Kirkland contributed for this project.						
	** Pandemic Vintage \$350,000 Redmond contributed for this project.	259	Issaquah	\$2,000,000			-
Total		1,230		\$14,426,152		\$4,630,800	

Takeaways from the 2025 Round



- Recommended awards will create or preserve 505 homes
- Record amount of funding requests & proposed housing
- Requests exceed funding by 3 to 1, up from 2 to 1 in 2024

Council Action

Approve the 2025 ARCH
Executive Board Housing
Trust Fund Round funding
recommendations.



CITY OF MEDINA, WASHINGTON
RESOLUTION NO. 456

A RESOLUTION approving revisions to the House Key Plus ARCH (East King County) Down Payment Assistance Program, authorizing execution of related agreements, and ratifying prior actions taken in support of said program, all as recommended by the Executive Board for A Regional Coalition for Housing (ARCH).

WHEREAS, pursuant to an interlocal agreement executed under chapter 39.34 RCW, the CITY OF MEDINA is a long standing member of A Regional Coalition of Housing (ARCH), a cooperative partnership of fifteen cities and towns in East King County, working together to promote affordable housing through shared goals, coordinated policies, and the strategic use of public funds;

WHEREAS, the CITY OF MEDINA previously executed an "Agreement Regarding Down Payment Assistance House Key Plus ARCH (East King County) Program" and a "First Amended and Restated Agreement Regarding Down Payment Assistance House Key Plus ARCH (East King County) Program," which established and provided funding for down payment and closing cost assistance to single-family homebuyers in the form of second and subordinate loans;

WHEREAS, in its capacity as the ARCH Administering Agency, the City of Bellevue executed a "Second Amended and Restated Agreement Regarding Down Payment Assistance House Key Plus ACRCH (East King County) Program" on behalf of the CITY OF MEDINA to provided additional funding in support of the program;

WHEREAS, as part of the 2025 Housing Trust Fund Allocation Process, the ARCH Executive Board has recommended certain programmatic changes to the program to facilitate increased utilization by low- and moderate-income families in East King County;

WHEREAS, these programmatic changes require execution of a Third Amended and Restated Agreement, which agreement will rename the program the East King County Down Payment Assistance Program and will replace and supersede all previous agreements executed by or on behalf of the CITY OF MEDINA; and

WHEREAS, the CITY OF MEDINA finds the programmatic changes serve the public interest by expanding access to homeownership opportunities for low- and moderate-income households, thereby promoting housing stability, economic mobility, and community well-being;

NOW, THEREFORE, be it resolved by the City Council of the CITY OF MEDINA as follows:

Section 1. The CITY OF MEDINA City Council authorizes the duly-appointed administering agency of ARCH, pursuant to the Amended and Restated Interlocal Agreement for ARCH, to execute all documents and take all necessary actions to enter into agreements on behalf of the CITY OF MEDINA to revise the House Key Plus ARCH (East King County) Down Payment Assistance Program, which shall henceforth be known as the East King County Down Payment Assistance Program, all as recommended by the ARCH Executive Board.

Section 2. The agreement(s) entered into pursuant to Section 1 of this Resolution shall include terms and conditions to ensure that the CITY OF MEDINA'S funds are used for their intended purposes. In determining what conditions should be included in the agreements, the duly-appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH Executive Board's memorandum as of December 11, 2025, a copy of which is attached hereto as Exhibit A.

Section 3. The agreement(s) entered into pursuant to Section 1 of this Resolution shall supersede and replace any and all agreements that related to earlier versions of the program and were previously executed by or on behalf of the CITY OF MEDINA; and the duly-appointed administering agency shall be authorized to execute consents, amendments, or other modifications to subsidiary agreements, obligations, interests, or instruments previously created under any superseded and replaced agreements as may be necessary to effectuate the transition to and/or implementation of the current program.

Section 4. The CITY OF MEDINA hereby ratifies and affirms all prior agreements and instruments previously executed by the duly-appointed administering agency relating to the "Second Amended and Restated Agreement Regarding Down Payment Assistance House Key Plus ARCH (East King County) Program." This ratification is intended to confirm, to the extent necessary, the validity of said prior agreement and any subsidiary agreements, obligations, interests, or instruments created thereto.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 12th DAY OF JANUARY, 2026 BY A VOTE OF ____ FOR, ____ AGAINST, AND ____ ABSTAINING, AND SIGNED IN AUTHENTICATION THEREOF ON THE 12TH DAY OF JANUARY, 2026.

, Mayor

APPROVED AS TO FORM:

Inslee, Best, Doezie & Ryder, P.S.

ATTEST:

Jennifer S. Robertson, City Attorney

Dawn Nations, Acting City Clerk

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:

RESOLUTION NO. 456

Memo

To:

City of Bellevue Council Members
City of Clyde Hill Council Members
City of Issaquah Council Members
City of Kenmore Council Members
City of Kirkland Council Members
City of Medina Council Members

City of Mercer Island Council Members
City of Newcastle Council Members
City of Redmond Council Members
City of Sammamish Council Members
City of Woodinville Council Members

From: Nathan McCommon, Chair, ARCH Executive Board

Date: December 11, 2025

**Re: House Key Plus ARCH East King County Downpayment Assistance Program
Recommendation**

This memo provides recommendations by the ARCH Executive Board for the previously authorized House Key Plus ARCH East King County Downpayment Assistance Program (see Attachment 1 for the past ARCH member city contributions). These changes are recommended to update the program to the needs of buyers in today's housing market. No additional funding is proposed at this time.

House Key Plus ARCH East King County Downpayment Assistance Program

Project Summary:

The House Key Plus ARCH East King County Downpayment Assistance Program was first established in 2005 by ARCH, the Washington State Housing Finance Commission (WSHFC), and King County. The program is administered through WSHFC and has provided up to \$30,000 in downpayment assistance for qualified first-time homebuyers purchasing in East King County. Based on early successes, the program was recapitalized by all the contributing partners in 2007 and 2012, as shown in Attachment 1.

As of December 2025, there was \$1,201,147 in available program funds. While the program has continued to originate loans in recent years, the pace of loan activity has slowed significantly as home prices have increased far faster than buyers' incomes.

The program as previously authorized is summarized below:

Program Eligibility

- First-time homebuyer (has not owned a home during the past 3 yrs)
- Household income at or below 80% of AMI
- Home will be the buyer's principal residence
- Home must be within the ARCH member jurisdictions.
- Additional requirements for loans funded with federal HOME funds

Down Payment Assistance Terms:

- Second mortgages of up to \$30,000 per home.
- There are no monthly payments on the second mortgage. The loan is due when the buyer sells, refinances, moves out or pays off the 1st mortgage.
- 4% deferred simple interest to be paid when the borrower pays off the loan.
- The loan can be in place for up to 30 years before it must be paid back.
- Borrower(s) must contribute at least 2% of the purchase price from their own funds

Administration: The program is administered by the Washington State Housing Finance Commission (WSHFC) through its existing community of lenders. WSHFC provides training to lenders and includes the program in its regular marketing and outreach.

Current usage: To date, the program has served 81 homebuyers. When first established, the program was well matched to buyers' needs, but as home prices have increased dramatically in the last 20 years, the amount of assistance has become insufficient to bridge the gap between eligible households' income and market rate home prices.

Proposed Program Changes:

WSHFC, King County and ARCH have collaborated throughout the last year to review the DPA program and develop recommendations to strengthen and extend its impact. Below is a summary of recommendations approved by the ARCH Executive Board. These recommendations are anticipated to better meet the needs of eligible buyers in the current marketplace, align with the ARCH Homeownership Program, and result in faster utilization of program funds.

Current Program	Proposed Change
\$30,000 max DPA	Increase max DPA to \$75,000. For borrowers at or below 80% AMI, the maximum DPA would be \$75,000. For borrowers between 80%-100%AMI, the maximum DPA would be \$50,000. Increasing the assistance would make the program more desirable and better bridge the gap for lower income buyers in East King County.
2% minimum contribution required for borrowers	Reduce required minimum contribution for borrowers to 1%. This change would reduce a hurdle to otherwise qualified buyers.

80% AMI eligibility requirement	Allow eligibility up to 100% AMI. This would increase the program's reach and support moderate income households, including potential ARCH homebuyers. The current program income limit is based on federal HOME funding requirements. WSHFC's maximum income limit is 100% AMI.
Simple interest at 4%	Lower the interest rate from 4% to 1%. Currently, 4% is the highest interest rate among any DPA program WSHFC offers, with most others at 0% or 1%. For homes with resale restrictions, 1% simple interest poses less risk to the borrower.
Program Name: House Key Plus ARCH (East King County) Downpayment Assistance Program	Change the program name to the 'East King County Down Payment Assistance Program'. This change will help to distinguish the DPA Program from the ARCH Homeownership Program, as there is confusion in the marketplace between the two programs.

In addition to the above recommendations, the ARCH Executive Board recommends that DPA partners (ARCH, WSHFC and King County) establish a Third Amended and Restated Agreement that will clarify and consolidate administrative responsibilities in ARCH and ARCH's Administering Agency.

Program Update Rationale:

The ARCH Executive Board supported these recommendations for the following reasons:

- Funds have been underutilized and updating the program would better meet the needs of eligible buyers.
- The DPA has demonstrated success but requires updates to continue to be a valuable tool for low- and moderate-income buyers looking to purchase in East King County.
- The changes will better align the DPA program with ARCH's Affordable Homeownership Program, which provides some of the only affordable entry points to homeownership in East King County.
- The changes will clarify and simplify administrative responsibilities to ARCH and the administering agency.
- No additional funding is required at this time.

Recommendation:

- Adopt a resolution approving revisions to the terms and conditions applicable to the House Key Plus ARCH (East King County) Down Payment Assistance Program, authorizing execution of related agreements, and ratifying prior actions taken in support of said program, all as recommended by the Executive Board for A Regional Coalition for Housing (ARCH).

Attachments:

- 1) Attachment 1: DPA Funding Contributions and ARCH Member City Contributions

Attachment 1: DPA Funding Contributions and ARCH Member City Contributions

DPA Program Funding Commitments

	ARCH Funding	King County Funding*	WSHFC Funding	TOTAL
Initial Capitalization (2005)	\$200,000	\$300,000	\$300,000	\$800,000
First Recapitalization (2007)	\$200,000	\$300,000	\$300,000	\$800,000
Second Recapitalization (2012)	\$200,000	\$300,000	\$300,000	\$800,000
TOTAL	\$600,000	\$900,000	\$900,000	\$2,400,000

*Note that \$380,000 in King County funding was withdrawn from the program over time due to expenditure delays that were inconsistent with rules for the County's source of funds (federal HOME/ADDI funds)

ARCH City Contributions

City	Initial Capitalization	First Recapitalization	Second Recapitalization
Bellevue*	\$65,000	\$75,000	\$45,000
Clyde Hill	\$2,500		
Issaquah		\$5,000	\$25,000
Kenmore	\$12,500	\$25,000	\$25,000
Kirkland	\$40,000	\$35,000	\$30,000
Medina	\$2,500		
Mercer Island	\$12,500	\$10,000	
Newcastle	\$7,500	\$10,000	\$12,500
Redmond	\$50,000	\$35,000	\$28,500
Sammamish			\$25,000
Woodinville	\$7,500	\$5,000	\$9,000
TOTAL	\$200,000	\$200,000	\$200,000

*An additional \$15,000 was funded for homebuyer education in the initial capitalization

House Key Plus ARCH East King County Downpayment Assistance Program

Resolution to update program and streamline
administration

Downpayment Assistance Program

Background

- Established in 2005; funded again in 2007 and 2012
- Provides up to \$30k deferred payment loans for eligible homebuyers in ARCH's geographic area
- Program funding partners:
 - ARCH - \$600k
 - King County* - \$900k
 - Washington State Housing Finance Commission (WSHFC) - \$900k



Program Updates



- Usage slowed since 2010 with increased home prices.
- Program partners identified needed updates to program terms to increase usage and support buyers.
- Recommended changes are outlined in ARCH Executive Board Memo.

Recommendation Rationale

- DPA program has demonstrated success but requires updates to continue to be a valuable tool for low- and moderate-income buyers looking to purchase in East King County.
- Recommended changes would:
 - Better meet the needs of eligible buyers.
 - Align the DPA program with ARCH's Affordable Homeownership Program, which provides some of the only affordable entry points to homeownership in East King County.
 - Clarify and simplify administrative responsibilities to ARCH and the administering agency.
- No additional funding is required at this time.

Council Action

Resolution would approve recommended revisions to the House Key Plus ARCH (East King County) Down Payment Assistance Program, authorize execution of related agreements, and ratify prior actions taken in support of said program, all as recommended by the Executive Board for ARCH.

CITY OF MEDINA, WASHINGTON**RESOLUTION NO. 457****A RESOLUTION authorizing the City of Bellevue to administer certain housing project agreements on behalf of the City of Medina, consistent with the Amended and Restated Interlocal Agreement for ARCH – A Regional Coalition for Housing.**

WHEREAS, pursuant to an interlocal agreement executed under chapter 39.34 RCW, the City is a long standing member of A Regional Coalition of Housing (ARCH), a cooperative partnership of fifteen cities and towns in East King County, working together to promote affordable housing through shared goals, coordinated policies, and the strategic use of public funds in partnership with private-sector resources;

WHEREAS, the City of Bellevue currently serves as the ARCH Administering Agency pursuant to a resolution of the ARCH Executive Board (No. 2010-01) and the Bellevue City Council (No. 8076);

WHEREAS, Section 12(f)(v) of the ARCH Amended and Restated Interlocal Agreement (hereinafter "ARCH Interlocal Agreement"), effective July 10, 2010, also permits the Executive Board to authorize the Administering Agency to administer ARCH housing project agreements entered into prior to the effective date of the ARCH Interlocal Agreement, upon terms consistent with the interlocal and subject to the consent of the Administering Agency and the parties to said agreements;

WHEREAS, when the Administering Agency was appointed in 2010, ARCH did not formally authorize the Administering Agency to administer ARCH housing project agreements that predate the interlocal agreement;

WHEREAS, this has resulted in a fragmented approach in the administration of ARCH housing project financing documents, whereby the Administering Agency is responsible for all agreements funded through the Housing Trust Fund (HTF) on or after July 10, 2010, while individual ARCH member cities and towns remain responsible for administering those financing agreements that predate July 10, 2010 and funded with HTF monies;

WHEREAS, this fragmentation persists despite a common funding mechanism and the centralized role of ARCH Staff, which is responsible for day-to-day monitoring of the agreements, maintains ongoing relationships with owners and operators of the affordable housing project subject to the financing documents, and works in close partnership with the Administering Agency;

WHEREAS, from time-to-time, ARCH-approved housing projects seek to refinance existing loans, secure additional funding for improvements, convey property to develop

public amenities, or transfer ownership of the project, triggering the need for various amendments to the underlying financing documents;

WHEREAS, and specific to the ARCH project financing documents that predate the ARCH Interlocal Agreement, this results in certain inefficiencies, delays, and increased burdens to ARCH Staff, which is required to develop multiple versions of the same/similar amending instruments, educate the several ARCH jurisdictions that contributed funding to a project regarding the need for the amending instrument, and coordinate all necessary approvals needed for the amending instruments – often under compressed timelines;

WHEREAS, the ARCH Executive Board recently adopted Resolution 2025-01, authorizing the City of Bellevue, in its capacity as the ARCH Administering Agency, to administer the ARCH housing project finance documents executed by the individual ARCH member jurisdictions prior to the effective date of the ARCH Interlocal Agreement - provided the City of Bellevue and individual member jurisdictions consent to said administration;

WHEREAS, the City of Bellevue must adopt a resolution consenting to the administration of ARCH housing project agreements executed by the individual ARCH member jurisdictions prior to the effective date of the ARCH Interlocal Agreement – provided the individual ARCH members deliver a resolution to ARCH and the City of Bellevue, consenting to said administration;

WHEREAS, the City Council finds a more streamlined administration of ARCH project financing documents would be in the best interest of City, ARCH, and the affordable housing projects it supports; now, therefore:

THE CITY COUNCIL OF MEDINA, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. In accordance with Section 12(f)(v) of the ARCH Amended and Restated Interlocal, the City of Medina consents to the City of Bellevue serving as the Administering Agency for the housing project financing documents identified in Attachment A, attached hereto and incorporated by reference, which were funded through the ARCH Housing Trust Fund and executed by the City prior to the effective date of the ARCH Interlocal Agreement.

Section 2. This consent shall be effective upon adoption of this Resolution, and the Clerk is directed to provide a copy of the same to ARCH and the City of Bellevue.

Section 3. This consent shall remain in effect unless and until the ARCH Executive Board rescinds Resolution No. 2025-01, or after the City of Bellevue or the City of Medina provides 180 days written notice of its intent to withdraw consent to the administration, whichever is sooner. In the event of any rescission or withdrawal, the ARCH Executive Board, the City of Bellevue, and the City of Medina shall take all steps

reasonably practicable to ensure a smooth transition of responsibilities from the Administering Agency to any successor agency, if any.

Section 4. Upon delivery of all consents to the administration described in Sections 1 and 2 above, the City of Bellevue, in its capacity as the ARCH Administering Agency, and/or ARCH Staff shall notify all owners/operators of the affordable housing projects subject to financing documents identified in Attachment A of the resulting change in administration.

Section 5. The City of Bellevue, in its capacity as the Administering Agency, shall administer the housing project documents identified in Attachment A in accordance with their terms and conditions and consistent with the Administering Agency's responsibilities under the ARCH Interlocal Agreement. This authority includes, but is not limited to, negotiating and executing any amendments, consents, assignments, subordination agreements, partial releases of security instruments and other documents requested in connection with a refinancing, restructuring or modification of the financing for a housing project.

Section 6. This consent does not delegate any other legislative or administrative powers retained by the City of Medina under the ARCH Interlocal Agreement, including, but not limited to, approval of any increased funding awards; nor does this consent delegate any legislative or administrative powers that are the sole province of the City, including, but not limited to, negotiating and conveying any interests in real property (e.g. easements) or any agreements negotiated, funded, and monitored without the aid of ARCH.

Section 7. In executing any amendment or necessary document related to the housing project agreement identified in Attachment A, the City of Bellevue shall specify that it is acting as the Administering Agency on behalf of the City of Medina pursuant to the ARCH Amended Interlocal Agreement.

Section 8. The City of Bellevue, in its capacity as the Administering Agency, and/or ARCH Staff shall provide all reasonable information that may be requested by the City in relation to the administration of the agreements identified in Attachment A.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 12th DAY OF JANUARY, 2026 BY A VOTE OF ____ FOR, ____ AGAINST, AND ____ ABSTAINING, AND SIGNED IN AUTHENTICATION THEREOF ON THE 12TH DAY OF JANUARY, 2026.

_____, Mayor

APPROVED AS TO FORM:

Inslee, Best, Doezie & Ryder, P.S.

ATTEST:

Jennifer S. Robertson, City Attorney

Dawn Nations, Acting City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 457

Attachment A

JDE# Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
538 Coal Creek Terrace	Habitat for Humanity	2000		
543 Rose Crest	Imagine Housing	2001		
546 Petter Court	Hopelink	2001		
548 Plum Court	Downtown Action to Save Housing	2002		
552 House Key Plus ARCH I	Various	2003	2006	2009
553 Summerwood	Downtown Action to Save Housing	2004		
555 Mine Hill	Imagine Housing	2005		
557 CHI Adult Family Home 6 Redmond	Community Homes Inc	2006		
561 New Ground Kirkland	Friends of Youth	2007		
565 Family Village Issaquah II	Young Women's Christian Association	2009		
566 Francis Village	Imagine Housing	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Memo

To:

Town of Beaux Arts Village Council Members	City of Medina Council Members
City of Bothell Council Members	City of Mercer Island Council Members
City of Clyde Hill Council Members	City of Newcastle Council Members
Town of Hunts Point Council Members	City of Redmond Council Members
City of Issaquah Council Members	City of Sammamish Council Members
City of Kenmore Council Members	City of Woodinville Council Members
City of Kirkland Council Members	Town of Yarrow Point Council Members

From: Nathan McCommon, Chair, ARCH Executive Board

Date: December 18, 2025

Re: Administering Agency Delegation for Pre-2010 Contracts

Background

Prior to 2010, ARCH member cities and towns individually managed certain administrative responsibilities for contracts awarded funding through the ARCH Housing Trust Fund. Following approval of an Amended and Restated Interlocal Agreement in 2010, Bellevue assumed the role of Administering Agency for ARCH, providing centralized oversight and management of new contracts on behalf of all members. Since then, ARCH has coordinated execution of approved contracts awarding members' funds through Bellevue, which executes such agreements on behalf of the members of ARCH.

The delegation of post-2010 HTF financing agreements to Bellevue, but not the agreements prior to that date, has resulted in a fragmented approach in the administration of ARCH housing project financing documents, whereby the Administering Agency is responsible for all agreements funded through the Housing Trust Fund (HTF) on or after July 10, 2010, while individual ARCH member cities and towns remain responsible for administering those financing agreements that predate July 10, 2010.

Legacy contracts initiated prior to the amendment still require administrative actions by individual member city staff, creating inefficiencies and duplicative work. There are a total of sixty-three (63) projects financed by ARCH member cities prior to the ILA Amendment.

The ARCH Amended and Restated Interlocal Agreement, effective July 10, 2010, permits the Executive Board to authorize the Administering Agency to administer ARCH housing project

agreements entered into prior to the effective date of the ARCH Interlocal Agreement, according to terms consistent with the interlocal and subject to the consent of the Administering Agency and the parties to said agreements.

To accomplish this, ARCH worked with the Bellevue City Attorney's Office to draft a resolution for the ARCH Executive Board to formally delegate to Bellevue the authority to carry out administrative actions for contracts initiated prior to 2010. This delegation will:

- Simplify processes by consolidating administrative responsibilities under Bellevue.
- Streamline contract management for legacy agreements.
- Save staff time for ARCH member cities by eliminating administrative tasks on routine agreement modifications.
- Ensure consistency in how contracts are managed across ARCH.

The specific authority delegated to the Administrative Agency includes, but is not limited to, negotiating and executing any assignments, subordination agreements, and partial releases of security instruments.

The Executive Board approved the delegation through Resolution 2025-01 authorizing ARCH's Administering Agency (City of Bellevue) to administer Housing Trust Fund agreements approved prior to the Administering Agency's appointment in 2010. Resolution 2025-01 included attachments outlining each member city/town's specific projects to be delegated to Bellevue for administration. These member city/town's specific projects will be referenced in each members' resolution.

Recommendation

ARCH member cities and towns should adopt a resolution to delegate the administrative duties to Bellevue for the ARCH HTF financing agreements that pre-date the 2010 ILA Amendment.

Attachments

- 1) ARCH Resolution 2025-01

Attachment 1

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ARCH Resolution 2025-01

A RESOLUTION authorizing the City of Bellevue, as Administering Agency, to administer certain housing project agreements executed by individual ARCH member jurisdictions prior to the effective date of the ARCH Amended and Restated Interlocal Agreement.

WHEREAS, Section 12(f)(v) of the ARCH Amended and Restated Interlocal Agreement (hereinafter "ARCH Interlocal Agreement"), effective July 10, 2010, permits the Executive Board to authorize the Administering Agency to administer ARCH housing project agreements entered into prior to the effective date of the ARCH Interlocal Agreement, upon terms consistent with the interlocal and subject to the consent of the Administering Agency and the parties to said agreements;

WHEREAS, the ARCH Executive Board has not formally authorized the Administering Agency to administer ARCH housing project agreements that predate the interlocal agreement;

WHEREAS, this has resulted in a fragmented approach in the administration of ARCH housing project financing documents, whereby the Administering Agency is responsible for all agreements funded through the Housing Trust Fund (HTF) on or after July 10, 2010, while individual ARCH member cities and towns remain responsible for administering those financing agreements that predate July 10, 2010 and funded with HTF monies;

WHEREAS, this fragmentation persists despite a common funding mechanism and the centralized role of ARCH Staff, which is responsible for day-to-day monitoring of the agreements, maintains ongoing relationships with owners and operators of the affordable housing project subject to the financing documents, and works in close partnership with the Administering Agency;

WHEREAS, from time-to-time, ARCH-approved housing projects seek to refinance existing loans, secure additional funding for improvements, convey property to develop public amenities, or transfer ownership of the project, triggering the need for various amendments to the underlying financing documents;

WHEREAS, and specific to the ARCH project financing documents that predate the ARCH Interlocal Agreement, this results in certain inefficiencies, delays, and increased burdens to ARCH Staff, which is required to develop multiple versions of the same/similar amending instruments, educate the several ARCH jurisdictions that contributed funding to a project regarding the need for the amending instrument, and coordinate all necessary approvals needed for the amending instruments – often under compressed timelines;

WHEREAS, at the request of ARCH Staff and the ARCH member jurisdictions, the Executive Board finds a more streamlined administration of project financing documents would be in the best interest of ARCH members, staff, and supported affordable housing project; and

WHEREAS, the City of Bellevue is willing to administer the Housing Trust Fund project agreements that predate the ARCH Interlocal Agreement, as described herein, contingent upon the approval of the Bellevue City Council and the governing bodies of the individual ARCH member cities and towns.

NOW, THEREFORE, THE ARCH EXECUTIVE BOARD DOES RESOLVE AS FOLLOWS:

Section 1. In accordance with Section 12(f)(v) of the ARCH Amended and Restated Interlocal Agreement, the City of Bellevue, as the previously appointed Administering Agency, is further authorized to administer the housing project financing documents, specifically identified in Attachment A, attached hereto and incorporated by reference, which were previously funded via the Housing Trust Fund Account and executed by ARCH member jurisdictions prior to the effective date of the ARCH Interlocal Agreement.

Section 2. This authorization shall be effective upon written confirmation by the City of Bellevue and the individual ARCH member jurisdictions that were party to the agreements identified in Attachment A, consenting to the administration described in Section 1.

Section 3. This authorization shall remain in effect unless and until rescinded by majority vote of the Executive Board, or after the City of Bellevue or the individual ARCH member provides 180 days written notice of its intent to withdraw consent to the administration, whichever is sooner. In the event of any rescission or withdrawal, the Executive Board, the Administering Agency, and the individual ARCH member shall take all steps reasonably practicable to ensure a smooth transition of responsibilities from the Administering Agency to any successor agency, if any.

Section 4. Upon delivery of all consents to the administration described in Sections 1 and 2 above, the City of Bellevue, in its capacity as the ARCH Administering Agency, and/or ARCH Staff shall notify all owners/operators of the affordable housing projects subject to financing documents identified in Attachment A, of the resulting change in administration.

Section 5. The City of Bellevue, in its capacity as the Administering Agency, shall administer the housing project documents identified in Attachment A in accordance with their terms and conditions and consistent with the Administering Agency's responsibilities under the ARCH Interlocal Agreement. This authority includes, but is not limited to, negotiating and executing any amendments, consents, assignments, subordination agreements, partial releases of security instruments and other documents requested in

connection with a refinancing, restructuring or modification of the financing for a housing project.

Section 6. This authorization does not authorize the City of Bellevue, in its capacity as the Administering Agency, to assume any other legislative or administrative powers to be retained by the individual ARCH member jurisdiction consistent with the ARCH Interlocal Agreement, including but not limited to, approval of any increased funding awards; nor does it otherwise delegate any legislative or administrative powers that are the sole province of the individual ARCH member jurisdiction, including but not limited to, negotiating and conveying any interests in real property (e.g. easements) or any agreements negotiated, funded, and monitored without the aid of ARCH.

Section 7. In executing any amendment or necessary document related to the housing project agreements as identified in Attachment A, the City of Bellevue shall specify that it is acting as the Administering Agency on behalf of the individual ARCH member jurisdiction pursuant to the ARCH Interlocal Agreement.

Section 8. The City of Bellevue, in its capacity as Administering Agency, and/or ARCH Staff shall provide all reasonable information that may be requested by the individual ARCH member jurisdiction in relation to the administration of the agreements identified in Attachment A.

APPROVED BY VOTE OF THE EXECUTIVE BOARD this 11th-day of December, 2025.

By:



Chair of ARCH Executive Board

Attachment A

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Exhibit A1 - Beaux Arts Awarded Projects

JDE#	Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
558	Copper Lantern	Low Income Housing Institute	2005		
560	Johnson Hill	Imagine Housing	2006		
563	Andrew's Glen	Imagine Housing	2008		
566	Francis Village	Imagine Housing	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A2 - Bellevue Awarded Projects

JDE# Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
504 Pacific Inn	Pacific Inn Partners	1995		
505 Ashwood Court - Loan	Downtown Action to Save Housing	1996		
507 Andrews Heights	Imagine Housing	1993		
508 Cambridge Court	Resurrection Housing Foundation	1993		
509 My Friend's Place I	LifeWire	1993		
511 Crestline	Shelter Resources Inc	1993		
512 Garden Grove	Downtown Action to Save Housing	1993		
513 Stillwater	Sound Behavioral Health	1993		
514 Overlake Townhomes	Habitat for Humanity	1993		
515 UCP Group Homes	United Cerebral Palsy	1993		
516 Vasa Creek	Shelter Resources Inc	1994		
518 Glendale	Downtown Action to Save Housing	1994		
519 Highland Gardens	Imagine Housing	1995		
520 Inclusion Group Home	Alpha Supported Living Services	1995		
521 Wildwood Court	Downtown Action to Save Housing	1995		
523 Newport Hill	Young Women's Christian Association	1996		
524 AIDS Housing	King County Housing Authority	1996		
526 Hopelink Place	Hopelink	1996		
527 Avon Villa Mobile Home Park	Manufactured Housing Community Preservationists	1997		
529 Kirkland Plaza	Imagine Housing	1997		
530 Harrington House	Catholic Housing Services	1997		
531 Terrace Hills	Imagine Housing	1997		
532 CHI Adult Family Home	Community Homes Inc	1998		
533 Fountain House	Alpha Supported Living Services	1998		
534 Ellsworth House	Imagine Housing	1999		
535 Somerset Gardens	King County Housing Authority	1999		
536 Parkview Homes III	Parkview Services	1999		
540 Evergreen Court	Downtown Action to Save Housing	2000		
542 Eastwood Square	King County Housing Authority	2001		
543 Rose Crest	Imagine Housing	2001		
545 Avondale Park Transitional	Hopelink	2002		
547 Parkview Homes VI	Parkview Services	2002		
548 Plum Court	Downtown Action to Save Housing	2002		
549 Chalet	Imagine Housing	2003		
550 Lauren Heights	Imagine Housing	2003	2004	
551 CHI Adult Family Home 4	Community Homes Inc	2003		
552 House Key Plus ARCH I	Various	2003	2006	2009
553 Summerwood	Downtown Action to Save Housing	2004		
554 Kensington Square	Hopelink	2004		
555 Mine Hill	Imagine Housing	2005		
557 CHI Adult Family Home 6 Redmond	Community Homes Inc	2006		
558 CHI Adult Family Home 5 Bothell	Community Homes Inc	2006		
560 Johnson Hill	Imagine Housing	2006		
561 New Ground Kirkland	Friends of Youth	2007		
563 Andrew's Glen	Imagine Housing	2008		
564 Family Village Issaquah I	Young Women's Christian Association	2008		
565 Family Village Issaquah II	Young Women's Christian Association	2009		
566 Francis Village	Imagine Housing	2009		
567 FFC Community Housing V	Foundation for the Challeneged	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A3 - Bothell Awarded Projects

JDE#	Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
509	My Friend's Place I	LifeWire	1993		
523	Newport Hill	Young Women's Christian Association	1996		
531	Terrace Hills	Imagine Housing	1997		
532	CHI Adult Family Home	Community Homes Inc	1998		
543	Rose Crest	Imagine Housing	2001		
545	Avondale Park Transitional	Hopelink	2002		
550	Lauren Heights	Imagine Housing*	2003	2004	
553	Summerwood	Downtown Action to Save Housing	2004		
556	Copper Lantern	Low Income Housing Institute	2005		
560	Johnson Hill	Imagine Housing	2006		
563	Andrew's Glen	Imagine Housing	2008		
566	Francis Village	Imagine Housing	2009		
900	Peabody Oxford House	Compass Housing Alliance	2000		
902	Riverside Landing	Sheiter Resources Inc	1995		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A4 - Clyde Hill Awarded Projects

JDE# Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
541 Village at Overlake Station	King County Housing Authority	2000		
543 Rose Crest	Imagine Housing	2001		
546 Petter Court	Hopelink	2001		
548 Plum Court	Downtown Action to Save Housing	2002		
552 House Key Plus ARCH I	Various	2003	2006	2009
553 Summerwood	Downtown Action to Save Housing	2004		
555 Mine Hill	Imagine Housing	2005		
556 Copper Lantern	Low Income Housing Institute	2005		
557 CHI Adult Family Home 6 Redmond	Community Homes Inc	2006		
560 Johnson Hill	Imagine Housing	2006		
561 New Ground Kirkland	Friends of Youth	2007		
563 Andrew's Glen	Imagine Housing	2008		
565 Family Village Issaquah II	Young Women's Christian Association	2009		
566 Francis Village	Imagine Housing	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A5 - Hunts Point Awarded Projects

JDE#	Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
556	Copper Lantern	Low Income Housing Institute	2005		
557	CHI Adult Family Home 6 Redmond	Community Homes Inc	2006		
560	Johnson Hill	Imagine Housing	2006		
561	New Ground Kirkland	Friends of Youth	2007		
563	Andrew's Glen	Imagine Housing	2008		
565	Family Village Issaquah II	Young Women's Christian Association	2009		
566	Francis Village	Imagine Housing	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A6 - Issaquah Awarded Projects

JDE# Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
509 My Friend's Place I	LifeWire	1993		
523 Newport Hill	Young Women's Christian Association	1996		
526 Hopelink Place	Hopelink	1996		
531 Terrace Hills	Imagine Housing	1997		
533 Fountain House	Alpha Supported Living Services	1998		
536 Parkview Homes III	Parkview Services	1999		
538 Coal Creek Terrace	Habitat for Humanity	2000		
543 Rose Crest	Imagine Housing	2001		
545 Avondale Park Transitional	Hopelink	2002		
548 Plum Court	Downtown Action to Save Housing	2002		
550 Lauren Heights	Imagine Housing	2003	2004	
552 House Key Plus ARCH I	Various	2003	2006	2009
555 Mine Hill	Imagine Housing	2005		
556 Copper Lantern	Low Income Housing Institute	2005		
560 Johnson Hill	Imagine Housing	2006		
562 Magnolia Village	Habitat for Humanity	2007		
563 Andrew's Glen	Imagine Housing	2008		
564 Family Village Issaquah I	Young Women's Christian Association	2008		
565 Family Village Issaquah II	Young Women's Christian Association	2009		
566 Francis Village	Imagine Housing	2009		
567 FFC Community Housing V	Foundation for the Challeneged	2009		
900 Peabody Oxford House	Compass Housing Alliance	2000		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A7 - Kenmore Awarded Projects

JDE#	Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
548	Plum Court	Downtown Action to Save Housing	2002		
552	House Key Plus ARCH I	Various	2003	2006	2009
553	Summerwood	Downtown Action to Save Housing	2004		
556	Copper Lantern	Low Income Housing Institute	2005		
560	Johnson Hill	Imagine Housing	2006		
561	New Ground Kirkland	Friends of Youth	2007		
563	Andrew's Glen	Imagine Housing	2008		
566	Francis Village	Imagine Housing	2009		
567	FFC Community Housing V	Foundation for the Challeneged	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A8 - Kirkland Awarded Projects

JDE#	Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
509	My Friend's Place I	LifeWire	1993		
513	Stillwater	Sound Behavioral Health	1993		
514	Overlake Townhomes	Habitat for Humanity	1993		
518	Glendale	Downtown Action to Save Housing	1994		
519	Highland Gardens	Imagine Housing	1995		
523	Newport Hill	Young Women's Christian Association	1996		
524	AIDS Housing	King County Housing Authority	1996		
526	Hopelink Place	Hopelink	1996		
527	Avon Villa Mobile Home Park	Manufactured Housing Community Preservationists	1997		
529	Kirkland Plaza	Imagine Housing	1997		
531	Terrace Hills	Imagine Housing	1997		
534	Ellsworth House	Imagine Housing	1999		
536	Parkview Homes III	Parkview Services	1999		
537	Greenbrier Senior	Downtown Action to Save Housing	1999		
539	Greenbrier Family	Downtown Action to Save Housing	2000		
541	Village at Overlake Station	King County Housing Authority	2000		
543	Rose Crest	Imagine Housing	2001		
545	Avondale Park Transitional	Hopelink	2002		
546	Petter Court	Hopelink	2001		
547	Parkview Homes VI	Parkview Services	2002		
548	Plum Court	Downtown Action to Save Housing	2002		
550	Lauren Heights	Imagine Housing	2003	2004	
551	CHI Adult Family Home 4	Community Homes Inc	2003		
552	House Key Plus ARCH I	Various	2003	2006	2009
553	Summerwood	Downtown Action to Save Housing	2004		
554	Kensington Square	Hopelink	2004		
555	Mine Hill	Imagine Housing	2005		
556	Copper Lantern	Low Income Housing Institute	2005		
557	CHI Adult Family Home 6 Redmond	Community Homes Inc	2006		
560	Johnson Hill	Imagine Housing	2006		
561	New Ground Kirkland	Friends of Youth	2007		
563	Andrew's Glen	Imagine Housing	2008		
564	Family Village Issaquah I	Young Women's Christian Association	2008		
566	Francis Village	Imagine Housing	2009		
567	FFC Community Housing V	Foundation for the Challeneged	2009		
902	Riverside Landing	Shelter Resources Inc	1995		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A9 - Medina Awarded Projects

JDE#	Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
538	Coal Creek Terrace	Habitat for Humanity	2000		
543	Rose Crest	Imagine Housing	2001		
546	Petter Court	Hopelink	2001		
548	Plum Court	Downtown Action to Save Housing	2002		
552	House Key Plus ARCH I	Various	2003	2006	2009
553	Summerwood	Downtown Action to Save Housing	2004		
555	Mine Hill	Imagine Housing	2005		
557	CHI Adult Family Home 6 Redmond	Community Homes Inc	2006		
561	New Ground Kirkland	Friends of Youth	2007		
565	Family Village Issaquah II	Young Women's Christian Association	2009		
566	Francis Village	Imagine Housing	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A10 - Mercer Island Awarded Projects

JDE#	Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
518	Glendale	Downtown Action to Save Housing	1994		
519	Highland Gardens	Imagine Housing	1995		
523	Newport Hill	Young Women's Christian Association	1996		
527	Avon Villa Mobile Home Park	Manufactured Housing Community Preservationists	1997		
531	Terrace Hills	Imagine Housing	1997		
534	Ellsworth House	Imagine Housing	1999		
536	Parkview Homes III	Parkview Services	1999		
538	Coal Creek Terrace	Habitat for Humanity	2000		
543	Rose Crest	Imagine Housing	2001		
545	Avondale Park Transitional	HopeLink	2002		
548	Plum Court	Downtown Action to Save Housing	2002		
550	Lauren Heights	Imagine Housing	2003	2004	
552	House Key Plus ARCH I	Various	2003	2006	2009
553	Summerwood	Downtown Action to Save Housing	2004		
555	Mine Hill	Imagine Housing	2005		
556	Copper Lantern	Low Income Housing Institute	2005		
557	CHI Adult Family Home 6 Redmond	Community Homes Inc	2006		
560	Johnson Hill	Imagine Housing	2006		
561	New Ground Kirkland	Friends of Youth	2007		
563	Andrew's Glen	Imagine Housing	2008		
565	Family Village Issaquah II	Young Women's Christian Association	2009		
566	Francis Village	Imagine Housing	2009		
900	Peabody Oxford House	Compass Housing Alliance	2000		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A11 - Newcastle Awarded Projects

JDE#	Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
534	Ellsworth House	Imagine Housing	1999		
538	Coast Creek Terrace	Habitat for Humanity	2000		
543	Rose Crest	Imagine Housing	2001		
548	Plum Court	Downtown Action to Save Housing	2002		
552	House Key Plus ARCH I	Various	2003	2006	2009
553	Summerwood	Downtown Action to Save Housing	2004		
555	Mine Hill	Imagine Housing	2005		
556	Copper Lantern	Low Income Housing Institute	2005		
557	CHI Adult Family Home 6 Redmond	Community Homes Inc	2006		
560	Johnson Hill	Imagine Housing	2006		
561	New Ground Kirkland	Friends of Youth	2007		
562	Magnolia Village	Habitat for Humanity	2007		
563	Andrew's Glen	Imagine Housing	2008		
565	Family Village Issaquah II	Young Women's Christian Association	2009		
566	Francis Village	Imagine Housing	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A12 - Redmond Awarded Projects

JDE# Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
510 Parkway	King County Housing Authority	1993		
513 Stillwater	Sound Behavioral Health	1993		
514 Overlake Townhomes	Habitat for Humanity	1993		
517 Dixie Price	Hopelink	1994		
519 Highland Gardens	Imagine Housing	1995		
523 Newport Hill	Young Women's Christian Association	1996		
525 Avondale Park	Hopelink	1996		
526 Hopelink Place	Hopelink	1996		
527 Avon Villa Mobile Home Park	Manufactured Housing Community Preservationists	1997		
528 Patterson Park	Habitat for Humanity	1997		
529 Kirkland Plaza	Imagine Housing	1997		
531 Terrace Hills	Imagine Housing	1997		
534 Ellsworth House	Imagine Housing	1999		
537 Greenbrier Senior	Downtown Action to Save Housing	1999		
538 Coal Creek Terrace	Habitat for Humanity	2000		
539 Greenbrier Family	Downtown Action to Save Housing	2000		
541 Village at Overlake Station	King County Housing Authority	2000		
543 Rose Crest	Imagine Housing	2001		
545 Avondale Park Transitional	Hopelink	2002		
548 Plum Court	Downtown Action to Save Housing	2002		
549 Chalet	Imagine Housing	2003		
551 CHI Adult Family Home 4	Community Homes Inc	2003		
552 House Key Plus ARCH I	Various	2003	2006	2009
553 Summerwood	Downtown Action to Save Housing	2004		
554 Kensington Square	Hopelink	2004		
555 Mine Hill	Imagine Housing	2005		
556 Copper Lantern	Low Income Housing Institute	2005		
557 CHI Adult Family Home 6 Redmond	Community Homes Inc	2006		
560 Johnson Hill	Imagine Housing	2006		
561 New Ground Kirkland	Friends of Youth	2007		
563 Andrew's Glen	Imagine Housing	2008		
565 Family Village Issaquah II	Young Women's Christian Association	2009		
566 Francis Village	Imagine Housing	2009		
567 FFC Community Housing V	Foundation for the Challeneged	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A13 - Sammamish Awarded Projects

JDE# Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
556 Copper Lantern	Low Income Housing Institute	2005		
560 Johnson Hill	Imagine Housing	2006		
561 New Ground Kirkland	Friends of Youth	2007		
562 Magnolia Village	Habitat for Humanity	2007		
563 Andrew's Glen	Imagine Housing	2008		
565 Family Village Issaquah II	Young Women's Christian Association	2009		
566 Francis Village	Imagine Housing	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A14 - Woodinville Awarded Projects

JDE# Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
537 Greenbrier Senior	Downtown Action to Save Housing	1999		
538 Coal Creek Terrace	Habitat for Humanity	2000		
539 Greenbrier Family	Downtown Action to Save Housing	2000		
543 Rose Crest	Imagine Housing	2001		
546 Petter Court	Hopelink	2001		
548 Plum Court	Downtown Action to Save Housing	2002		
552 House Key Plus ARCH I	Various	2003	2006	2009
553 Summerwood	Downtown Action to Save Housing	2004		
556 Copper Lantern	Low Income Housing Institute	2005		
560 Johnson Hill	Imagine Housing	2006		
561 New Ground Kirkland	Friends of Youth	2007		
563 Andrew's Glen	Imagine Housing	2008		
566 Francis Village	Imagine Housing	2009		
567 FFC Community Housing V	Foundation for the Challeneged	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Exhibit A15 - Yarrow Point Awarded Projects

JDE# Project	Owner	1st Award YR	2nd Award YR	3rd Award YR
538 Coal Creek Terrace	Habitat for Humanity	2000		
546 Petter Court	Hopelink	2001		
556 Copper Lantern	Low Income Housing Institute	2005		
560 Johnson Hill	Imagine Housing	2006		
561 New Ground Kirkland	Friends of Youth	2007		
563 Andrew's Glen	Imagine Housing	2008		
565 Family Village Issaquah II	Young Women's Christian Association	2009		
566 Francis Village	Imagine Housing	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

Attachment B

[Form of Acceptance and Agreement]

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Consent and Agreement

Pursuant to Section 12(f)(v) of the ARCH Amended and Restated Interlocal Agreement, and as authorized by the ARCH Executive Board and the Bellevue City Council, the City of Bellevue hereby consents and agrees to administer the ARCH housing project agreements executed prior to the effective date of the interlocal agreement, on behalf of the consenting ARCH member jurisdictions, as identified in Attachment A to ARCH Resolution No. 2025-01.

The City shall administer these ARCH housing project agreements in accordance with the terms and conditions of the ARCH Interlocal Agreement and the ARCH Executive Board Resolution No. 2025-01. This authorization includes the authority to negotiate and execute amendments to said agreements, including but not limited to amendments, consents, assignments, subordinations, partial releases of security instruments, and other documents requested in connection with a refinancing, restructuring or modification of the financing for a housing project.

Nothing in this authorization shall be construed to limit or modify the City's continuing responsibilities as the Administering Agency for ARCH as previously appointed under ARCH Resolution No. 2010-01.

The City shall continue to administer the housing project agreements that predate the interlocal agreement, as identified herein, unless and until such authorization is rescinded or other requisite consent is withdrawn in accordance with the Section 3 of ARCH Resolution No. 2025-01.

By: _____
Bellevue City Manager

Date: _____

Approved as to form:

City of Bellevue – Assistant City Attorney

Administrative Agency Delegation

Pre- 2010 ARCH HTF contract administration

Context

- From ARCH's creation until the 2010 Interlocal Agreement amendment, member cities supported 63 affordable housing developments.
- Each member has their own individual set of contracting documents for each project.
- Any modifications to the respective financing requires approvals and signatures from each city.
- As projects age, there are increasing needs to modify or consent to changes.

Duties Delegated

Consistent with
Section 12(f) (v)
of the 2010 ILA
Amendment.

- Includes, but is not limited to:
 - Negotiating and executing any amendments, consents, assignments, subordination agreements, partial releases of security instruments and other documents requested in connection with a refinancing, restructuring or modification of the financing for a housing project.
- Does not include:
 - Bellevue's assumption of any other legislative or administrative powers to be retained by the individual ARCH member jurisdiction.
 - Ability to approve of any increased funding awards.
 - Ability to negotiate and convey any interests in real property (e.g. easements) or any agreements negotiated, funded, and monitored without the aid of ARCH.

Benefits of Delegation

- Simplifies administration for each member by delegating to Bellevue.
- Creates congruent administrative practices for all ARCH HTF awards.
- Streamlines process and communications for the development community.

Council Action

- Approve resolution to authorize ARCH's Administering Agency (City of Bellevue) to administer Housing Trust Fund agreements approved prior to the Administering Agency's appointment in 2010.



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 12, 2026

Subject: 2026-2027 Term

Category: Other – Discussion, Study Session

Staff Contact(s): Jeff Swanson, City Manager

Summary

As the Council begins its 2026-2027 legislative term and in the interest of continuous improvement, it is helpful to discuss generally the coordination and support between the Legislative and Administrative branches of City government, and specifically the effectiveness of the workflow structure and related issues pertaining to attainment of policy goals and direction.

Background

Adopted February 10, 2020, the City of Medina City Council Rules and Guidelines provides general context for how the Council is intended to work with each other, City staff, and the community to accomplish the public's business and serve the public good effectively. In preparation for this study session discussion, review of this document with particular attention to the following sections will be helpful:

- 2.10 Medina City Council Core Values
- 4.7 Council Meeting Rules for Councilmembers
- Chapter 5 City Council Meeting Procedures

Additionally, the general process of the City Council workflow as of the end of 2025 involves:

- Advisement of an upcoming item through the Council process for adding items to upcoming agendas, City Manager reports in Council meetings, and/or email notification from the City Manager/staff.
- Informal work on policy items (especially more complex issues) in Council study sessions.
- Bringing the item for formal consideration and possible action at a City Council regular meeting.

Each week the City Manager meets with City department heads and the Clerk to review the schedule for upcoming City Council meetings and coordinate the preparation of agenda items. One week prior to each City Council meeting the Mayor, Deputy Mayor, City Manager, City Attorney, and City staff meet to review the agenda for the upcoming meeting. The packet is then prepared during the course of the week and published (with notification to the Council), ideally by the Thursday afternoon prior to the upcoming City Council meeting.

Considering for yourself the answers to the following questions will also be helpful in having a focused, productive discussion:

- What is working well in City Council meetings? What could work better?

- What changes would make the workflow structure and Council packet more effectively meet your needs as a Councilmember?
- What would work best to meet your needs and expectations for following up and staying informed on issues raised in Council meetings? What support do you need between Council meetings? (examples: standing meetings with City Manager, weekly report from City Manager, etc.)
- Considering Medina's City Council Guidelines, how do these align with your preferences for the structure of City Council deliberations?
- As a Council, what agreements would you like to make as to how you consider agenda topics and conduct City Council business?
- How should individual Councilmembers represent themselves and the City when off the dais out in the community?
- How best can Councilmembers serving on committees and in external board assignments representing the City coordinate development of official positions with the City Council?

The intention of the discussion is to work together to create and improve work processes and information formats that best support the work of the City Council. In addition to a robust discussion and prioritization exercise around City work items, tasks, and policy topics, the upcoming January 24 City Council retreat will include continued discussion on this.

Supporting Documents

City of Medina City Council Rules and Guidelines, adopted February 10, 2020 available on the City of Medina website at https://www.medina-wa.gov/sites/default/files/fileattachments/city_council/page/98/city_council_guidelines.pdf

Recommendations

Discuss the topics outlined and provide feedback to City Manager.

This study session meets and supports Council's priority 3.

Council Priorities:

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

Attachment(s): City of Medina City Council Rules and Guidelines, adopted February 10, 2020

Budget/Fiscal Impact: None.

Recommendation: Discussion.

City Manager Approval:



Proposed Council Motion: None.

Time Estimate: 50 minutes

CITY OF MEDINA

CITY COUNCIL RULES & GUIDELINES



**Adopted by the Medina City Council
February 10, 2020**

MEDINA CITY COUNCIL RULES AND GUIDELINES

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Chapter 1

OVERVIEW AND INFORMATION SOURCES

1.1 Introduction

The **Medina City Council Rules & Guidelines** are intended to centralize information on common issues and procedures related to local government, the operation of the Medina City Council, and the roles and responsibilities of Medina City Councilmembers. These Guidelines are based on State statutes, City ordinances, court cases, parliamentary procedure guides, and other sources, but are not a substitute for those sources. All Councilmembers shall attend periodic training and refresher courses approved or endorsed by the City and other municipal entities. All Councilmembers are expected to follow these Guidelines and be bound by them unless excused by a vote of at least five members of the City Council.

1.2 Independent Municipal Resources

Many informational resources are available to Councilmembers, starting with City staff. Two principal organizational sources are MRSC and AWC:

1.2.1. Municipal Research & Services Center of Washington

The Municipal Research and Services Center (MRSC) is a private, non-profit organization based in Seattle, Washington. MRSC is funded by the state legislature, with a mission to promote excellence in Washington local government through professional consultation, research and information services. MRSC information and research services are available free of charge to elected officials and staff of Washington city and county governments. MRSC serves Washington local governments by providing: (1) Dependable advice from a multidisciplinary team of professional consultants; (2) A comprehensive Web site; (3) Access to thousands of sample documents; (4) Timely and informative print and electronic publications; and (5) Access to the largest local government library collection in the Northwest. MRSC is not dedicated to representing or supporting any particular city, however, and is not a substitute for the City's staff.

MRSC produces a number of useful guides and handbooks for Councilmembers which are used statewide, including the following:

- **Mayor & Councilmember's Handbook.** *Revised August 2019.* The Handbook provides an overview of the structure of municipal government in Washington and the role of the Councilmember in that structure. The primary focus is on Council meetings.
- **Local Government Policy-Making Process.** *Revised October 2017.* This publication describes the local government policy-making process, outlines effective roles for local officials, and provides practical tips to make the local policy-making process satisfying and productive.
- **Knowing the Territory - Basic Legal Guidelines for Washington City, County, and Special District Officials.** *Revised September 2019.* This provides a wealth of basic information about the nature, powers and duties of municipal officials; how to stay "out of trouble"; limitations, regulations, and admonitions

regarding the exercise of governmental powers; common conflicts of interest; the Open Public Meetings Act; the Appearance of Fairness Doctrine; and legislative immunities and protections.

1.2.2 The Association of Washington Cities

The Association of Washington Cities (AWC) is a longstanding private, nonprofit, non-partisan corporation that represents Washington's cities and towns collectively before the state legislature, executive branch and regulatory agencies. Membership is voluntary, but AWC consistently maintains 100% participation from Washington's 281 cities and towns. A 24-member Board of Directors oversees AWC' activities, which focus service work in five areas:

- Legislative representation
- Educational training
- Publications and resources
- Technical assistance in personnel and labor relations, energy, transportation, budgeting, planning, risk management and employee wellness
- Member programs such as municipal liability and property insurance, employee drug and alcohol testing, and employee benefits

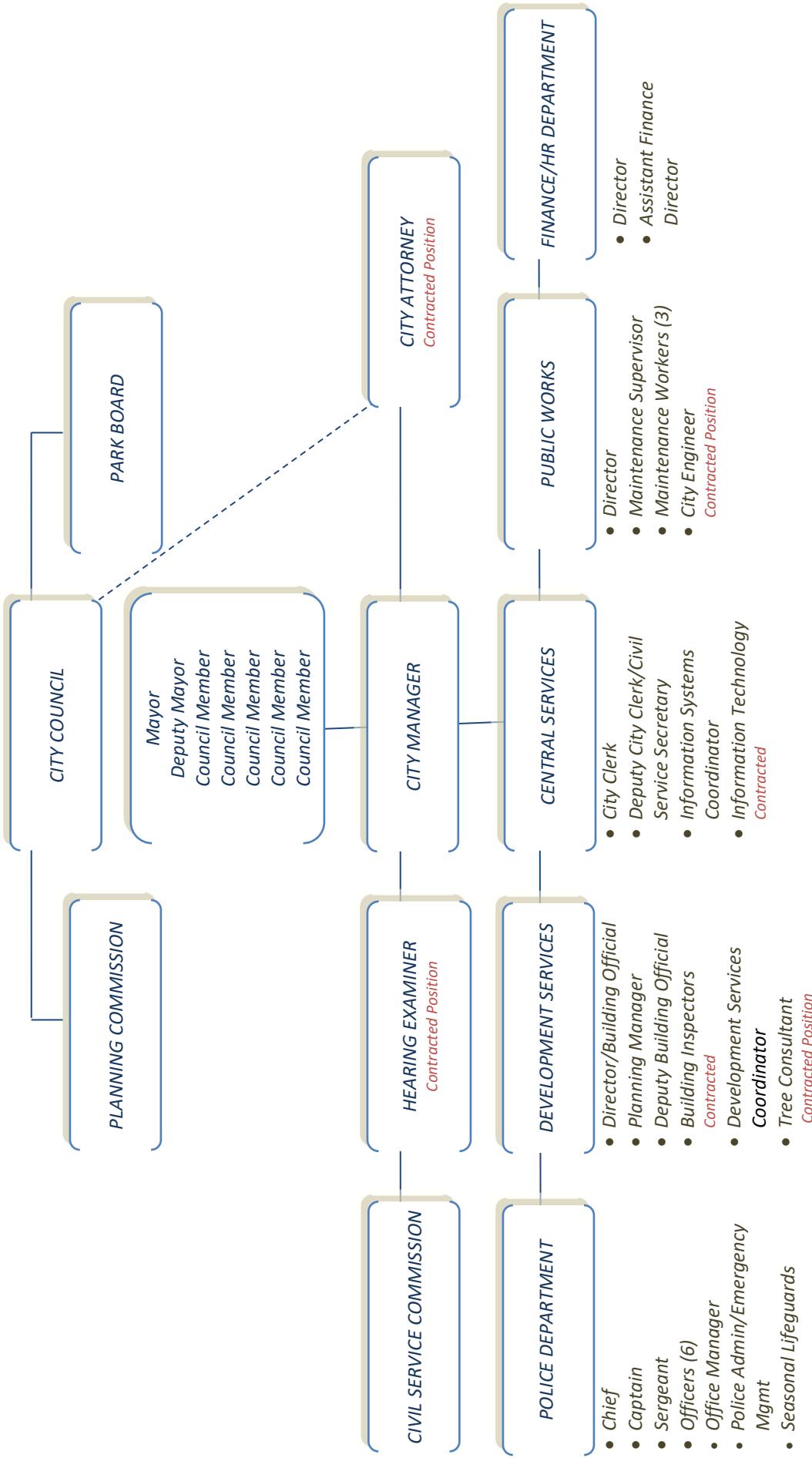
1.3 City Organizational Chart

An organizational chart of the City follows on the next page.

CITY OF MEDINA

CITIZENS OF MEDINA

ORGANIZATIONAL CHART



Chapter 2

CITY COUNCIL RESPONSIBILITIES AND VALUES

2.1 Introduction to Council Service and Responsibilities

City Councilmembers not only legislate for the City and establish important and critical community policies, but serve as the "board" members of a public municipal corporation having an annual budget of several million dollars and extensive responsibility for maintaining and regulating the public health, safety and welfare. The Council acts collectively, and every Council action affects the public. Councils must exercise their authority in accordance with federal, state and local law, and each Councilmember must be mindful of their oath and charge to act for and on behalf of the City.

These Guidelines provide a summary of important aspects of City and Council activities, but it cannot incorporate all material and information necessary for undertaking the business of the Council or the role of Councilmember. The following list briefly summarizes some of the key principles of government, sources of City and Council authority to govern, and the procedures it must use in doing so.

2.2 Revised Code of Washington

The Revised Code of Washington (RCW) is the compilation of all permanent state laws now in force. The RCWs are enacted by the state legislature and signed by the Governor, or enacted via the initiative process. State laws contain many requirements affecting the operation of every city government and administration of meetings and activities of every city council throughout the state.

2.3 Open Public Meetings; Public Records

Two of the most important procedural laws the City and Council must follow at all times are the Open Public Meetings Act (OPMA; RCW 42.30) and Public Records Act (PRA; RCW 42.56). These two statutes are mentioned here and frequently throughout the Guidelines because of their pervasive importance.

2.4 Form of Medina Government; Separation of Powers

Medina is an optional code city under RCW Title 35A (Optional Municipal Code). As such, Medina is vested with the broadest powers of incorporated cities under the State constitution and the RCW. Medina uses a Council-Manager plan of government pursuant to RCW 35A.13, which separately assigns the City's legislative authority to an elected City Council and the City's administrative authority to the City Manager. Under that system, the City Manager is appointed and removed by the Council, but the Council is prohibited from interfering with the City Manager's administrative duties. The City Manager thus functions as a chief executive officer, responsible for directing the daily operations of City government and all of its administrative actions, departments and functions.

2.5 Medina Municipal Code

The Medina Municipal Code (Code) is the repository for the local laws and regulations adopted by the Council, typically through ordinances and sometimes resolutions. Title 2 of the Code addresses the role of the Medina Council and describes its organization, its

meetings and responsibilities, and the appointment of the City Manager, City advisory boards and City commissions. The Code compiles the broad array of local laws adopted by the Council, including zoning and land use standards, health and safety issues, police and traffic regulations, building standards, and revenue and finance issues.

2.6 Medina Personnel Policy Manual

The City maintains a Personnel Policy Manual which covers many subjects pertinent to City employees. While they are not employees, Councilmembers shall follow applicable policies, provisions and requirements of the Manual including but not limited to travel on City business, overnight stays, and expense reimbursement for transportation, accommodations, meals, per diem limits, incidental expense limits, use of personal vehicles, and expense reporting.

2.7 Medina Annual Budget

The City's annual budget is the primary tool and road map for accomplishing the goals of the City. The annual budget is prepared and proposed by the City staff and then reviewed, altered as appropriate, and approved by the Council. It comprises one of the most important processes the City undertakes because it sets City priorities and policies, and establishes and allocates funding levels and tax revenues. All of that in turn provides the framework for the governmental and administrative operations of the City for the coming year.

2.8 Medina Comprehensive Plan; Coordinated Growth and Development

The authority for and requirements related to the City's comprehensive plan derive from the Washington Growth Management Act (GMA; codified primarily at RCW 36.70A). The GMA was enacted in 1990 in response to rapid population growth and concerns with suburban sprawl. It recognized the need for comprehensive and coordinated planning within and among adjacent jurisdictions, the need for environmental regulation to protect Washington's resources and quality of life, and related issues. Counties and cities planning under the GMA are required to adopt formal planning policies in their comprehensive plan that will then guide their respective land use and development activities. Nearly all western and some eastern Washington cities and counties are required to plan under the GMA.

The Medina Comprehensive Plan is the blueprint for the City's physical character, its future development and changes, and look and feel of the City. It is updated once annually and creates the conceptual starting point for the City's specific development regulations and procedures. The City's development regulations must be consistent with the City's comprehensive plan, which must in turn be consistent with the comprehensive plans of surrounding cities and King County.

2.9 Medina Comprehensive Emergency Management Plan

The City maintains a Comprehensive Emergency Management Plan (CEMP) that outlines actions to be taken during times of extreme emergency. When the Mayor is called upon to declare the emergency, the Police Chief then directs all disaster response activities per the CEMP. Because the Council may be called upon during an emergency to establish policies related to a specific incident, Councilmembers should become familiar with the CEMP.

2.10 Medina City Council Core Values

The Medina City Council annually adopts or reaffirms core values for its actions and the actions of its Councilmembers, as follows:

- The Council will listen to the community with a goal of achieving the community's interests and objectives.
- Councilmembers hold public trust and are fiduciaries of public funds. The Council will strive for sustainable policies that support City finances and goals, and the local economy.
- Councilmembers will be respectful at all times, and use their best efforts to collaborate with each other and seek consensus wherever possible.
- Councilmembers will exhibit respect for the professionalism and expertise of the City Manager and staff.
- Councilmembers will comply with open government laws, including the Public Records Act and Open Public Meetings Act, to promote transparency and maintain trust in government.
- Councilmembers will come to meetings prepared. Council meetings will be focused and expeditious, and the Council will strive to make decisions efficiently and with an eye toward finality.
- Councilmembers are community leaders. They will listen and act fairly, will strive to avoid conflicts of interest, and will set a good example by following City codes and policies.

2.11 New Councilmember Orientation

It is important for the members of the City Council to gain an understanding of the full range of services and programs provided by the City. As new members join the Council, the City Manager and City Clerk will host an orientation program that provides an opportunity for members to tour municipal facilities and meet with key staff within the first quarter of taking office. Another training opportunity for new members is the Association of Washington Cities-sponsored newly elected officials' orientation. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.

Chapter 3

COUNCILMEMBER ROLES AND DUTIES

3.1 Introduction

The City Council is the policy and law making body of the City. State law and local ordinances grant the powers and responsibilities of the Council. The Council may only act as a body and pursuant to consensus or majority vote of the applicable quorum requirements (colloquially "majority"). No Councilmember has any extraordinary powers beyond those of other Councilmembers. While the Mayor has some additional responsibilities such as developing the Council agenda and chairing meetings, when it comes to establishing policies, voting, and other matters all members are equal. It is also important to note that policy is established by at least a majority vote of the Council.

Although individual Councilmembers may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. Councilmembers should respect adopted Council policy. In turn, it is Staff's responsibility to ensure the policy of the Council is carried out.

The City Council is responsible for appointing one position within the City organization—the City Manager. The City Manager serves at the pleasure of the Council. The City Manager is responsible for all personnel within the City organization, including the city attorney, city engineer, and hearing examiner.

Except for the purpose of inquiry, the Council and its members must deal with the administrative personnel solely through the City Manager or the manager's designee in accordance with law. Neither the Council nor any Councilmember may give orders to any subordinate of the City Manager.

3.2 Duties of City Council

The following is a non-exclusive outline of City Council duties and responsibilities:

1. Establish Policy
 - a. Adopt goals and objectives
 - b. Establish priorities for public services
 - c. Approve/amend the operating and capital budgets
 - d. Approve contracts over \$50,000
 - e. Adopt resolutions
2. Enact Local Laws
 - a. Adopt ordinances
3. Supervise Appointed Officials
 - a. Appoint City Manager
 - b. Evaluate performance of City Manager
 - c. Establish advisory boards and commissions
 - d. Make appointments to advisory bodies
 - e. Provide direction to advisory bodies
4. Provide Public Leadership
 - a. Relate wishes of constituents to promote representative governance

- b. Mediate conflicting interests while building a consensus
- c. Call special elections as necessary
- d. Communicate the City's vision and goals to constituents
- e. Represent the City's interest at regional, county, state, and federal levels as authorized by Council

5. **Decision-Making**
 - a. Study problems
 - b. Review alternatives
 - c. Determine best course of public policy

3.3 Selection and Role of Mayor

3.3.1 Selection of Mayor

Biennially at the first meeting of the new Council, the Councilmembers shall select a Mayor using the following procedure. The City Clerk shall preside over the election.

1. Any Councilmember may nominate him or herself or a fellow member. No second is required. Councilmembers may decline their nominations if desired. When all nominations have been received, the nomination period shall be closed.
2. Nominees and nominators may make a brief statement in support of their nominations before the City Clerk closes the nomination period.
3. If more than one nomination is received, the Clerk shall ask the Councilmembers one by one to express their votes. A nominee must receive a majority vote to be selected as Mayor.
4. If a roll call vote fails to garner a majority of votes for a single nominee, motions may be made, and seconded, to: (1) continue the vote to the next meeting, with the incumbent Mayor remaining until then; or (2) remove the nominee with the lowest number of votes and call for a re-vote; or (3) re-open the floor for additional nominations; or (4) continue voting until a single nominee receives a majority vote. In lieu of motions, the Council may reach a consensus on how to proceed.

3.3.2 Role of Mayor

The Mayor serves as the presiding officer and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings unless a conflict of interest exists. The Mayor has no veto power. The Mayor may not move an action, but may second a motion. Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. The Mayor is vested with the authority to initiate and execute proclamations. The Mayor shall serve as a member of all Council standing committees.

3.4 Selection and Role of Deputy Mayor

3.4.1 Selection of Deputy Mayor

Biennially at the first meeting of the new Council, the Council shall decide by majority vote whether to select a Deputy Mayor, or whether to appoint a Councilmember to serve as mayor pro-tempore as the need arises. *See RCW 35A.13.035* ("Biennially at the first

meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor."). If the Council decides to appoint a deputy mayor, he or she shall be selected through the same process for electing the mayor.

3.4.2 Role of Deputy Mayor

The Deputy Mayor shall fulfill the Mayor's duties in the absence of the Mayor. In the absence of both the Mayor and Deputy Mayor, the Council shall appoint another Councilmember to fulfill the duties.

3.5 Advisory Boards and Commissions

3.5.1 Role of Advisory Boards and Commissions

The City Council is empowered to create advisory boards and commissions pursuant to the provisions of Title 35A RCW, or such advisory boards or commissions not specifically enumerated, as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the Council to establish a consistent policy in its decision-making role to fairly and equitably evaluate those citizens of the community who demonstrate a desire to serve on such boards or commissions.

Boards, commissions, and citizen committees provide a great deal of assistance to the Council when formulating public policy and transforming policy decisions into action. The City currently has a standing Park Board and a Planning Commission. In addition, special purpose committees and task forces may be appointed by the Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special purpose committees and task forces will be dissolved upon completion of the intended task.

The Council may annually develop a work plan for the Council, a statement of the City Manager's objectives, and work plans for its standing boards and commissions. The Council may assist in coordinating implementation of such work plans.

Standing boards and commissions shall conduct regular meetings that are open to the public in accordance with the Open Public Meetings Act, RCW 42.30 ("OPMA"). Upon formation of any special purpose committee or task force, the Council shall determine, based upon the committee's structure and function and with advice from the City Attorney, whether such committee shall be subject to the OPMA.

3.5.2 Appointments, Qualifications, and Terms of Service

Persons wishing to be considered for appointment or reappointment to the Park Board or Planning Commission shall submit to the City Clerk's office an application on a form provided by that office. It is the policy of the City Council that each applicant be evaluated on an objective basis utilizing the following criteria:

1. Residency: Members shall be residents of the City of Medina.
2. Sectional Composition: Consideration should be given toward maintaining an equitable balance of community representation on all boards and commissions. Multiple members from the same family or

household will not be appointed to a single board or commission in order to avoid the reality or appearance of improper conflict, influence or favor.

3. **Occupation:** A broad mix of occupational backgrounds on all boards and commissions will be attempted as appointments are considered.
4. **Knowledge of Municipal and Planning Process:** When ranking equally qualified applicants, consideration shall be given to background experience and knowledge of the municipal process as appropriate to the position in reaching a decision.
5. **Contributive Potential:** Consideration will be given to the potential contribution that each applicant may make if appointed to a board or commission. Criteria to guide this evaluation may include:
 - a. Ability to communicate effectively
 - b. Desire to perform public service
 - c. Ability to express ideas, concepts, or philosophies
 - d. Desire to participate in decision-making process
6. **Leadership Potential:** Since each appointee may be called upon to serve as a chair, consideration will be given to each applicant's leadership abilities, including:
 - a. Past or present leadership experience (current employment, special interests, etc.)
 - b. Past or present participation in community services
 - c. Expressed interest in a leadership role

No person shall be appointed to serve as a member of more than one board or commission at the same time. Persons serving on a board or commission who have requested appointment to another board or commission position may be appointed to such position if they, concurrent with the appointment, resign from the board or commission position they are then holding.

3.5.3 Appointment Process

The following process shall govern the appointment of persons to advisory boards and commissions.

1. The Mayor, together with two other Councilmembers designated by the Mayor, shall constitute a personnel committee to perform the interviews and recommendations for appointments to the Planning Commission and Park Board. The personnel committee shall interview the applicants, although the committee may make recommendations after reviewing applications and without conducting interviews. Upon completing its review, the personnel committee shall make a recommendation of appointment (or no appointment) to the Council.
2. After the personnel committee has forwarded its recommendation to the Council, the Council will be given copies of all applications and will have at least ten days to review and evaluate the applicants and committee's recommendation prior to the meeting at which the Council will be asked to make an appointment or confirm a recommendation.

3. The City Clerk will promptly notify each applicant and the chair of the affected board or commission of the Council's decision made at step 2 above.

3.5.4 Councilmember Roles and Relationship with Advisory Bodies

Councilmembers, in their capacity as private citizens, should refrain from providing comment or testimony in matters pending before an advisory board that will receive, or could potentially receive, future review or other action before the Council. Where a Councilmember believes they may wish to provide such comment or testimony, the following shall apply:

1. The Councilmember shall timely advise the City Manager of their desire to provide comment or testimony so the Manager may obtain input and advice from the City Attorney and transmit that to the Councilmember before any comment or testimony is provided.
2. If comment or testimony is not prohibited by law, the Councilmember will declare in the submitted comment and/or at the outset of any testimony upon the record that the Councilmember is present and acting in his or her private capacity as an interested citizen, and not on behalf or at the request of the City Council.
3. The Councilmember shall refrain from stating or implying that the Councilmember's position or opinion is or may be that of the City Council.
4. The Councilmember shall refrain from directing City Staff or the advisory body to take any action on behalf of the Councilmember or his/her comment or testimony.
5. In addition to these Guidelines, the Councilmember shall observe all rules of procedure and protocol that apply to any other private citizen making such comment or testimony to the advisory board.

3.6 City Council Committees

Council committees are policy review and discussion arms of the Council, made up of no more than three Council members, that discuss issues and develop recommendations for consideration by the full Council. Committees may be ad hoc or standing.

The City Manager or Council by majority vote or consensus may send items to committees for review on an as-needed basis. Committees shall meet as needed to carry out their purpose. Committee meetings shall be open to the public as required by the Open Public Meetings Act (OPMA).

Membership on each Council committee shall include the Mayor. The Mayor shall make appointments to each committee after asking each Councilmember's preference and taking those preferences into account.

Committees may be formed on any topic, and currently include Personnel and Finance committees. Committees are intended to be flexible and may be dissolved and reconstituted by the full Council depending on the needs of the City. A committee may be dissolved upon motion and approval by a majority of Council. Committee topics and structures should be determined in January of each biennium, but may be addressed more frequently.

Chapter 4

CITY COUNCIL MEETINGS AND RULES

The City Council's collective policy and law-making powers are put into action at Council meetings. Council meetings are where the Council conducts its business and are governed by the Council. The transparent conduct of City business is required and regulated by statute and provides the opportunity for citizens to be present and to be heard, and for City officials, Staff and Council guests to be available to the Council, press and public. These attributes comprise the essential components of the democratic nature of local government in Washington.

4.1 Regular Council Meetings

"Regular meetings" are scheduled in the Medina Code for the second and fourth Monday of each month at 6:30 p.m. in the City Hall Council chambers, 501 Evergreen Point Road, Medina. When these days are designated as a legal holiday, the Council meeting will be held the next business day or on an alternative day selected by the Council. As a general rule, at regular meetings the Council can consider and take action on any topic regardless of whether it is posted in the meeting agenda.

All Council meetings shall be conducted in accordance with the Open Public Meetings Act, RCW 42.30 (OPMA) and these Guidelines. Council meetings are recorded and minutes produced by the City Clerk for Council approval.

4.2 Special Council Meetings

"Special meetings" may be called by the Mayor or by a majority of the Councilmembers pursuant to the OPMA and require posting and distributing a meeting notice and agenda at least 24 hours in advance of the meeting time. The notice and agenda must be distributed by the City to a pre-existing list of recipients (which includes news media and others requesting receipt of such notices). Other requirements for special meetings are set forth in the OPMA.

4.3 Council Study Sessions

The Council may meet informally in a "study session" during any regular or special meeting. The study session is the forum used by Council to review forthcoming programs of the City, to receive progress reports on current issues, to engage in extended discussion of pending topics, and/or to receive and comment on extensive or detailed information from the City Manager and others. Discussions are generally informal and need not follow a particular format. Final action may be taken in accordance with the OPMA.

4.4 Council Executive Sessions

An executive session of the Council may be called at any time as provided in the OPMA. At the call of the Mayor or with a majority vote, the Council may convene in executive session to privately discuss and consider matters of confidential concern to the City. Matters discussed and documents reviewed in executive sessions may not be divulged by any Councilmember to any other person without prior authorization of a majority of the

Council. The purposes for which an executive session may be held are specified in the OPMA (at RCW 42.30.110) and include the following typical reasons:

- Discussion with legal counsel of pending or potential litigation or agency policies and enforcement actions
- Property acquisition/disposition when public knowledge of the discussion could harm the City's bargaining position
- Matters affecting national security
- Performance review of publicly bid contracts when public knowledge of the discussion could lead to a likelihood of increased price
- Review of complaints or charges against a public officer or employee
- Review of qualifications and performance of employees and certain applicants
- Evaluation of qualifications of candidates for appointment to an elective office

Before convening in executive session, the Mayor shall publicly announce the purpose for the executive session by citation to the OPMA, and the anticipated time when the executive session will be concluded. The Mayor shall indicate whether Council action is likely to be taken (or not) after the executive session. An executive session may be extended to a stated later time by announcement of the Mayor. At the conclusion of an executive session, if it is the last item of business on the Council's agenda, the Council shall reconvene to regular session, take action if appropriate, and adjourn its meeting.

4.5 Public Notice of Council Meetings and Hearings

Cities are charged by statute with establishing and following procedures for notifying the public of upcoming Council meetings, hearings and agendas. The City Clerk is responsible for publishing and posting all notices and agendas required by law and these Guidelines.

4.5.1 Notice of Council Meetings and Agendas. The public shall be notified of the preliminary agenda for each regular City Council meeting by posting a copy of the agenda at City Hall and on the City's official website at least 24 hours in advance of the meeting. Earlier notice is typically given by the Clerk.

4.5.2 Notice of Council Hearings. Except where a specific means of notifying the public of a hearing is provided by law or ordinance, public hearings before the City Council or the City's boards and commissions shall be noticed through one publication on the City's website and in its official newspaper notice, at least ten days before the hearing date, and shall contain the time, place, date, subject, and body before whom the hearing is to be held. RCW 35.22.288.

4.6 Council Meeting Agendas

The City Manager shall have primary responsibility for placing items on the Council agenda. The City Manager, Mayor and often the Deputy Mayor will review the agenda prior to each regular meeting. Items of City business may be added by request of two or more Councilmembers. So that staff have time to prepare and Councilmembers are not prejudiced by addition of last-minute agenda items, Councilmembers must notify the City Manager of desired agenda items at least seven calendar days in advance of the meeting.

The Council shall use a consent agenda for routine items not requiring in-depth discussion. A Councilmember may make a motion to remove an item from the consent agenda for full consideration by the Council.

Councilmembers shall review the agenda and packet in advance of the meeting, and address any questions to Staff ahead of time if possible to facilitate productive and efficient meetings.

4.7 Council Meeting Rules for Councilmembers

- Councilmembers shall act in a courteous, professional and respectful manner toward each other, the staff and the public.
- Councilmembers shall have reviewed the agenda materials and be prepared to substantively address all items on the Council agenda in a reasonable manner.
- Councilmembers shall use their best efforts to maintain a balanced and open perspective, and a sense of humor, in conducting Council and public business.
- Councilmembers shall avoid surprising one another or Staff with relevant issues or questions that could be researched, evaluated, and individually discussed before the meeting.
- Councilmembers will respect and abide the majority vote of the Council and speak with one voice on such topic going forward. Councilmembers should not work to undermine the decision of the Council. Councilmembers shall move forward expeditiously with Council decisions without rehashing previously discussed information or engaging in conversation with the public during the business meeting.
- Councilmembers shall use their City-provided electronic device to view the agenda packet and perform and complete the Council's business. See Guidelines at Chapter 6. Councilmembers may use personal or other electronic devices with advance notice and permission of the Mayor. In the event a change of device during a meeting is necessitated by, for example, a dead battery, the Councilmember will contemporaneously advise the Mayor thereof.
- Councilmembers shall not be repetitive in arguments or discussion or personally attack other members who may have contrary views.

4.8 Council Meeting Rules for Public Participants

4.8.1 Written Communications

All persons may address the Council by written communications, including via e-mail. Written communications timely received by the City pertaining to items for which a public hearing has been scheduled will be made a part of the public record by the City Clerk who shall read the comment aloud and submit the communication into the record.

4.8.2 Verbal Communications.

Council meetings are recorded. Each person addressing the Council at a regular or special meeting (if allowed) will do so from the podium and will speak in an audible tone of voice. Public comments shall be allowed only during the designated comment period(s) of Council meetings and public hearings. Speakers shall comply with the following rules:

1. Prior to making comments the speaker shall fill out the Clerk's comment card, and first give his/her name and address before starting comments.
2. Comments shall relate to matters of Council action and City business.
3. Comments shall be limited to three minutes unless a greater length of time is requested and approved by the Mayor.
4. All comments shall be addressed to the Council as a body and not to any member thereof. No comments shall be directed to Staff without the Mayor's permission.
5. Speakers may be asked to keep their remarks courteous and respectful. Speakers shall not engage in conduct that unreasonably disrupts the meeting, nor make comments for commercial or other purposes unrelated to the Council's business.
6. Councilmembers shall not engage in debate or conversations with speakers or each other during the comment period or otherwise, but may ask clarifying questions when recognized by the Mayor. Public comments or questions requiring a Staff response shall typically be referred to the City Manager for follow-up.

4.9 Council Meeting Recordings

The City Clerk shall make and keep audio recordings of all meetings of the City Council, except those meetings or portions thereof conducted in executive session. Recordings and related records of all Council meetings shall be retained by the City in accordance with the Washington State Records Retention Schedule, the Public Records Act, and other applicable statutes.

Chapter 5

CITY COUNCIL MEETING PROCEDURES

5.1 Parliamentary Procedure

Unless otherwise addressed by these Guidelines, Council meetings shall be conducted in accordance with traditional rules of parliamentary procedure, for which Roberts Rules of Order (RRO) will be consulted when necessary. Parliamentary rules are intended to assist the Council in conducting business in an orderly manner, but strict adherence to parliamentary procedure shall not be required. Councilmembers are encouraged to work through discussions by consensus wherever possible. In the event that the procedure for considering a matter is unclear or in dispute after referencing RRO, the following procedure shall be employed: (a) a motion shall be made proposing a course of action; (b) a second shall be required; (c) thereafter, each Councilmember shall be afforded the opportunity for discussion; and (d) the Mayor shall call for a vote. The Council shall be bound by the results of the vote.

The Mayor or a Councilmember may ask the City Attorney for clarification or guidance on matters of parliamentary procedure. The City Manager, City Clerk, and City Attorney shall have the ability to raise points of order as necessary to clarify the record or a point of contention, or assist the Council in avoiding improper or legally deficient action.

5.2 Council Meeting Decorum and Order

The Mayor shall preserve decorum and decide all questions of order, subject to appeal to the full Council. During Council meetings, Councilmembers shall preserve order and decorum, shall not delay or interrupt the proceedings nor refuse to obey the legitimate directives of the Mayor or the requirements of this Guidelines and the rules of protocol. Any person making personal, impertinent, or slanderous remarks and/or who creates an unreasonable disruption while addressing the Council shall be directed to cease by the Mayor. If unreasonably disruptive conduct continues, the person shall be removed from the meeting by the City's Police Department.

5.3 Order of Discussion

The Mayor should follow the prepared agenda as much as possible. A Councilmember may propose by motion that the order of agenda items be rearranged for necessity or convenience.

5.4 Discussion Limits

Councilmembers are encouraged to discuss items during the decision-making process and before taking action. A Councilmember should not speak more than once on a particular subject until every other Councilmember has had the opportunity to speak.

5.5 Ordinances, Resolutions and Motions

Ordinances, resolutions and motions are the general mechanisms used by the Council to take action. Motions are the most common form of Council action and must be made and seconded before discussion. They are approved by a majority vote and should be handled

generally as provided in RRO. Ordinances are the most formal of Council actions and used to adopt local laws, regulations, substantive policies, budgets, taxes, etc. Ordinances are prepared by the Staff in advance and are presented to Council for consideration and possible action. They may be introduced in the form of a motion and a second but must in every case be adopted via motion. Resolutions are the next most formal Council action and used to document Council actions and decisions that do not comprise the subject matter of an ordinance and are not required to be in ordinance form. Resolutions are handled using the same procedure as ordinances.

5.6 Council Voting and Conflicts

Each Councilmember shall vote on all motions and questions put to the Council unless an actual or potential conflict of interest under state law, appearance of fairness or otherwise requires recusal of the Councilmember. See Guidelines at Chapter 7. In such event, the Councilmember shall so advise the Mayor and Council when the matter giving rise to the actual or potential conflict is called on the agenda, thus enabling the Councilmember and Council to consider the issue and take the appropriate action.

Council vote tallies and procedures are as follows:

5.6.1 Affirmative and negative votes will be cast in an audible and clear voice when called by the Mayor, unless the City has installed and is using an electronic voting board, in which case each Councilmember shall cast and record their vote electronically and the Mayor shall announce the vote total.

5.6.2 A Councilmember may abstain from voting on a motion or question, but shall advise the Mayor thereof and state the reason when declaring her/his abstention. Abstentions shall not be counted for or against any question or motion, and a majority of the affirmative or negative votes cast shall be determined by ignoring abstentions, unless RRO or State law requires a different calculation of the majority.

5.6.3 A tie vote results in the question or motion having failed. The Mayor should explain the effect of the tie vote to the audience.

5.6.4 Reconsideration of a Council decision may be obtained by a majority vote of the Council upon a new motion made by a Councilmember voting on the prevailing side of the previous vote on the matter. Such motion shall be brought no later than the next regular Council meeting after which the previous vote was taken. If the vote to reconsider is approved, the previous matter is thereupon reopened for Council discussion and further action.

5.7 Attendance at Council Meetings Required

It is important that Councilmembers personally attend all Council meetings. A Councilmember may forfeit their office by failing to attend three consecutive Council meetings without being excused by the Council. To be excused the Councilmember shall advise the Mayor and City Manager prior to the meeting and state the reason for their unavailability. During roll call at the meeting the Mayor shall inform the Council of the absence and reason therefor. The Mayor may call for a nondebatable motion or seek Council consensus on granting or denial of the absence. See RCW 35A.13.020 and 35A.12.060.

5.8 Remote Participation at Council Meetings

Councilmembers may periodically be unable to personally attend a Council meeting for reasons such as accidents, illness, emergencies, unforeseen urgent out-of-town business or similar circumstances. In such infrequent event, Councilmembers may participate in and vote during all or part of a regular or special Council meeting using electronic means when all of the following conditions are met:

- A. At least four Councilmembers are present in person at the meeting to establish a quorum.
- B. The majority of the entire Council membership consents to remote participation, which consent shall not be unreasonably withheld.
- C. All persons participating in the meeting, including the public and the remote Councilmember(s), are able to talk and hear each other simultaneously so that they are full participants in the meeting, and such connection is periodically confirmed during the meeting by the Mayor and remote Councilmember.
- D. Electronic connection devices such as speaker phones, computer video and speakers, video connections, and/or other transmission options and devices are available and fully functioning; and, if confidentiality is required for the subject matter of any part of the meeting (such as an executive session), the transmission medium is a verifiable secure link.
- E. The remote Councilmember(s) shall bear the cost of the electronic equipment, connections and transmission except for equipment and connections currently available at City Hall.

Chapter 6

COUNCILMEMBER ACTIONS AND LEGAL DUTIES

6.1 Importance of Open Public Meetings

The City and Council shall comply with the Open Public Meetings Act at RCW 42.30 (OPMA). Councilmembers shall be mindful of OPMA laws when communicating with each other by any means outside of a Council meeting. The OPMA mandates that four or more Councilmembers may not discuss any item of City business outside an open public meeting, including by phone calls or electronic means such as email, texting and social media. Councilmembers are discouraged from sending communications concerning City or Council business to fellow members as this tends to provoke electronic discussion that could violate the OPMA. Councilmembers are instead encouraged to place items on the meeting agenda for discussion, and to individually discuss matters with Staff or one-on-one.

6.2 Representatives of City Act in Accordance with City Policies

It is a duty of Councilmembers, the Mayor and City Staff who represent the City to advocate positions that are consistent with the Council's adopted or approved policies, projects, and plans.

Should a circumstance occur in which a Councilmember or Staff member is in a position of leadership in a professional association, they shall make it clear as to which entity (the City or the professional association) s/he is representing.

Councilmembers should not be the point of contact with the media on matters of City business. It is preferable for the City Manager or his/her designee to handle media inquiries on matters of City business.

When making official comments on City businesses, Councilmembers shall state the majority position of the Council, if known, on an issue. Personal opinions and comments that differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. Before presenting the views of another Councilmember, the Councilmember must obtain consent from that member.

In the occasion a Councilmember is expressing their personal interest or that of another organization, the identity of the interest being expressed shall be made clear during the speaking of such comments.

6.3 City Council Communications and Records

All elected officials, officers and employees shall comply with the Public Records Act, RCW 42.56 (PRA), and the Open Public Meetings Act, RCW 42.30 (OPMA). To help ensure that City business communications submitted to, from, and by Councilmembers and City Staff complies with these acts, the following is emphasized:

6.3.1 Communications Generally. All "writings" in whatever form, including letters, memoranda, text messages, emails, photographs, videos, social media

postings, and recordings, the subject of which relates to the conduct of government or the performance of any governmental function, are public records. Public records must be retained by the City, including the City Council, and disclosed upon request. It is unlawful to destroy or conceal a public record while a request for it is pending.

To enable the City to fulfill its core function of retaining and providing public records upon request, each Councilmember shall be responsible for the following:

1. Forward all requests for records or documents they receive from the public to the City Clerk for follow-up.
2. Avoid using personal email accounts, and never use text messaging, to discuss, send, receive, create, or store public records. Councilmembers should perform City business using their City-issued personal devices. See Guidelines at Chapter 4.
3. Promptly transfer all received or created materials meeting the definition of a "writing" or "public record" including emails, texts and social media postings from personal devices or accounts to a City-owned account, device, or server.
4. In the event of a public records request, cooperate with directions from City Staff to access and search personal accounts and electronic devices, provide all responsive public records and writings that may be contained thereon, and execute a *Nissen* declaration provided by City Staff evidencing such facts.
5. Refrain from deleting any public records and writings from personal accounts and devices, and transfer them promptly to the City upon request.
6. Prior to completion of their term of office or other separation from office, return all City equipment and devices, and transfer all public records and writings from personal accounts and electronic devices, to the City and execute a *Nissen* declaration provided by City Staff evidencing such facts.

6.3.2 Communications from Non-City Sources. Letters, memoranda, emails, materials and all other communications received by the City which are addressed to a Councilmember or the Council as a body will be provided to all Councilmembers, and a copy retained according to the Records Retention Schedule and PRA.

6.3.3 Transitory Hardcopy Records. Hardcopy records that have no retention value, such as drafts, reminders, telephone messages, informal notes, and duplicate records may be deleted when no longer needed, provided that Councilmembers shall first confer with the City Clerk to ascertain that the particular records have no retention value and may be deleted and, if requested, provide copies of such records before deletion.

6.3.4 Transitory Electronic Communications

A. Informal messages with no retention value and that do not relate to City business or the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, do not constitute a public record and may be deleted once their administrative purpose is served.

B. All other messages that relate to City business or the functional responsibility of the recipient or sender as a public official constitute a public record and shall be treated as such. All public records are subject to retention, public inspection and copying.

C. Email, text or other electronic communications that are intended to be shared among four or more Councilmembers and which deal with City business, whether directly or indirectly, and whether concurrently or serially, shall presumptively comprise public records and shall be treated as such. If the intended purpose of the email is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. Further, the use of e-mail communication to form a collective decision of the Council is prohibited.

D. Email should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business because of the ease of transmission and dissemination. Deleted email is not necessarily removed from the user's system. Emails between Councilmembers. and between Councilmembers and Staff, shall not be transmitted to the public or news media unless either an affirmative decision to do so is authorized by the Council or City Manager, or in response to a qualifying public records disclosure request that has been filed with the City Clerk.

6.4 Social Media Policy

Members of City Council and City boards and commissions are subject to the City's Social Media Policy which is located in City's Personnel Manual. All postings made by members of City Council and City boards and commissions, in their official capacity, are subject to disclosure under the Public Records Act.

Chapter 7

COUNCILMEMBER CONFLICTS OF INTEREST

7.1 Conflicts of Interest

Conflicts of interest in a Councilmember's performance of their duties may arise for and from many reasons and situations. There are many statutes concerning conflicts of interest as well as common law judicial decisions and rules concerning such conflicts. In general, Councilmembers should avoid conflicts of interest whenever possible, and if they arise (or a Councilmember thinks they may arise), the Councilmember should advise the City Manager who can confer with the City Attorney as needed. "Recusal" by a Councilmember from the specific matter giving rise to the conflict is the most frequent remedy, which can then prevent legal issues from tainting Council decisions.

The Washington State Code of Ethics for Municipal Officers, RCW 42.23 (Ethics Code), is a primary source of regulations concerning conflicts of interest. The Ethics Code is intended to ensure that the judgment of public officers is not compromised or affected by inappropriate conflicts of interest, and that confidential matters are appropriately safeguarded. The Ethics Code has provisions that prohibit:

- Using one's official position to obtain a special privileges or exemptions.
- Receiving compensation or gifts for the officer's services.
- Accepting employment or engaging in activities that could require or induce an officer to disclose confidential information.
- Disclosing confidential information or using such information for the officer's personal benefit.
- Being beneficially interested in a contract with the City.

The Ethics Code is applied on a case-by-case basis and is dependent on the facts of the situation. The consequences of violating the Ethics Code can be severe and include: (i) a determination that an action taken by the Council is void; (ii) financial penalties to the City or Councilmember; (iii) consequences assessed by the Council, including censure; and (iv) forfeiture of office through recall.

The Ethics Code is generally not intended to preclude Councilmembers from voting on legislation with City-wide impact, such as area-wide land use regulations; police power and public health, safety and welfare issues; and budget and taxation ordinances; but the legal boundaries of those topics can be ambiguous. In regard to financial conflicts, a Councilmember might be found only to have a "remote interest" in a contract or other arrangement, such that the Council may still act on a contract so long as the interested Councilmember abstains from the discussion and vote (i.e., recusal).

Councilmembers are encouraged to consider whether public perception and trust would be best served by disclosure of individual interests or relationships that are related or relevant to a policy or legislative matter under consideration. To understand the effect of the Ethics Code and its applicability to any particular situation, Councilmembers should contact the City Manager and City Attorney as questions arise.

7.2 Appearance of Fairness

The Appearance of Fairness Doctrine, RCW 42.36, was enacted to ensure that public officers hearing and deciding quasi-judicial matters¹ meet basic elements of procedural and substantive fairness. This Doctrine provides that government decision-makers shall conduct quasi-judicial hearings in a way that is fair and unbiased in both appearance and in fact. In other words, such hearings must not only be procedurally fair, but also appear to be conducted by impartial decision makers.

The Council rarely acts in its quasi-judicial capacity, but Councilmembers should be aware of the issues raised in those situations:

A. Prior to a quasi-judicial hearing before the City Council, the City Attorney will read the responsibilities and obligations of Councilmembers and ask them to make any disclosures regarding their ability to be impartial decisions makers in order that they may avoid, at the outset, any violation of the Appearance of Fairness Doctrine.

B. Councilmembers may be challenged on their disclosure or lack thereof, but the challenge must be raised as soon as the basis for disqualification is made known or reasonably should have been made known.

C. The Mayor shall have sole authority to request that a Councilmember excuse him/herself on the basis of an appearance of fairness violation. However, if two or more Councilmembers believe that an appearance of fairness violation exists, such individuals may move to request that a Councilmember excuse or recuse themselves on the basis of an appearance of fairness violation. In arriving at these decisions, the Mayor or other Councilmembers shall give due regard to the opinion of the City Attorney.

D. Notwithstanding the request of the Mayor or other Councilmembers, the potentially offending Councilmember may decide to participate in the affected proceeding, but such participation may render the Council's action null and void and give rise to legal claims.

¹ A quasi-judicial matter is one where the Council acts in the manner of court to decide specific rights, duties, and responsibilities between specific parties.

Chapter 8

INTERACTION BETWEEN CITY STAFF & COUNCILMEMBERS

8.1 Overview

City Council policy is implemented through dedicated and professional Staff. Therefore, it is critical that the relationship between Council and Staff be well understood so policies and programs may be implemented successfully. To support effective relationships, roles and applicable law must be clearly recognized.

8.2 City Manager

A. The employment relationship between the City Council and City Manager honors the fact that the City Manager is the chief executive of the City. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the City Manager.

B. The City Council will evaluate the City Manager on an annual basis to ensure that both the City Council and City Manager are in agreement about performance and goals based upon mutual trust and common objectives. The City Manager's performance shall be evaluated, at a minimum, in the following areas: leadership, teamwork, job knowledge, attitude, accountability, communication, problem-solving skills, quality of service, safety/risk-taking, implementation and administration of adopted Council policy.

8.3 Council Rules for Interacting with City Staff

A. Councilmember contact with Staff, inclusive of the City Manager, will be during regular business hours, except in the case of an emergency. The City Council is to work through the City Manager when dealing with administrative services of the City. In no manner, either directly or indirectly, shall a Councilmember attempt to influence personnel matters that are under the direction of the City Manager.

B. Councilmembers may ask the City Manager for up to one hour of research on a City related issue as long as the cumulative effect does not take Staff away from accomplishing their core duties in a timely manner. In the event that more than one hour of staff time is required, a request for additional time may be brought to the full Council for consideration.

C. Councilmembers shall not publicly criticize Staff. If there are concerns with Staff performance, they should be discussed with the City Manager privately. If members of the public complain about Staff conduct or actions directly to a Councilmember, the Councilmember shall refer the matter to the City Manager for review.

D. Information generated by Staff at the request of a Councilmember shall be shared with all Councilmembers.

E. Councilmembers shall focus on policy and legislative matters and not administrative matters. Councilmembers shall not attempt to coerce or influence Staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, the granting of City licenses or permits, the interpretation or implementation of Council policy, or in any other matter involving the administration of City business.

F. Staff shall bring grant opportunities that would require material matching dollars, or materially impact City policy, to the Council for authorization prior to application for such grant. Councilmembers are encouraged to bring any grant opportunities they discover to the attention of Staff so they may be properly handled.

8.4 City Attorney

Pursuant to recommendation of the City Manager, the City Council shall make provision for obtaining legal counsel for the City, either by appointment of a City Attorney on a full-time or part-time basis, or by any reasonable contractual arrangement for such professional services. At present, the City Attorney is a contracted position appointed by the City Manager with the contract confirmed by the Council.

The City Attorney represents the City as a corporate entity and in doing so is the legal advisor for and provides legal advice to the City, the Council, the City's committees, commissions and boards, the City Manager, and City officers and employees with respect to legal questions involving an official duty or any legal matter pertaining to the affairs of the City. However, the City Attorney does not represent individual Councilmembers or City employees or Staff in their individual or personal capacities.

Chapter 9

CONSEQUENCES OF VIOLATING RULES

9.1 Consequences of Violation

The Council expects and trusts that all Councilmembers elected to this important office will act with integrity, honesty, and in accordance with the Oath of Office and these Guidelines. Nevertheless, the Council adopts the following consequences for violations of the Guidelines. This process should only be used for serious violations such as deliberate or knowing breaches of confidentiality; violations of the Code of Ethics; repeated overstepping of authority; abuse of office or disregard for conflicts of interest; dishonesty; or refusal to follow open government protocols and requirements. Less serious violations should be addressed with reminders and requests for compliance.

9.2 Process for Censure

Step 1: Notice and opportunity to cure

A Councilmember suspected of violating the Guidelines shall be provided notice and an opportunity to remedy the alleged violation prior to the implementation of any further consequence. As a first step, two Councilmembers familiar with the facts shall confer with the City Manager and City Attorney about the matter, and may then discuss the violation directly with the suspect Councilmember. Councilmembers shall not use email to discuss the substance of any suspected violations.

Step 2: Council meeting discussion

If Step 1 does not remedy the alleged violation, an executive session shall be called pursuant to RCW 42.30.110(1)(f) to consider and evaluate the complaint. All Councilmembers (including the suspect Councilmember), the City Manager, and the City Attorney shall receive advance written notice of the general nature of the complaint and the date, time and place of an executive session called to discuss the complaint. If the suspect Councilmember requests that the discussion be held in a public meeting or that a public hearing be scheduled in lieu of an executive session, the request shall be honored.

Step 3: Censure motion

If Step 2 fails to resolve the alleged violation, a motion may be made and seconded at a regular Council meeting to censure the Councilmember. The proposed motion shall identify the suspect Councilmember and specific violation alleged. The censure motion may be made no sooner than thirty (30) days after the completion of Step 2, and the suspect Councilmember must receive advance written notice that such motion will be proposed. If the proposed motion is seconded, the suspect Councilmember shall make a statement or decline the opportunity to do so at that time. At the conclusion of Council discussion, the suspect Councilmember shall be officially censured upon an affirmative vote of at least five members of the Council.