



## MEDINA CITY COUNCIL

Monday, October 13, 2025

5:00 PM – STUDY SESSION  
6:00 PM - REGULAR MEETING

## AGENDA

### VISION STATEMENT

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

### MISSION STATEMENT

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



**MEDINA, WASHINGTON**  
**MEDINA CITY COUNCIL**  
**SPECIAL AND REGULAR MEETING**

Hybrid - Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, October 13, 2025 – 5:00 PM**

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**AGENDA**

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

**COUNCIL MEMBERS** | Joseph Brazen, Harini Gokul, Mac Johnston, Michael Luis, Heija Nunn

**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](mailto: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](mailto: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)

## **Study Session Information**

The Study Session is an informal discussion for the City Council. This session is held in person only and is not recorded. The public is welcome to attend; however, Zoom access will not be available until the regular meeting begins at **6:00 PM**.

### **1. STUDY SESSION**

#### **1.1 2026 Preliminary Budget -Deep Dive**

Time Estimate: 50 minutes

The Regular meeting will start at 6:00 PM.

### **2. REGULAR MEETING - CALL TO ORDER / ROLL CALL**

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

### **3. APPROVAL OF MEETING AGENDA**

### **4. 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](mailto: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.

### **5. PRESENTATIONS**

#### **5.1 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.**

Time Estimate: 10 minutes

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

Time Estimate: 30 minutes

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

[7.1a](#) City Manager Monthly Report

[7.1b](#) Police Monthly Report

[7.1c](#) Development Services Monthly Report

- [7.1d](#) Finance Monthly Report
- [7.1e](#) Central Services Monthly Report
- [7.1f](#) Public Works Monthly Report

## 7. **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.

- [7.1](#) September 2025, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance/HR Director
- [7.2](#) Park Board Approved Meeting Minutes of July 21, 2025  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Acting City Clerk
- [7.3](#) Planning Commission Approved Meeting Minutes  
**Recommendation:** Receive and file.  
**Staff Contact:** Rebecca Bennett, Development Services Coordinator
- [7.4](#) DRAFT City Council Meeting Minutes of:  
a) July 14, 2025;  
b) September 8, 2025; and  
c) September 22, 2025.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Dawn Nations, Acting City Clerk

## 8. **LEGISLATIVE HEARING**

None.

## 9. **PUBLIC HEARING**

- [9.1](#) 2026 Preliminary Budget Hearing  
**Recommendation:** Receive public comments and discussion.  
**Staff Contact:** Ryan Wagner, Finance/HR Director

Time Estimate: 30 minutes

- [9.2](#) Business License Ordinance Update  
**Recommendation:** Receive public comments and adopt Ordinance.  
**Staff Contact:** Ryan Wagner, Finance/HR Director

Time Estimate: 15 minutes



**10. CITY BUSINESS**

None.

**11. REQUESTS FOR FUTURE AGENDA ITEMS**

a) Requests for future agenda items.

**12. PUBLIC COMMENT**

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

**13. EXECUTIVE SESSION**

Time Estimate: 20 minutes

RCW 42.30.110 (1)(i)

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

Time Estimate: 30 minutes

RCW 42.30.110 (1)(g)

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

Council may take action following the Executive Session.

**14. ADJOURNMENT**

Next regular City Council Meeting: October 27, 2025, at 5 PM.

### **ADDITIONAL INFORMATION**

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

The agenda items are accessible on the City's website at [www.medina-wa.gov](http://www.medina-wa.gov) on Thursdays or Fridays prior to the Regular City Council Meeting.

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

### **UPCOMING MEETINGS AND EVENTS**

Monday, October 27, 2025 - City Council Meeting (5:00PM)

Monday, November 10, 2025 - City Council Meeting (5:00PM)

***Tuesday, November 11, 2025 - Veterans Day - City Hall Closed***

Monday, November 24, 2025 - City Council Meeting (5:00PM)

***Thursday, November 27, 2025 - Thanksgiving Holiday - City Hall Closed***

***Friday, November 28, 2025 - Day After Thanksgiving Holiday - City Hall Closed***

Monday, December 8, 2025 - City Council Meeting (5:00PM)

Monday, December 22, 2025 - City Council Meeting (5:00PM)

***Thursday, December 25, 2025 - Christmas Day - City Hall Closed***

### **CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, October 13, 2025, Special and Regular Meeting of the Medina City Council was posted and available for review on Thursday, October 10, 2025, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](http://www.medina-wa.gov).



# CITY OF MEDINA

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

**Date:** October 13, 2025

**To:** Honorable Mayor and City Council

**From:** Jeff Swanson, City Manager

**Subject:** City Manager Report

- Development Services Committee (**See attachment 1**):  
As the City worked through its most recent Comprehensive Plan update, a Development Services Committee comprised of City Council and Planning Commission members was formed to serve on a fixed-term basis through the end of 2023. The purpose of the Committee was to help facilitate the intensified planning policy work required for the Comprehensive Plan update process. The document proposing Committee formation is attached for reference (dated January 24, 2022).

As the City works through the Critical Areas Ordinance update and anticipates significant upcoming planning policy activity as part of Planning Commission and City Council work plans, staff are recommending the reconstitution of this Committee on an ongoing basis. The Committee would meet as needed and the Development Services Director would again serve as the staff liaison.

- Bellevue Fire Report – **See attachment 2.**
- 2025 City Council Calendar – **See attachment 3.**
  - November 24<sup>th</sup> City Council Meeting → Propose rescheduling as a Special Meeting to be held Tuesday, November 18<sup>th</sup>
  - December 22<sup>nd</sup> City Council Meeting → Would Council like to hold this meeting as scheduled, reschedule as a Special Meeting, or cancel?
  - Scheduling and venue selection for customary end of year functions:
    - Volunteer and staff recognition luncheon
    - End-of-term Council reception



## ATTACHMENT 1

## CITY OF MEDINA

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

**Date:** January 24, 2022  
**To:** Honorable Mayor and City Council  
**Cc:** Steve Burns, Interim City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** **Agenda Item 8.2: Request for the Creation of a Special Purpose Committee**

As the Development Services Director("Director") has oversight responsibility for the operations of the Department including the work of staff, the Director has requested the creation of a special purpose advisory committee to operate as needed during a period of intensified work by the Planning Commission.

#### **Committee Form**

This is a proposed special purpose committee with a term ending with the completion of the Comprehensive Plan update which is currently scheduled for June 30, 2024. This Committee would be established now through the end of 2023 when the next Council Committee assignments are discussed.

The Committee will consist of 2 or 3 members each from Council and from Planning Commission. The Development Services Director will act as liaison. This balance of members will assure that Planning Commission proposals are presented to Council in a format which is efficient and does not alter the content or context of the proposals.

A balanced Council and Planning Commission Committee will provide a broad base of perspective and expertise when giving advice to the Director regarding administrative management matters.

#### **Purposes of this Committee**

1. Provide advisory guidance, as requested to the Development Services Director regarding various matters of administrative management associated with the on-going work of the Planning Commission and, if needed, other work of the Director that may require presentation or approval before Council.
2. Create efficiency in Council review and adoption of Planning Commission proposals.

**ATTACHMENT 1****Duties, Responsibility, Authority and Operations of the Committee**

- The Committee is advisory to the Development Services Department Director.
- The Director and Committee will not have any influence on the content of the topics of the Planning Commission as performed under the Workplan.
- As requested by the Director, the Committee will provide advice regarding matters of administrative management of activities associated with the Planning Commission.
- The Committee will preview and approve of all draft presentations of Planning Commission proposals for completeness, without altering proposal context, prior to full Council view. The Committee will consider a presentation form which will allow for Council Members to feel comfortable that they are receiving complete description of topics, and accuracy of the context of those proposals.
- The Committee has authority to return draft presentations of Planning Commission proposals to staff with comments for changes.
- The Committee will convene on an as-needed basis as called by the Director.
- Committee members have responsibility to keep informed and understand the status of the Planning Commission Workplan including scheduling of work considering timelines.
- Committee members have the responsibility of staying current on the evolving management tasks necessary to achieve the Workplan goals.

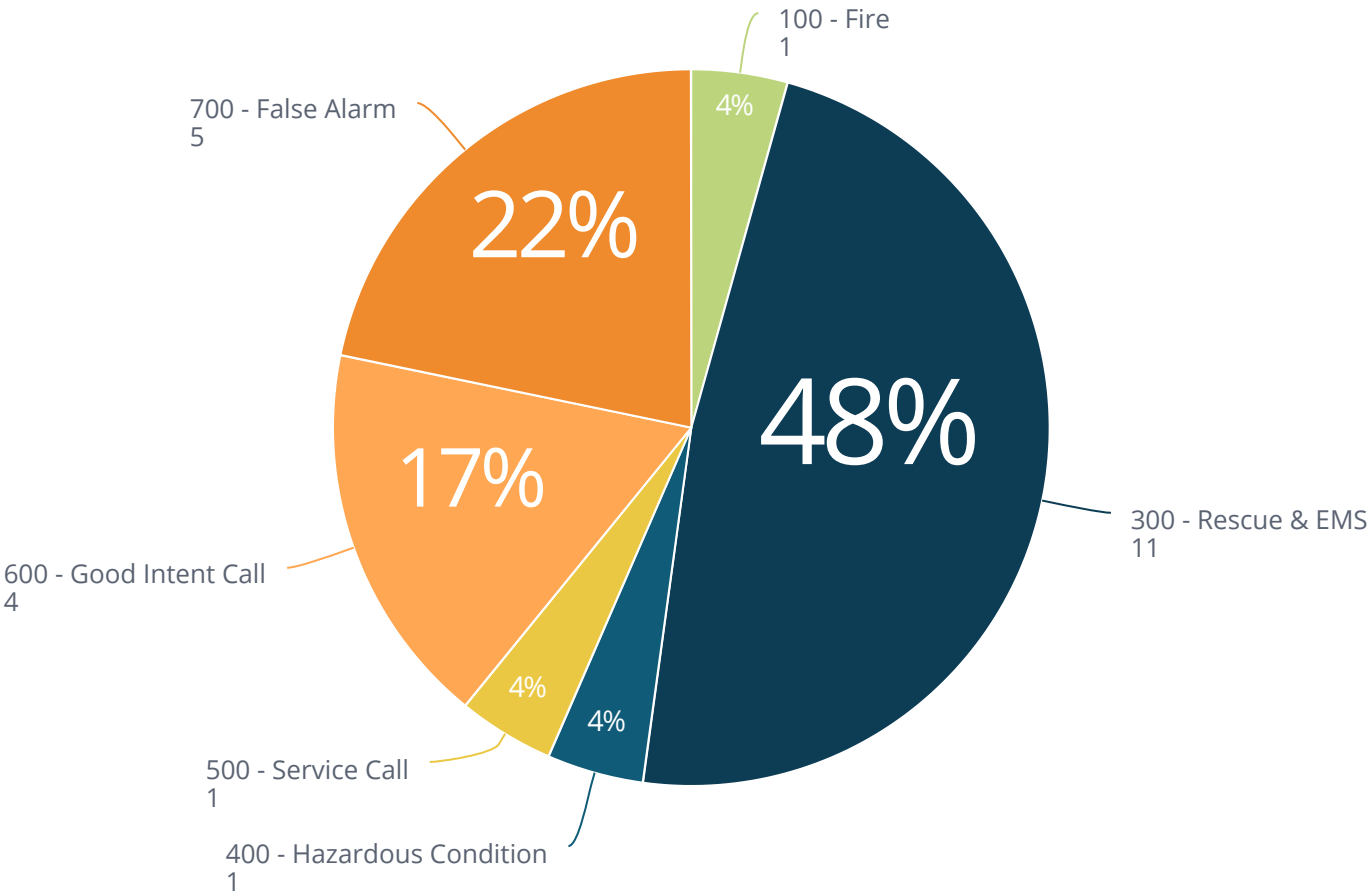
Filter statement

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

# Fire and EMS Summary

Count of Total Incidents  
23

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina) Oct 9, 2025 10:44:55 AM

ATTACHMENT 2

Filter statement

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

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
100 - Fire	Off-road vehicle or heavy equipment fire	138	1
300 - Rescue & EMS	EMS Call, Medical	3211	10
	Patient Assist	3111	1
300 - Rescue & EMS Total			11
400 - Hazardous Condition	Electrical wiring/equipment problem, other	440	1
500 - Service Call	Public service assistance, other	550	1
600 - Good Intent Call	Dispatched & canceled en route	611	1
	Dispatched & cancelled en route - EMS	6111	2
	Steam, other gas mistaken for smoke, other	650	1
600 - Good Intent Call Total			4
700 - False Alarm	Alarm system activation, no fire - unintentional	745	2
	Detector activation, no fire - unintentional	744	2
	Smoke detector activation due to malfunction	733	1
700 - False Alarm Total			5
Count			23

## ATTACHMENT 3

**MEDINA CITY COUNCIL**

2025 AGENDA/ACTION CALENDAR

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

JANUARY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Police Officer Roman Scott - Professional Excellence Award - 15 Minutes	Sass	N/A		
Presentation	Introduction of Rob Kilmer as the City's Building Official. 10 Minutes	Wilcox	N/A		
Consent Agenda	December 2024, Check Register	Wagner	Approve.		
Consent Agenda	Approved PB Minutes	Nations	Receive and file.		
Consent Agenda	Approved PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft Meeting Minutes of: 11/25/2024 & 12/09/2024	Kellerman/Nations	Adopt.		
Legislative Hearing	None.				
Public Hearing	None.				
City Business	Middle Housing Update - 30 Minutes	Kesler	Discussion and Direction		
City Business	NE 12th Street Landscaping Update - 30 minutes	Osada	Discussion and Direction		
City Business	ROW Priorities - 30 Minutes	Burns/Robertson/Rossmann	Discussion and Direction		
City Business	Council Retreat Planning Discussion - 15 Minutes	Burns	Discussion and Direction		
City Business	Legislative Priorities Agenda Update	Burns	Discussion		
Executive Session	RCW 42.30.140 (4)(a) Collective Bargaining - 20 Minutes				
	RCW 42.30.110(1)(g) Employee Evaluation - 45 Minutes	Burns			



## ATTACHMENT 3

JANUARY 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None.				
Consent Agenda	None.				
Legislative Hearing	None.				
Public Hearing	None.				
City Business	Middle Housing - 60 minutes	Kesler			
City Business	City Council Work Plan Review and Update - 45 minutes	Burns/Kellerman			
City Business	Park Board Goal Setting for Joint Meeting - 30 minutes	Burns/Osada			
City Business	City Legislative Priorities Update - 20 minutes	Burns			
FEBRUARY 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation	Legislative Update and Check-in by Soundview Strategies - 30 Minutes	Burns	N/A		
Consent Agenda	January 2025, Check Register	Wagner	Approve.		
Consent Agenda	13th Month Check Register	Wagner	Approve.		
Consent Agenda	Approved 11/13/2024 PB Minutes	Kellerman	Receive and file.		
Consent Agenda	Approved 1/16/2025 PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft 1/13/2025 & 1/27/2025 CC Minutes	Kellerman	Adopt.		
Consent Agenda	Medina Council Legislative Priorities	Burns	Approve.		
Consent Agenda					
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment	Robertson/Archer	Discussion and direction.		
City Business	Middle Housing Update	Kesler	Discussion item only.		
City Business	City Right of Way Policy Discussion	Osada	Discussion and direction.		
City Business	NE 12th Street Landscape Options	Osada	Discussion and direction.		

## ATTACHMENT 3

Executive Session	RCW 42.30.140(4)(a) - Collective Bargaining RCW 42.30.110(1)(b) - Real Estate	Burns/Wagner	N/A		
<b>FEBRUARY 24, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Middle Housing Subdivisions - 2 Hours	Kesler			
Consent Agenda	None.				
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment Update	Robertson			
City Business	SCJ Contract Funding Update	Kesler/Wilcox			
Executive Session	RCW 42.30.140(4)(a) - Collective Bargaining - 20 minutes	Burns			
<b>MARCH 10, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Retreat Facilitator Update	Burns			
Presentation					
Consent Agenda	February 2025, Check Register	Wagner			
Consent Agenda	PC 12/18/24 minutes				
Consent Agenda	DRAFT 02/10/2024 Minutes	Kellerman			
Consent Agenda	Medina/Teamsters CBA	Burns/Wagner			
Consent Agenda	Eastside Transportation Partnership Agreement	Burns			
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruiting Update - 15 minutes	Wagner			
City Business	Middle Housing Update - 30 minutes	Kesler			
City Business	Business License Program Update - 30 minutes	Wagner			
City Business	Donation - Medina Park - 20 minutes	Osada	Discussion and direction		
Executive Session	RCW 42.30.110 (1)(i) Potential Litigation - 15 minutes	Roberston			

## ATTACHMENT 3

Executive Session	RCW 42.30.110(1)(b) Real Estate - 20 minutes	Osada			
<b>MARCH 24, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Middle Housing Ordinances - 60 minutes	Kesler/Robertson	Discussion		
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business	Middle Housing Ordinance and Subdivision Lot - 45 minutes	Robertson/Kesler	Discussion and direction		
Executive Session					
<b>APRIL 14, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	March 2025, Check Register	Wagner			
Consent Agenda	PB Minutes of 1/20/25	Nations			
Consent Agenda	PC Minutes of 3/25/25	Nations			
Consent Agenda	DRAFT 03/10/2025 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda	2025 Proclamation: Sexual Assault Awareness & Prevention Month	Burns			
Consent Agenda	56th Annual Professional Municipal Clerks Week May 4-May 10, 2025	Kellerman			
Legislative Hearing	None				
Public Hearing	None				
City Business	City Manager Hiring Update 10 min	Wagner	Update		
City Business	NE 12th Street Landscaping Update 20 minutes	Osada	Discussion and direction.		
City Business	Medina Park Donation Update 10 minutes	Osada	Discussion		
Executive Session	Potential Litigation 45 minutes	Osada/Fuller/Robertson			

## ATTACHMENT 3

APRIL 28, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Executive Session	City Manager Applications Review Tentative	Wagner			
Consent Agenda	Authorization for One-Time Travel Expenses	Wagner			
Legislative Hearing	None				
Public Hearing	None				
City Business	Recruitment Timeline Update	Wagner			
Additional City Business	Council May Take Action				
MAY 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	ARCH Presentation				
Consent Agenda	April 2025, Check Register	Wagner			
Consent Agenda	Approved PC Minutes	Kellerman			
Consent Agenda	DRAFT 3/24/2025, 04/14/2025 & 04/28/2025 CC Minutes	Kellerman			
Consent Agenda	Proclamation Honoring National Police Week and Peace Officer Memorial Day	Sass			
Consent Agenda	King County ILA Renewal - Road Services	Osada			
Legislative Hearing	none				
Public Hearing	Middle Housing Ordinance and	Kesler			
Public Hearing	Unit Lot Subdivision Ordinance	Kesler			
City Business	City Manager Recruitment Update	Robertson/Archer/Wagner			
City Business	ARCH Budget and Work Program	Swanson			
City Business	Critical Areas Ordinance	Wilcox			
Executive Sessions	RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i)				
MAY 27 (TUESDAY), City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Presentation by Susan Pappalardo and Nancy Wenke Price on the new Bellevue Aquatics Center and the Mission of SPLASHForward. 15 Minutes	Swanson			

**ATTACHMENT 3**

Study Session	Business Licenses - 50 Minutes	Wagner			
Consent Agenda	None.				
Public Hearing	Middle Housing & Unit Lot Subdivision Ordinances Continued from May 12 - 10 Minutes	Kesler	Continue to June 9 Study Session		
City Business	City Manager Recruitment Update - 15 Minutes	Wagner	Approve Updated Timeline.		
City Business	Presentation and Approval of WRIA 8 ILA - 20 Minutes	Osada	Approve		

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	DRAFT Six-Year CIP/TIP/Non-TIP Plan - Tentative	Osada			
Consent Agenda	May 2025, Check Register	Wagner			
Consent Agenda	DRAFT 05/12/2025 & 05/27/2025 CC Minutes	Kellerman			
Consent Agenda	PB and PC Appointment Confirmations	Kellerman			
Consent Agenda	PB Minutes				
Consent Agenda	PC Minutes				
Legislative Hearing	None				
Public Hearing	None				
City Business	St. Thomas School Traffic Flow (video) - 15 Minutes	CM Nunn			
City Business	Overlake Drive Bridge - Vehicle Weight Limit Regulation	Osada	Ordinance and Potential Action		
Executive Session	RCW 42.30.110 (1)(g) RCW 42.30.110 (1)(i)				

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada			
Consent Agenda					
Consent Agenda	EXIGY Invoice	Swanson	Approve		
Legislative Hearing					
Public Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	First Hearing		6/12/2025
City Business					

## ATTACHMENT 3

City Business Executive Session	Business Licenses RCW 42.56.110 (1)(i)	Wagner	Discussion and direction		
<b>JULY 14, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Complete Streets Ordinance Discussion - 25 Minutes	Osada			
Study Session	Vegetation Management Reimbursement Policy - Tentative - 25 Minutes	Osada			
Presentation	Farewell Plaque Honoring Departing City Clerk Aimee Kellerman's 11+ Years of Service to the City of Medina - 5 Minutes				
Consent Agenda	June 2025, Check Register	Wagner			
Consent Agenda	DRAFT 06/09/2025 & 06/23/2025 CC Minutes	Nations/Kellerman			
Legislative Hearing	None				
Public Hearing	Six-Year CIP/TIP/Non-TIP Plan - 30 Minutes	Osada	Approve.		publish on 6/24/2025
City Business	None				
Executive Session	RCW 42.56.110 (1)(i) PL - 20 Minutes - Tentative				
<b>JULY 28, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Gas-Powered Leaf Blower Discussion - 25 Minutes	Osada			
Study Session	Council Values and Rules of Procedure - 20 Minutes	Swanson			
Presentation	None				
Consent Agenda	EXIGY Invoice	Swanson	Approve	Approved	
Legislative Hearing	None				
Public Hearing	Outdoor Lighting on Public and Private Property Interim Official Control ("IOC") - 15 Minutes	Robertson		Completed	

## ATTACHMENT 3

City Business	Complete Streets Ordinance - 10 Minutes	Osada	Discussion and Direction	Direction.	
City Business	Business License Ordinance - 15 Minutes	Wagner	Discussion item only	Completed	
City Business	Middle Housing Mitigations - 30 Minutes	Swanson/Wilcox	Presentation and Discussion.	Completed	
City Business	Animal Control Discussion - 20 Minutes	Sass	Discussion and Direction	Approved	

**AUGUST 11, City Council Retreat**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Topic	Intro and review from May 2nd retreat	Swanson	Discussion	Completed	
Topic	Strategic Planning part 1 and part 2	Swanson	Discussion and Direction	Completed	
Topic	Intro to 2026 Annual Budget	Wagner	Discussion and Direction	Completed	

**AUGUST 20, City Council RETREAT**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Topic	2026 Budget Discussion	Wagner		Completed	
Topic	Transportation System Plan Scope	Swanson		Completed	
Topic	City Organization Discussion	Swanson		Completed	

**SEPTEMBER 8, City Council Special and Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session/ Presentation	Presentation on Tree Canopy Study by Facet 50 minutes	Steve Wilcox		Completed	
Presentation	Recognition for Lifeguards	Sass		Completed	
Consent Agenda	July/August 2025, Check Register	Wagner	Approve.	Approved	
Consent Agenda	PB minutes 5/19/2025	Nations	Receive and file	Received	
Consent Agenda	PC minutes 5/28/2025, 6/24/2025	Bennett	Receive and file	Received	
Consent Agenda	DRAFT 07/14/2025 & 07/28/2025 CC Minutes	Nations	Adopt minutes	Adopted 7/28 minutes. 7/14 clarification needed	
Consent Agenda	Traffic Engineering on-call contract	Osada	Approve	Approved	
Consent Agenda	Parking Fine Fees Ordinance	Sass	Adopt	Adopted	

## ATTACHMENT 3

Legislative Hearing	None			none	
Public Hearing	2026 Preliminary Budget Hearing 15 minutes	Wagner	Receive public comment	Completed	published on 8/19/2025
Public Hearing	Business Licenses Ordinance 30 minutes	Wagner	Receive public comment and direction.	Completed	published on 8/19/2025
City Business	Complete Street Ordinance 15 minutes	Osada	Adopt Ordinance	Adopted Ordinance	
Executive Session	RCW 42.30.110(1)(i) RCW 42.30.110(1)(g)			Completed	
<b>SEPTEMBER 22, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Study Session	2026 Preliminary Budget - Deep Dive	Wagner		Completed	
Study Session	Vegetation Management Reimbursement Policy - Tentative 15 minutes	Osada		Moved to Oct. 27th	
Consent Agenda	2025 Overlay 87th Ave NE	Osada		Approved	
Consent Agenda	Tennis Courts Fence Rehab- All parks	Osada		Approved	
Legislative Hearing	None				
Public Hearing	None				
City Business					
City Business					
Executive Session	RCW 42.30.110(1)(i)RCW 42.30.110(1)(g)			Completed	
<b>OCTOBER 13, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Study Session	2026 Preliminary Budget - Deep Dive	Wagner			
Presentation					
City Manager Report	All Department Reports: Council discussion re: Nov 24 & Dec 22 mtgs; Reconstitute DSC as ongoing comm.; End of year luncheon and end of term reception date/venue	Swanson			
Consent Agenda	September 2025, Check Register	Wagner			
Consent Agenda	PB Minutes 7/21/25	Nations			
Consent Agenda	PC Minutes 7/22/2025	Bennett			



## ATTACHMENT 3

Consent Agenda	DRAFT 09/08/2025 and 7/14/2025 resubmit	Nations			
Legislative Hearing	None				
Public Hearing	2026 Preliminary Budget Hearing	Wagner			publish on 9/23/2025
Public Hearing	Business License	Wagner	Adopt		publish on 9/23/2025
City Business	None				
Executive Session	RCW 42.30.110(1)(i); RCW 42.30.110(1)(g)	Robertson			

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Vegetation Management Reimbursement Policy (20 min)	Osada			
Study Session	Gas Powered Leaf Blowers (40 min)	Osada			
Consent Agenda	09/22/2025 CC Minutes	Nations			
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Small Works Roster Update -tentative	Osada			
City Business					
City Business					
Executive Session	RCW 42.30.110(1)(i); RCW 42.30.110(1)(g)	Robertson			

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Legislative Priorities	Swanson			
Presentation					
City Manager Report	All Department Reports	Swanson			
Consent Agenda	October 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 10/13/2025 & 10/27/2025 CC Minutes	Nations			
Consent Agenda					
Consent Agenda					

## ATTACHMENT 3

Legislative Hearing					
Public Hearing	2026 Final Budget and Salary Schedule	Wagner			publish on 10/21/2025
Public Hearing	2026 Property Tax Resolution	Wagner			publish on 10/21/2025
Public Hearing	Critical Areas Ordinance Update -tentative	Wilcox			
City Business					
Executive Session					

**\*\*NOVEMBER 18, City Council SPECIAL Meeting, 5:00 pm\*\***

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	GPLB follow up	Osada			
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Critical Areas Ordinance Update	Wilcox			
City Business	2025 Budget Amendments	Wagner			
City Business	2026 Legislative Priorities	Swanson	adopt		
City Business					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Comp Plan CH. 3 & 5 Updates scope of work	Swanson			
Presentation					
City Manager Report	All Department Reports				
Consent Agenda	November 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 11/10/2025 CC Minutes	Nations			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business	Personnel and Financial Polices Update	Wagner			

## ATTACHMENT 3

City Business					
City Business					
City Business					
Executive Session					
<b>DECEMBER 22, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

Parking Lot Items:

- Franchise Agreement - Weekly Recycling and Compost Update
- Wireless Facilities - Telecom
- Affordable Housing Presentation
- Joint PB/CC Meeting**
- Joint PC/CC Meeting**
- City Hall Resource Usage Update
- Short-term Rentals: FIFA 2026
- Website Updates
- Laserfiche Public Portal Update**
- City Sponsored Events Ordinance (Wine Garden)
- Weekend Tree Cutting Discussion
- Building Community Discussion - new resident orientation;
- Social Media Communications Marketing
- Vacant Houses
- Bicycles
- Outdoor Lighting
- Franchise Agreement -Fiber



## **MEDINA POLICE DEPARTMENT**

**DATE:** October 13<sup>th</sup>, 2025

**TO:** Jeff Swanson, City Manager

**FROM:** Jeffrey R. Sass, Chief of Police

**RE:** Police Department Update – September, 2025

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

### **Follow up:**

Nothing to report.

### **Schools:**

All three Medina schools are back in session! Officers showed a strong presence at each school for drop-off and pick-up to promote safe driving behaviors and to welcome the kids back to school.

### **National Coffee with a Cop Day:**

Chief Sass was invited to Interlake High School for an event celebrating National Coffee with a Cop day!



### **Marine Patrol:**

Nothing to report.



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



**FELONY CRIMES**

**Fraud**

**2025-00004968**

**09/11/2025**

Officers were dispatched to the 300 block of Overlake Drive West for a report of fraudulent charges made on a credit card. No suspect information available at this time.

**MISDEMEANOR CRIMES**

**DUI**

**2025-00005013**

**09/13/2025**

The nightshift officer conducted a traffic stop on a vehicle for speeding in the 2500 block of 84<sup>th</sup> Avenue NE. A subsequent investigation determined the driver was suspected of being under the influence, so the officer arrested the driver for suspicion of driving under the influence of alcohol.

**DUI**

**2025-00005083**

**09/18/2025**

The nightshift officer conducted a traffic stop on a vehicle in the 2400 block of 84<sup>th</sup> Avenue NE for failure to properly maintain lane travel. A subsequent investigation determined the driver was suspected of being under the influence, so the officer arrested the driver for suspicion of driving under the influence of alcohol.

**OTHER**

**Marine Incident**

**2025-00004863**

**09/06/2025**

Officers were dispatched to the 500 block of Evergreen Point Road for a report of a swimmer in choppy water that appeared to be in distress. An area check with Mercer Island Marine Patrol, the Bellevue Police Department drone and officers on shore yielded no sightings of a swimmer in the area.

**Missing Juvenile**

**2025-00005188**

**09/24/2025**

Officers were dispatched to the 8000 block of NE 8<sup>th</sup> Street for a report of a juvenile who became upset and left their residence. The juvenile subsequently returned home on their own volition.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT



AGENDA ITEM 6.1b

### SEPTEMBER, 2025

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	4	1	6
Vehicle Prowl	0	0	13	17
Vehicle Theft	0	1	0	1
Theft (mail & all other)	0	7	26	31
ID Theft/Fraud	1	7	11	14
Malicious Mischief (Vandalism)	0	4	8	9
Domestic Violence	0	5	14	15
Disturbance, Harassment & Non-DV Assault	2	4	12	15
<b>TOTAL</b>	<b>3</b>	<b>32</b>	<b>85</b>	<b>108</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	1	1	1
Community Assists	50	583	319	474
Marine	1	8	10	10
House Watch Checks	52	644	595	955
School Zone	36	187	195	258
Behavioral Health	0	9	7	13
<b>TOTAL</b>	<b>139</b>	<b>1432</b>	<b>1127</b>	<b>1711</b>

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	2	2
Non-Injury	0	2	2	5
Non-Reportable	0	3	2	3
<b>TOTAL</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>10</b>
Traffic Enforcement				
Criminal Citations	4	21	24	28
Infractions	14	232	350	418
Warnings	169	1584	1510	2175
<b>TOTAL</b>	<b>187</b>	<b>1837</b>	<b>1884</b>	<b>2621</b>

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	0	8	8	13
LPR alerts that were not located	2	33	56	77
LPR alerts that were located, not apprehended	0	0	3	4
<b>TOTAL</b>	<b>2</b>	<b>41</b>	<b>67</b>	<b>94</b>

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	8	41	21	29
Residential Alarms	7	154	154	221
Missing Person	1	4	3	3
Suspicious Activity/Area Checks	73	597	493	639
<b>TOTAL</b>	<b>89</b>	<b>796</b>	<b>671</b>	<b>892</b>

ADMINISTRATIVE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Public Disclosure Requests Received	16	67	46	72
Concealed Pistol License Applications Processed	2	29	23	25
<b>TOTAL</b>	<b>18</b>	<b>96</b>	<b>69</b>	<b>97</b>

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



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



**SEPTEMBER, 2025**

**FELONY CRIMES**

**MISDEMEANOR CRIMES**

**OTHER**

**Warrant Arrest**

**2025-00005112**

**09/19/2025**

A Medina Police Officer conducted a traffic stop on a vehicle in the 3400 block of Hunts Point Road for expired vehicle registration. The driver had an outstanding misdemeanor warrant out of the Edmonds Police Department and was taken into custody without incident.

**Marine Incident**

**2025-00005140**

**09/21/2025**

Mercer Island Marine Patrol was dispatched to the 4300 block of Hunts Point Road for a report of a possible vessel in distress. Upon further investigation, the vessel was in no danger.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT

### SEPTEMBER, 2025

AGENDA ITEM 6.1b

TOW  
HUNTS POINT  
Washington

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	0	0	0
Vehicle Prowl	0	0	2	2
Vehicle Theft	0	0	1	1
Theft (mail & all other)	0	0	2	2
ID Theft/Fraud	0	2	2	3
Malicious Mischief (Vandalism)	0	0	2	3
Domestic Violence	0	3	9	11
Disturbance, Harassment & Non-DV Assault	0	1	5	5
<b>TOTAL</b>	<b>0</b>	<b>6</b>	<b>23</b>	<b>27</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	0
Community Assists	11	112	51	76
Marine	1	6	1	1
House Watch Checks	8	70	31	65
Behavioral Health	0	1	1	1
<b>TOTAL</b>	<b>20</b>	<b>189</b>	<b>84</b>	<b>143</b>

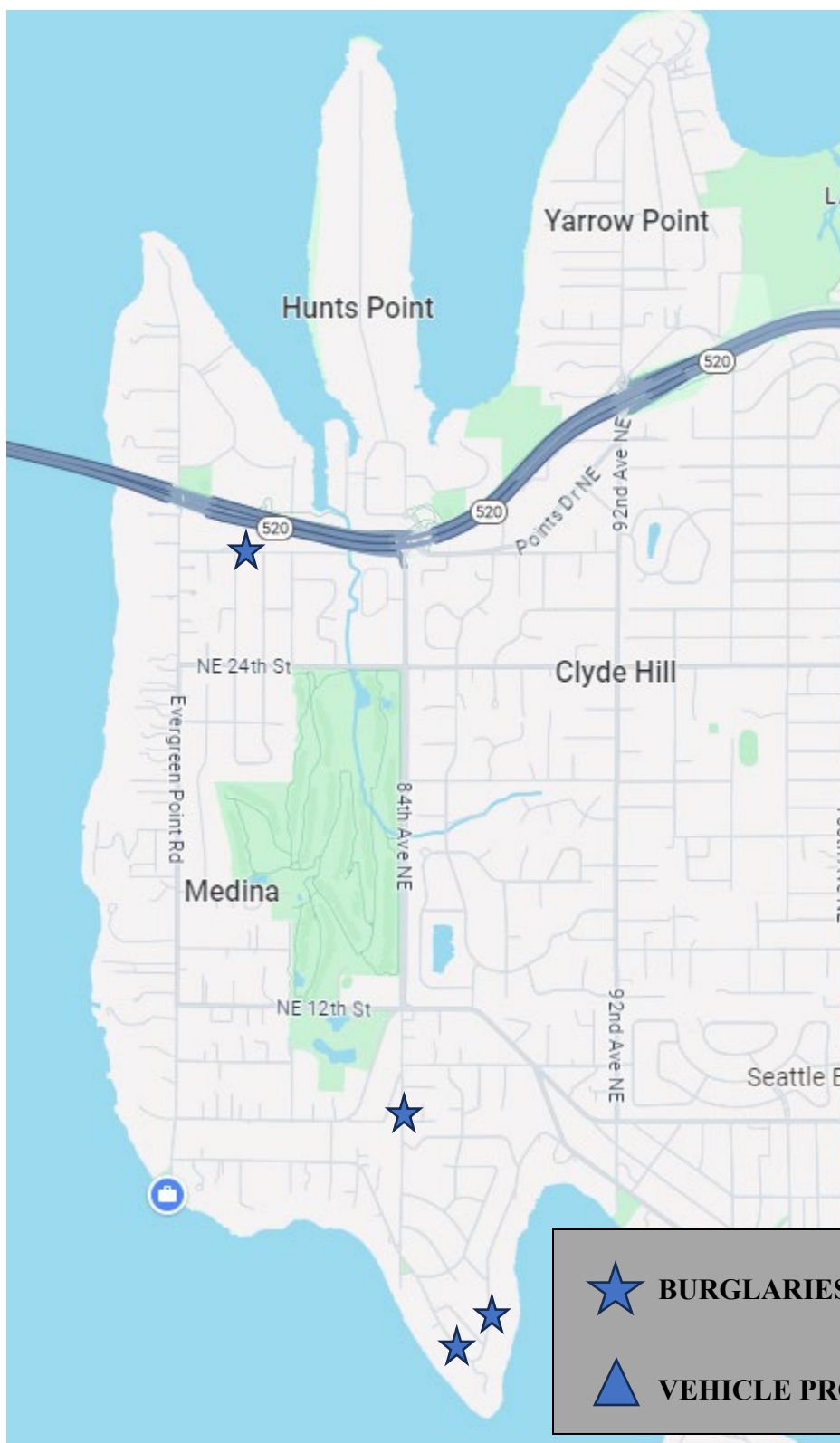
TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	1	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
Traffic Enforcement				
Citations	4	10	8	9
Infractions	6	84	54	73
Warnings	56	380	350	467
<b>TOTAL</b>	<b>66</b>	<b>474</b>	<b>412</b>	<b>549</b>

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	0	0	0	1
LPR alerts that were not located	0	5	2	5
LPR alerts that were located, not apprehended	0	1	0	1
<b>TOTAL</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>7</b>

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	1	4	9	13
Residential Alarms	1	16	45	61
Missing Person	0	0	2	2
Suspicious Activity/Area Checks	4	86	63	82
<b>TOTAL</b>	<b>6</b>	<b>106</b>	<b>119</b>	<b>158</b>

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



**SEPTEMBER YEAR-TO-DATE**



# MEDINA POLICE DEPARTMENT

## MONTHLY REPORTING STANDARDS



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

	<ul style="list-style-type: none"> <li>• Non-suspicious Death Investigations</li> <li>• Assisting the Fire Department/EMS</li> <li>• Found Child</li> <li>• Found Property</li> <li>• Special Events</li> </ul>
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"> <li>• 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.</li> <li>• 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.</li> <li>• Non-reportable collisions involve a collision under any of the following circumstances: <ul style="list-style-type: none"> <li>○ Collision on private property with no injuries.</li> <li>○ Collision on public right of way with no injuries and any property damage did not amount to at least \$1,000.</li> </ul> </li> </ul>
Traffic Enforcement	<p>Citations:</p> <ul style="list-style-type: none"> <li>• Any criminal traffic citation, to include Driving With Suspended License, Reckless Driving, DUI, etc.</li> </ul> <p>Infractions:</p> <ul style="list-style-type: none"> <li>• Any non-criminal traffic stop that resulted in the issuance of a civil infraction (ticket) to the driver.</li> </ul> <p>Warnings:</p> <ul style="list-style-type: none"> <li>• Any traffic stop that resulted in a verbal warning to the driver.</li> </ul>
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"> <li>• Found animal call for service</li> <li>• Lost animal call for service</li> <li>• Welfare check involving an animal</li> <li>• Noise complaints or nuisance calls for service involving an animal</li> </ul>
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"><li>• Noise complaints</li><li>• Suspicious person/activity reports</li><li>• Field contacts made by officers on patrol</li><li>• Loud party calls, juveniles</li><li>• Reports of dangerous driving</li><li>• Weapons Complaints</li><li>• Soliciting</li><li>• Welfare Check</li><li>• Prowler</li></ul>
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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.*



501 Evergreen Point Road, Medina WA 98039  
425.233.6400 [www.medina-wa.gov](http://www.medina-wa.gov)

**Date:** October 13, 2025  
**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

### Critical Areas Ordinance Update

Medina's Planning Commission has not yet discussed the first draft of the Critical Areas Ordinance update (CAO update). It is of course premature for Council to discuss the draft ordinance ahead of the Planning Commission and because of this I did not provide you a copy. The Planning Commission will begin review of the draft ordinance at their October 14, 2025 Special Meeting.

The CAO update process timing is compressed and now moving quickly. The next two Planning Commission meetings on October 14<sup>th</sup> and October 28<sup>th</sup> will be significant as the current version of the CAO update ordinance will be presented, discussed, and there will be work towards a recommendation for Council.

Here is a summary of the CAO update process and anticipated next steps:

- July 30, 2025. Public Forum and Open House. This was an introduction for the public to the CAO update. The timing for this meeting was not ideal and it was lightly attended.
- September 23, 2025. Planning Commission meeting. This was the Planning Commission's first meeting on the CAO update. Our consultant Facet presented background for the CAO update discussion. Best Available Science was discussed, and Commissioners asked several questions with discussion following. The first draft of the CAO update was given to the Planning Commission in their agenda packet, but the public review was not started on September 23<sup>rd</sup> due to meeting time constraints.

Provided for you is Agenda Item 6.2 Critical Areas Ordinance Update that was provided to the Planning Commission. This is intended to give you additional background.

Also provided for your background information is the PowerPoint used by our consultant Facet staff Dan Nickel and Doug Yormick during the September 23, 2025 Planning Commission meeting.

Based upon interactions with the Planning Commission, Facet amended the first draft of the CAO update and this will be presented at the October 14<sup>th</sup> Special Planning Commission meeting.

- October 2, 2025. Washington State Department of Fisheries and Wildlife (DFW) submitted comments on Medina's first draft of the CAO update ordinance. DFW had previously requested a copy of the CAO update ordinance first draft for comment.

On Monday October 13<sup>th</sup> Facet staff, our City Attorney and I will be meeting with DFW staff to review their comments on the first draft of Medina's CAO update ordinance.

- October 7, 2025. Second public Forum and Open House. A presentation was made by staff from our consultant Facet. Those attending were able to ask questions within the group during the presentation and then individually. Facet had an interactive map where a property address was entered, and potential stream buffers were overlaid. There are at least two properties with potential for significant buffer impacts.

There were 21 people at the Forum/Open House in-person and online. We received one formal comment from a property owner who does not currently appear will be impacted by the CAO update.

- October 14, 2025. Special Planning Commission meeting. Our City Attorney will attend this meeting. This will be the Planning Commission's first review of the CAO update draft.

Our Attorney Dawn Findlay Reitan will begin the discussion under Agenda Item 6.2 by discussing MMC Ch. 16.36. – Nonconformity, and MMC Ch. 16.50.050. – Relief from critical areas regulations. This discussion will assist by answering some of the more significant questions ahead of the draft ordinance discussion and this will also help with keeping the Planning Commission meeting organized by establishing discussion parameters.

- October 28, 2025. Planning Commission meeting. Our City Attorney will attend this meeting. Commissioners will continue discussion on the CAO update ordinance draft as needed. This is being noticed for a potential public hearing.
- November 10, 2025. Council meeting. Depending upon Planning Commission progress, the CAO update could come to the Council at this meeting. We are noticing this for a potential public hearing.
- Submittal to Washington State agencies through the Department of Commerce will happen the day after Council approves the CAO update draft to be sent. Department of Commerce has said they will want their full 60-day review period.
- December 31, 2025. CAO update due date for adoption by the City of Medina. The State due date will not be met. I have informed both the Department of Commerce and Department of Fish and Wildlife of our CAO update status and will keep both agencies up to date on progress. A late start by Medina created this situation. The risk of not achieving the deadline is minimal for Medina and involves State issued grants.
- January 26, 2025. Council Meeting. Potential for final Council approval of the CAO update. There may be comments from State agencies to be reviewed.

It is of course more important to achieve the best outcome for Medina residents rather than the deadline. With the fact that it is not likely we will meet the December 31, 2025 deadline we should focus on the product rather than the speed of the process. The risk is low, and I will keep State agencies informed.

Our CAO update consultant Facet has three staff involved in our project. Dawn Findlay Reitan from Inslee Best is lead on the CAO update for us. I am finding myself in a coordination and administration role. The CAO update is heavy in technical complexity and requires close legal oversight. Jennifer Robertson is keeping close to the progress and will be involved with the CAO update presentation at Council meetings.

## Permit Applications and Inquiries of Interest

### American Tower Company (ATC)

The ATC permit application to upgrade 10 existing facilities (wood poles with antennas) which included the proposed addition of 10 electric meters placed on wood 4x4 posts within the public right of way is still pending with no action.

The matter of the electric meters appears to have now been resolved through the involvement of our City Manager. ATC has submitted a revised permit application showing that they no longer propose the electric meters and will instead continue to use the same system they had previously with PSE that required no meters. PSE will continue to estimate the electricity usage and meters are not needed.

ATC has also been working with us regarding re-negotiating their lease of the second floor of the Medina Public Works building. ATC has leased this space since at least 2011 and would like renewal. The second-floor use is for telecommunications base equipment. A local commercial real estate broker evaluated the Public Works use and performed a comparison. Our City Attorney now has the information needed to pursue negotiations for a new lease.

### Middle Housing

Since passage of Middle Housing legislation this past Spring we have had few inquiries. Of the inquiries only one has been of any detail. Property at 7658 NE 12th St. is being reviewed for potential redevelopment under Middle Housing (Ord. 1040), and Zero Lot Line (Ord. 1041) rules.

After discussing the property with an owner's agent, there are several items to be decided. I expect that we may hear back on this property after a thorough evaluation by the property owner.

We have no permit applications associated with Middle Housing.

### Overlake Golf and Country Club Pre-Application Meeting

Development Services staff met with OGCC staff and their architect for a pre-application meeting in early August. OGCC was considering improvements to their existing tennis court.

OGCC was advised of additional information needed to continue the discussion and we are still waiting to hear back. We have no permit applications.

### T-Mobile Facility at 7800 Evergreen Point Road

Earlier this year our Hearing Examiner reviewed a request by T-Mobile to change their existing cell tower site on Bellevue School District property. Part of the proposal involved a "monopine" concealment which was denied.

T-Mobile permits have not yet been issued, but they are once again asking questions. There are several conditions of the Hearing Examiner's decision to be followed in addition to Medina Municipal Code requirements involving the structure, tree protection, construction mitigation, right of way use, and grading and drainage including temporary erosion control. I expect to see permits for the T-Mobile site to be issued soon.

### AT&T Monopole

AT&T applied for a building permit to change their existing cell facility on St. Thomas Church property near the corner of NE 12<sup>th</sup> and 84<sup>th</sup> Ave. NE. The AT&T monopole is the south of two existing poles at the location. From time to time the telecommunications companies need to update their facilities.

The application was found to be incomplete for various reasons and is now with the owner's agent to resolve and resubmit.

## **Tree Inventory**

Parks and other open space trees are now tagged with a number, GIS located, species determined, size and health recorded. The data is in a program call "Tree Plotter".

Within the 2026 Development Services budget request are funds to complete the City tree inventory which was started this year. 2026 would involve an inventory of City right of way trees along public roads. The 2026 inventory would be more involved than the 2025 inventory due to the added work of determining tree ownership.

## **Tree Canopy Study**

The new Tree Canopy Study presented to the Council on September 8, 2025 by our consultant Facet involved results that were unexpected. The comparison of the 2014 Tree Canopy Study to the new 2025 version showed a slight increase in overall Medina tree canopy. Those of us watching trees being removed due to development and other reasons expected a decrease in canopy.

I have talked with Facet staff about the two studies and their methods in particular. Facet has presented an idea of how to further inform the Council about the study, but I am not convinced that their proposal would clarify the situation to anyone's satisfaction.

Through a budgeted Task Order Facet has been paid for the 2025 Tree Canopy Study. There is, however, about \$4,500 remaining on the Task Order that could be used for additional related work. But, any new work should fully answer questions and not raise additional. Basically, I don't have answer for what to do at this time.

## **Affordable Housing**

The topic of affordable housing as a mandate by Washington State is probable at some point in coming years. Building off our recently updated Comprehensive Plan is a starting point in advance of a potential state mandate. Affordable housing as a topic within our recently updated Comprehensive Plan is subject to future completion.

I attended a regional-based seminar in August on affordable housing which had limited application to Medina. However, receiving a better understanding of the premise and scope of the affordable housing topic from a broad perspective was important.

On October 16<sup>th</sup> I will attend an in-person Eastside Mayor's panel on affordable housing in Kirkland.

## **Code Enforcement**

A Notice of Violation with a \$6,000 fine was issued for failure to protect trees during a development project. Our Arborist reviews tree activity permits and includes tree protection in that work. Failure to follow the protection requirements can damage or kill a tree. There were six trees involved at \$1,000 per tree. The property owner has said that they wish to appeal the NOV.

The following photos are examples of what our Building Official picks up from public right of way on a regular basis. Many signs are holiday or season related.





## Permitting

### Building Permit Valuation Chart

Provided for you is a chart that some of you have seen previously. The Building Permit Valuation chart is now updated through September 2025. The valuation data in the chart starts in 2006, which is the point where information of this type could be found in records. The Permit Valuation chart gives an idea of Development Services Department permit related activity levels and trends. The data points are based on when permits are issued meaning review work occurred at some point prior, and inspections work will follow.

Permit valuation is a number assigned to building permit applications using a standardized approach. Permit value is not appraised value, market value, or any other means of determining value of a building project in Medina. Permit valuation is simply a consistent number used for the purpose of calculating building permit fees. The comparison shown within the chart is reliable within the data used while considering a variable.

Many building permit valuations are calculated from a Council approved square footage fee table. For projects involving no added area the permit value is calculated from the “bid cost” as defined in our building code. Over time permit valuations based on an unchanged square footage table are consistent. A variable exists where the table cannot be used because bid cost increases over time. Basically, I would expect to see increasing valuation numbers as a general trend throughout the chart’s progressing years.

I am giving you this chart now because I found it interesting considering our low 2025 permit activity to date and trends. We do have several permit applications that have not yet been deemed complete or are in the process of technical code compliance reviews and are not yet issued for construction. It is possible that by the end of 2025 up to \$20,000,000 in value could be added to this year.

Finance records of revenues and expenses are reliable to describe the Development Services Fund budget. The Permit Valuation chart is more of a curiosity, but it does tell an imperfect but interesting story. I will update the chart again after all 2025 data is available in January 2026.

## Permit Reports

Attached are the permit received and issued reports for September 2025. The Permits Issued report shows that permit applications are down significantly over last year. Note 2025 YTM = \$15,734,196.18 and 2024 YTM = \$55,429,333.99 in Building Permit Valuation.

**Attachments:**

September 2025 Permits Received Report  
September 2025 Permit Issued Report  
September 2025 Code Enforcement Report  
September 2025 Tree Permit Activity Report  
September 23, 2025 Planning Commission Agenda Item 6.2 Critical Areas Ordinance Update  
September 23, 2025 CAO update Facet PowerPoint  
Permit Valuation Chart 2006 – 2025 YTD

## September 2025 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	09/15/2025	B-25-061	\$250,000.00	7842 NE 14th St.
B-ADD/ALT	09/05/2025	B-25-059	\$202,000.00	484 OVERLAKE DR E
<b>TOTAL B-ADD/ALT:</b>	<b>2</b>		<b>\$452,000.00</b>	
B-DEM	09/05/2025	D-25-013		3409 EVERGREEN POINT RD
<b>TOTAL B-DEM:</b>	<b>1</b>		<b>\$0.00</b>	
B-FENCE	09/15/2025	B-25-062	\$15,000.00	2539 82nd Ave NE
B-FENCE	09/22/2025	B-25-063	\$10,000.00	2432 78TH AVE NE
<b>TOTAL B-FENCE:</b>	<b>2</b>		<b>\$25,000.00</b>	
B-GAS	09/04/2025	G-25-019		328 Overlake Dr. E.
B-GAS	09/22/2025	G-25-020		3421 EVERGREEN POINT RD
<b>TOTAL B-GAS:</b>	<b>2</b>		<b>\$0.00</b>	
B-MECHANICAL	09/08/2025	M-25-078	\$147,000.00	7816 NE 12th Street
B-MECHANICAL	09/02/2025	M-25-077		8715 Midland Rd
B-MECHANICAL	09/10/2025	M-25-079		720 Overlake Dr. E.
B-MECHANICAL	09/10/2025	M-25-080		318 Overlake Dr. E.

B-MECHANICAL	09/16/2025	M-25-081		309 Upland Rd.
B-MECHANICAL	09/19/2025	M-25-082		851 NE Lake Washington BLVD
B-MECHANICAL	09/19/2025	M-25-083	\$5,000.00	3217 Evergreen Pt Rd
B-MECHANICAL	09/30/2025	M-25-084		2307 Evergreen Pt Rd.
<b>TOTAL B-MECHANICAL:</b>	<b>8</b>		<b>\$152,000.00</b>	
B-PLUMBING	09/05/2025	P-25-034		3224 78th PI NE
B-PLUMBING	09/08/2025	P-25-035		2045 78th Ave NE
B-PLUMBING	09/10/2025	P-25-037		1217 EVERGREEN POINT RD
B-PLUMBING	09/15/2025	P-25-039		8626 NE 6TH ST
B-PLUMBING	09/15/2025	P-25-038		8049 NE 28TH ST
B-PLUMBING	09/17/2025	P-25-040		2307 EVERGREEN POINT RD
B-PLUMBING	09/24/2025	P-25-042		7848 NE 10TH ST
B-PLUMBING	09/26/2025	P-25-046		3621 EVERGREEN POINT RD
<b>TOTAL B-PLUMBING:</b>	<b>8</b>		<b>\$0.00</b>	
B-SFR	09/05/2025	B-25-060	\$2,300,000.00	3409 Evergreen Pt Rd.
<b>TOTAL B-SFR:</b>	<b>1</b>		<b>\$2,300,000.00</b>	

B-TELE	09/02/2025	B-25-058		8398 NE 12TH ST
<b>TOTAL B-TELE:</b>	<b>1</b>		<b>\$0.00</b>	
CAP - CONSTRUCTION ACTIVITY PERMIT	09/05/2025	CAP-25-043		3409 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	09/10/2025	CAP-25-044		484 OVERLAKE DR E
CAP - CONSTRUCTION ACTIVITY PERMIT	09/16/2025	CAP-25-045		7842 NE 14TH ST
<b>TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:</b>	<b>3</b>		<b>\$0.00</b>	
ENG-GRADING/DRAINAGE	09/05/2025	ENG-GD-25-024		3409 EVERGREEN POINT RD
ENG-GRADING/DRAINAGE	09/25/2025	ENG-GD-25-025		2439 78TH AVE NE
<b>TOTAL ENG-GRADING/DRAINAGE:</b>	<b>2</b>		<b>\$0.00</b>	
P-ADMIN VARIANCE	09/24/2025	P-25-043		7329 NE 18TH ST
<b>TOTAL P-ADMIN VARIANCE:</b>	<b>1</b>		<b>\$0.00</b>	
P-CRITICAL AREAS REVIEW	09/09/2025	P-25-036		2827 EVERGREEN POINT RD
<b>TOTAL P-CRITICAL AREAS REVIEW:</b>	<b>1</b>		<b>\$0.00</b>	
P-NON ADMIN VARIANCE	09/18/2025	P-25-041		1800 73RD AVE NE
P-NON ADMIN VARIANCE	09/24/2025	P-25-044		7329 NE 18TH ST
<b>TOTAL P-NON ADMIN VARIANCE:</b>	<b>2</b>		<b>\$0.00</b>	
P-SEPA/SUBSTANTIAL DEV	09/26/2025	P-25-045		2237 EVERGREEN POINT RD

<b>TOTAL P-SEPA/SUBSTANTIAL DEV:</b>	<b>1</b>		<b>\$0.00</b>	
PW-RIGHT OF WAY	09/01/2025	PW-ROW-25-053		7702 NE 22nd St
PW-RIGHT OF WAY	09/11/2025	PW-ROW-25-058		501 EVERGREEN POINT RD
PW-RIGHT OF WAY	09/04/2025	PW-ROW-25-055		1800 77TH AVE NE
PW-RIGHT OF WAY	09/04/2025	PW-ROW-25-054		28th block of Evergreen Point Road
PW-RIGHT OF WAY	09/09/2025	PW-ROW-25-056		1000 80th Ave NE
PW-RIGHT OF WAY	09/10/2025	PW-ROW-25-057		7920 NE 32nd St.
PW-RIGHT OF WAY	09/19/2025	PW-ROW-25-059		7920 NE 32nd St.
<b>TOTAL PW-RIGHT OF WAY:</b>	<b>7</b>		<b>\$0.00</b>	
TREE-ADMIN ROW TREE REMOVAL	09/02/2025	TREE-25-055		7848 NE 10TH ST
<b>TOTAL TREE-ADMIN ROW TREE REMOVAL:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-NON ADMIN TREE ACTIVITY PERMIT	09/02/2025	TREE-25-056		7848 NE 10TH ST
<b>TOTAL TREE-NON ADMIN TREE ACTIVITY PERMIT:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-PERFORMANCE	09/24/2025	TREE-25-059		2635 82ND AVE NE
TREE-PERFORMANCE	09/30/2025	TREE-25-061		3444 EVERGREEN POINT RD
<b>TOTAL TREE-PERFORMANCE:</b>	<b>2</b>		<b>\$0.00</b>	
TREE-RESTORATION	09/03/2025	TREE-25-057		3235 EVERGREEN POINT RD

<b>TOTAL TREE-RESTORATION:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-WITH BUILDING/DEVELOPMENT	09/05/2025	TREE-25-058		3409 EVERGREEN POINT RD
TREE-WITH BUILDING/DEVELOPMENT	09/30/2025	TREE-25-060		2001 77TH AVE NE
<b>TOTAL TREE-WITH BUILDING/DEVELOPMENT:</b>	<b>2</b>		<b>\$0.00</b>	
<b>Total # of Permits</b>	<b>49</b>		<b>\$2,929,000.00</b>	



## September 2025 Issued Permits

Page 1 of 1

Report run on: 10/01/2025 07:25 AM

Construction Value:	September 2025	September 2024	2025 YTM	2024 YTM	Difference
Accessory Structure	-	-	\$30,000.00	-	\$30,000.00
Addition / Alteration	\$375,000.00	\$283,600.00	\$10,581,871.42	\$11,181,007.33	(\$599,135.91)
Fence / Wall	-	\$14,000.00	\$275,937.66	\$613,713.16	(\$337,775.50)
New Construction	\$2,316,387.10	-	\$4,816,387.10	\$43,634,613.50	\$38,818,226.40
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	\$30,000.00	-	\$30,000.00
<b>Total Value:</b>	<b>\$2,691,387.10</b>	<b>\$297,600.00</b>	<b>\$15,734,196.18</b>	<b>\$55,429,333.99</b>	<b>\$39,695,137.80</b>
Permits Issued:	September 2025	September 2024	2025 YTM	2024 YTM	Difference
New Construction	1	-	2	16	(14)
Permit Extension	-	1	31	27	4
Accessory Structure	-	-	1	-	1
Addition / Alteration	2	2	19	18	1
Construction Activity Permit	3	4	36	37	(1)
Demolition	1	1	3	14	(11)
Fence / Wall	-	1	14	12	2
Grading / Drainage	1	2	13	23	(10)
Mechanical	8	10	77	82	(5)
Other - Moving	-	-	-	-	0
Plumbing / Gas	10	9	47	58	(11)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	6	6	50	76	(26)
Tree Mitigation	2	2	34	46	(12)
Wireless Comm. Facility	-	-	1	-	1
<b>Total Permits:</b>	<b>34</b>	<b>38</b>	<b>328</b>	<b>409</b>	<b>(81)</b>
Inspections:	September 2025	September 2024	2025 YTM	2024 YTM	Difference
Building	124	105	779	857	(78)
Engineering/Other	21	43	155	183	(28)
	8	4	33	38	(5)
Tree	4	6	30	51	(21)



Total Inspections:	157	158	997	1,129	(132)
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## September 2025 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2025-073	TREE INVESTIGATION	Andy Crossett	7930 NE 32ND ST	<p>Description: Received concern regarding condition of trees on construction site.</p> <p>Action taken: Informed City Arborist, who then performed a site inspection. A Notice of Violation is being issued.</p>	N/A
CC-2025-074	NOTICE OF VIOLATION	Andy Crossett	7930 NE 32ND ST	<p>Description: Notice of Violation in follow-up to investigation on 9/4/25</p> <p>Action Taken: Sent NOV via mail, certified mail, and email.</p>	\$6,000
CC-2025-075	SIGN VIOLATION	Rob Kilmer	City ROW	<p>Description: David's Lawn Care (425) 354-0098 sign displayed along ROW</p> <p>Action Taken: Removed sign and called company to educate them regarding sign rules in Medina</p>	N/A
CC-2025-076	SIGN VIOLATION	Rob Kilmer	City ROW	<p>Description: Roof Cleaning (425) 532-1111 sign displayed along ROW</p> <p>Action Taken: Removed sign and called company to educate them regarding sign rules in Medina</p>	N/A
CC-2025-077	SIGN VIOLATION	Rob Kilmer	City ROW	<p>Description: Painting Services (425) 956-4885 sign displayed along ROW</p> <p>Action Taken: Removed sign and called company to educate them regarding sign rules in Medina</p>	N/A
CC-2025-078	SIGN VIOLATION	Rob Kilmer	City ROW	<p>Description: Pavers &amp; Walls (425) 595-1945 sign displayed along ROW</p> <p>Action Taken: Removed sign and called company to educate them regarding sign rules in Medina</p>	N/A
CC-2025-079	SIGN VIOLATION	Rob Kilmer	City ROW	<p>Description: MJL Cleaning Company (425) 773-7749 sign displayed along ROW</p> <p>Action Taken: Removed sign and called company to educate them regarding sign rules in Medina</p>	N/A
CC-2025-080	INITIAL WARNING	Rob Kilmer	201 OVERLAKE DR E	<p>Description: Observed work vehicles parked in ROW.</p> <p>Action Taken: Issued verbal warning and warning notices to project manager and workers.</p>	N/A
CC-2025-081	INITIAL WARNING	Rob Kilmer	336 OVERLAKE DR E	<p>Description: Observed unknown work van (LIC: C48597M) parked along right-of-way.</p> <p>Action Taken: Issued warning notice</p>	N/A

CC-2025-082	SIGN VIOLATION	Rob Kilmer	3619 EVERGREEN POINT RD	Description: Observed advertising sign (Sea-Anchor Marine Construction) displayed along right-of-way.  Action Taken: Removed sign and spoke with workers on site about sign rules in Medina.	N/A
CC-2025-083	SIGN VIOLATION	Rob Kilmer	Various	Description: Christmas Lights (206) 759-7690 signs (11) displayed along ROW  Action Taken: Removed signs and called company to educate them regarding sign rules in Medina	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.  Status: Working through zoning process	

**Tree Permit Activity Report**  
**September 2025**  
**By Andy Crossett**

Issued Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	REVISION - TREE-PERFORMANCE TREE-25-012	3316 76TH AVE NE	1 Dying Lawson Cypress	25"	N/A	Exceeds retention requirements.
N/A	TREE-PERFORMANCE TREE-25-059	2635 82ND AVE NE Medina, WA 98039	2 Black Pine	20, 30"	N/A	Exceeds retention requirements.

Issued Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-043	2229 EVERGREEN POINT RD Medina, WA 98039	1 Blue Spruce	16"	4	
1	TREE-WITH BUILDING/DEVELOPMENT TREE-25-043	2427 79th Ave NE	4 Katsura, 3 Japanese Maple, 2 Sitka spruce, 1 Juniper, 1 Plum	10, 12, 9, 25, 13, 7, 13, 18, 14, 10, 9"	6	
2	TREE-WITH BUILDING/DEVELOPMENT	8445 NE 12th Street	5 Douglas fir, 1 crabapple, 1 Austrian Pine, 1 Norway Spruce, 1 Plum	17, 18, 16, 11, 8, 8, 18, 17, 14	1	

## New Development Tree Permit Activity Table

Picture #	Permit Type	Address	# Trees Proposed to be Removed	Removed Tree (Size)	Supplemental Required	Description
3	TREE-ADMIN ROW TREE REMOVAL	7848 NE 10TH ST	3 Plum	8, 8, 6"	Yes	Three small flowering plums adjacent to NE 10 <sup>th</sup> Street.
3	REVISION - TREE-WITH BUILDING/DEVELOPMENT TREE-25-044	7848 NE 10TH ST	6 Blue Atlas Cedar, 1 Katsura, 1 Dogwood	18, 12, 6, 18, 7, 14, 6, 18"	N/A	Exceeds retention requirements.

Picture 1. 2427 79th Ave NE – New Construction Project





Picture 2. 2427 79th Ave NE – New Construction Project





**Picture 3. 7848 NE 10TH ST – The three ROW plums proposed to be removed.**







# Critical Areas Ordinance Update

Medina Planning Commission  
September 23, 2025

**Dan Nickel & Doug Yormick**



# Agenda

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## Critical Areas Ordinance Update

- Introduction
- Growth Management Act Requirements
- Best Available Science
- Gap Analysis
- Schedule





# Introduction

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## Purpose of the Critical Areas Update

- Previous update performed in 2016 with minor update in 2018
- State Law/Growth Management Act (RCW 36.70A.060 and RCW 36.70A.170)
- Consistency with Best Available Science (RCW 36.70A.172)
- State deadline December 31, 2025



# What are Critical Areas

## State Definitions:

### WAC 365-196-485

- Wetlands
- Areas with a critical recharging effect on aquifers used for potable water
- Frequently flooded areas
- Geologically hazardous areas
- Fish & wildlife habitat conservation areas

## Local Definitions:

### MMC 16.50

- Streams
- Wetlands
- Geologically hazardous areas
- *NOTE: Critical aquifer recharge areas (CARAs) and Frequently Flooded Areas (FFAs) are not included in the Medina CAO*



# No Net Loss

**WAC 365-190-080(1)** Counties and cities must protect critical areas. Counties and cities required or opting to plan under the act must consider the definitions and guidelines in this chapter when designating critical areas and when preparing development regulations that protect all functions and values of critical areas to ensure no net loss of ecological functions and values.





# Best Available Science

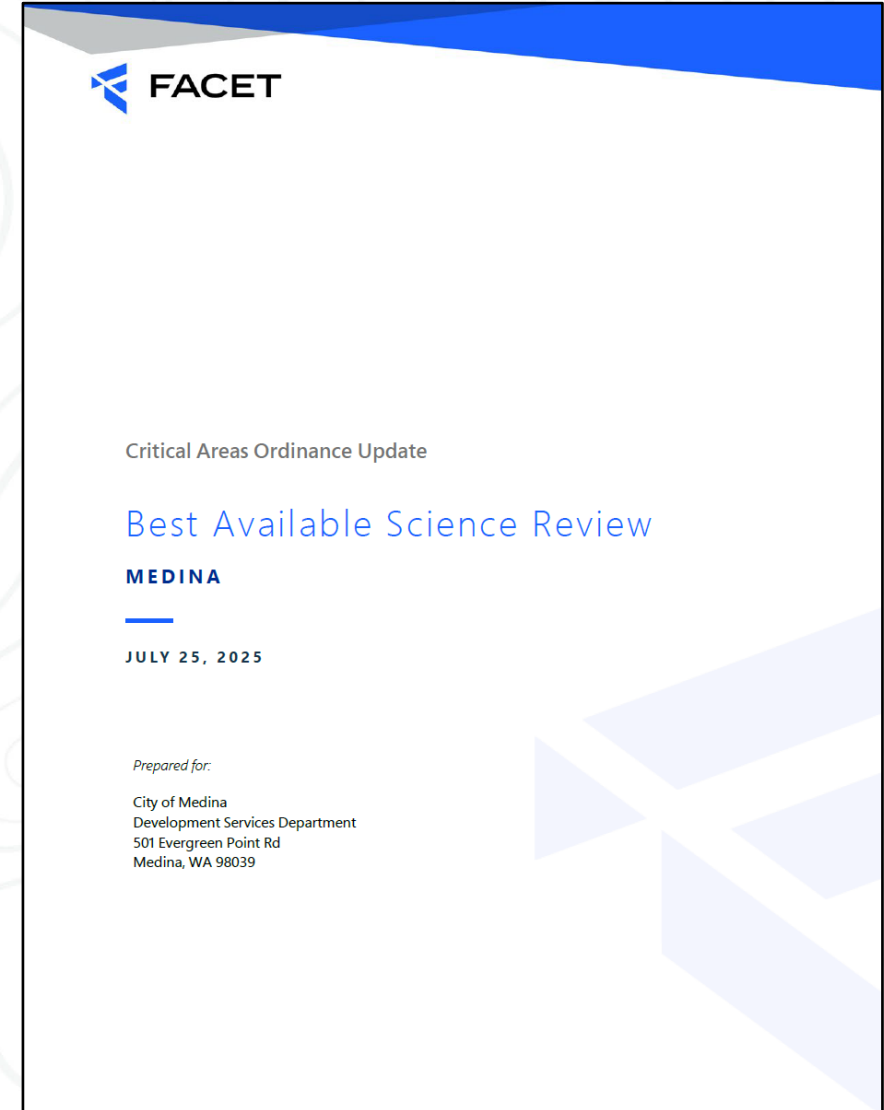
- **WAC 365-190-080(2)** requires that Counties and cities must include the best available science when designating critical areas and when developing policies and regulations that protect critical areas.
- Must give special consideration of anadromous fisheries and are encouraged to protect both surface and groundwater resources.



# BAS Review for Medina

## Referenced materials include:

- Existing critical area inventories
- Peer-reviewed research publications
- Synthesis publications from state agencies
- Complete reference list provided in Section 7 - *Best Available Science Review, City of Medina* (Facet 7/25/2025).





# Wetlands

## Identify & Classify

- Assessment by a qualified professional following Agency approved methodology
- Ecology Wetland Rating System updated in 2023

## Functions & Values

- Water quality functions, hydrologic functions, habitat functions
- Vegetated buffer condition, habitat corridors

## Management Standards

- Buffer Wetlands to protect against disturbance
- Mitigation sequencing
- Compensatory mitigation to achieve No Net Loss
- Sustainable compensation options
- Protection in perpetuity







# Fish & Wildlife Habitat Conservation Areas

## Identify & Classify

- Designate fish and wildlife habitat conservation areas (FWHCA) consistent with WAC 365-190-130, including:
  - Endangered, threatened and sensitive species
  - Habitats and species of local importance
  - Lakes, ponds, streams and rivers

## Functions & Values

- Biological, chemical and physical habitat conditions

## Management Standards

- Designate FWHCA and buffer from adjacent land uses
- Require habitat assessments as applicable
- Require impact avoidance, minimization and mitigation



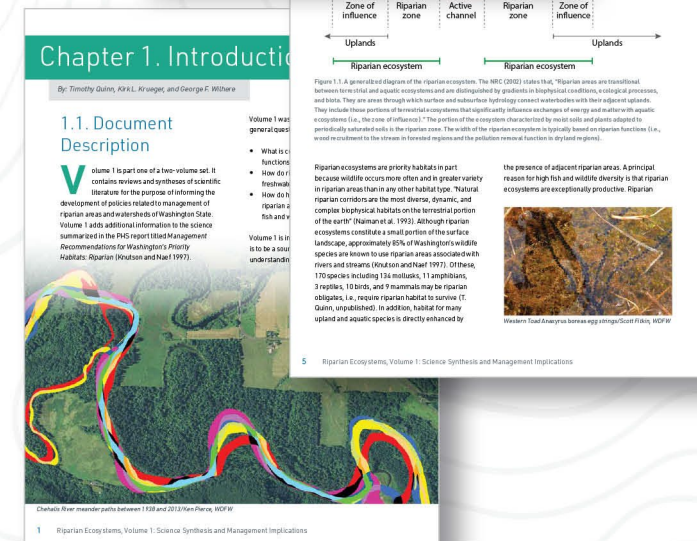
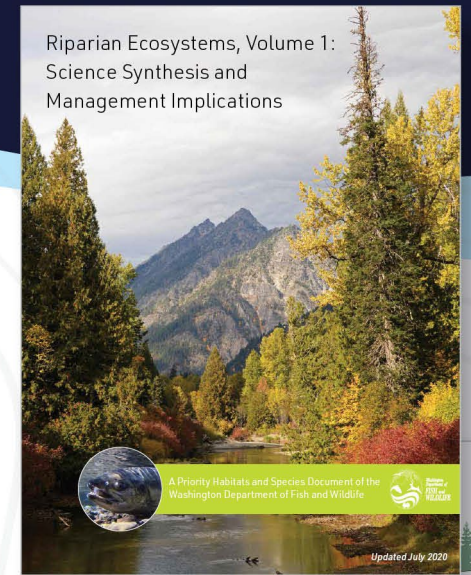
# Streams & Riparian Areas

## Riparian Ecosystems, Volume 1: Science Synthesis & Management Implications

Describes riparian functions and ecosystems (Scientific Synthesis), including:

- Pollution removal to protect water quality
- Aquatic and terrestrial habitats, including corridors
- Large woody debris recruitment
- Temperature regulation

Describes Site Potential Tree Height (SPTH) to protect for full riparian functions





# Streams & Riparian Areas

## Riparian Ecosystems, Volume 2: Management Recommendations

- WDFW recommends using Site Potential Tree Height model to establish RMZs
- A 100-foot-wide buffer/RMZ is the recommended minimum for all streams based on water quality efficacy.



Hundreds of fish and wildlife species, like this female Wood Duck, depend on or use the state's riparian areas. Photo by Jeffery M. Smith, WDFW.

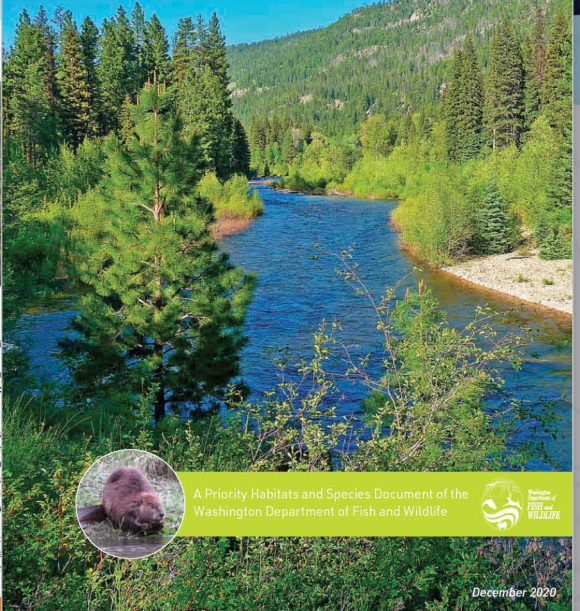
Rivers and streams are the focus of this document, however much of the science reviewed in Volume 1 and the recommendations in this Volume 2 are relevant for lakes, ponds, and marine shorelines as well.

As previously mentioned, one role of WDFW in land use decision making is that of advisor. In that role, recommendations like those contained in this document and in complementary PHS documents (available at <https://wdfw.wa.gov/species-habitats/at-risk/phs/recommendations>) provide critical information for the protection (and where necessary, recovery) of Washington's fish and wildlife. We recognize landowners and land managers most often face situations where various human needs must also be met; and thus, considerations other than fish and wildlife will be incorporated into land use decision making.

The information presented in this management recommendation document is not, in and of itself, science. Rather, it consists of policy recommendations which are informed by the best available science.

Riparian Ecosystems, Volume 2: Management Recommendations

## Riparian Ecosystems, Volume 2: Management Recommendations



A Priority Habitats and Species Document of the Washington Department of Fish and Wildlife



December 2020

The mapping tool contains:

- **Zoom slider:** zoom in/out
- **Address search tool:** search for a location
- **Legend:** displays the symbols used in the map
- **Home icon:** resets the map to the default view
- **Target icon:** allows the user to select a point of interest
- **Measurement tool:** allows the user to measure a distance or area
- **Basemap selector:** allows the user to select a different map style
- **Scale bar:** shows the scale of the map
- **Coordinates:** displays the latitude and longitude of the selected point
- **Panning:** allows the user to move the map

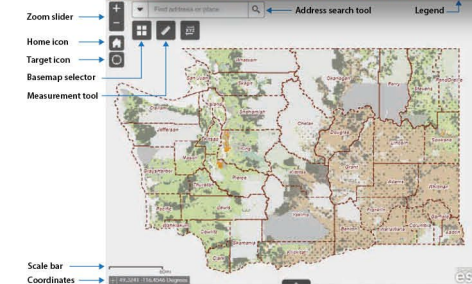


Figure A1. Tools available on the SPTH:RMZ Online Map.



# Geologic Hazard Areas

## Identify & Classify

- Site-specific assessment by a qualified professional

## Functions & Values

- Geologic hazard areas (GHA) pose potential risks to people and property
- Dynamic natural processes

## Management Standards

- Avoid disturbance / buffer
- Earthquake-resistant building standards
- Engineered solutions





# Gap Analysis

## Key Areas

- General Provisions (MMC 16.50.010)
- Wetlands (MMC 16.50.080)
- Geologic Hazard Areas (MMC 16.50.090)
- Fish and Wildlife Habitat Conservation Area Areas (MMC 16.50.100)



# Gap Analysis

## Minor Updates Identified

- Definitions
- WAC references
- Agency resources
- Wetland Rating publication





# Gap Analysis

## Key Areas of Consideration

### **Wetlands – Development standards / Buffers** *(MMC 16.50.080)*

- Review 2022 Ecology guidance with three BAS-based buffer options. Ecology's preferred option includes criteria for habitat corridors and vegetation standards.

### **Streams – Classification & Buffers** *(MMC 16.50.100)*

- Review WDFW management recommendations, choose predictive model or Site Potential Tree Height methodology (SPTH)
- Review riparian buffer recommendations, consider increases to current protections.



# Wetlands – CAO Recommendations

Select a BAS-based buffer option

## **Option 1** (Preferred)

- Incorporates wetland category and habitat score
- Presumes high or moderate land use impact
- Requires minimization measures and habitat corridor for smaller buffer width

## **Option 2**

- Based on wetland category and adjacent land use intensity

## **Option 3**

- Based on wetland category only





# Wetlands – Regulatory Approaches

- Establish buffer vegetation requirements
- Consider habitat corridors
- Address functionally disconnected buffer areas
- Emphasize mitigation sequencing
- Sustainable mitigation options
  - Permittee-responsible (on-site)
  - Programmatic mitigation (banking, in-lieu fee)
- Protection in perpetuity - signs and fencing
- Code Enforcement / Performance bonds

# FWHCA – CAO Recommendations

## “Predictive Model”

vs

## SPTH<sub>200</sub> Tool

Water Type	Standard Buffer	Minimum Buffer
Type 1	100 feet	50 feet
Type 2	75 feet	37.5 feet
Type 3	50 feet	25 feet

(MMC 16.50.100(G)(2))

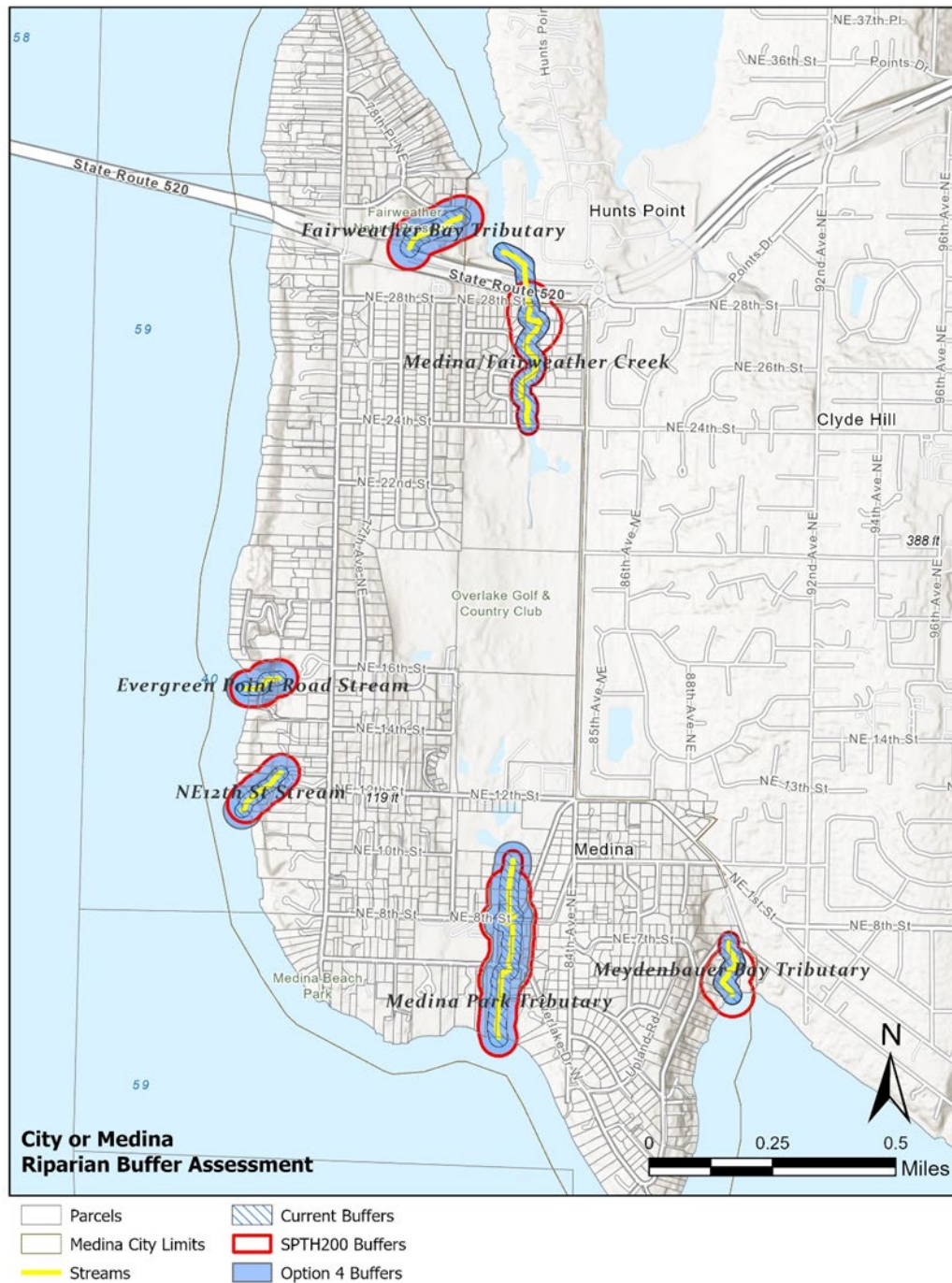
- Streams not classified
- Ecologic functions protected based on SPTH value
- Minimum buffer 100 feet
- SPTH value = 100-231 feet



# FWHCA – Regulatory Approaches

There are various SPTH200 RMZ values within the city limits

- Lowest 100 feet
- Largest 231 feet
- Streams may have multiple SPTH200 values



# Streams – Classification & Buffers

## Pros

- Clear criteria for fish habitat presence/absence
- Fixed buffers are predictable for landowners and administrators

## Cons

- Buffer widths may not support full riparian function
- Not fully aligned with WDFW guidance

**Note:** Current buffer widths need to be reviewed and width increases considered. The minimum width recommended for water quality is 100-feet.

# Streams – Riparian Management Zone

## Pros

- Fully aligned with BAS
- SPTH riparian widths set to achieve full riparian functions
- Targets functional potential by site
- Landowners have the option to obtain a site-specific assessment

## Cons

- SPTH is a new approach, not readily understood
- Increased number of non-conforming uses and structures
- Third-party review would likely need to be established



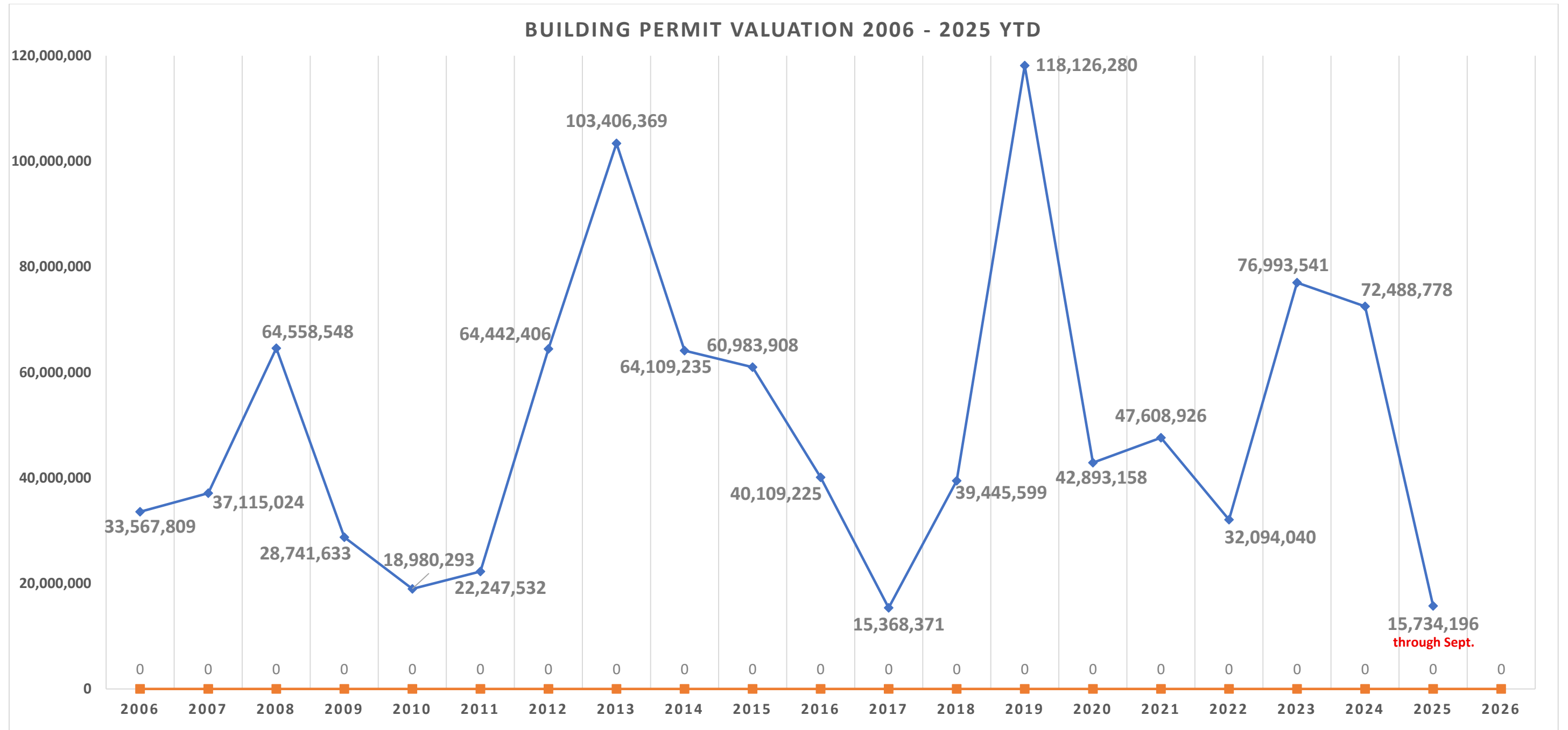
# CAO Update Timeline





**THANK YOU**

# Question and Answer





Year	Valuation
2006	\$33,567,809
2007	\$37,115,024
2008	\$64,558,548
2009	\$28,741,633
2010	\$18,980,293
2011	\$22,247,532
2012	\$64,442,406
2013	\$103,406,369
2014	\$64,109,235
2015	\$60,983,908
2016	\$40,109,225
2017	\$15,368,371
2018	\$39,445,599
2019	\$118,126,280
2020	\$42,893,158
2021	\$47,608,926
2022	\$32,094,040
2023	\$76,993,541
2024	\$72,488,778
2025	\$15,734,196
2026	TBD



## CITY OF MEDINA

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

**Date:** October 13th, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** 2025 September Financial Report

The 2025 report includes:

- September Key Revenue and Expenditures:
- Potential 2025 Budget Amendment Items
- September Cash Statement
- September Financial Summary
- September 2025 AP Check Register Activity Detail

### September Key Revenue

- \$187K REET – Retail Excise Tax (August Sales)
- \$155K Local Sales and Use Tax
- \$54K Building Permit Revenue
- \$52K Property Taxes
- \$49K Investment Earnings
- \$9K Criminal Justice Training Grant

### September Key Expenditures

- \$38K Facet – Critical Area Ordinance Update
- \$25K Inslee Best – July City Attorney Costs
- \$23K Norcom – Q4 Dispatch Service Fee
- \$19K LDC Consultants – August Current Planning
- \$18K TIG – August IT Services
- \$13K Bellevue Water Utility – Summer Watering Medina Park
- \$11K Mahoney Planning – August Planning Current

## 2025 Potential Budget Amendment Items

### 1) City Manager Recruitment - \$25K For GMP

In January of this year, City Manager Burns announced his retirement after over 10 years working for the City of Medina. 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.

### 2) City Manager Cashout - \$46K

Per Medina policy, found within the Employee Handbook, the City Manager was cashed out 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.

### 3) 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 10<sup>th</sup> 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.

### 4) Critical Area Review - \$100K Estimate

## 2025 Cash Position and Investment Summary

<u>2025 Cash Balance, 8/31/2025</u>		<u>2025 Cash Balance, 9/30/2025</u>	
<u>TOTAL CASH &amp; INVESTMENTS</u>		<u>TOTAL CASH &amp; INVESTMENTS</u>	
Period Ending: 8/30/25		Period Ending: 9/30/25	
WA ST INV POOL	\$ 12,621,274	WA ST INV POOL	\$ 12,337,158
OTHER INVESTMENTS*	4,790,922	OTHER INVESTMENTS*	4,790,922
CHECKING	261,192	CHECKING	443,152
	<u>\$ 17,673,388</u>		<u>\$ 17,571,231</u>
		Outstanding Checks	<u>\$131,647</u>
			<u>\$ 17,439,584</u>

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

## September 2025 Financial Summary

REVENUES:	SEP ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$51,763	\$2,679,106	\$4,608,359	58.14%	\$1,929,253
Sales Tax	\$151,048	\$1,416,816	\$1,964,450	72.12%	\$547,634
Affordable & Sup. Housing	\$1,306	\$4,465	\$0	—	(\$4,465)
Criminal Justice	\$8,921	\$77,690	\$111,099	69.93%	\$33,409
B & O Tax: Utility & Franchise Fee	\$1,912	\$896,837	\$978,219	91.68%	\$81,382
Leasehold Excise Tax	\$0	\$0	\$2,000	0.00%	\$2,000
General Government (includes Hunts Point)	\$5,442	\$375,412	\$406,868	92.27%	\$31,456
Passports, General Licenses & Permits	\$151	\$1,368	\$5,900	23.19%	\$4,532
Fines, Penalties, Traffic Infr.	\$4,025	\$31,697	\$18,000	176.09%	(\$13,697)
Misc. Invest. Facility Leases	\$40,924	\$372,011	\$262,166	141.90%	(\$109,845)
Disposition of Capital Assets	\$0	\$982	\$0	—	(\$982)
<b>General Fund Total</b>	<b>\$265,493</b>	<b>\$5,856,385</b>	<b>\$8,357,061</b>	<b>70.08%</b>	<b>\$2,500,676</b>
<b>Development Services Fund Total</b>	<b>\$76,413</b>	<b>\$537,542</b>	<b>\$915,500</b>	<b>58.72%</b>	<b>\$377,958.32</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	—	\$0.00
<b>Street Fund Total</b>	<b>\$5,389</b>	<b>\$169,755</b>	<b>\$118,085</b>	<b>143.76%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$45,000	\$405,000	\$540,000	75.00%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$21,000</b>	<b>\$3,075</b>	<b>682.93%</b>	<b>(\$17,925)</b>
Contingency Fund Total	\$0	\$0	\$0	0.00%	\$0
<b>Capital Fund Total</b>	<b>\$212,063</b>	<b>\$1,981,842</b>	<b>\$1,535,000</b>	<b>129.11%</b>	<b>(\$446,842)</b>
<b>Levy Stabilization Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>—</b>	<b>\$0</b>
Levy Fund Transfers In GF	\$23,750	\$213,750	\$285,000	75.00%	\$71,250
<b>NonRevenue Trust Funds Total</b>	<b>\$3,274</b>	<b>\$32,961</b>	<b>\$0</b>	<b>—</b>	<b>(\$32,961)</b>
<b>Master Investments Total</b>	<b>\$500,000</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>—</b>	<b>(\$2,000,000)</b>
<b>Total (All Funds)</b>	<b>\$562,632</b>	<b>\$8,599,485</b>	<b>\$10,928,721</b>	<b>78.69%</b>	<b>\$2,329,236</b>
Total (All Funds) Transfers In	\$68,750	\$618,750	\$825,000	75.00%	\$206,250

EXPENDITURES:	SEP ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	\$13,484	\$56,620	\$83,000	68.22%	\$26,380
Municipal Court	\$8,719	\$26,496	\$15,000	176.64%	(\$11,496)
Executive	\$26,773	\$333,533	\$308,736	108.03%	(\$24,797)
Finance	\$27,728	\$489,890	\$614,051	79.78%	\$124,161
Legal	\$30,068	\$341,024	\$468,000	72.87%	\$126,976
Central Services	\$65,625	\$841,559	\$1,186,277	70.94%	\$344,718
Police Operations	\$221,231	\$2,077,339	\$2,931,655	70.86%	\$854,316
Fire & Medical Aid	\$0	\$497,356	\$950,544	52.32%	\$453,188
Public Housing, Environmental & Mental Health Fees	\$1,438	\$27,140	\$55,966	48.49%	\$28,826
Recreational Services	\$2,825	\$36,953	\$48,500	76.19%	\$11,547
Long Range Planning	\$37,769	\$184,737	\$315,222	58.61%	\$130,486
Parks	\$68,152	\$470,590	\$630,355	74.65%	\$159,765
<b>General Fund Subtotal</b>	<b>\$503,811</b>	<b>\$5,383,236</b>	<b>\$7,607,306</b>	<b>70.76%</b>	<b>\$2,224,070</b>
General Fund Transfers Out	\$60,417	\$543,750	\$725,000	75.00%	\$181,250
<b>General Fund Total</b>	<b>\$564,228</b>	<b>\$5,926,987</b>	<b>\$8,332,306</b>	<b>71.13%</b>	<b>\$2,405,320</b>
<b>Development Services Fund Total</b>	<b>\$111,385</b>	<b>\$856,802</b>	<b>\$1,208,063</b>	<b>70.92%</b>	<b>\$351,261</b>
<b>City Street Fund Total</b>	<b>\$54,596</b>	<b>\$386,514</b>	<b>\$647,696</b>	<b>59.68%</b>	<b>\$261,182</b>
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$320</b>	<b>\$30,000</b>	<b>1.07%</b>	<b>\$29,680</b>
<b>Capital Fund Total</b>	<b>\$16,916</b>	<b>\$396,040</b>	<b>\$750,000</b>	<b>52.81%</b>	<b>\$353,960</b>
Capital Fund Transfers Out	\$8,333	\$75,000	\$100,000	75.00%	\$25,000
<b>NonRevenue Trust Funds Total</b>	<b>\$48</b>	<b>\$21,392</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$21,392)</b>
<b>Master Investments Total</b>	<b>\$500,000</b>	<b>\$1,978,518</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$1,978,518)</b>
<b>Total (All Funds)</b>	<b>\$1,186,755</b>	<b>\$9,022,823</b>	<b>\$10,243,065</b>	<b>88.09%</b>	<b>\$1,220,242</b>
Total (All Funds) Transfers Out	\$68,750	\$618,750	\$825,000	75.00%	\$206,250



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144

TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

**Date:** October 13, 2025

**To:** Honorable Mayor and City Council

**Via:** Jeff Swanson, City Manager

**From:** Dawn Nations, Acting City Clerk

**Subject:** Central Services Department Monthly Report

## **OCTOBER PUBLIC MEETINGS AND EVENTS**

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Civil Service Commission	Oct. 3	11:00 am	In-Person/Online
Open House – Critical Areas Ordinance Update	Oct. 7	6-8:00 pm	In-Person/Online
City Council Meeting	Oct. 13	5:00 pm	In-Person/Online
Planning Commission	Oct. 14	6:00 pm	In-Person/Online
Open House – 2026 Annual Budget	Oct. 21	6-7:30 pm	In-Person/Online
City Council Meeting	Oct. 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Oct. 28	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 September 2025 the city sent 17 bulletins to 152,860 recipients.

## **RECORDS REQUESTS**

During the month of September 22 public records requests were received by Central Services. See **Attachment 1**.

**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](http://www.medina-wa.gov)

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DATE: October 13, 2025

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: September 2025, Public Records Request Tracking

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In September 2025, Central Services staff received **22** new public records requests. These requests required approximately **7 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$550**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In September 2025, the Police Department received **16** new records requests. These requests required approximately **17 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits, is approximately **\$1260**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

ATTACHMENT

## September 2025 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
25-198	Please send me all issued permits in regards to the dock/pier located at 3261 Evergreen Point Rd going back in time as far as possible.	Evan Wehr	9/30/2025	Development Services	Dawn Nations
25-196	All records regarding Michelle Kulp since September 26, 2025. She stated she has sent emails to the Medina City Council and stated that she has been in contact with Joseph Brazen. This request is for all documents, photos, emails, texts, videos, and other records to any department or employee or official or police.	Eric Hokanson	9/29/2025	Human Resources	Dawn Nations
25-195	Good afternoon, I am wanting to get as-built drawings for all utilities in my driveway. Electrical, Sewer, Water, Storm, and anything else that shows up in there as soon as possible. Thank you.	Sean Matthew Thorson	9/29/2025	Public Works	Dawn Nations
25-194	I'd like a copy of the claims/judgements register.	Walter Krom	9/29/2025	Finance	Dawn Nations
25-193	Can you please send me the approved plans and permits for the land use permit and building permit to modify the pier and repair the bulkhead at 130 Overlake Dr E?	Evan Wehr	9/26/2025	Development Services	Dawn Nations
25-192	Any work done or any right of way permits issued by City of Medina or City of Medina's utility department in the vicinity of 2610 82nd Ave NE Medina, WA 98039 and the 8005 NE 28th St, Medina, WA 98039.	Angelina	9/25/2025	Development Services	Dawn Nations

ATTACHMENT

Pursuant to the Public Records Act, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2024. Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request. All documents can be e-mailed to Washington@OpenTheBooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision. Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at Washington@OpenTheBooks.com.

25-191

Isabelle  
Schreiner

9/25/2025

Human  
Resources

Dawn  
Nations



ATTACHMENT

Pursuant to the Public Records Act, this is a request for an electronic copy of all payment transactions for fiscal year 2023-2024 or calendar year 2024. This could be considered one of the following reports: Vendor Payment Checkbook Report, Checkbook Register, Expenditure Data, Transactional Detail Payments, Online Checkbook, or Disbursements. We would accept any existing report which contains a minimum of the Payee Name, Amount and Date of each transaction. The principal purpose of this is to make this information more accessible to the public and to disseminate information regarding the health, safety, and welfare of the general public. This request is not for personal or commercial benefit and we are exercising the general rights of the public. For this reason we are requesting a waiver of fees. If there is a fee for this data, please obtain my approval in writing prior to proceeding with this request. All documents can be e-mailed to Washington@OpenTheBooks.com. We would prefer a file format of csv or xlsx. If any records or portions of records are withheld, please provide the exemption and the name of the individual responsible for the decision. Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at Washington@OpenTheBooks.com.

25-190	Isabelle Schreiner	9/25/2025	Finance	Dawn Nations
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Hello officer, I hope you are having a good day. I am writing to request a copy of the latest contract between your city/department/office and Nextrequest (Parent company- Civicplus) for using their FOIA (public records) software. Please also provide a copy of all the previous contracts with them. Additionally, please also provide all invoices or other documents received from Nextrequest (Parent company- Civicplus) over the years. i.e. Contract and invoices from the first year of implementation till 2025 would suffice. We want to receive all records electronically. Thank you very much.

25-189	Deep D.	9/24/2025	Finance Development	Dawn Nations
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25-186	Heng Song	9/15/2025	Services	Dawn Nations
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## ATTACHMENT

Hi, Can you find out any permits/records for the year-1964 renovation of following property please? 300 OVERLAKE DR E 98039. (Parcel 3835502960) Also, can you find out whether there is any building permit pending or active for the following property please? 230 OVERLAKE DR E 98039 (Parcel 383550-3035)

25-180		Kangrong Yan	9/13/2025	Development Services	Dawn Nations
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Hi, I would like to review the NSFR building plans from October of 2002 for the property located at 3329 Evergreen Pt Rd, Medina. I am looking specifically for % of impervious surface coverage on the site.

25-179		David Martin	9/12/2025	Development Services	Dawn Nations
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Requesting a report of all issued and pending building permits for residential & commercial properties from 8/1/2025 to 8/31/2025. 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.

25-177		Braden Mineer	9/10/2025	Development Services	Dawn Nations
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Hello, Pursuant to RCW 42.56, I am requesting copies of identifiable records related to 7887 Overlake Dr, Medina, WA 98009, including: The original subdivision/plat map and any subsequent recorded surveys for the property, filed from the time of the initial plat onward. Any building permits, land use permits, or related approvals that include documents showing the vicinity, existing/proposed structures, and orientation of property lines over time, including the original land use/building permits for any previous structures and also the current structure(s) on site. Any approved site plans, schematics, or similar records associated with construction of the existing residence or any prior structures. Any older records that may exist only in paper format, or digitized archive files housed outside the current permit system. Any associated records from related agencies that you may have on file as part of these projects (e.g., HPA approvals, 401 WQC approvals, or similar). For efficiency: I have included the permits I was able to locate using publicly available resources. Please provide any associated approved site plans, schematic packages, or drawing sets that accompany those permits. Thank you for your assistance with this request. Please let me know if you need clarification or additional information. Sincerely, Katherine Rupert

25-176		Katherine Rupert	9/10/2025	Development Services	Dawn Nations
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## ATTACHMENT

25-171	I need all of the permitting documents, specifically as related to docks for the following address: 7887 Overlake Dr, Medina, WA 98009. Also any old surveys you can find could also be helpful. Thanks <3	Katherine Rupert	9/4/2025	Development Services	Dawn Nations
25-170	Hello City Office, If the PDF format of my house floor plan is not available, I was wondering if it would be possible to obtain the blueprint, including the garage area. Thank you very much for your assistance. Best regards, Lyn J	Lyn Jenkins	9/4/2025	Development Services	Dawn Nations
25-168	Request to review/copy architectural plans for 3602 Evergreen Point Rd. Construction completed 1996	Lance Harwell	9/3/2025	Development Services	Dawn Nations
25-166	Request for Floor Plan in PDF format – 1049 84th Ave NE, Medina Hello City of Medina Office, I am planning to add two ADUs to my property located at 1049 84th Ave NE, Medina. I am currently working with a designer who is out of town, and in the meantime, I would like to provide her with the floor plan of my house in PDF format so she can begin preparing. I was not able to locate a copy of the floor plan myself. Would your office happen to have one on file, and if so, could you please share it with me? Thank you very much for your assistance. Sincerely, Lyn C Jenkins	Lyn Jenkins	9/2/2025	Development Services	Dawn Nations
25-165	Hello Development Services Team, I'm requesting the Original Grade Determination (OGD) and related building height calculation documents for 3217 Evergreen Point Rd, Medina associated with the 2024 permits B-24-011 (New SFR) and CAP-24-009 (and any related demolition/grading/tree permits). Please provide (PDFs are fine): The signed OGD / average building elevation memo (or worksheet) used for height compliance. Any height calculation worksheets, including the "lower of 25' above original grade or 28' above finished grade" comparison used for the project. The topographic survey and plan sheets that were the basis for the OGD. The current site plan and building elevations showing height callouts tied to the OGD. Any revisions or addenda that modify the OGD or height calcs. If any of the above is only available through a Public Records Request, please let me know and I'll submit via the City's process—otherwise, an emailed PDF response is perfect. Thanks very much, David Doud	David Doud	9/2/2025	Development Services	Dawn Nations

## ATTACHMENT

25-164	<p>Hello Development Services Team, I'm requesting the Original Grade Determination (OGD) and related building height calculation documents for 3217 Evergreen Point Rd, Medina associated with the 2024 permits B-24-011 (New SFR) and CAP-24-009 (and any related demolition/grading/tree permits). Please provide (PDFs are fine): The signed OGD / average building elevation memo (or worksheet) used for height compliance. Any height calculation worksheets, including the "lower of 25' above original grade or 28' above finished grade" comparison used for the project. The topographic survey and plan sheets that were the basis for the OGD. The current site plan and building elevations showing height callouts tied to the OGD. Any revisions or addenda that modify the OGD or height calcs. If any of the above is only available through a Public Records Request, please let me know and I'll submit via the City's process—otherwise, an emailed PDF response is perfect. Thanks very much,</p>	David Tieman Doud	9/2/2025	Development Services	Dawn Nations
25-163	<p>Hello, I would like to request any leases for wireless carrier facilities (WCFs) or cell towers on city property that were executed or commenced from November 1, 2023, through the present. Please let me know if you have any questions. Thank you,</p>	Tim Lovell	9/2/2025	Finance	Dawn Nations
25-161	<p>SmartProcure is submitting a public records request to the City of Medina for purchasing records from 5/31/2025 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 and name</p>	Jeffrey Lee	9/2/2025	Finance	Dawn Nations



## CITY OF MEDINA

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

**Date:** October 13, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, City Manager  
**From:** Ryan Osada, Public Works Director  
**Subject:** Public Works Monthly Report

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- 1. CITY HALL & POST OFFICE EXTERIOR PAINTING** – The City Hall and Post Office Exterior Painting Projects were originally planned for 2024 but was postponed to complete the deck rehabilitation work. The contractor is scheduled to finish painting by the end of October. The refreshed look will give these community buildings a clean, welcoming look while also protecting them from the elements. This project will help extend the life of the buildings and reduce future maintenance needs.





- 2. ROW VEGETATION MANAGEMENT** – Public Works has been actively trimming overgrown vegetation along the City’s main collector streets. This work helps keep our neighborhoods looking neat and well-maintained while also improving visibility at intersections, making it safer for drivers, cyclists, and pedestrians. By proactively managing vegetation, we are helping prevent accidents, enhancing the overall flow of traffic, and creating a more pleasant environment for everyone who travels through our community.





- 3. TENNIS COURT FENCE REHABILITATION** – The Tennis Court Fence Rehabilitation Project will replace the old chain-link fencing with a sleek new mini-link design, which offers greater durability and more privacy for players. New signage will also be added to encourage players to follow the rules, ensuring a safer, more enjoyable experience for everyone.



4. **PUBLIC WORKS MAINTENANCE** – The Public Works crew have been busy managing roadside vegetation to maintain clearance and sightlines for pedestrians and vehicular traffic. They're also cleaning catch basins and storm pipes in preparation for the upcoming rainy season. With the change in weather, fall cleanup efforts are now in full swing to help keep our community parks looking their best.



## 5. PROJECT UPDATES -

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

**2024 Localized Stormwater Imp\_NE 2<sup>nd</sup> PI, 78<sup>th</sup> PL NE, 82<sup>nd</sup> Ave NE, PO** – All locations complete except 78<sup>th</sup> PI NE which is still waiting for gas relocation.

**SROF\_Medina Park Stormwater Pond Imp.** – permit application with WDFW

**Citywide Stormwater System Mapping & Evaluation** – Drainage easement analysis

**City Hall Deck Repair** – complete

**City Hall & Post Office Exterior Painting** – scheduled to complete Oct 31st

**2025 Hazardous Tree Removal** – as needed

**Points Loop Trail Signs** – in progress

**87<sup>th</sup> Ave NE\_86<sup>th</sup> Ave NE to NE 10<sup>th</sup> St Overlay** – scheduled Oct 13<sup>th</sup>-15<sup>th</sup>

**Evergreen Point Rd Sidewalk Improvements\_NE 12<sup>th</sup> to NE 16<sup>th</sup> St** – postponed

**Tennis Court Resurfacing** – complete

**Tennis Court Fence Rehabilitation** - Scheduling

**Fairweather Nature Preserve Goats** – complete

**2025 Stormwater Improvements** – TBD

**City Hall Interior Painting** – scheduling for Oct.

**Public Works Carport Canopy** – design

2025 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
<b>STREETS:</b>					
87th Ave NE - 86th Ave NE to NE 10th ST	Oct-25	1 week	\$ -	\$ 139,000.00	\$ 139,000.00
<b>SIDEWALK:</b>					
Resurface Gravel Sidewalk OLDr & Points Loop Trail	TBD	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
<b>PARKS:</b>					
Medina Park & Fairweather Tennis Court Resurfacing	Jun-25	3 weeks	\$ 37,644.32	\$ 37,644.32	\$ -
Medina Tennis Court Fence Rehabilitation	Oct-25	2 weeks	\$ 24,000.00	\$ 24,000.00	\$ -
Fairweather Invasive Species Removal - Goats	Aug-25	3 weeks	\$ -	\$ 15,000.00	\$ 15,000.00
Medina Beach Park Tree Planting	TBD	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
<b>STORMWATER:</b>					
2025 Localized Improvements	Aug-25	3 weeks	\$ -	\$ 250,000.00	\$ 250,000.00
2025 Medina Park North Pond Vegetation Removal	2025	4 weeks	\$ 200,000.00	\$ 200,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2025	TBD	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
<b>BUILDING:</b>					
City Hall Interior Painting	Oct-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
Public Works Canopy / Carport	TBD	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
City Hall & Post Office Exterior Painting	Oct-25	3 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
<b>OTHER:</b>					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2025 Hazardous Tree Removal Program	2025	NA	\$ -	\$ 25,000.00	\$ 25,000.00

\*UPDATED 10/7/2025

**TOTALS**

\$ 311,644.32	\$ 955,644.32	\$ 694,000.00
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### September 2025 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Calicoat, Kevin	Expense Reimbursement Work Shirt	Expense Reimbursement Work Shirt	\$167.24	20250829	9/2/2025	001-000-000-576-80-22-00	Uniforms
			<b>\$167.24</b>				
Turner, Blake	Expense Reimbursement Lifeguard Training	Expense Reimbursement Lifeguard Training	\$303.05	20250830	9/2/2025	001-000-000-571-00-40-00	Travel & Training - Lifeguards
			<b>\$303.05</b>				
8X8, Inc.	5184879	CH Phones	\$922.84	67006	9/9/2025	001-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$922.84</b>				
911 Supply Inc	INV-2-55148	Uniform-Abbott	\$271.06	67007	9/9/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-55256	Uniform-Sass	\$117.90	67007	9/9/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-55108	Uniform-Abbott	\$1,283.78	67007	9/9/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-55081	Internal Carrier- Vest/Robles	\$132.24	67007	9/9/2025	001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program
911 Supply Inc	INV-2-55080	Wand/Holster - Gidlöf	\$166.35	67007	9/9/2025	001-000-000-521-20-31-40	Police Operating Supplies
911 Supply Inc	INV-2-55525	Uniform- Abbott	\$242.39	67073	9/17/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-55524	Uniform- Abbott	\$110.20	67073	9/17/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-55526	Uniform- Abbott	\$333.87	67073	9/17/2025	001-000-000-521-20-22-00	Uniforms
			<b>\$2,657.79</b>				
ADP, Inc.	Sep 2025 ADP Fees	Sep 2025 ADP Fees	\$2,800.83	EFT Payment 10/1/2025 10:16:22 AM - 1	9/30/2025	001-000-000-514-20-41-01	Professional Services
			<b>\$2,800.83</b>				
Amazon Capital Services	14HH-JDFF-9GYQ	PD Uniforms	\$35.15	67008	9/9/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1FH6-RNK7-CXX3	Blue Tooth Adapter	\$85.93	67008	9/9/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1P61-WP4H-C6XL	Emergency Blankets	\$13.86	67008	9/9/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1YRV-3VYJ-CXJ1	Mag Pouch Uniform	\$225.28	67074	9/17/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	164V-DLVR-GNPL	PD Office Supplies	(\$88.01)	67074	9/17/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1NFW-XJH1-WX3W	PD Office Supplies	(\$38.56)	67074	9/17/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1RYK-CQCK-P6LL	Headphones	\$188.39	67074	9/17/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1Y3F-7GRH-C7PX	PD Office Supplies	(\$52.88)	67074	9/17/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1P3Y-34VR-D7J1	Uniform pants	\$165.30	67079	9/26/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1DLK-C4RT-4PN3	Wiper blades	\$45.27	67079	9/26/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Amazon Capital Services	1D4P-HHHD-CMN6	Tire polish for PD Vehicles	\$26.77	67079	9/26/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Amazon Capital Services	1DDJ-RXJD-CH31	PD Windshield wipers	\$168.54	67079	9/26/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			<b>\$775.04</b>				
AT&T Mobility	287287975246X08272025	PD Cell Phones	\$1,030.35	67009	9/9/2025	001-000-000-521-20-42-00	Communications (phone,Pagers)
AT&T MOBILITY	287290584494X09132025	PW Cell Phones	\$414.73	67075	9/17/2025	001-000-000-576-80-42-00	Telephone/postage
			<b>\$1,445.08</b>				
Bellevue City Treasurer - Water	Service from 5/29/25-8/3/25 1000 80th Ave NE	Medina Pk Irrigation	\$12,945.67	67010	9/9/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 5/29/25-8/3/25 506 Evergreen Point Rd	Beach Pk Irrigation	\$2,372.85	67010	9/9/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 5/29/25-8/3/25 7801 NE 32nd St	Fairweather Pk Irrigation	\$489.19	67010	9/9/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 5/29/25-8/3/25 501 Evergreen Point Rd	Beach Pk Irrigation	\$1,865.55	67010	9/9/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 5/21/25-7/30/25 CNTR RW of 84th	Street Irrigation 84th/24th	\$2,932.53	67010	9/9/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 5/29/25-7/30/25 On 84th NE N of NE 24	Street Irrigation	\$144.42	67010	9/9/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
			<b>\$20,750.21</b>				
Brightly Software, Inc.	INV-287711	Asset Essentials Lic	\$2,856.83	67011	9/9/2025	101-000-000-594-42-64-00	Street Capital Equipment
			<b>\$2,856.83</b>				
Centurylink	Services from 8/18/25-9/17/25 425-637-3933	PD/CH Emergency Lines	\$222.17	67012	9/9/2025	001-000-000-521-20-42-00	Communications (phone,Pagers)
Centurylink	Services from 9/8/25-10/7/25 425-451-7838	PD/CH Emergency Lines	\$207.77	67080	9/26/2025	001-000-000-521-20-42-00	Communications (phone,Pagers)
			<b>\$429.94</b>				
Certified Laboratories	9238850	PW Shop Supplies	\$511.27	67013	9/9/2025	001-000-000-576-80-31-00	Operating Supplies
			<b>\$511.27</b>				
City of Issaquah	Waterfront Lifeguard Class	Lifeguard Waterfront Certification Class	\$1,170.00	67014	9/9/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			<b>\$1,170.00</b>				
CivicPlus, LLC	349846	Agenda Mgmt Software	\$3,746.80	67050	9/17/2025	001-000-000-518-80-41-60	Software Services
			<b>\$3,746.80</b>				
Comcast	Services from 8/25/25 - 9/24/25	PW Internet	\$146.37	67015	9/9/2025	001-000-000-576-80-42-00	Telephone/postage
Comcast	Services from 9/25/25-10/24/25 PW	Sep-Oct Internet Services (PW)	\$146.37	67081	9/26/2025	001-000-000-576-80-42-00	Telephone/postage
			<b>\$292.74</b>				
Crystal And Sierra Springs-Admin	11037150 090625	CH Drinking Water	\$153.06	67076	9/17/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$153.06</b>				
Daily Journal of Commerce	3412884	PW-2025 Overlay Project Bid	\$450.50	67016	9/9/2025	001-000-000-518-10-44-00	Advertising
			<b>\$450.50</b>				
Dapper Plumbing	39379721	Council Chambers HVAC Reconfig	\$2,947.08	67077	9/17/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Dapper Plumbing	39659878	Council Chambers HVAC	\$2,177.55	67077	9/17/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$5,124.63</b>				
Facet/DCG/Watershed	0065864	Critical Areas Ord. Update	\$37,768.66	67017	9/9/2025	001-000-000-558-60-41-01	Planning Consultant
Facet/DCG/Watershed	0066652	Critical Areas Ord Update	\$8,886.50	67082	9/26/2025	401-000-000-558-50-41-55	Shoreline Consultant
			<b>\$46,655.16</b>				

Farallon Consulting	0057288	Critical Area Review	\$7,020.00	67053	9/17/2025	401-000-000-558-50-41-55	Shoreline Consultant
			<b>\$7,020.00</b>				
FCI - Custom Police Vehicles	16937	Lease MPD Car 29	\$1,170.52	67054	9/17/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16939	Lease MPD Car 32	\$586.98	67054	9/17/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16936	Lease MPD Car 28	\$623.53	67054	9/17/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16940	Lease MPD 33	\$838.20	67054	9/17/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16938	Lease MPD Car 30 & 31	\$2,133.62	67054	9/17/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16936	Interest PD Veh	\$80.46	67054	9/17/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16939	Interest PD Veh	\$374.65	67054	9/17/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16938	Interest PD Veh	\$571.18	67054	9/17/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16937	Interest PD Veh	\$198.44	67054	9/17/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16940	Interest PD Veh	\$524.93	67054	9/17/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			<b>\$7,102.51</b>				
Ford Credit Municipal Finance	1781517	Lease MPD Car 34	\$819.28	67018	9/9/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
Ford Credit Municipal Finance	1781517	Interest PD Veh	\$386.38	67018	9/9/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			<b>\$1,205.66</b>				
G.W. Gunarama Wholesale, Inc.	1302391	PD Firearm	\$689.47	67055	9/17/2025	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
			<b>\$689.47</b>				
Goldrock INVT LLC	973SP039-0003	Retention Release	\$1,708.00	67083	9/26/2025	307-000-000-582-20-00-00	Refund of Retainage Deposits
			<b>\$1,708.00</b>				
Gray & Osborne, Inc.	Project No: 24427.11 Invoice No: 3	Project No: 24427.11 Invoice No: 3	\$1,073.21	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.02 Invoice No: 5	Project No: 24427.02 Invoice No: 5	\$225.30	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23727.26 Invoice No: 6	Project No: 23727.26 Invoice No: 6	\$139.00	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.10 Invoice No: 2	Project No: 25427.10 Invoice No: 2	\$294.10	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.01 Invoice No: 5	Project No: 24427.01 Invoice No: 5	\$226.00	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.14 Invoice No: 3	Project No: 25427.14 Invoice No: 3	\$176.44	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.09 Invoice No: 6	Project No: 23427.09 Invoice No: 6	\$176.44	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23727.15 Invoice No: 10	Project No: 23727.15 Invoice No: 10	\$595.32	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.16 Invoice No: 2	Project No: 25427.16 Invoice No: 2	\$548.26	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.27 Invoice No: 14	Project No: 21427.27 Invoice No: 14	\$139.00	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.24 Invoice No: 10	Project No: 23427.24 Invoice No: 10	\$370.73	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.01 Invoice No: 2	Project No: 25427.01 Invoice No: 2	\$69.50	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.00 Invoice No: 8	Project No: 25427.00 Invoice No: 8	\$238.94	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.13 Invoice No: 2	Project No: 25427.13 Invoice No: 2	\$139.00	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.03 Invoice No: 13	Project No: 22427.03 Invoice No: 13	\$743.14	67019	9/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.22 Invoice No: 1	Project No: 25427.22 Invoice No: 1	\$423.60	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.11 Invoice No: 4	Project No: 25427.11 Invoice No: 4	\$254.16	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.04 Invoice No: 7	Project No: 22427.04 Invoice No: 7	\$169.44	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.09 Invoice No: 4	Project No: 25427.09 Invoice No: 4	\$338.88	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.20 Invoice No: 1	Project No: 25427.20 Invoice No: 1	\$423.60	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.10 Invoice No: 3	Project No: 25427.10 Invoice No: 3	\$271.66	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.03 Invoice No: 2	Project No: 24427.03 Invoice No: 2	\$225.30	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.17 Invoice No: 8	Project No: 23427.17 Invoice No: 8	\$610.54	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.02 Invoice No: 3	Project No: 25427.02 Invoice No: 3	\$87.00	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.16 Invoice No: 3	Project No: 25427.16 Invoice No: 3	\$356.38	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.00 Invoice No: 9	Project No: 25427.00 Invoice No: 9	\$254.16	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.19 Invoice No: 1	Project No: 25427.19 Invoice No: 1	\$423.60	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.02 Invoice No: 6	Project No: 24427.02 Invoice No: 6	\$338.88	67084	9/26/2025	401-000-000-558-50-41-07	Engineering Consultant
			<b>\$9,331.58</b>				
Green Planet Plumbing and Sewer	27706152	CH exterior hose bib repair	\$1,294.85	67020	9/9/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$1,294.85</b>				
Halverson, Brady	Sep 2025 Halverson Reimbursement VCQB Firearms Training	Sep 2025 Halverson Reimbursement VCQB Firearms Training	\$349.14	EFT Payment 10/1/2025 10:12:01 AM - 1	9/30/2025	001-000-000-521-20-43-00	Travel & Training
			<b>\$349.14</b>				
Home Depot Credit Services	8/5/25 Toilet Seats CH	8/5/25 Toilet Seats CH	\$88.12	EFT Payment 9/8/2025 12:41:51 PM - 1	9/8/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	9/3/25 Bridge bolts, nuts, washers	9/3/25 Bridge bolts, nuts, washers	\$129.90	EFT Payment 9/8/2025 12:41:51 PM - 1	9/8/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	7/9/25 Irrigation Repair Parts	7/9/25 Irrigation Repair Parts	\$41.42	EFT Payment 9/8/2025 12:41:51 PM - 1	9/8/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	7/9/25 Oil for vehicles	7/9/25 Oil for vehicles	\$16.13	EFT Payment 9/8/2025 12:41:51 PM - 1	9/8/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube
Home Depot Credit Services	9/3/25 Bee spray & marking paint	9/3/25 Bee spray & marking paint	\$144.52	EFT Payment 9/8/2025 12:41:51 PM - 1	9/8/2025	101-000-000-542-30-35-00	Small Tools/minor Equipment
			<b>\$420.09</b>				
Horizon	3M563215	Irrigation Valve Box	\$135.25	67021	9/9/2025	001-000-000-576-80-31-00	Operating Supplies
			<b>\$135.25</b>				
Horticultural Elements, Inc.	10269	84/24th & 84th Median Maintenance	\$4,490.00	67022	9/9/2025	101-000-000-542-30-41-00	Professional Services
			<b>\$4,490.00</b>				
Inslee Best Doezie & Ryder, P.S.	442810	City Attorney	\$24,535.70	67056	9/17/2025	001-000-000-515-41-40-00	City Attorney
			<b>\$24,535.70</b>				
JR Mailing Services, Inc.	24388	Postcard for cao-forum DS Dept	\$910.98	67057	9/17/2025	001-000-000-518-10-49-30	Postcard, Public information



				<b>\$910.98</b>			
KC Dept of Water & Land	141996 2nd Trimester	Water & land	\$1,219.00	67058	9/17/2025	001-000-000-553-10-40-00	Land & Water Conservation Resources-
				<b>\$1,219.00</b>			
KC Finance-DCHS, Behavioral Health & Recovery Division	2168494	Q2 KC DCHS Behavior Health & Recovery	\$219.13	67085	9/26/2025	001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse
				<b>\$219.13</b>			
KC Office of Finance	11016228	KC Inet	\$375.00	67078	9/17/2025	001-000-000-518-80-41-50	Technical Services, Software Services
KC Office of Finance	144440-144440	Bridge Inspection Services	\$270.86	67086	9/26/2025	101-000-000-542-30-41-00	Professional Services
				<b>\$645.86</b>			
Kirkland Municipal Court	MAY25MED	Filing Fees	\$2,946.29	67023	9/9/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
Kirkland Municipal Court	Sep25MED	Filing Fees	\$5,772.78	67087	9/26/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
				<b>\$8,719.07</b>			
Kirkland, City of	KPD2025-058	Inmate Housing	\$1,573.00	67088	9/26/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board
				<b>\$1,573.00</b>			
Konica Minolta Premier Finance	5035425217	PW Copier	\$3.26	67024	9/9/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5035747233	PW Copier	\$9.26	67024	9/9/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5035685961	CH Copier	\$48.09	67024	9/9/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5035747232	PW Printer	\$17.71	67024	9/9/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5035377004	PW Printer	\$19.39	67024	9/9/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5035425217	PW Copier	\$31.93	67024	9/9/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	5035377004	PW Printer	\$89.80	67024	9/9/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	5035747232	PW Printer	\$89.80	67024	9/9/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	5035747233	PW Copier	\$31.93	67024	9/9/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	5035685961	CH Copier	\$470.94	67024	9/9/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	592091072	PD Copier	\$259.86	EFT Payment 10/1/2025 9:04:29 AM - 1	9/22/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals
				<b>\$1,071.97</b>			
LDC Corp	39270	Current Planning Svcs	\$18,832.25	67059	9/17/2025	401-000-000-558-60-41-01	Planning Consultant
				<b>\$18,832.25</b>			
LexisNexis Risk Management -	1100192284	Investigative Tool	\$127.75	67089	9/26/2025	001-000-000-521-20-41-00	Professional Services
				<b>\$127.75</b>			
Mahoney Planning, LLC	25-08	Planning Services	\$11,475.00	67025	9/9/2025	401-000-000-558-60-41-01	Planning Consultant
				<b>\$11,475.00</b>			
Message Watcher, LLC	2-59305	Email/SM/Web Archiving	\$335.00	67026	9/9/2025	001-000-000-518-80-41-60	Software Services
				<b>\$335.00</b>			
Michael's Fine Dry Cleaning	424	PD Dry Cleaning	\$279.93	67027	9/9/2025	001-000-000-521-20-22-00	Uniforms
				<b>\$279.93</b>			
Navia Benefit Solutions	10999449	Navia Fees	\$100.00	67028	9/9/2025	001-000-000-514-20-49-10	Miscellaneous
				<b>\$100.00</b>			
Norcom	0001914	Q4 Dispatch Fee	\$23,193.25	67029	9/9/2025	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
				<b>\$23,193.25</b>			
Osada, Ryan	Expense Reimbursement 8/28/2025	Osada Expense Reimbursement 8/28/2025	\$62.52	EFT Payment 9/9/2025 11:43:52 AM - 1	9/9/2025	001-000-000-576-80-31-00	Operating Supplies
				<b>\$62.52</b>			
Pape Machinery	2361801	Repair Backhoe	\$2,540.19	67030	9/9/2025	001-000-000-576-80-48-00	Repair & Maint Equipment
Pape Machinery	2361801	Repair Backhoe	\$2,540.18	67030	9/9/2025	101-000-000-542-30-48-00	Equipment Maintenance
				<b>\$5,080.37</b>			
Pirtek	093-T0000844	Repair Backhoe Hoses	\$2,412.27	67031	9/9/2025	101-000-000-542-30-48-00	Equipment Maintenance
Pirtek	WO-T00007159	Brush mower repair-Kubota	\$4,930.88	67090	9/26/2025	101-000-000-542-30-48-00	Equipment Maintenance
				<b>\$7,343.15</b>			
Pro-shred	88571	CH Shredding Services	\$79.05	67032	9/9/2025	001-000-000-518-10-41-00	Professional Services
Pro-shred	88993	CH Shredding Services	\$79.05	67060	9/17/2025	001-000-000-518-10-41-00	Professional Services
				<b>\$158.10</b>			
Public Safety Psychological	6329	Psych Exam-Abbott	\$450.00	67061	9/17/2025	001-000-000-521-20-41-50	Recruitment-Background
				<b>\$450.00</b>			
Puget Sound Energy	Service from 7/22/25-8/20/25 1050 82nd Ave NE	Five Corners Power	\$44.32	67033	9/9/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 7/22/25-8/20/25 1000 80th Ave NE	PW Shop Power	\$786.80	67033	9/9/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 7/24/25-8/21/25 84th Ave NE	View Pt Pk Lights	\$17.22	67033	9/9/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 7/22/25-8/20/25 501 Evergreen Point Rd	CH Utilities	\$2,020.79	20250831	9/30/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	Services from 8/1/25-8/29/25 TIB LED Conversion	Street Light Power	\$1,351.61	67062	9/17/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 8/2/25-9/2/25 88th Ave NE	Street Light Power	\$38.57	67062	9/17/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 8/2/25-9/2/25 515 Evergreen Point Rd	Street Light Power	\$42.12	67062	9/17/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 8/2/25-9/2/25 77th Ave NE	Street Light Power	\$164.16	67062	9/17/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 8/2/25-9/2/25 80th Ave NE	Street Light Power	\$12.15	67062	9/17/2025	101-000-000-542-63-41-00	Street Light Utilities
				<b>\$4,477.74</b>			
Puget Sound Regional Council	000175	PSRC Membership	\$786.00	67091	9/26/2025	001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt
				<b>\$786.00</b>			
Radian Weapons	SLEO-43798	PD Firearm Parts	\$1,137.69	67063	9/17/2025	001-000-000-521-20-31-60	Ammo/Range (Targets, etc)
				<b>\$1,137.69</b>			

Radio Communication Services	INV-WO001966	Mobile/Portable Radios	\$1,365.39	67034	9/9/2025	001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW
			<b>\$1,365.39</b>				
Raine Grazing Services	017	Fairweather Nature Preserve invasive species mitigation	\$15,207.60	67064	9/17/2025	307-000-000-594-76-63-20	Park Improvements
			<b>\$15,207.60</b>				
Ramp	Sep 2025 Ramp	Sep 2025 Ramp	\$334.62	20250839	9/30/2025	001-000-000-511-60-49-00	Miscellaneous
Ramp	Sep 2025 Ramp	Sep 2025 Ramp	\$200.00	20250839	9/30/2025	001-000-000-518-10-43-00	Travel & Training
Ramp	Sep 2025 Ramp	Sep 2025 Ramp	\$42.00	20250839	9/30/2025	001-000-000-518-10-49-20	Dues, Subscriptions
Ramp	Sep 2025 Ramp	Sep 2025 Ramp	\$296.45	20250839	9/30/2025	001-000-000-518-20-31-00	Office And Operating Supplies
Ramp	Sep 2025 Ramp	Sep 2025 Ramp	\$55.32	20250839	9/30/2025	001-000-000-521-20-22-00	Uniforms
Ramp	Sep 2025 Ramp	Sep 2025 Ramp	\$537.53	20250839	9/30/2025	001-000-000-521-20-31-00	Office Supplies
Ramp	Sep 2025 Ramp	Sep 2025 Ramp	\$417.45	20250839	9/30/2025	001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K
Ramp	Sep 2025 Ramp	Sep 2025 Ramp	\$1,324.92	20250839	9/30/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$3,208.29</b>				
Republic Services, Inc. dba	0172-010040039	PW Debris Removal	\$3,044.43	67065	9/17/2025	001-000-000-576-80-41-04	Professional Services-Misc
			<b>\$3,044.43</b>				
SCORE	8867	Inmate Housing	\$639.51	67035	9/9/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			<b>\$639.51</b>				
Seaborn Pile Driving Co.	40295	Firework Barge-Medina Days	\$12,122.00	67066	9/17/2025	001-000-000-511-60-49-10	Medina Days
			<b>\$12,122.00</b>				
Seattle Times, The	75576	Legal Notices	\$3,970.40	67036	9/9/2025	001-000-000-518-10-44-00	Advertising
			<b>\$3,970.40</b>				
Sound View Strategies, LLC	3612	Lobbyist	\$3,000.00	67037	9/9/2025	001-000-000-513-10-41-00	Professional Services
			<b>\$3,000.00</b>				
Spot-On Print & Design	62134	Postcard for CAO Forum	\$694.26	67067	9/17/2025	001-000-000-518-10-49-30	Postcard, Public information
			<b>\$694.26</b>				
Staples Business Advantage	6041603306	PD Office Supplies	\$112.07	67038	9/9/2025	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	6020840889	CH Office Supplies	\$122.64	67092	9/26/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$234.71</b>				
Statewide Security	231000	CH Security	\$88.16	67039	9/9/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Statewide Security	Invoice - 9/8/2025 12:36:08 PM		\$0.00	67039	9/9/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$88.16</b>				
Telecom Law Firm, PC	19483	Special Counsel	\$721.87	67068	9/17/2025	001-000-000-515-45-40-00	Special Counsel
Telecom Law Firm, PC	19373	Special Counsel	\$4,810.60	67068	9/17/2025	001-000-000-515-45-40-00	Special Counsel
			<b>\$5,532.47</b>				
TIG Technology Integration Group	69803	IT Services	\$12,922.62	67040	9/9/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5609687	Azure Subscription- Aug 2025	\$1,882.19	67040	9/9/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5609787	Anti Malware Aug 2025	\$887.11	67040	9/9/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	69803	IT Services	\$2,381.29	67040	9/9/2025	401-000-000-558-50-05-00	Technical Services, Software Services
TIG Technology Integration Group	5610602	DUO Subscription Aug 2025	\$76.04	67069	9/17/2025	001-000-000-518-80-41-60	Software Services
			<b>\$18,149.25</b>				
Tiki Car Wash	2361	PD Car Washes	\$138.69	67041	9/9/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$138.69</b>				
Tree Frog LLC	2132	Arborist Svcs	\$6,487.50	67070	9/17/2025	401-000-000-558-50-41-50	Arborist
			<b>\$6,487.50</b>				
US Bank	Sep 2025 Merchant Fees	Sep 2025 Merchant Fees	\$166.82	20250838	9/30/2025	001-000-000-514-20-49-10	Miscellaneous
US Bank	Sep 2025 Merchant Fees DS	Sep 2025 Merchant Fees	\$2,509.59	20250838	9/30/2025	401-000-000-558-60-49-10	Miscellaneous
US Bank	Sep 25 Nations US Bank Credit Card	Food for council meeting	\$241.56	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	001-000-000-511-60-49-00	Miscellaneous
US Bank	Sep 25 Wagner US Bank Credit Card	Annual Fee	\$99.00	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	001-000-000-514-20-49-00	Misc-Dues,Subscriptions
US Bank	Sep 25 Wagner US Bank Credit Card	Annual Fee	(\$16.50)	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	001-000-000-514-20-49-00	Misc-Dues,Subscriptions
US Bank	Sep 25 Nations US Bank Credit Card	Public storage	\$516.00	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	001-000-000-518-30-45-00	Facility Rental
US Bank	Sep 25 Nations US Bank Credit Card	Zoom storage	\$40.00	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	Sep 25 Wagner US Bank Credit Card	Lifeguard Scheduling	\$33.06	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	001-000-000-571-00-31-00	Operating Supplies - Lifeguards
US Bank	Sep 25 Crickmore US Bank Credit Card	Uniforms	\$291.92	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	101-000-000-542-30-22-00	Uniforms
US Bank	Sep 25 Crickmore US Bank Credit Card	Uniforms	\$126.62	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	101-000-000-542-30-22-00	Uniforms
US Bank	Sep 25 Crickmore US Bank Credit Card	Uniforms	\$99.13	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	101-000-000-542-30-22-00	Uniforms
US Bank	Sep 25 Crickmore US Bank Credit Card	Uniforms	\$104.63	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	101-000-000-542-30-22-00	Uniforms
US Bank	Sep 25 Crickmore US Bank Credit Card	Ford F-450 Speed Sensor	\$124.58	EFT Payment 10/1/2025 9:04:10 AM - 1	9/30/2025	101-000-000-542-30-48-00	Equipment Maintenance
			<b>\$4,336.41</b>				
Utilities Underground Location Ctr	5080185	Utility Locate Services	\$59.40	67042	9/9/2025	101-000-000-542-30-47-00	Utility Services
Utilities Underground Location Ctr	Credit on account	Utility Locate Services	(\$7.58)	67042	9/9/2025	101-000-000-542-30-47-00	Utility Services
Utilities Underground Location Ctr	5070185	Utility Locate Services	\$64.80	67042	9/9/2025	101-000-000-542-30-47-00	Utility Services
			<b>\$116.62</b>				
Voyager Systems	86936242625637	PD Fuel	\$1,412.38	67093	9/26/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$1,412.38</b>				
WA ST Dept of Transportation	RE *FB91017011251	PW Fuel	\$374.26	67043	9/9/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation	RE *FB91017002261	PW Fuel	\$746.95	67043	9/9/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube

WA ST Dept of Transportation	RE *FB91017002261	Inspection Vehicle Fuel	\$34.46	67043	9/9/2025	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
WA ST Dept of Transportation	RE *FB91017011251	Inspection Vehicle Fuel	\$28.16	67043	9/9/2025	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			<b>\$1,183.83</b>				
WA ST Patrol	I2600822	CPL Applicant Background	\$12.00	67044	9/9/2025	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
WA ST Patrol	I2507150	CPL Backgrounds	\$36.00	67071	9/17/2025	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			<b>\$48.00</b>				
WA State Dept of Ecology	26-WAR045527-1	NPDES Permit Fee	\$3,000.00	67045	9/9/2025	101-000-000-542-30-41-03	NPDES Grant
			<b>\$3,000.00</b>				
WSP Global Inc	40245109	Geotechnical Eng Svcs	\$638.00	67072	9/17/2025	401-000-000-558-50-41-07	Engineering Consultant
			<b>\$638.00</b>				
Zumar Industries, Inc.	53464	Street signs for City Hall	\$1,517.46	67046	9/9/2025	101-000-000-542-64-41-00	Traffic Control Devices
			<b>\$1,517.46</b>				
			<b>\$323,828.38</b>	<b>AP Total</b>			
Payroll	Sep 2025 Payroll	Payroll	\$23,772.61		9/30/2025	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Sep 2025 Payroll	Payroll	\$24,578.06		9/30/2025	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Sep 2025 Payroll	Payroll	\$27,493.97		9/30/2025	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Sep 2025 Payroll	Payroll	\$174,597.75		9/30/2025	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Sep 2025 Payroll	Payroll	\$1,318.42		9/30/2025	001-000-000-571-00-11-00	Salaries, Wages & Benefits
Payroll	Sep 2025 Payroll	Payroll	\$41,170.97		9/30/2025	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Sep 2025 Payroll	Payroll	\$27,416.53		9/30/2025	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Sep 2025 Payroll	Payroll	\$43,760.17		9/30/2025	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			<b>\$364,108.48</b>	<b>Payroll Total</b>			
			<b>\$687,936.86</b>	<b>Grand Total</b>			



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid - Virtual/In-Person  
 Medina City Hall - Council Chambers  
 501 Evergreen Point Road, Medina, WA 98039  
**Monday, July 21, 2025 – 5:00 PM**

### MINUTES

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

Chair Collette McMullen called the Park Board meeting to order at 5:03 PM in the council Chambers.

##### PRESENT

Board Chair Collette McMullen  
 Board Vice Chair Barbara Moe (on-line)  
 Board Member Dana Brekke  
 Board Member Katie Surbeck  
 Board Member Gretchen Stengel (arrived at 5:04 PM)  
 Board Alternate Mary Nelson  
 Emeritus Member Penny Martin

##### ABSENT

Board Member India Fitting-Koh  
 Board Member Michelle Lei

##### STAFF

Osada, Crickmore, Sass, Nations, Swanson

#### **2. ANNOUNCEMENTS**

None.

#### **3. APPROVAL OF PARK BOARD MINUTES**

##### **3.1** Park Board Minutes of May 19, 2025

**Recommendation:** Adopt minutes.

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

**ACTION:** Motion made by Board Vice Chair Surbeck, Seconded by Board Chair Moe. and carried by 5:0 vote; the board adopted the May 19, 2025, meeting minutes as presented.

#### **4. PUBLIC COMMENT**

None.



## **5. PARK BOARD BUSINESS**

### **5.1 Medina Days Pet Parade Planning Update**

Chair McMullen gave update from the Pet Parade planning sub-committee. She reported they met with Medina Days Chair Kathleen Higgins to finalize details. The committee will recreate what was done last year including dog agility course, prize categories for pets. Event Date: August 9<sup>th</sup> at 10:30 AM. Pasdo's Safe Haven will be there to share their organization's mission. The board will coordinate with Public Works for signage to advertise the event and coordinate with the Police Department for judging and to MC the event.

### **5.2 Park Donation Policy Discussion**

**Recommendation:** Discussion and direction.

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

Public Works Director Ryan Osada gave an overview on the draft donation/memorial policy and provided background on past park donations. He asked for input from the board and a sub-committee was formed to do additional research on updating the policy and procedures. He stated this a service provided to community. The sub-committee will report on the findings at a future Park Board meeting.

### **5.3 Post Office Proposed Pocket Park Update**

**Recommendation:** Update.

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

Public Works Director Ryan Osada reported the council approved the CIP/TIP. This will allow Park Project – Post Office Pocket Park Phase I (\$25K) design for 2026, Phase II (\$50K) hardscaping/landscaping in 2027, Phase III (\$50K) 2028. Osada asked the board to provide input for design option elements to take to the architect for initial design. Jeff Swanson, City Manager, addressed the process of developing project scopes to go out for bid with contractors. Swanson will be at the next Park Board meeting on September 15, 2025, to discuss the Post Office Pocket Park Project to develop a plan, discuss community outreach open house forum or survey the residents to ask for input on what the community would like to see.

**ACTION:** Staff will do additional research, outreach and get a survey of the property size and present it to the board at a future meeting.

## **6. PARK BOARD ROUNDTABLE**

### **6.1 Questions or Concerns of the Board**

Board Member Gretchen Stengel asked about the 24<sup>th</sup> Street cleanup. PW reported that the contractors are working in this area.

**7. PARK REPORTS**

Fairweather & Lid - McCullum asked about the plants by the sign. PW seasonal workers will work in this area.

Points Loop Trail – PW reported the stumps were removed. The gravel pathway will be re-done.

Lake Lane- PW is working on this area.

Medina Beach Park – Martin reported looks great.

Medina Park – Moe reported the tennis court looks great. The tennis court usage policy was discussed. New signage will be added to make the rules clear. Currently the usage time is 45 minutes per the current ordinance.

Viewpoint Park – Brekke asked about the fence. PW reported they are trying to contact the caretaker to address the concerns.

**8. ADJOURNMENT**

By consensus, the meeting adjourned at 5:58 PM.

Meeting minutes taken by Dawn Nations, Deputy City Clerk



# MEDINA, WASHINGTON

## PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person  
 Medina City Hall - Council Chambers  
 501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, July 22, 2025 – 6:00 PM**

### MINUTES

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

Planning Commission Chair Laura Bustamante called the Planning Commission meeting to order in the Medina Council Chambers at 6:01pm.

##### PRESENT

Commission Chair Laura Bustamante  
 Commission Vice-Chair Shawn Schubring  
 Commissioner Julie Barrett  
 Commissioner Li-Tan Hsu  
 Commissioner Evonne Lai (arrived 6:07pm)  
 Commissioner Mark Nelson  
 Commissioner Brian Pao

##### STAFF

Bennett, Swanson, Wilcox

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

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

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

##### 3.1 Planning Commission Meeting Minutes of June 24, 2025

**Recommendation:** Adopt Minutes.

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

**ACTION:** Motion to approve the meeting minutes as amended. Motion passed 5-0.

Motion made by Commission Vice-Chair Schubring, Seconded by Commissioner Hsu.  
 Voting Yea: Commission Chair Bustamante, Commission Vice-Chair Schubring,  
 Commissioner Barrett, Commissioner Hsu, Commissioner Nelson, Commissioner Pao  
 Absent: Commissioner Evonne Lai

#### **4. ANNOUNCEMENTS**

##### 4.1 Staff/Commissioners

Wilcox announced that on Wednesday, July 30th, an Open House for the Introduction to the Critical Areas Ordinance will be held at City Hall and online. A second Open House will be held once the draft Ordinance is prepared.

Wilcox announced that there was a decision from the City's Hearing Examiner about the Overlake Golf and Country Club Non-Administrative Variance Application. The City's Hearing Examiner denied the application.

Wilcox announced that we have received inquiries about our Middle Housing Ordinance.

There will be a tree canopy study done this year. Facet will conduct the study and present their findings at the September 15th Council meeting.

## **5. PUBLIC COMMENT PERIOD**

Planning Commission Chair Bustamante opened the public comment period. There were no speakers. Subsequently, public comments was closed.

## **6. DISCUSSION**

### **6.1 2025 Periodic Critical Areas Ordinance Update**

**Recommendation:** Presentation of Status with Discussion only; no action

**Staff Contact:** Steve Wilcox, Development Services Director

Wilcox gave overview of the status of the 2025 Periodic Critical Area Ordinance Update. Commissioners discussed and asked questions.

### **6.2 Outdoor Lighting Ordinance**

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

**Staff Contact:** Steve Wilcox, Development Services Director

Wilcox gave overview of the Outdoor Lighting Ordinance. Commissioners discussed and asked questions.

### **6.3 Transportation System Plan**

**Recommendation:** Presentation of Status with Discussion only; no action

**Staff Contact:** Jeff Swanson, City Manager

Swanson gave presentation about the Transportation System Plan. Commissioners discussed and asked questions.

## **7. ADJOURNMENT**

Next Planning Commission Meeting: September 23, 2025 at 6:00 PM.

Meeting adjourned at 7:42p.m.

**ACTION:** Motion to adjourn. (Approved 7-0)

Motion made by Commissioner Hsu, Seconded by Commissioner Lai.

Voting Yea: Commission Chair Bustamante, Commission Vice-Chair Schubring, Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson, Commissioner Pao

Meeting minutes taken by Rebecca Bennett, Development Services Coordinator





# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, July 14, 2025 – 5:00 PM**

### MINUTES

#### 1. **STUDY SESSION**

Deputy Mayor Reeves called the study session to order in the Council Chambers at 5:03 p.m.

##### PRESENT

Mayor Jessica Rossman (online)  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen (in person at 5:18 p.m.)  
Councilmember Mac Johnston  
Councilmember Michael Luis

##### ABSENT

Councilmember Harini Gokul  
Councilmember Heija Nunn

##### STAFF

Swanson, Archer, Wagner, Osada, Sass, Nations, and Kellerman

#### 1.1 Complete Streets Ordinance Discussion

Interim City Manager Jeff Swanson provided introductory remarks and a comprehensive overview of the purpose, background, and key components of the proposed Complete Streets ordinance to initiate the discussion. Council asked questions and staff responded.

#### 1.2 Vegetation Management Reimbursement Policy

Interim City Manager Jeff Swanson and Public Works Director Ryan Osada provided an overview of the proposed Vegetation Management Reimbursement Policy. Council asked questions and staff responded.

## 2. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Deputy Mayor Reeves called the regular meeting to order in the Council Chambers at 6:03 p.m.

### PRESENT

Mayor Jessica Rossman (online)  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Mac Johnston  
Councilmember Michael Luis

### ABSENT

Councilmember Harini Gokul  
Councilmember Heija Nunn

### STAFF

Swanson, Archer, Wagner, Osada, Sass, and Kellerman

## 3. **APPROVAL OF MEETING AGENDA**

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

## 4. **PUBLIC COMMENT PERIOD**

Deputy Mayor Randy Reeves opened the public comment period. The following individuals addressed the Council:

Joseph Brazen shared reflections on the history of Medina Days, highlighting its role in fostering community spirit and bringing residents together.

Alexander Kruse addressed the Council regarding a prior initiative he began to explore the possibility of establishing a floatplane moorage in Medina. He expressed interest in collaborating with the City Council on this effort and extended an offer to take Councilmembers on a floatplane ride to provide further context. Mr. Kruse requested that two Councilmembers consider sponsoring him to allow for a more in-depth presentation at a future Council meeting, beyond the standard three-minute public comment period.

## 5. **PRESENTATIONS**

### 5.1 Farewell Tribute Honoring Departing City Clerk, Aimee Kellerman

Deputy Mayor Randy Reeves gave a farewell tribute to departing City Clerk Aimee Kellerman honoring her 11+ years of service to the City.

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

Planning Commission Chair Laura Bustamante reported that at the last Planning Commission meeting, on June 24, 2025, Interim City Manager Jeff Swanson provided an introductory presentation on middle housing phase 2 and density mitigations. Additionally, they received a presentation from Director of Development Services, Steve Wilcox on the Critical Areas Ordinance update.

Emergency Preparedness Chair Rosalie Gann reported that the Emergency Preparedness Committee continues to conduct weekly radio check-ins every Sunday at 7:00 PM. The committee is also planning to meet in September to get ready for fall preparedness.

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

Interim City Manager Jeff Swanson provided an overview of potential options to improve parking at City Hall for official city business. Staff will continue to evaluate solutions and explore signage improvements to enhance the efficiency and accessibility of parking for those conducting business at City Hall.

With the Director of Development Services out of the office, Swanson reported that a Critical Areas Ordinance open house is scheduled for Wednesday, July 30, 2025. He also noted that staff is working closely with Republic Services to monitor ongoing service interruptions and explore potential operational alternatives.

The Director of Finance and HR reported that the BARS financials included in the packet were outdated and inaccurate. He provided updated hard copies during the meeting, and the corrected version will be uploaded to the online packet the following business day.

## 7. **CONSENT AGENDA**

**ACTION:** Motion by Councilmember Mac Johnston to approve the Consent Agenda. This was seconded by Councilmember Michael Luis and carried by a vote of 5-0.

- 7.1 June 2025, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance/HR Director

- 7.2 Draft City Council Meeting Minutes of:  
 a) June 9, 2025; and  
 b) June 23, 2025.  
**Recommendation:** Adopt minutes.  
**Staff Contacts:** Aimee Kellerman, CMC and Dawn Nations, Deputy City Clerk

## 8. **LEGISLATIVE HEARING**

None.

## 9. **PUBLIC HEARING**

- 9.1 2026-2031 Six Year Capital Improvement Plan (CIP), Transportation Improvement Plan (TIP) and Non-TIP

**Recommendation:** Conduct public hearing, receive public comments for discussion and approve.

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

Interim City Manager, Jeff Swanson and Director of Public Works, Ryan Osada gave a presentation on the proposed 2026-2031 Six-Year Capital Improvement Plan (CIP), Transportation Improvement Plan (TIP), and Non-TIP. Council asked questions and staff responded.

Deputy Mayor Randy Reeves opened the public hearing. There were speakers. Subsequently, the public hearing was closed.

**ACTION:** Motion made by Councilmember Mac Johnston to approve the 2026-2031 Six Year Capital Improvement Plan (CIP), Transportation Improvement Plan (TIP) and Non-TIP as presented. This was seconded by Councilmember Michael Luis and carried by a vote of 5-0.

## 10. **CITY BUSINESS**

None.

## 11. **REQUESTS FOR FUTURE AGENDA ITEMS**

None.

## 12. **PUBLIC COMMENT**

Deputy Mayor Randy Reeves opened the public comments. There were speakers. Subsequently, the public comment was closed.

## 13. **EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 20 minutes for discussions under RCW 42.30.110 (1)(i).

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**

Motion Councilmember Johnston to adjourn the regular meeting. This was seconded by Councilmember Michael Luis; Council adjourned the regular meeting at 7:27 p.m.

Meeting minutes taken by Aimee Kellerman, City Clerk

DRAFT



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, September 08, 2025 – 5:00 PM**

### MINUTES

#### 1. STUDY SESSION/PRESENTATION

Mayor Rossman called the study session to order in the Council Chambers at 5:05 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen (arrived at 5:28 pm)  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn

##### ABSENT

Councilmember Harini Gokul

##### STAFF

Swanson, Osada, Wilcox, Wagner, Sass, Nations, Robertson

#### 1.1 Presentation on Tree Canopy Assessment by Facet

**Recommendation:** Discussion item. Council may wish to make a motion to direct staff using the items listed under “Potential Direction” as a guide, or otherwise.

**Staff Contact:** Steven Wilcox, Development Services Director

Steven Wilcox, Development Services Director gave brief overview of the Tree Canopy Assessment study and introduced Kim Frappier and Nathan Burroughs who gave a presentation on the methodology of how the study data/layers were configured. Council discussed, asked questions and staff/consulted responded.

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

Mayor Rossman called the regular meeting to order in the Council Chambers at 6:00 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves

Councilmember Joseph Brazen  
 Councilmember Mac Johnston  
 Councilmember Michael Luis  
 Councilmember Heija Nunn

ABSENT  
 Councilmember Harini Gokul

STAFF  
 Swanson, Osada, Wilcox, Wagner, Sass, Marxer, Nations, Robertson

### **3. APPROVAL OF MEETING AGENDA**

By consensus, the meeting agenda was approved as amended.

Councilmember Nunn item 8.7 Parking Fine Ordinance to City Business item 11.2.  
 Mayor Rossman withdrew item 8.5 - July 14, 2025, meeting minutes for clarification. The agenda was approved as amended.

### **4. SPECIAL PRESENTATION**

#### **4.1 Recognition of Lifeguards**

Chief Sass gave a brief presentation of the recent incident at Medina Beach Park on August 22, 2025. He recognized Megan Keith and Blake Turner for their heroism and quick response to assist with the emergency of a paddle boarder who went underwater. He commended them on their efforts to act immediately and use their training. Mayor Rossman thanked them on behalf of a grateful community for their service and thanked them for how they responded outside their area of responsibility to use their training to respond. She expressed admiration for their actions. Megan Keith and Blake Turner were recognized for their courageous display of heroism as a lifeguard for the City of Medina and presented plaques.

### **5. PUBLIC COMMENT PERIOD**

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

### **6. PRESENTATIONS**

#### **6.1 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.**

Park Board Chair Collette McMullen gave a brief update on Park Board business. She thanked the Council for allocating money for the Post office pocket park project for 2026. She reported the park board created a subcommittee for Park donation policy. The Christmas ships will be at Medina Beach Park on December 22, 2025, at 5:35pm. Councilmember Nunn thanked the Park Board for the pet parade/Olympics at Medina Days.

Steve Wilcox gave update on Planning Commission business. He announced the next meeting will be on September 23 to discuss Critical Areas ordinance update and outdoor lightning introduction. He announced October 7, 2025, there will be an Open House to discuss the Critical Areas ordinance update and second discussion at the October 14<sup>th</sup> Planning Commission Meeting.

Emergency Preparedness Chair Rosalee Gann announced the next meeting is September 17, 2025, at 4pm. She announced there will be looking at new disaster resilience network facilitator training. Regular radio check-ins have been working well each Sunday night at 7pm. She reported that with hot weather the repeater tends to go out, and they are looking into this issue but reported it has been working well.

Mayor Ross reported she has been attending the Washington Collaborative Elected Leaders Institute. One of the goals she is working on with Yarrow Point mayor Katie Harris and North Bend mayor Mary Miller is small cities to be more collaborative in discussing needs and working together to not duplicate work.

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

City Manager Jeff Swanson and Public Works Director Ryan Osada asked the council for direction on the Park Donation policy as to next steps. They listed out the budgetary impact, staff workload to maintain, addressed past practices on park donations for planting trees, adding benches and plaques. Council discussed, asked questions and staff responded.

**ACTION:** Motion to remove the memorial donation page from the website and to inform anyone who inquires otherwise that we presently in the process of reconsidering memorial and donation policy to reach out in 2026 made by Councilmember Nunn, Seconded by Deputy Mayor Reeves Voting Yea: Mayor Rossman, Deputy Mayor Reeves, Councilmember Brazen, Councilmember Luis, Councilmember Nunn. Voting Nay: Councilmember Johnston and carried by a vote of 5-1.

Council gave staff direction for the City Manager to work on a Park Board workplan and suggested a joint Park Board/Council meeting to discuss how to manage the work plan before having the Park Board work on a donation policy.

Councilmember Nunn asked Development Services Director Steve Wilcox questions regarding ATC Renewal and Director Wilcox reported the space has not been evaluated at this time, the city is working with a commercial broker, and the city attorney will be drafting a lease based on these evaluations. Council asked questions and staff responded. Councilmember Nunn asked questions on Overlake Golf and Country Club tennis courts. Director Wilcox responded this in the preapplication phase at this time; no application has been submitted at this time.

Councilmember Nunn asked to add expanding noticing range to a broader range for items that pertain to the public that could be impacted by the projects to a future agenda. Councilmember Johnston seconded the motion to add this to a future agenda for discussion.



Councilmember Nunn asked ADU questions regarding the middle housing legislation that was adopted, and staff responded to these questions are discussed during the preapplication meeting discussions. Councilmember Nunn asked Code enforcement questions and staff responded.

Deputy Mayor Reeves asked about Critical Areas Ordinance Update Forum. Director Wilcox gave brief schedule of how the forum will be handled. Residents will be sent a postcard, notices, and properties directly impacted will be sent a letter, and signage throughout the city. All materials will direct residents to the City's website for information.

## **8. CONSENT AGENDA**

The consent agenda was approved as amended.

**ACTION:** Motion made by Deputy Mayor Reeves, Seconded by Councilmember Luis. Voting Yea: Mayor Rossman, Deputy Mayor Reeves, Councilmber Brazen, Councilmember Johnston, Councilmember Luis, Councilmember Nunn and carried by a vote of 6-0.

- 8.1 July 2025, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance Director
- 8.2 August 2025, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance Director
- 8.3 Approved Park Board Minutes of May 19, 2025  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Acting City Clerk
- 8.4 Approved Planning Commission Minutes of:  
a) May 28, 2025; and  
b) June 24, 2029.  
**Recommendation:** Receive and file.  
**Staff Contact:** Rebecca Bennett, Development Services Coordinator
- 8.5 Draft City Council Meeting Minutes of:  
a) July 14, 2025; and  
b) July 28, 2025.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Dawn Nations, Acting City Clerk
- 8.6 On-Call Professional Services Agreement - Transpo Group  
**Staff Recommendation:** Approve.  
**Staff Contact:** Ryan Osada, Public Works Director

## **9. LEGISLATIVE HEARING**

None.

## **10. PUBLIC HEARING**

### **10.1 Business License Ordinance**

**Recommendation:** Receive public comment and direction.

**Staff Contact(s):** Ryan Wagner, Finance & HR Director, Jennifer Robertson, City Attorney

Mayor Rossman opened the public hearing. Finance/HR Director gave a brief presentation on timeline and reported the draft ordinance has been sent to the department of commerce feedback. There may be a second public hearing in October for council discussion and potential adoption. Council asked questions and staff responded. Council addressed the word dishonest in the ordinance will be changed to read false or misleading information.

There were no public comments, and the public hearing was closed.

### **10.2 2026 Preliminary Budget Hearing**

**Recommendation:** Receive public comment and direction.

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

Mayor Rossman opened the public hearing. Finance/HR Director gave a brief presentation on 2026 Preliminary Budget. He addressed the 2019 Levy lid lift that established the levy stabilization fund. He discussed the 2026 budget summary. There will be a Budget Open House in October. Council asked questions and staff responded.

There were no public comments, and the public hearing was closed.

## **11. CITY BUSINESS**

### **11.1 Medina Complete Streets Ordinance**

**Recommendation:** Adopt Ordinance No. 1044.

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

City Manager Jeff Swanson gave a brief introduction to the complete street ordinance process and how it impacts the city designs. Public Works Director Ryan Osada discussed the changes that were made to the draft ordinance per council discussion. He highlighted each change/update. Council asked questions and staff responded.

**ACTION:** Motion made to adopt the Medina Complete Streets Ordinance No. 1044 by Councilmember Johnston, Seconded by Deputy Mayor Reeves. Voting Yea: Mayor Rossman, Deputy Mayor Reeves, Councilmember Brazen, Councilmember Johnston, Councilmember Luis, Councilmember Nunn Carried and carried by a vote of 6-0.

### **11.2 Medina Parking Fine Ordinance – Amending MMC 10.40.070**

**Recommendation:** Adopt Ordinance No. 1045.

**Staff Contacts:** Jeff Sass, Police Chief and Jennifer Robertson, City Attorney

Councilmember Nunn stated concern with the ordinance and the parking fine rules.

**ACTION:** Motion “to forgo the parking fine adoption ordinance until the work to properly educate the citizens and align the parking rules across the city in coordination with until ROW is completed” made by Councilmember Nunn, Seconded by Councilmember Brazen.

Councilmember Johnston made comments against the motion. Councilmember Nunn made comments for the motion.

Voting Yea: Councilmember Brazen, Councilmember Nunn

Voting Nay: Mayor Rossman, Deputy Mayor Reeves, Councilmember Johnston, Councilmember Luis Motion and failed vote of 2-4.

**ACTION:** Motion “to adopt ordinance No. 1045” made by Councilmember Johnston, Seconded by Councilmember Luis. Deputy Mayor Reeves and Mayor Rossman commented on the motion to increase the parking fines but commented the city may need address parking rules. Councilmember Brazen commented against the motion to inform the residents on the parking rules and not raise the fines now.

Voting Yea: Mayor Rossman, Deputy Mayor Reeves, Councilmember Johnston, Councilmember Luis, 6.0 vote Voting Nay: Councilmember Brazen, Councilmember Nunn and carried by a vote of 4-2.

## **12. REQUESTS FOR FUTURE AGENDA ITEMS**

a) Requests for future agenda items.

Councilmember Nunn proposed to discuss public information regarding laws, codes, enforcement noticing and sign code updates to a future agenda. Second by Councilmember Johnston.

## **13. PUBLIC COMMENT**

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

## **14. EXECUTIVE SESSIONS**

The Council entered Executive Session for an estimated duration of 90 minutes pursuant to RCW 42.30.110 1(i) and RCW 42.30.110 (1)(g). No action was taken following the Executive Session, and the council adjourned from Executive Session.

## **14. ADJOURNMENT**

Council adjourned from Executive Session.

Meeting minutes taken by Dawn Nations, Acting City Clerk



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, October 13<sup>th</sup>, 2025

**Subject:** Second Public Hearing, 2026 Budget

**Category:** Public Hearing

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

### **Summary**

During the second public hearing on the 2026 budget, the Finance Director will give a presentation on the following two items.

- *Budget workbook changes since the September deep dive*
  - o *This will include an updated “estimated 2025 actuals column”*
- *Property tax overview*
  - o *Why staff recommends the current levy allocation*
  - o *Information from King County on how property taxes work*

Please note that staff is working on a long-range planning budget tracker, that will better break down expected costs for 2026 and 2027. While not included in the attached drafted workbook, it will be included in the subsequent version.

### **Attachments:**

- 1) Medina 2026 Proposed Budget Workbook

**Budget/Fiscal Impact:** Budget Discussion

**Recommendation:** Receive public comment, discussion and recommendations.

**City Manager Approval:** N/A

**Proposed Council Motion:** N/A

Time Estimate: 30 minutes

City of Medina 2026 Budget - General Fund				
Revenue				
Total Revenue		\$		8,854,400
Change		\$		497,339
Expenditures				
Department	2025 Adopted Budget		2026 Proposed Budget	Delta
Exec.	308,736	\$	328,833	\$ 20,097
Finance	614,051	\$	629,587	\$ 15,536
Central Services	1,186,277	\$	1,169,670	\$ (16,607)
Police	2,931,655	\$	3,037,709	\$ 106,054
Fire	950,544	\$	1,060,791	\$ 110,247
Parks	630,355	\$	651,354	\$ 20,999
Rec Services	45,600	\$	45,600	\$ -
Legislative	83,000	\$	80,000	\$ (3,000)
Long Range Planning	315,222	\$	281,135	\$ (34,087)
Legal	483,000	\$	532,000	\$ 49,000
Social and Env. Services	55,966	\$	56,143	\$ 177
Transfers	725,000	\$	555,000	\$ (170,000)
<b>Total General Fund Exp.</b>	<b>\$ 8,329,406</b>	<b>\$</b>	<b>8,427,821</b>	<b>\$ 98,415</b>
<b>Total General Fund Surplus</b>				<b>\$ 426,579</b>

City of Medina 2026 Budget Capital Fund				
Revenue				
Total Revenue	\$			1,395,000
Change:	\$			(140,000)
Expenditures				
Total Capital	\$			1,020,000
Total Stormwater	\$			200,000
<b>Total Capital Fund Exp.</b>	<b>\$</b>			<b>1,220,000</b>
Change:	\$			370,000

City of Medina 2026 Budget Dev Services Fund				
Revenue				
Total Revenue	\$			825,000
Change	\$			(235,050)
Expenditures				
Total Expenditures	\$			1,006,307
Change	\$			(202,206)
<b>Total Development Services Deficit</b>				<b>\$ (181,307)</b>



# GENERAL FUND REVENUE

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		Comments:
	<b>GENERAL FUND - REVENUES</b>					
	PROPERTY & SALES TAX					
001 000 000 311 10 00 00	General Property Taxes	4,608,359	4,619,143	4,734,410	▲2.50%	Includes 1% all'd increase + new constrct/improvmnts (\$69,076), Based on First Preliminary Worksheet
001 000 000 313 11 00 00	Local Retail Sales & Use Tax	1,964,450	2,023,000	2,023,000	▲2.98%	2025.09 ytd rolling 12 mos (+ passthru ARCH cont. from SHB1406, COM ord 985, \$10,000 est)
001 000 000 313 71 00 00	Criminal Justice Funding	111,099	105,000	108,150	▼2.65%	Flat to 2025.09 ytd rolling 12 mos + 3% Increase
	<b>TOTAL PROPERTY &amp; SALES TAX</b>	<b>6,683,908</b>	<b>6,747,143</b>	<b>6,865,560</b>	<b>▲2.72%</b>	
	BUSINESS & OCCUPATION-UTILITY TAX					Util Tax 6% and Franchise Fees 4%
001 000 000 316 41 00 00	Electric - Puget Sound Energy	260,100	330,000	330,000	▲26.87%	Based on 2025.09 ytd rolling 12 mos,
001 000 000 316 42 00 00	Gas - Puget Sound Energy	145,000	167,000	167,000	▲15.17%	
001 000 000 316 43 00 00	Water & Sewer	208,080	291,000	291,000	▲39.85%	
001 000 000 316 45 00 00	Garbage, Solid Waste	55,000	69,000	69,000	▲25.45%	
001 000 000 316 46 00 00	Cable - Comcast	85,313	97,000	97,000	▲13.70%	
001 000 000 316 47 00 00	Telephone - Mobile & landline	37,454	46,000	46,000	▲22.82%	
001 000 000 317 20 00 00	Leasehold Excise Tax	2,000	(410)	-	▼100.00%	
	BUSINESS LICENSE/PERMITS-FRANCHISE FEES					
001 000 000 321 91 00 00	Franchise Fees - Water/Sewer COB, Cable Comcast	187,272	218,000	218,000	▲16.41%	Assumes 4% Franchise Fee per Ord 895 of 11/30/2012 , applied as above
	<b>TOTAL UTILITY TAX &amp; FRANCHISE FEES</b>	<b>980,219</b>	<b>1,217,590</b>	<b>1,218,000</b>	<b>▲24.26%</b>	
	LICENSES & PERMITS					
001 000 000 322 30 00 00	Animal Licenses	400	100	4,500	▲1025.00%	Moving to King County Pet Licensing
001 000 000 322 90 00 00	Other Non Bus. Licenses & Permits (Gun Permits)	500	750	750	▲50.00%	Based on 2025.09 ytd annualized
001 000 000 322 99 00 00	Business Licenses			25,000		Contingent on adoption of Ordinance 1046
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>900</b>	<b>850</b>	<b>30,250</b>	<b>▲3261.11%</b>	
	INTERGOVERNMENTAL					
001 000 000 334 01 10 00	Dept of Justice- Federal Grant					Based on one budgeted vest replacement, see PD exp
S/B in street	Multimodal Transportation - Cities					2025: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 21 00	MVET-Criminal Justice-Pop.	1,168	1,041	1,166	▼0.17%	2025: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 26 00	Criminal Justice-Special	4,088	3,677	4,081	▼0.17%	2025: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 51 00	DUI/Other Criminal Justice		201			
001 000 000 336 06 94 00	Liquor Excise Tax	19,155	21,164	20,055	▲4.70%	2025: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 95 00	Liquor Control Board Profits	21,520	19,373	21,484	▼0.17%	2025: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 95 01	Liquor Control Board Profits-Public Safety Portion		4,475			
001 000 000 342 11 00 00	Hunts Point Police Contract- Add'l Police Serv	360,937	360,937	378,984	▲5.00%	Based on 13.1% avg previous years of expense subtotal line
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>406,868</b>	<b>410,868</b>	<b>425,770</b>	<b>▲4.65%</b>	
	CHGS FOR GOODS AND SERVICES					
001 000 000 341 99 00 00	Passport & Naturalization Fees	5,000	1,000	1,000	▼80.00%	Potential reduction do to staff workload
	<b>TOTAL CHGS FOR GOODS/SERVICES</b>	<b>5,000</b>		<b>1,000</b>	<b>▼80.00%</b>	
	FINES & FORFEITURES					
001 000 000 353 10 00 00	Municipal Court-Traffic Infrac	18,000	35,000	30,000	▲66.67%	Hx ratio of court costs (75%) to revenue
	<b>TOTAL FINES &amp; FORFEITURES</b>	<b>18,000</b>	<b>35,000</b>	<b>30,000</b>	<b>▲66.67%</b>	
	MISCELLANEOUS REVENUE					
001 000 000 361 11 00 00	Investment Interest	135,000	300,000	145,000	▲7.41%	Assumes LGIP and Bond Investments Interest, allocated between General Fund (50%) & Capital (50%)--- 2025.07 ytd annualized
001 000 000 361 40 00 00	Sales Interest	4,500	8,000	6,000	▲33.33%	Based on 2025 actual annualized 7.1
001 000 000 362 00 00 10	Wireless Commun. Facility Leases	30,030	28,600	30,631	▲2.00%	2026 American Towers Corp. Increased in 2025
001 000 000 362 00 00 20	Post Office Facility Lease	88,508	88,508	93,054	▲5.14%	Lease of \$7,625/mo
001 000 000 367 11 00 00	Contributions/Donations	-	-	-		In 2025 we are not planning on asking for Community Donations
001 000 000 369 30 00 10	Confiscated Property-Auction		-			
001 000 000 369 91 00 00	Other	3,500	3,000	3,500	▲0.00%	Based on 2025 Revenue, Misc Revenue coded here
001 000 000 369 91 00 10	Other-Copies	75	25	75	▲0.00%	Based on 2025 Budget
001 000 000 369 91 00 15	Other-Fingerprinting	400	300	400	▲0.00%	Based on 2025 Budget
001 000 000 369 91 00 35	Other-Notary	100	75	100	▲0.00%	Based on 2025 Budget
001 000 000 369 91 00 45	Other-Reports	53	85	60	▲14.29%	Based on 2025 Budget
	<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>262,166</b>	<b>428,593</b>	<b>278,820</b>	<b>▲6.35%</b>	
	REFUNDABLE DEPOSITS (NOT REFLECTED IN BUDGET)					
001 000 000 382 20 00 00	Refundable Retainage					
	DISPOSITION OF CAPITAL ASSETS					
001 000 000 395 10 00 00	Proceeds From Sales of Capital Assets		18,288			
	<b>TOTAL DISPOSITION OF CAPITAL ASSETS</b>	<b>-</b>	<b>18,288</b>	<b>-</b>		
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 8,357,061</b>	<b>\$ 8,858,332</b>	<b>\$ 8,849,400</b>	<b>▲5.89%</b>	

LEGISLATIVE SERVICES

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		
	GENERAL FUND - EXPENDITURES					
	LEGISLATIVE SERVICES					
001 000 000 511 60 41 00	Professional Services	20,000	5,000	10,000	▼50.00%	CC retreat, End of year banquet
001 000 000 511 60 41 01	Legislative Activities-Regional Intergovt	7,000	6,500	7,000	▲0.00%	AWC (\$1900), PSRC (\$700), Eastside Transp, Sound Cities (\$2400)
001 000 000 511 60 43 00	Training	2,000	500	10,000	▲400.00%	AWC training, conferences, meals, and travel
001 000 000 511 60 49 00	Miscellaneous	2,000	4,000	3,000	▲50.00%	Park Board, Planning Comm, Council misc meeting expenses
001 000 000 511 60 49 10	Medina Days	52,000	46,694	50,000	▼3.85%	\$29,000 Fireworks+ \$13,000 barge, \$8,000 sani-cans (Finance Committee recommendation, promissed with Levy L
	TOTAL LEGISLATIVE SERVICES	83,000	62,694	80,000	▼3.61%	

LEGAL

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		
						Notes:
	LEGAL DEPARTMENT					FTE's: NA, contracted
001 000 000 515 41 40 00	City Attorney	300,000	380,000	335,000	▲ 11.67%	Per SM, hx avg of "routine legal service", "excluding itigation or highly contentious events"= \$235K. SB added \$100K for "contentious" \$50K for State Route 520 Mediation \$50K budget, for City Manager and Council to allocate throughout the year Required Service/Expenditure - Offset by Court Revenue Required Service/Expenditure
001 000 000 515 45 40 00	Special Counsel	60,000	60,000	50,000	▼ 16.67%	
001 000 000 515 45 40 00	Unfunded Mandate	50,000	50,000	50,000	▲ 0.00%	
001 000 000 512 50 40 10	Municipal Court-Traffic/NonTrf	15,000	35,000	35,000	▲ 133.33%	
001 000 000 512 50 41 10	Prosecuting Attorney	48,000	48,000	48,000	▲ 0.00%	
001 000 000 515 91 40 00	Public Defender	10,000	14,000	14,000	▲ 40.00%	
	TOTAL LEGAL DEPARTMENT	483,000	587,000	532,000	▲ 10.14%	

# SOCIAL AND ENVIRONMENTAL SERVICES

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		Notes:
	<b>SOCIAL &amp; ENVIRONMENTAL SERVICES</b>					Including Admin Fees and GF plus \$11K passthrough
	<b>SOCIAL SERVICES</b>					
001 000 000 551 10 40 00	Public Housing Services - ARCH	38,066	36,350	38,066	▲0.00%	
	TOTAL SOCIAL SERVICES	38,066	36,350	38,066	▲0.00%	
	<b>ENVIRONMENTAL SERVICES</b>					
001 000 000 553 10 40 00	Land & Water Conservation Resources-King County	4,400	4,226	3,804	▼13.55%	
001 000 000 553 70 40 00	Pollution Prevention-Puget Sound Clean Air Agency	12,500	22,676	13,273	▲6.18%	
	TOTAL ENVIRONMENTAL SERVICES	16,900	26,902	17,077	▲1.05%	
	<b>MENTAL HEALTH SERVICES</b>					
001 000 000 564 60 40 00	Mental Health Services-KC Substance Abuse Fees	1,000	850	1,000	▲0.00%	
	<b>TOTAL SOCIAL &amp; ENVIRONMENTAL SVCS</b>	<b>55,966</b>	<b>64,102</b>	<b>56,143</b>	<b>▲0.32%</b>	

RECREATIONAL - LIFEGUARD

		2025	2025	2026		
ACCOUNT NUMBER	DESCRIPTION	Adopted Budget	Year End Est.	Proposed Budget		Notes:
	RECREATION SERVICES (LIFEGUARDS AND BOYS & GIRLS CLUB)					Budget reduced due to 2025 actuals
	SALARIES & WAGES					
001 000 000 571 00 10 00	Salaries & Wages	35,000	28,707	32,000	▼8.57%	
001 000 000 571 00 11 00	Overtime					
	TOTAL SALARIES & WAGES	35,000	28,707	32,000	▼8.57%	
	PERSONNEL BENEFITS					
001 000 000 571 00 20 00	Personnel Benefits	4,200	2,249	3,000	▼28.57%	
001 000 000 571 00 30 00	Uniforms	2,000	513	2,000	▲0.00%	
	TOTAL PERSONNEL BENEFITS	6,200	2,762	5,000	▼19.35%	
	SUPPLIES					
001 000 000 571 00 31 00	Operating Supplies		240	500		
001 000 000 571 00 32 00	Miscellaneous Lifeguard Expense	7,300	6,462	7,300	▲0.00%	
	TOTAL SUPPLIES	7,300	6,702	7,800	▲6.85%	
	OTHER SERVICES & CHARGES					
001 000 000 571 00 40 00	Travel & Training		800	800		
001 000 000 571 00 41 00	Recreation - Boys & Girls Club					
	TOTAL OTHER SERVICES & CHARGES	-	800	800		
	TOTAL RECREATION-LIFEGUARDS	48,500	38,971	45,600	▼5.98%	



# FIRE AND MEDICAL

ACCOUNT NUMBER      DESCRIPTION		2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		
						Notes:
FIRE & MEDICAL AID DEPARTMENT						<b>2026 Will see a 11.67% rise in Fire and EMS Costs</b>  Updated 7/31/25 with COB notice received. LEOFF1 contract obligation
INTERGOVERNMENTAL SERVICES						
001 000 000 522 20 41 00	Fire Control Services	935,182	904,285	1,044,283	▲ 11.67%	
001 000 000 522 20 41 00	Fire Control Services (LEOFF1 Liab.)	15,362	15,118	16,508	▲ 7.46%	
TOTAL INTERGOVERNMENTAL		950,544	919,403	1,060,791	▲ 11.60%	
TOTAL FIRE & MEDICAL DEPT		950,544	919,403	1,060,791	▲ 11.60%	

EXECUTIVE

		2025	2025	2026		
ACCOUNT NUMBER	DESCRIPTION	Adopted Budget	Year End Est.	Proposed Budget		Notes:
	EXECUTIVE					FTE's: 1
	SALARIES & WAGES					CPI-W=2.7% COLA-- See Salary Model for addl details
001 000 000 513 10 11 00	Salaries & Wages	201,697	270,000	229,021	▲13.55%	
001 000 000 513 10 21 50	Auto Allowance	6,000	6,500	8,500	▲41.67%	
001 000 000 513 10 11 17	Medical Opt Out	14,865	13,731	15,000	▲0.91%	
001 000 000 513 10 11 16	ICMA 457 Plan	24,000	14,000	4,800	▼80.00%	
	TOTAL SALARIES & WAGES	246,562	304,231	257,321	▲4.36%	
	PERSONNEL BENEFITS					AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 513 10 21 00	Personnel Benefits	22,809	30,000	31,512	▲38.15%	
	TOTAL PERSONNEL BENEFITS	22,809	30,000	31,512	▲38.15%	
	OTHER SERVICES AND CHARGES					SR520 Consultant, 2025 Actuals includes GMP Consulting costs for CM recruitment WCIA and other training
001 000 000 513 10 41 00	Professional Services	36,000	75,000	36,000	▲0.00%	
001 000 000 513 10 43 00	Travel & Training	3,000	2,750	3,000	▲0.00%	
001 000 000 513 10 49 01	Dues, Subscr.	365	365	1,000	▲173.97%	
	TOTAL OTHER SERVICES & CHARGES	39,365	78,115	40,000	▲1.61%	
	TOTAL EXECUTIVE DEPARTMENT	308,736	412,346	328,833	▲6.51%	

CENTRAL SERVICES

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		Notes:
	CENTRAL SERVICES					FTE's: 3
001 000 000 518 10 11 00	SALARIES & WAGES					
	Salaries & Wages	326,427	322,000	336,219	▲3.00%	CPI-W=2.7% COLA 1 non-rep employee; 3% CBA est COLA 3 employees--see salary model notes for details
001 000 000 518 10 11 11	Longevity	4,987	8,941	9,209	▲84.65%	
001 000 000 518 10 11 14	Education	1,800	1,800	1,800	▲0.00%	
001 000 000 518 10 11 16	ICMA 457 Plan	12,000	9,000	12,000	▲0.00%	
001 000 000 518 10 11 17	Opt-Out of Medical	10,426	8,200	-	▼100.00%	
001 000 000 518 10 12 00	Overtime		3,500			Assumes participation full participation No Opt outs as of now
	TOTAL SALARIES & WAGES	355,640	353,441	359,229	▲1.01%	
	PERSONNEL BENEFITS					
001 000 000 518 10 21 00	Personnel Benefits	125,097	110,000	114,691	▼8.32%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
	TOTAL PERSONNEL BENEFITS	125,097	110,000	114,691	▼8.32%	
001 000 000 518 10 31 00	Office and Operating Supplies	35,000	28,000	35,000	▲0.00%	City Hall Office and Operating Expenses, Konica Copier, PW Printer, Pitney Bowes, CH Replacement Chairs Proshred, Municode Codification Updates, LaserFiche/Records Management Consulting and Scanning Services Postage (City Hall printing/mailling services); fax & credit card lines Training for clerk, Deputy Clerk/Admin Asst, ISC DS, CS legal advertisements Calculated using current year YTD, annualized office equipment repairs - Printer Svcs-Budget City Council Meeting Food and Drink City Clerk and Deputy Clerk Community mailings placeholder, New Community Member Outreach Most expenditures reflect pass through costs related to public records
001 000 000 518 10 41 00	Professional Services	125,000	98,000	125,000	▲0.00%	
001 000 000 518 10 42 00	Postage/Telephone	13,000	3,500	8,000	▼38.46%	
001 000 000 518 10 43 00	Travel & Training	12,000	6,000	8,000	▼33.33%	
001 000 000 518 10 44 00	Advertising	7,500	7,500	7,500	▲0.00%	
001 000 000 518 10 47 00	Utility Serv-Elec, Water, Waste	32,000	24,000	28,000	▼12.50%	
001 000 000 518 10 48 00	Repairs & Maint-Equipment	500	800	750	▲50.00%	
001 000 000 518 10 49 10	Miscellaneous	6,400	6,400	6,000	▼6.25%	
001 000 000 518 10 49 20	Dues, Subscriptions	700	690	700	▲0.00%	
001 000 000 518 10 49 30	Postcard, public information	20,000	12,000	18,000	▼10.00%	
001 000 000 518 10 49 40	Photocopies	500	250	500	▲0.00%	
	TOTAL OTHER SERVICES & CHARGES	252,600	187,140	237,450	▼6.00%	
	BUILDING MAINTENANCE					
001 000 000 518 30 45 00	Facility Rental	4,200	4,800	4,800	▲14.29%	
001 000 000 518 30 48 00	Repairs/Maint-City Hall Bldg	57,500	62,000	60,000	▲4.35%	
	TOTAL BUILDING MAINTENANCE	61,700	66,800	64,800	▲5.02%	
001 000 000 518 80 31 00	IT HW, SW, Operating Supplies	1,500	500	1,500	▲0.00%	Replacement mouse, keyboards, Data Center replacement battery, etc
001 000 000 518 80 41 50	Technical Services, IT	188,000	184,000	170,000	▼9.57%	IT Managed Services (less 15.56% for TIG DS allocation) \$150,000for Maint, monitoring, helpdesk, incident support; \$20,000 for Dell VXRail Server Replacement and Storage Array Project.
001 000 000 518 80 41 60	Software Services (Split from Technical Services)	132,640	150,000	150,000	▲13.09%	EmailSocial Media archive, GovDelivery (Granicus), Municode Website hosting and Agenda Management, King County INET, DUO Access, Azure Storage, O365 Licenses, Phones/Meetings Software Subscription, NextRequest PRA Software, Blue Beam Electronic Plan Review, Laserfiche, Sophos, DocuSign.
001 000 000 518 80 48 00	Repairs & Maint: Annual Software Maint.	18,500	12,000	15,000	▼18.92%	VEEAM,Cisco SmartNet, Avidex, Domain Name Renewal, Vision Application Suite, Cisco FirePower, Cisco Umbrella
	TOTAL INFORMATION TECHNOLOGY	340,640	346,500	336,500	▼1.22%	
	SUBTOTAL CENTRAL SERVICES	1,135,677	1,063,881	1,112,670	▼2.03%	
	CAPITAL EXPENDITURES					
001 000 000 594 14 64 00	City Hall - IT HW/SW >\$5K Capital Outlay	50,600	56,000	57,000	▲12.65%	HW: VXRail Server Replacement with Storage Array \$135,000 over three (3) years at \$45,000/year, Computer Replacement (6) \$12,000
	TOTAL CAPITAL EXPENDITURES	50,600	56,000	57,000	▲12.65%	
	TOTAL CENTRAL SERVICES	1,186,277	1,119,881	1,169,670	▼1.40%	

FINANCE AND HUMAN RESOURCES

		2025	2025	2026		
ACCOUNT NUMBER DESCRIPTION		Adopted Budget	Year End Est.	Adopted Budget		Notes:
FINANCE DEPARTMENT						FTE's: 1.7
001 000 000 514 20 11 00	SALARIES & WAGES Salaries & Wages	221,084	221,084	233,054	▲5.41%	CPI-W=2.7% COLA---see salary model notes Assumes full participation
001 000 000 514 20 11 16	ICMA 457 Plan	9,000	9,000	9,000	▲0.00%	
TOTAL SALARIES & WAGES		230,084	230,084	242,054	▲5.20%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 514 20 21 00	PERSONNEL BENEFITS Personnel Benefits	71,412	66,000	66,446	▼6.95%	
001 000 000 514 20 21 17	Opt-Out Of Medical	5,142	5,200	5,348	▲4.00%	
TOTAL PERSONNEL BENEFITS		76,554	71,200	71,793	▼6.22%	Vision PS, Finance/Financial System Support + ADP Payroll and HR Platform Hybrid model utilized, \$139 per hour but will save on travel expenses PSFOA, Budgeting Workshop for DFD Liability rate increase per 9/26 AWC RMSA notice. Rate increased voted on by RMSA Board on Sept 26, 3% increase for Medina. notice less 15.56% alloc to DS WFOA, PSFOA, GFOA (Dues, Memberships), Non DS Merchant credit card fees (offset by Revenue), Flex Spend Admin, Microflex, Tax/AP Forms, L&I, Election year costs (every other year is higher), 2026 keep to prior yr budget d/t potential for less KC cost share
OTHER SERVICES & CHARGES						
001 000 000 514 20 41 01	Professional Services	42,000	40,000	44,000	▲4.76%	
001 000 000 514 20 42 00	Intergvtml Prof Serv-Auditors	25,000	15,000	25,000	▲0.00%	
001 000 000 514 20 43 00	Travel & Training	1,500	1,200	1,500	▲0.00%	
001 000 000 514 20 46 00	Insurance (WCIA)	210,913	212,297	217,240	▲3.00%	
001 000 000 514 20 49 00	Misc-Dues,Subscriptions	1,000	850	1,000	▲0.00%	
001 000 000 514 20 49 10	Miscellaneous	15,000	7,500	15,000	▲0.00%	
001 000 000 514 40 40 00	Elections Serv-Voter Reg Costs	12,000	12,226	12,000	▲0.00%	
TOTAL OTHER SERVICES & CHARGES		307,413	289,073	315,740	▲2.71%	
TOTAL FINANCE DEPARTMENT		614,051	590,357	629,587	▲2.53%	

35% of expense due to insurance

Long Range Planning

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		
						Notes:
	Planning					.5 FTE 2.7 CPI-W (Split from Dev Services)
001 000 000 558 60 11 00	Salary and Wages	61,222	36,237	67,305	▲9.94%	Building Official, Split for Code Enforcement
001 000 000 558 60 11 16	ICMA 457 Plan	3,000	875	3,000	▲0.00%	
001 000 000 558 60 21 00	Personnel Benefits	36,000	8,398	15,330	▼57.42%	
001 000 000 558 60 41 01	Long Range Planning Consultant	150,000	135,000	150,000	▲0.00%	\$50K for Telecom ordinance update, \$12K for Critical Area Map, Planning Manager support for Work Plan, and special projects
001 000 000 558 60 41 02	Tree Canopy and ROW Inventor.	65,000	65,000	34,000	▼47.69%	Tree Canopy Study, ROW Tree Inventory Study
001 000 000 558 60 41 03	Code Enforcement			5,000		
001 000 000 558 66 49 00	Misc.			6,500		\$4K for Tree Plotter Software
	TOTAL LONG RANGE PLANNING	315,222	245,510	281,135	▼10.81%	



# LAW ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		Notes:
<b>POLICE DEPARTMENT</b>						FTE: 11
<b>SALARIES &amp; WAGES</b>						
001 000 000 521 20 11 00	Salaries & Wages	1,393,733	1,381,612	1,435,545	▲3.00%	CPI-W=2.7% COLA 2 non-rep employee; 3.0% CBA Clerical; 3.0% CBA PD est ceiling COLA 8 employees
001 000 000 521 20 11 11	Longevity	37,475	34,000	38,599	▲3.00%	
001 000 000 521 20 11 14	Education	600	600	600	▲0.00%	
001 000 000 521 20 11 16	ICMA 457 Plan	49,000	47,500	49,000	▲0.00%	
001-000-000-521-20-11-17	Opt Out Medical	40,234	43,000	40,234	▲0.00%	Based on "average" week of coverage provided by Sergeant
001 000 000 521 20 11 18	Night Shift Differential	20,202	13,500	20,808	▲3.00%	
001 000 000 521 20 11 19	Physical Fitness Incentive	18,860	16,030	19,426	▲3.00%	
001 000 000 521 20 12 00	Overtime	120,000	155,000	120,000	▲0.00%	
001 000 000 521 20 12 01	Merit Pay	67,500	65,093	78,000	▲15.56%	Training, vacation leave, non-funded special events (Medina Days/SeaFair/Shredder Day, etc.)+ summer emphasis patrols
001 000 000 521 20 13 00	Holiday Pay	70,690	68,000	72,811	▲3.00%	
<b>TOTAL SALARIES &amp; WAGES</b>		1,818,294	1,824,335	1,875,023	▲3.12%	Increase due to potential additional of Juneteenth
<b>PERSONNEL BENEFITS</b>						
001 000 000 521 20 21 00	Personnel Benefits	495,788	455,000	488,280	▼1.51%	Payroll taxes, Medical (7.3% increase), Dental benefits,etc, less DRS/ICMA replacement above.
001 000 000 521 20 21 10	Personnel Benefits-Retirees	25,765	24,800	26,795	▲4.00%	
001 000 000 521 20 22 00	Uniforms	16,000	16,000	17,500	▲9.38%	LEOFF 1 Medical plus Unum (+4%) + 12 mos rolling reimb(+10%)
001 000 000 521 20 22 01	DOJ Bullet Proof Vest Program	3,000	3,000	4,000	▲33.33%	
001 000 000 521 20 23 00	Tuition	7,000	2,500	6,000	▼14.29%	Two vest replacements
<b>TOTAL PERSONNEL BENEFITS</b>		547,553	501,300	542,575	▼0.91%	Two officers collecting on tuition reimbursement
<b>SUPPLIES</b>						
001 000 000 521 20 31 00	Office Supplies	15,000	30,000	15,000	▲0.00%	Upgrades, normal operating costs
001 000 000 521 20 31 01	Off Equip, IT HW, SW <\$5K	6,000	2,000	6,000	▲0.00%	
001 000 000 521 20 31 40	Police Operating Supplies	20,000	9,000	20,000	▲0.00%	Taser cartridges, evidence processing equip, radio batteries, etc.; NARCAN replacement
001 000 000 521 20 31 60	Ammo/Range (Targets, etc.)	11,000	6,000	11,000	▲0.00%	
001 000 000 521 20 32 00	Vehicle Expenses-gas, car wash	34,000	33,000	35,000	▲2.94%	Per ofc. contract and for training/firearms qualifications - ammo costs
001 000 000 521 20 35 20	Firearms (purchase & repair)	2,500	2,200	2,500	▲0.00%	
<b>TOTAL SUPPLIES</b>		88,500	82,200	89,500	▲1.13%	Includes bridge tolls,fuel costs
<b>OTHER SERVICES &amp; CHARGES</b>						
001 000 000 521 20 41 00	Professional Services	4,000	3,800	4,000	▲0.00%	Public Safety Testing fees
001 000 000 521 20 41 50	Recruitment-Background	5,000	10,000	5,000	▲0.00%	
001 000 000 521 20 42 00	Communications (Phone,Pager)	18,000	12,000	18,000	▲0.00%	Cell phones and service, computer modems in patrol car, KC INET service.
001 000 000 521 20 43 00	Travel & Training	18,000	18,000	20,000	▲11.11%	
001 000 000 521 20 45 00	Equipment-Lease & Rentals	2,000	1,800	2,000	▲0.00%	Ongoing training requirements, large mandatory CJTC training requirements increase, new officers
001 000 000 521 20 48 00	Repairs & Maint-Equipment	12,000	2,500	12,000	▲0.00%	
001 000 000 521 20 48 10	Repairs & Maint-Automobiles	10,000	10,000	10,000	▲0.00%	Copy machine
001 000 000 521 20 49 30	Animal Control			6,000		
001 000 000 521 20 49 40	Dues,Subscriptions,Memberships	7,000	5,000	6,000	▼14.29%	New for 2026
001 000 000 521 20 49 41	Lexipol Manuals	9,000	(2,827)	9,000	▲0.00%	
001 000 000 521 20 49 60	Crime Prevention/Public Educ	7,500	500	7,500	▲0.00%	WSPC, IACP Professional Memberships
001 000 000 521 20 49 90	Misc-Investigative Fund					
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		92,500	60,773	99,500	▲7.57%	Yearly maintenance agreement per contract to Lexipol. PowerDMS needed for WASPC Accreditation Requirements
<b>INTERGOVERNMENTAL SERVICES</b>						Shredder Day costs, victim resource & crime prevention brochures, school resource materials.
001 000 000 521 20 41 15	Dispatch Services-Norcom Trans	85,808	92,773	92,011	▲7.23%	NORCOM - 2026 Estimate per Norcom
001 000 000 521 20 41 20	Dispatch-PSERN	12,000	8,639	15,000	▲25.00%	
001 000 000 521 20 41 40	Marine Patrol Services	108,000	108,000	113,400	▲5.00%	Per contract - cost to maintain 800 Mhz police radio connectivity (change title to PSERN)
001 000 000 521 20 41 41	Bellevue CARE program	8,000	8,500	8,500	▲6.25%	
001 000 000 521 20 41 55	Jail Service-Prisoner Board	14,000	12,000	14,000	▲0.00%	Anticipated cost with Mercer Island
001 000 000 521 20 41 60	Prisoner Transport	500	-	500	▲0.00%	
<b>TOTAL INTERGOVERNMENTAL SERV.</b>		228,308	229,912	243,411	▲6.61%	Increase due to 2025 trend
<b>SUBTOTAL POLICE</b>		2,775,155	2,698,520	2,850,009	▲2.70%	King County Jail/SCORE/Kirkland Jail
<b>CAPITAL OUTLAY</b>						Cost to shuttle prisoners from jail to court and back to jail
001 000 000 594 21 64 10	Surveillance Cameras and Body Cameras	62,000	63,100	62,000	▲0.00%	NOW LOCATED IN EQUIPMENT REPLACEMENT FUND
001 000 000 594 21 64 10	Police HW/SW, Equip >\$5K Capital	4,500	3,000	4,500	▲0.00%	
001 000 000 594 21 70 00	Police Vehicle Leasing, Princ. Cost	90,000	80,200	93,600	▲4.00%	\$4500-Language translation function on Axon body cameras
001 000 000 594 21 80 00	Police Vehicle Leasing, Int. Cost		28,000	27,600		
<b>TOTAL CAPITAL OUTLAY</b>		156,500	174,300	187,700	▲19.94%	Mandated mobile platform requirements
<b>TOTAL POLICE DEPARTMENT</b>		2,931,655	2,872,820	3,037,709	▲3.62%	Vehicle leasing costs - 7 vehicles

FUND TRANSFERS OUT

ACCOUNT NUMBERDESCRIPTION		2025 Adopted Budget	2025 Year End Actuals	2026 Proposed Budget		
						Notes:
OPERATING TRANSFERS						
From General Fund to:						
001 000 000 597 00 30 00	Levy Stabilization Fund	\$ 285,000	\$ 285,000	\$ -	▼100.00%	Hit required amt by EOY 2023
001 000 000 597 00 00 03	Street Fund	\$ 440,000	\$ 440,000	\$ 455,000	▲3.41%	
001 000 000 597 00 01 00	Contingency Fund					Contingency Fund used to show additonal saved funds
TOTAL TRANSFERS FROM GENERAL FUND		725,000	725,000	455,000	▼37.24%	
From Capital Projects Fund to:						
307 000 000 597 00 00 30	Street Fund	100,000	100,000	100,000	▲0.00%	Transfer from Capital Fund to Street Fund or REET1 eligible or unrestricted Capital
TOTAL TRANSFERS FROM CAPITAL FUND		100,000	100,000	100,000		
TOTAL OPERATING TRANSFERS		825,000	825,000	555,000	▼32.73%	

PARKS

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		Notes:
PARKS DEPARTMENT						FTE: 3 of 5 total allocated Public Works are split 60% Parks and 40% Streets
SALARIES & WAGES						
001 000 000 576 80 11 00	Salaries & Wages	323,229	327,188	337,004	▲4.26%	CPI-W=2.7% COLA 1 non-rep employee; 3.0% CBA est COLA 4 employees ---see salary model notes for details
001 000 000 576 80 11 11	Longevity	7,006	8,000	8,000	▲14.19%	
001 000 000 576 80 11 14	Education	3,240	3,090	3,240	▲0.00%	
001 000 000 576 80 11 16	ICMA 457 Plan	10,800	10,200	10,800	▲0.00%	
001 000 000 576 80 11 17	Opt-Out of Medical	11,036	11,900	12,400	▲12.36%	
001 000 000 576 80 10 00	Salaries & Wages, SEASONAL WORKERS	22,089	15,000	22,089	▲0.00%	Seasonal Help
001 000 000 576 80 12 00	Overtime	9,000	16,000	15,000	▲66.67%	Special Events:Medina Days, Seafair, Parkboard, Snow Plowing
TOTAL SALARIES & WAGES		386,400	391,378	408,533	▲5.73%	
PERSONNEL BENEFITS						
001 000 000 576 80 21 00	Personnel Benefits	123,255	113,000	111,471	▼9.56%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 576 80 22 00	Uniforms	2,500	2,500	2,800	▲12.00%	
TOTAL PERSONNEL BENEFITS		125,755	115,500	114,271	▼9.13%	
SUPPLIES						
001 000 000 576 80 31 00	Operating Supplies	37,000	32,000	37,000	▲0.00%	Garbage bags, toilet paper, fertilizer, bark, topsoil, Mutt Mitts, bathroom supplies, Purell sanitizer, light bulbs, paint, mower blades, irrigation parts, tennis court nets, gloves, ear plugs, eye protection. Public Works equipment & vehicles
001 000 000 576 80 32 00	Vehicle Fuel & Lube	5,000	4,000	5,000	▲0.00%	
TOTAL SUPPLIES		42,000	36,000	42,000	▲0.00%	
OTHER SERVICES & CHARGES						
001 000 000 576 80 41 00	Professional Services	15,000	15,000	20,000	▲33.33%	Arborist, irrigation repairs, engineeringBack-flow device testing, hazardous material disposal, fertilizing and spraying, \$5K added 9/22 d/t WCIA audit compliance (electrician) Debris disposal mobile phones, alarm/fire monitoring line, internet Pesticide training, flagger training, certifications, licenses, conferences, qtrly safety meetings, AE Training Utilities for public works shop and park restrooms, irrigation water, pond power Backhoe, Mowers, UTV (Old Equipment) yearly lease for Shop Yard KC Real Estate Tax (Noxious Weeds)
001 000 000 576 80 41 04	Professional Services-Misc	5,000	8,000	4,000	▼20.00%	
001 000 000 576 80 42 00	Telephone/Postage	7,000	10,000	8,000	▲14.29%	
001 000 000 576 80 43 00	Travel & Training	3,000	1,850	4,000	▲33.33%	
001 000 000 576 80 47 00	Utilities	28,000	32,000	28,000	▲0.00%	
001 000 000 576 80 48 00	Repair & Maint Equipment	8,000	11,000	12,500	▲56.25%	
001 000 000 576 80 49 00	Miscellaneous, annual lease	600	600	600	▲0.00%	
001 000 000 576 80 49 01	Misc-Property Tax	600	350	450	▼25.00%	
TOTAL OTHER SERVICES & CHARGES		67,200	78,800	77,550	▲15.40%	
CAPITAL OUTLAY						NOW LOCATED IN EQUIPMENT REPLACEMENT FUND
001 000 000 594 76 30 00	Park Improvements					Park Benches & Tables, Flags, Tennis Court Accessories
001 000 000 594 76 00 00	Furniture and Equipment: Replacement	9,000	14,000	9,000	▲0.00%	
001 000 000 594 76 64 00	Parks Capital Outlay >\$5K	-		-		
TOTAL CAPITAL OUTLAY		9,000	14,000	9,000	▲0.00%	
TOTAL PARKS DEPARTMENT		630,355	635,678	651,354	▲3.33%	

Equipment Replacement Fund

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		Notes:
	<b>POLICE DEPARTMENT</b>					
	CAPITAL OUTLAY					
001 000 000 594 21 64 10	Surveillance Cameras and Body Cameras	62,000	63,100	62,000	▲ 0.00%	\$4500-Language tranbslation function on Axon body cameras
001 000 000 594 21 64 10	Police HW/SW , Equip >\$5K Capital	4,500	3,000	4,500	▲ 0.00%	Mandated mobile platform requirements
001 000 000 594 21 70 00	Police Vehicle Leasing, Princ. Cost	90,000	80,200	93,600	▲ 4.00%	Vehicle leasing costs - 7 vehicles
001 000 000 594 21 80 00	Police Vehicle Leasing, Int. Cost		28,000	27,600		(this is included in line above)
	TOTAL PD CAPITAL OUTLAY	156,500	174,300	187,700	▲ 19.94%	
	<b>PARKS DEPARTMENT</b>					
	CAPITAL OUTLAY					
001 000 000 594 76 30 00	Park Improvements					
001 000 000 594 76 00 00	Furniture and Equipment: Replacement	9,000	14,000	9,000	▲ 0.00%	Park Benches & Tables, Flags, Tennis Court Accessories
001 000 000 594 76 64 00	Parks Capital Outlay >\$5K	-		-		
	TOTAL PARKS CAPITAL OUTLAY	9,000	14,000	9,000	▲ 0.00%	
	<b>STREET FUND</b>					
	CAPITAL OUTLAY					
101 000 000 594 42 64 00	>\$5,000 Equipment, HW & SW	5,000	5,000	5,000		Asset Essentials Licensing \$5k,
	TOTAL CITY STREET FUND	5,000	5,000	5,000		
	TOTAL EQUIPMENT REPLACEMENT	170,500	193,300	201,700	▲ 18.30%	

STREET FUND REVENUE

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Preliminary Budget		
	CITY STREET FUND REVENUE					
	INTERGOVERNMENTAL REVENUE					
	DOE Sweeping Grant					
101 000 000 334 03 60 00	Nat'l Pollution Discharge Elim	65,000	65,000	65,000	▲0.00%	NPDES DOE Grant
101 000 000 336 00 71 00	Multimodal Transportation - Cities	3,241	3,241	3,236	▼0.15%	2026: MRSC estimated distribution of State Shared Revenue, available late July
101 000 000 336 00 87 00	Motor Fuel Tax and MVA Transpo	49,844	49,844	50,983	▲2.29%	2026: MRSC estimated distribution of State Shared Revenue, available late July
	TOTAL INTERGOVERNMENTAL	118,085	118,085	119,219	▲0.96%	
	OPERATING TRANSFERS					
101 000 000 397 00 20 00	From Capital Reserves (302)					
101 000 000 397 00 10 00	From General Fund (001)	440,000	440,000	455,000	▲3.41%	
101 000 000 397 00 30 00	From Capital Projects Fund (307)	100,000	100,000	100,000	▲0.00%	Transfer from Capital Fund to Street Fund or REET1 eligible or unrestricted Capital
	TOTAL OPERATING TRANSFERS	540,000	540,000	555,000	▲2.78%	
	TOTAL CITY STREET FUND	658,085	658,085	674,219	▲2.45%	



# STREET FUND

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		Notes:
	<b>CITY STREET FUND</b>					<b>FTE: 2 of 5 total allocated</b> <b>Public Works are split 60% Parks and 40% Streets</b>
	SALARIES & WAGES					
101 000 000 542 30 11 00	Salaries & Wages	215,151	219,000	225,570	▲4.84%	CPI-W=2.7% COLA 1 non-rep employee; 3.0% CBA est COLA employees---see salary model notes for remaining staff
101 000 000 542 30 11 11	Longevity	4,670	5,250	5,408	▲15.78%	
101 000 000 542 30 11 14	Education	2,760	2,060	2,200	▼20.29%	
101 000 000 542 30 11 16	ICMA 457 Plan	7,200	6,800	7,200	▲0.00%	Assumes full participation
101 000 000 542 30 11 17	Opt-Out of Medical	7,945	7,900	8,262	▲4.00%	
101 000 000 542 30 10 00	Salaries & Wages (Seasonal Workers)	13,800	9,000	13,800	▲0.00%	Seasonal Help
101 000 000 542 30 12 00	Overtime	7,000	11,000	12,000	▲71.43%	Special Events:Medina Days, Seafair, Parkboard, Snow plowing
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>258,526</b>	<b>261,010</b>	<b>274,440</b>	<b>▲6.16%</b>	
	PERSONNEL BENEFITS					
101 000 000 542 30 21 00	Personnel Benefits	82,170	75,500	74,314	▼9.56%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
101 000 000 542 30 22 00	Uniforms	3,000	2,000	3,000	▲0.00%	
	<b>TOTAL PERSONNEL BENEFITS</b>	<b>85,170</b>	<b>77,500</b>	<b>77,314</b>	<b>▼9.22%</b>	
	ROAD & STREET MAINTENANCE					
101 000 000 542 30 31 00	Operating & Maintenance Supplies	6,000	5,000	7,000	▲16.67%	Storm drain pipe, catch basin grates, marking paint, gravel, cement, bark, roadside plantings REET1 eligible
101 000 000 542 30 35 00	Small Tools/Minor Equipment	8,000	6,000	8,000	▲0.00%	power tools, mower parts, Pole Saw, Weedeater
101 000 000 542 30 41 00	Professional Services	60,000	75,000	60,000	▲0.00%	84th Median & 24th Roadside Maint, 24th traffic Signal (shared Clydehill # netted), WRIA \$2941 (7/27 notice) REET1 eligible
101 000 000 542 30 41 03	Prof Svcs- NPDES Grant	50,000	25,000	60,000	▲20.00%	NPDES Requirements Grant \$50k
101 000 000 542 30 41 10	Road & Street Maintenance	11,000	5,000	11,000	▲0.00%	Pavement patching, pavement markings, sidewalk maintenance, curb repairs REET1 eligible
101 000 000 542 30 45 00	Machine Rental	4,000	2,000	4,000	▲0.00%	ditch witch, compactor, compressor, manlift
101 000 000 542 30 47 00	Utility Services	1,000	900	1,000	▲0.00%	Utility locates
101 000 000 542 30 48 00	Equipment Maintenance	7,000	11,136	7,000	▲0.00%	PW vehicle and power equip repairs
101 000 000 542 40 41 00	Storm Drain Maintenance	15,000	8,000	15,000	▲0.00%	Catch Basin Vactoring, Storm Line jetting, root cutting, camera
101 000 000 542 63 41 00	Street Light Utilities	24,000	20,000	22,500	▼6.25%	PSE street light Power, REET1 eligible
101 000 000 542 64 41 00	Traffic Control Devices	10,000	10,500	10,000	▲0.00%	Posts, reflective signs(Fed Req), barricades, cones
101 000 000 542 66 41 00	Snow & Ice Removal	2,000	1,500	2,000	▲0.00%	Sand, ice melt
101 000 000 542 67 41 00	Street Cleaning	78,000	50,000	78,000	▲0.00%	Street sweeping
101 000 000 542 70 40 00	Street Irrigation Utilities	23,000	8,000	18,000	▼21.74%	
	<b>TOTAL ROAD &amp; ST MAINTENANCE</b>	<b>299,000</b>	<b>228,036</b>	<b>303,500</b>	<b>▲1.51%</b>	NOW LOCATED IN EQUIPMENT REPLACEMENT FUND
	CAPITAL OUTLAY					
101 000 000 594 42 64 00	>\$5,000 Equipment, HW & SW	5,000	5,000	5,000	▲0.00%	Asset Essentials Licensing \$5k,
	<b>TOTAL CITY STREET FUND</b>	<b>647,697</b>	<b>571,546</b>	<b>660,254</b>	<b>▲1.94%</b>	

DEVELOPMENT SERVICES REVENUE

Permitting Fees						
		2025 Adopted Budget	2025 Year End Est.	2026 Proposed Budget		
ACCOUNT NUMBER	DESCRIPTION					Notes:
DEVELOPMENT SERV. ENT. FUND,						Revenue forecasts, from 2025 actuals YTD  Building permits and other associated zoning Includes, Tree, ROW, Mechanical, CAP and G&D Permits
Transfer from Gen. Rev tab:						
401 000 000 322 10 00 00	Building Permits	\$ 720,000	\$ 592,592	\$ 625,000	▼13.19%	
401 000 000 322 11 00 00	Building Permit - Technology Fee	\$ 10,000	\$ 8,500	\$ 8,500	▼15.00%	
401 000 000 334 03 10 00	DOE Grant. Shoreline Master Program	\$ -	\$ -			
401 000 000 334 04 20 00	DOC Grant	\$ -				
401 000 000 345 81 00 00	Zoning	\$ 50,000	\$ 30,000	\$ 35,000	▼30.00%	
401 000 000 345 89 00 00	Additional Permit Fees	\$ 115,000	\$ 66,000	\$ 75,000	▼34.78%	
401 000 000 359 00 00 00	Misc. Fine, Penalties, Code	\$ 500	\$ 1,500	\$ 1,500	▲200.00%	
401 000 000 369 91 00 05	Other-CC Convenience Fees	20,000	21,000	20,000	▲0.00%	
401 000 000 395 10 00 00	Proceeds From Sales of Capital Assets					
REVENUES		\$ 915,500	\$ 719,592	\$ 765,000	▼16.44%	
TOTAL DEV. SERV. ENT. FUND		915,500	719,592	765,000	▼16.44%	
Advanced Deposits						
Revenue		2025 Budget		2026 Budget		
401 000 000 382 10 00 02	Refundable DS Adv Deposit	\$ 40,000.00	\$ 55,000.00	\$ 40,000.00	▲0.00%	Money taken in for this deposit goes here until used for Consulting Fees
401 000 000 382 10 00 03	Advanced Deposits Used for Consulting Fees	\$ 145,000.00	\$ 60,000.00	\$ 60,000.00	▼58.62%	All Money that is paid to consulting via Advanced Deposit Goes to this Account
	Total Advanced Deposit \$ Brought In:	\$ 185,000.00	\$ 115,000.00	\$ 100,000.00	▼45.95%	

DEVELOPMENT SERVICES FUND

Paid For By Permitting Fees						
		2025	2025	2026		
ACCOUNT NUMBER	DESCRIPTION	Adopted Budget	Year End Est.	Proposed Budget		Notes:
DEVELOPMENT SERVICES DEPT						FTE's: 3.5 Rob Salary and Benefits will be allocated 50/50 to DS and General Fund (Planning) Long Range Planning and Code Enforcement Has been pulled back to the General Fund to isolate development and permitting within this fund
401 000 000 558 60 11 00	SALARIES & WAGES					CPI-W=2.7% COLA 3 non-rep employees; 2.7% CBA est COLA 1 employees-----see salary model notes for step increase info
	Salaries & Wages	\$ 457,898.00	\$ 413,051.00	\$ 342,168.00	▼25.27%	Staff now conduct after-hours CAP open houses. Staff has the option of overtime or comp time.
401 000 000 558 60 12 00	Overtime	\$ 3,000.00	\$ -	\$ 3,000.00	▲0.00%	
401 000 000 558 60 11 11	Longevity					
401 000 000 558 60 11 14	Education	\$ 1,200.00	\$ 2,400.00	\$ 2,400.00	▲100.00%	
401 000 000 558 60 11 16	ICMA 457 Plan	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00	▼20.00%	Assumes full participation
401 000 000 558 60 11 17	Opt-Out of Medical	\$ 7,900.00	\$ 8,200.00	\$ 5,408.00	▼31.54%	
TOTAL SALARIES & WAGES		\$ 484,998.00	\$ 438,651.00	\$ 364,976.00	▼24.75%	
PERSONNEL BENEFITS						
401 000 000 558 60 21 00	Personnel Benefits	\$ 142,000.00	\$ 123,000.00	\$ 103,950.00	▼26.80%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
401 000 000 558 60 23 00	Tuition Reimbursement					
TOTAL PERSONNEL BENEFITS		\$ 142,000.00	\$ 123,000.00	\$ 103,950.00	▼26.80%	
SUPPLIES						
401 000 000 558 50 31 00	Operating Supplies	\$ 2,000.00	\$ 500.00	\$ 1,500.00	▼25.00%	Development site signs, business cards, etc.
401 000 000 558 50 32 00	Vehicle Expenses - Gas, Oil, Maint.	\$ 500.00	\$ 1,200.00	\$ 1,000.00	▲100.00%	New vehicle basic maintenance
TOTAL SUPPLIES		\$ 2,500.00	\$ 1,700.00	\$ 2,500.00	▲0.00%	
OTHER SERVICES & CHARGES						
401 000 000 558 50 03 00	Insurance (WCIA)	\$ 38,865.46	\$ 38,865.00	\$ 40,031.42	▲3.00%	AWC Liability insurance. 15.56% alloc to DS
401 000 000 558 50 04 00	City Attorney, Dev. Serv.	\$ 35,000.00	\$ -		▼100.00%	Estimate based upon 2025 DS activity.
401 000 000 558 50 05 00	Technical Services, Software Services	\$ 25,000.00	\$ 28,000.00	\$ 26,250.00	▲5.00%	IT - TIG DS allocation of 15.56% of total from CS for Maint, monitoring, helpdesk, incident support.
401 000 000 558 60 41 00	Professional Services	\$ 94,000.00	\$ 34,000.00	\$ 35,000.00	▼62.77%	Building permit architectural and engineering review. Activity reduced from 2024 with staff assistance approx. 20%. Contract cost increase in 2025.
401 000 000 558 60 41 01	Planning Consultant	\$ 150,000.00	\$ 220,000.00	\$ 175,000.00	▲16.67%	Increased use of consultant for permit review and planning support. Long range planning removed from DS fund. There will be some cost recovery through advanced deposit
401 000 000 558 60 41 02	Hearing Examiner	\$ 20,000.00	\$ 16,000.00	\$ 20,000.00	▲0.00%	Partial cost recovery is through fee.
401 000 000 558 50 41 06	Building Inspector Contract	\$ 6,000.00	\$ 800.00	\$ 2,500.00	▼58.33%	Building Official performs inspections. \$6,000 is contingency, vacations, medical leave, and similar.
401 000 000 558 60 42 00	Communications	\$ 3,800.00	\$ 3,800.00	\$ 5,000.00	▲31.58%	Estimate based upon prior years activities.
401 000 000 558 60 43 00	Travel & Training	\$ 6,000.00	\$ 4,000.00	\$ 5,000.00	▼16.67%	Staff training requirements.
401 000 000 558 60 49 00	Dues, Subscriptions, Memberships	\$ 3,000.00	\$ 3,600.00	\$ 3,600.00	▲20.00%	APA, AICP, WABO, ICC, WSPT, AWC Director. Est. cost increase included.
401 000 000 558 60 49 10	Miscellaneous	\$ 27,000.00	\$ 23,000.00	\$ 24,000.00	▼11.11%	Bank fees for permits paid by CC which are reimbursed with customer fees, postal expenses for code enforcment, etc. Based on 2024.
401 000 000 558 50 41 08	Sound Testing Consultant	\$ -	\$ 1,600.00	\$ 1,500.00		A process change will eliminate the need for sound testing mechanical appliances.
401 000 000 558 50 41 55	Shoreline Consultant	\$ 34,000.00	\$ 32,000.00	\$ 32,000.00	▼5.88%	Shorelines and critical areas specialist. New consultant in 2024 is causing cost increase. We will issue an RFP to compare costs and service.
TOTAL OTHER SERVICES & CHARGES		\$ 442,665.46	\$ 405,665.00	\$ 369,881.42	▼16.44%	Non-budget item
CAPITAL OUTLAY						
401 000 000 594 XX 64 00	Furniture & Equipment	\$ 450.00				Director office chair.
401 000 000 594 60 64 05	Vehicle	\$ -	\$ (1,030.00)			
401 000 000 594 60 64 00	DS- IT HW/SW >\$5K Capital Outlay	\$ 30,000.00	\$ 28,000.00	\$ 30,000.00	▲0.00%	Brightly (E-permitting, public portal); BlueBeam (License, Maintenance).
TOTAL CAPITAL OUTLAY		\$ 30,450.00	\$ 26,970.00	\$ 30,000.00	▼1.48%	
TOTAL DEVELOPMENT SERVICES		1,102,613	995,986	871,307	▼20.98%	
Paid For By Advanced Deposits						-
Expenses		2025	2025	2026		
DESCRIPTION		Adopted Budget	Year End Actual	Preliminary Budget		Notes:
401 000 000 558 50 41 07	Engineering Consultant	\$ 55,900.00	\$ 85,000.00	\$ 85,000.00	▲52.06%	Grading & drainage Svcs similar to 2025 82% of 2025 of service costs have been recovered through Adv. Dep.
401 000 000 558 50 41 50	Arborist	\$ 50,000.00	\$ 47,000.00	\$ 50,000.00	▲0.00%	Arborist. Hourly rate increase in 2025. Approx. 50% of the 2025 invoiced service costs, recovered through Adv. Deposit.
401 000 000 582 10 00 02	Refund of DS Adv Deposits	\$ 40,000.00	\$ 25,000.00	\$ 40,000.00	▲0.00%	Money returned to Payer upon completion of project
Total Consulting Expenses:		\$ 145,900.00	\$ 157,000.00	\$ 175,000.00	▲19.95%	

CAPITAL FUND REVENUE

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Est.	2026 Preliminary Budget		
						Notes:
	CAPITAL PROJECTS FUND REVENUE					2025- YTD Annualized Through September 25,  KC Parks Levy, Nov 2019 went to ballot for renewal, passed, updated to reflect notice rec'd from KC of COM annual portion  Assumes LGIP and Bond Investments Interest, allocated between General Fund (50%) & Capital (50%)
	TAXES					
307 000 000 318 34 00 00	Real Estate Excise Tax 1	675,000	1,350,000	600,000	▼11.11%	
307 000 000 318 35 00 00	Real Estate Excise Tax 2	675,000	550,000	600,000	▼11.11%	
	TOTAL TAXES	1,350,000	1,900,000	1,200,000	▼11.11%	
307 000 000 332 92 10 01	Coronavirus Local Fis. Rec. (ARPA)					
307 000 000 334 03 80 00	State Transp Improv Board Grant - Sidewalks					
307 000 000 334 06 91 02	Property II Levy	50,000	64,000	50,000	▲0.00%	
307 000 000 334 06 91 05	TIB-LED Streetlight Conversion Grants					
	TOTAL INTERGOVERNMENTAL	50,000	64,000	50,000	▲0.00%	
307 000 000 344 10 02 00	Roads Street CIP Improvements		140,656			
	TOTAL TRANSPORTATION	-		-		
307 000 000 361 11 00 00	Investment Interest Earnings	135,000	258,228	145,000	▲7.41%	
307 000 000 367 00 00 00	Capital Project Donations - Non-Gov		2,000			
307 000 000 382 20 00 00	Refundable Retainage Deposits		15,000			
	OPERATING TRANSFERS - IN					
307 000 000 397 00 10 00	From General Fund to Capital					
307 000 000 397 00 04 00	From Custodial (relcass 2019 only)					
307 000 000 397 00 40 00	From Capital Reserve Fund to Capital	-		-		
	TOTAL TRANSFERS	-	-	-		
	TOTAL CAPITAL PROJECTS FUND	1,535,000	2,237,228	1,395,000	▼9.12%	

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2025 Year End Actual	2026 Preliminary Budget		
						Notes:
	TREE FUND REVENUE					Expecting only minimum fines
	MISCELLANEOUS REVENUE					
103 000 000 345 89 00 00	Other -Tree Replacement	3075	1500	3,075	▲0.00%	
103 000 000 382 20 00 00	Refundable Retainage Deposits					
	TOTAL MISCELLANEOUS REVENUE	3075	1500	3,075	▲0.00%	
	TOTAL TREE FUND	3075	1500	3,075	▲0.00%	

**2025 Capital Fund Adopted Project List**

Account Code	2025 Budget	2025 Actuals Est.	2026 Budget	2026 Budget Breakdown	2026 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
CAPITAL STREETS:					STREETS:					
307 000 000 595 30 63 01	\$ 100,000.00	\$ 100,000.00	\$ 260,000.00	\$ 160,000.00	78th Place NE Asphalt Overlay					
				\$ 100,000.00	Pier 2 Cap Replacement					
CAPITAL SIDEWALK:					SIDEWALK:					
307 000 000 595 30 63 10	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	Evergreen Pt Rd./ Overlake Dr. Pedestrian Improvements - Design					
CAPITAL PARKS:					PARKS:					
307 000 000 594 76 63 20	\$ 50,000.00	\$ 70,000.00	\$ 420,000.00	\$ 60,000.00	Fairweather footbridge improvements					
				\$ 15,000.00	fairweather invasive species removal					
				\$ 25,000.00	Post Office Park - Hardscaping and Landscaping					
				\$ 20,000.00	Tennis Court Fence Rehab					
				\$ 300,000.00	Stormwater pond Improvements					
CAPITAL STORMWATER:					STORMWATER:					
307.000.000.595.30.63.02	\$ 250,000.00	\$ 250,000.00	\$ 200,000.00	\$ 200,000.00	78th Place NE Stormwater Improvements					
CAPITAL BUILDING:					BUILDING IMPROVEMENTS:					
307 000 000 594 18 60 00	\$ 150,000.00	\$ 125,000.00	\$ 40,000.00	\$ 20,000.00	Lobby Security Door					
				\$ 20,000.00	Re-Paint Interior City Hall					
TRANSFERS:					OTHER:					
307 000 000 597 00 30 00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	Transfer to Street Fund for Road Maintenance					
TOTALS	\$ 850,000.00	\$ 845,000.00	\$ 1,220,000.00	\$ 1,220,000.00		TOTALS \$ - \$ - \$ -				

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





# MEDINA, WASHINGTON

## AGENDA BILL

Monday October 13<sup>th</sup>, 2025

**Subject:** Business License Ordinance

**Category:** Public Hearing

**Staff Contact(s):** Ryan Wagner, Finance & HR Director, Jennifer Robertson, City Attorney

### **Summary**

The public hearing gives the community a space to provide comments and feedback on the draft ordinance. The changes that have been made at the request of the Council are listed below.

1. Modifying the definition of “public official” in 5.02.030(P) to change out “mayor” for “city manager”; and
2. Modifying the language in 5.02.190(B)(3) regarding “dishonesty”.

The Finance Director and the City Attorney will be available to answer any questions.

### **Background**

- During the first July meeting of 2024, Eric Jones from the Department of Revenue gave a presentation and answered questions on Business Licenses and their potential benefit to the city. At the second July meeting, Finance Director Ryan Wagner led a preliminary discussion with Council and was directed to bring back refined templates for discussion.
- During the September 23<sup>rd</sup> meeting of last year, the Council voted to go forward with implementing Business Licenses.
- On March 10<sup>th</sup>, the Council delegated the preparation of the Business License requirements to the Finance Committee.
- On May 27<sup>th</sup>, Council and staff engaged in a study session to work through the remaining action items, and to provide feedback for the drafting of the ordinance.
- On June 23<sup>rd</sup>, the draft ordinance was brought to the Council for discussion and feedback.
- On July 28<sup>th</sup>, the updated draft ordinance was brought back to Council for discussion.
- In August, the draft ordinance was sent to the Department of Commerce for comment.
- On September 8<sup>th</sup>, Medina held a public hearing to receive feedback on the draft ordinance.

**Attachments:**

- 1) Business License Discussion Information
- 2) Drafted Business License Ordinance No 1046

**Budget/Fiscal Impact:** Budget Discussion, Staff Time Only for Business Licenses

**Recommendation:** Adopt Ordinance No. 1046

**City Manager Approval:**



**Proposed Council Motions:** "I move to adopt Ordinance No. 1046, adding a Business License program through the Department of Revenue."

*Time Estimate:* 15 Minutes

## Medina Business Licenses

Coming to Medina, starting March 26, 2026

Let's consider the impact on Medina and local business



### WHY PURSUE LICENSES?

- ☐ Licenses provide staff with a more complete understanding of who operates businesses within city limits.
- ☐ With this information, Medina can better communicate with local businesses.
- ☐ Simplified regulation of Medina City Code across various industries, with a defined process for approval/denial of licenses.
- ☐ Ability to isolate sales tax allocation for work done within Medina.
- ☐ Better resource management across city staff, parks, streets, and development services.

### WHAT IS THE PROCESS?

- ☐ July of 2024 - The Department of Revenue held a presentation and discussion with the Council.
- ☐ September of 2024 – Council directed staff to start the process with the Department of Revenue.
- ☐ March of 2025 – Council directed Finance Committee to solidify business requirements to provide to the Department of Revenue.
- ☐ May of 2025 – Council participated in a works session on Business Licenses and gave direction to staff to help prepare the draft ordinance.
- ☐ June of 2025 – City Attorney will bring the licensing ordinance to Council for feedback and discussion.
- ☐ July of 2025 – City staff will bring back the updated ordinance for consideration and direction.
  - ☐ September of 2025 – Medina City Council will hold a public hearing, followed by potential action.
- ☐ March of 2026 – Businesses will be required to hold a Medina endorsement, after the “Go Live” date of October 26, 2026.
- ☐ December of 2026 – Businesses will be required to renew their Medina endorsement, which will be required on an annual cadence going forward.

### HOW WILL WE NOTICE AND EDUCATE?

- ☐ An information page will be posted on the website.
- ☐ An article will be included in the summer newsletter.
- ☐ Flyers will be distributed to residents.
- ☐ Will require licenses for all permitted work in the city, and for all city contractors.
- ☐ Staff will notify all businesses with an active tax account located in Medina.

## BUSINESS LICENSE REQUIREMENTS

### WHO WILL BE REQUIRED TO GET A LICENSE?

- ☐ Medina will look to take an umbrella approach, requiring Business Licenses for all business done within city limits with limited exemptions.
- ☐ Businesses will be required to get separate endorsements for each business activity. An example of this would be if a resident runs both an accounting firm and a dog walking business out of the same address.
- ☐ Exemptions will include Charitable or Religious Institutions, Government Entities, Lemonade Stands or Other Minor Run Small Income Businesses.
- ☐ If you own rental property or rental properties in Medina, you will be required to get a license.

### Business License Types



- ☐ A **General Business License** is a broad type of license issued by a state or local government that grants a business the legal right to operate within a specific jurisdiction.
- ☐ A **Non-Resident Business License** allows businesses located outside a specific city or state to conduct business within that jurisdiction.
- ☐ A **Home Occupancy Business License**, also known as a home-based business license, is required for operating a business from your residence. This license ensures that the business activity complies with local regulations and doesn't disrupt the neighborhood.
- ☐ A **Rental Business License** is required for businesses renting real property, including residential dwellings and commercial buildings. One license covers all properties owned by the same legal entity.

## WHAT ARE THE LICENSING PROCEDURES?

- ☐ When a business applies for a Medina License for the first time, the City will review the application before approval. When renewing a license, it will be set to auto approval.
- ☐ If a business changes its business activities, it will be required to go through the approval process again before a new endorsement is given.
- ☐ Any licenses that are not renewed within 120 days of expiration will be terminated automatically.
- ☐ The City has a right to deny, suspend, or revoke a Business License, which can be appealed. A few examples of reason a Business License could be denied/suspended/revoked are:
  - **Failure to comply with city ordinances:** A business may be denied a license if it doesn't meet requirements related to health, building, fire, or safety regulations.
  - **Zoning violations:** Operating a business in a location prohibited by zoning ordinances can lead to license denial.
  - **Criminal convictions:** A criminal history may make it difficult to obtain a business license.
  - **Failure to pay taxes or assessments:** Not paying business taxes or special assessments can also result in a license denial, suspension or revocation.
  - **Misrepresentation in the application:** Fraud or false information in the application may be grounds for denial, suspension or revocation.
  - **Failure to provide required information:** If the applicant doesn't provide necessary information, the city may deny the application.

## WHAT INFORMATION DO BUSINESSES PROVIDE?

- Business Name
- Address
- Unique Business Identifier (UBI)
- First Date of Business
- -Business Activity
- Revenue and Tax Information
- -Number of Employees
- Whether the Physical Address is a Residence
- Exterior/Interior Modifications needed for the business
- If a contractor is a General or Specialty Contractor
- If they are providing a Utility Service
- Whether their business handles Hazardous Materials
- Whether or not they have an Emergency Alarm Service



## WHEN DO YOU NEED TO RENEW?

- ☐ The First Renewal Date will require renewal no later than **12/31/2026**, with annual renewals after the first Renewal Date.

## WORK SESSION TOPICS – DIRECTION GIVEN

### 1) Fee Type and Amount

- ☐ At the May work session, the Council provided direction to staff to move forward with a \$100 origination and renewal fee structure for Medina, for all eligible businesses that are over the \$4,000/year revenue exemption threshold.
- ☐ The fee would be the same for all types of businesses, including General, Home Occupancy and non-resident.
- ☐ Below are some examples of other Business License Fees in our area.

### 2) Should we charge Late Renewal Fees?

- ☐ At the May work session, the Council gave direction to staff not to move forward with any late or non-compliance related fees regarding Business Licenses.
- ☐ Please note, the below RCW lists the potential for a delinquency fee to be charged by the Department of Revenue, for failure to renew or terminate an endorsement.
- ☐ [RCW 19.02.085](#)(1) Licensing fees—Business license delinquency fee—Rate—Disposition.
  - (1) To encourage timely renewal by applicants, a business license delinquency fee is imposed on licensees who fail to renew by the business license expiration date. The business license delinquency fee must be the lesser of one hundred fifty dollars or fifty percent of a base comprised of the licensee's renewal fee minus corporate licensing taxes, corporation annual report fee, and any interest fees or penalties charged for late taxes or corporate renewals. The business license delinquency fee must be added to the renewal fee and paid by the licensee before a business license is renewed. The delinquency fee must be deposited in the business license account.

### 3) Defining Business Activity as it Relates to Rental Properties

#### Language from the draft ordinance

- ☐ Any person renting or making available for rent to the public any dwelling unit located within the City limits of Medina is only required to obtain one license for all rental business activity conducted in the City, but shall register each dwelling unit with the City of Medina and include a statement certifying that each dwelling unit complies with RCW 59.18.060, as adopted by the state, and does not present conditions that endanger or impair the health or safety of the tenants. The registration required herein shall include information on the owner and, as applicable, the property manager, including contact information, including a phone number and email address for the owner and property manager.

#### ESTIMATED COST ANALYSIS – WHAT IS THE BREAK-EVEN POINT?

Medina estimates that the annual revenue brought in by Business Licenses will be \$28,400. This is by taking the estimated 355 operating businesses and rental units within Medina, if 80% keep up to date with licensing at \$100/renewal.

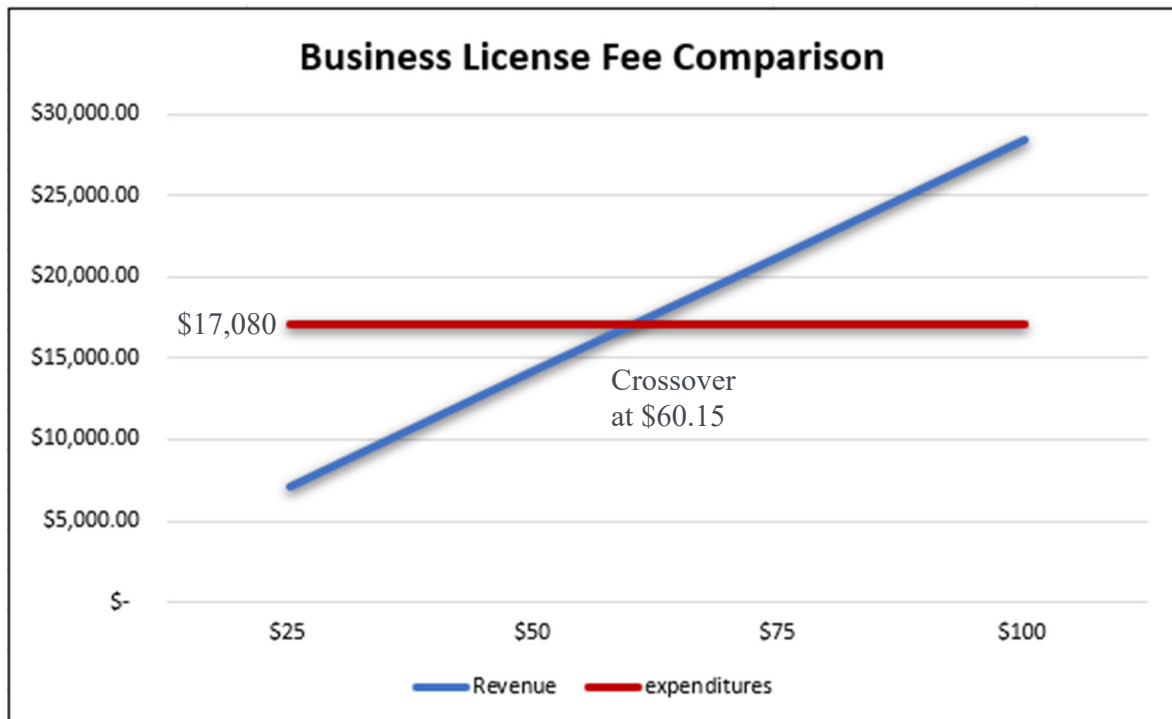
**Estimated Annual Hours for Staff:** 150 Hours - \$10,080 at exempt rate

*This includes the application review process, business noticing, and potential code enforcement*

**Estimated Business Noticing Costs:** \$4,000/year

**Implementation Costs:** \$12,000

The graph below shows the comparison of revenue and expenditure at different license fees. Please note the implementation costs projected above are split over a four-year period.



## CITY OF MEDINA, WASHINGTON

## Ordinance No. 1046

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, REGARDING BUSINESS LICENSING, CREATING A NEW BUSINESS LICENSING CODE, ADOPTING A NEW CHAPTER 5.02 OF THE MEDINA MUNICIPAL CODE (MMC) TO IMPLEMENT BUSINESS LICENSING IN MEDINA, MAKING CONSISTENCY AMENDMENTS TO MMC 5.04.020, 5.06.020, 5.08.030, AND 16.31.010 TO INCORPORATE CHAPTER 5.02 INTO THESE SECTIONS; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Medina has not required business licenses in the past; and

**WHEREAS**, having a business licensing requirement in Medina will help the City understand which businesses are operating in Medina, create a pathway to communication with those businesses, and enable Medina to ensure that tax revenues, such as the sales tax, are properly credited; and

**WHEREAS**, the City has entered into an agreement with the Washington State Department of Revenue Business Licensing Service to partner with Medina in accordance with state law to administer the business licensing program; and

**WHEREAS**, the City Council deems it to be in the best interest of the public health, safety and welfare to adopt this Ordinance establishing business licensing in Medina; and

**WHEREAS**, in order to ensure consistency between the Medina land use code and the business licensing code, an update is required to MMC 16.31.010; and

**WHEREAS**, this Ordinance was submitted to the Department of Commerce for 60-day review on August 14th, 2025, as required by RCW 36.70A.106; and

**WHEREAS**, on July 3, 2025, the City's SEPA responsible official determined that the proposed amendments are procedural actions adopting an ordinance amending text in the MMC that result in no substantive changes respecting use or modification of the environment, and therefore are categorically exempt from issuance of a SEPA threshold determination in accordance with WAC 197-11-800(19)(b); and

**WHEREAS**, the City Council held a public hearing on this ordinance on September 8th, 2025 in compliance with state law; and

**WHEREAS**, the City Council determines that it is in the public interest, safety and welfare to update its code as set forth herein; **NOW, THEREFORE**,

**THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES  
ORDAIN AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted as findings in support of this Ordinance.

**Section 2.** A new Chapter 5.02 is hereby added to the Medina Municipal Code to read as follows:

**Chapter 5.02 GENERAL BUSINESS LICENSES**

**Sections:**

- 5.02.010 Generally.**
- 5.02.020 License required.**
- 5.02.030 Definitions.**
- 5.02.040 License fees.**
- 5.02.050 Application.**
- 5.02.060 Separate licenses—When required.**
- 5.02.070 Approval and issuance of a license.**
- 5.02.080 Denial of license; Appeal.**
- 5.02.090 Display of license.**
- 5.02.100 Advertising unlicensed premises.**
- 5.02.110 Renewal.**
- 5.02.120 Exemptions**
- 5.02.130 Nontransferability – Business changes.**
- 5.02.140 Refunds.**
- 5.02.150 Promulgation of rules and regulations.**
- 5.02.160 Suspension or revocation; Appeal.**
- 5.02.170 Summary suspension; Appeal.**
- 5.02.180 Statute of limitations – Unlicensed licensees.**
- 5.02.190 Grounds for disqualification of licensees.**
- 5.02.200 Notice of right to suspend.**
- 5.02.210 Violation – Penalty.**
- 5.02.220 Severability.**

**5.02.010 Generally.**

The provisions of this chapter are deemed to be an exercise of the power of the city to license businesses for regulatory purposes. This chapter shall constitute the Business License Code of the City of Medina and may be cited as such.

#### **5.02.020 License required.**

A. As of March 26, 2026 no person may begin to engage in, or carry on any business, occupation, act or privilege within the limits of the City of Medina, whether or not a place of business is maintained within the city, without first having obtained, and being the holder of, a license to do so, to be known as a “business license”, unless specifically exempted from such requirement. All other licenses, permits, or any other form of authorization issued by the city under other ordinances or chapters of the city’s code, and any city fee or tax imposed therefore are in addition to, and are issued and required separately from the business license of this chapter, unless identified otherwise.

B. All persons already having engaged in business in the city prior to March 26, 2026 must complete the process the city prescribes to acquire the City of Medina business license within sixty (60) days after March 26, 2026 to lawfully continue to engage in business in the city after May 25, 2026.

C. Persons conducting their business from their residence located within the limits of the city must hold the business license as provided for in this chapter, as well as comply with all applicable special conditions for such a business, including, but not limited to those contained in MMC 16.31.010, and any special use permitting requirements or fees.

D. Each physical location in the city at which a person conducts business must have its own license issued under the provisions of this chapter and each business activity at that location must be separately licensed. In addition, if more than one person each conducts their own business at the same physical location, each such person must obtain a separate license for their respective business.

#### **5.02.030 Definitions.**

The following definitions apply to each section in this subtitle of the MMC:

##### **A. A Definitions:**

"Annual business license" means a license for the privilege of doing business with the City or within the City as required by the provisions of this chapter of the License Code of the City. The annual business license certificate issued by the Department of Revenue is required to be displayed at the place of business by all persons operating a business under the provisions of Title 5.

##### **B. B Definitions:**

“Business Licensing Service” or “BLS” means the office within the Washington State Department of Revenue providing business licensing services to the City of Medina.

##### **C. C Definitions:**



"Calendar year" means January 1 through December 31 of each year.

"Certificate" means "registration certificate" as defined below.

"Charitable organization" means any organization recognized as a nonprofit corporation under the provisions of Chapter 24.03 RCW and exempt from the Washington State business and occupation tax pursuant to RCW 82.04.3651.

"City" means the City of Medina and all its departments.

"City Clerk" or "Clerk" means the Department of the City of Medina Clerk or designee.

#### D. D Definitions:

"Department" means the Finance Director's Office of the City or any successor department.

"Door-to-door sales" means the carrying of merchandise for sale from place to place, and the making of sales and delivery of merchandise sold at the same time and place.

#### E. E Definitions:

"Engaging in business"

1. The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

2. This section sets forth examples of activities that constitute engaging in business in the City and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

3. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

b. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

c. Soliciting sales.

- d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
  - e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
  - f. Installing, constructing, or supervising installation or construction of real or tangible personal property.
  - g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
  - h. Collecting current or delinquent accounts.
  - i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
  - j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
  - k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
  - l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
  - m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
  - n. Investigating, resolving, or otherwise assisting in resolving customer complaints.
  - o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
  - p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.
- a. Meeting with suppliers of goods and services as a customer.

b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

d. Renting tangible or intangible property as a customer when the property is not used in the City.

e. Attending, but not participating in a "trade show" or "multiple vendor events." Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

f. Conducting advertising through the mail.

g. Soliciting sales by phone from a location outside the City.

5. A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4) above.

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

#### F. F Definitions:

"Finance Director" means the Finance Director of the City or any officer, agent, or employee of the City designated to act on the Finance Director's behalf.

#### G. G Definitions:

"Gross income" means the value proceeding or accruing by reason of the transaction of business engaged in and includes gross proceeds of sales, compensation for the rendition of services, gains realized from trading in stocks, bonds, or other evidence of indebtedness, interest, discount, rents, royalties, fees, commissions, dividends, and other emoluments, however designated, all without any deduction on account of the cost of tangible property sold, the cost of materials used, labor costs, interest, discount, delivery costs, taxes, or any other expense whatsoever paid or accrued without any deduction on account of losses.

"Gross receipts" has the same meaning as gross income.

#### H. H Definitions:

"Home-based business" means a business, profession, occupation, or trade conducted for gain or support and located entirely within a residential building or a building accessory thereto, which use is accessory, incidental, and secondary to the use of the building for dwelling purposes and does not change the essential residential character or appearance of such building. The intent of this definition is to maintain consistency with home occupations as set forth in this chapter herein and under MMC 16.31.010.

I. I Definitions: *reserved*.

J. J Definitions: *reserved*.

K. K Definitions: *reserved*.

L. L Definitions:

"License" means a regulatory license required under the provisions of Subtitle 5.02 of the MMC.

"License certificate" means the certificate issued by the BLS pursuant to Subtitle 5.02 of the MMC.

"License code" means Subtitle 5.02 of the MMC, including any subparts thereof.

"License fee" means the amount charged by the City for the issuance of a regulatory license required under the provisions of Subtitle 5.02 and any subparts thereof.

"Licensee" means any person required to be licensed under Subtitle 5.02 and any subparts thereof.

M. M Definitions:

"MMC" means the Medina Municipal Code.

N. N Definitions: *reserved*.

O. O Definitions: *reserved*.

P. P Definitions:

"Peddling" or "Soliciting" has the meaning as is set forth in MMC 5.10.010.

"Person" means any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, co-partnership, joint venture, club, company, joint stock company, business trust, municipal corporation, political subdivision of the state of Washington, corporation, limited liability company, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise, and the United States or any instrumentality thereof.

"Public official" means any official designated by the City Manager, or his or her designee, authorized to enforce this chapter, including, but not limited to, officials of the Police Department, Fire Department, Public Works Department, Finance Department, or

Finance Director's Office charged with the enforcement of a particular portion of this chapter.

Q. Q Definitions: *reserved*.

R. R Definitions:

"Records" means the books of accounts and other business-related records of a licensee subject to the City's Tax Code or License Code. Such records include ledgers; subsidiary ledgers; invoices; receipts; registration and incorporation documents; federal, state and local tax returns; and any other records necessary to establish the amounts due under the provisions of the City's Code.

"Registration" or to "register" means an identification of real properties owned by a person, for which they use, or intend to use, as rental property. "Registration certificate" means a nontransferable certificate issued by the Department required of all persons operating a business under the provisions of Title 5.

S. S Definitions:

"Subtitle 5.02" means Chapter 5.02 along with all subparts thereof.

"Successor" means any person to whom a licensee quitting, selling out, exchanging, or disposing of a business sells or otherwise conveys, directly or indirectly, in bulk and not in the ordinary course of business of the licensee's business, any part of the materials, supplies, merchandise, inventory, fixtures, or equipment of the licensee. Any person obligated to fulfill the terms of a contract shall be deemed a successor to any contractor defaulting in the performance of any contract as to which such person is a surety or guarantor.

T. T Definitions:

"Taxpayer" means any person subject to the provisions of Title 5, regardless of whether they owe or have previously paid taxes to the City.

U. U Definitions: *reserved*.

V. V Definitions:

"Vendor" means any person who exhibits goods or services for sale for the purpose of selling, bartering, trading, exchanging, or advertising such goods or services.

W. W Definitions: *reserved*.

X. X Definitions: *reserved*.

Y. Y Definitions: *reserved*.

Z. Z Definitions: *reserved*.

#### **5.02.040 License fees.**

The city fees for application and renewal of the city licenses provided for in this chapter will be set and maintained by the City Manager, as authorized by MMC 3.76.010.



### **5.02.050 Application.**

Application for the licenses provided for in this chapter is made through the Business Licensing Service and must include all information required for issuance of all licenses requested, the total fees due for all licenses requested, and the application handling fee required by RCW 19.02.075.

### **5.02.060 Separate licenses—When required.**

A. A separate license shall be obtained for each branch, establishment, or separate location in which the business, calling, profession, trade, occupation, or activity licensed by this subtitle is carried on.

B. Each different business, calling, profession, trade, occupation, or activity carried on or device situated at any one location shall be described in detail on the application for business license.

C. Each license shall authorize the licensee to carry on, pursue, or conduct only that business, calling, profession, trade, occupation, or activity, or operate the device, vehicle, or thing described in such license, and only at the location or in the manner indicated therein, except as may be specifically provided in this chapter.

D. Any person renting or making available for rent to the public any dwelling unit located within the City limits of Medina is only required to obtain one license for all rental business activity conducted in the City, but shall register each dwelling unit with the City of Medina and include a statement certifying that each dwelling unit complies with RCW 59.18.060, as adopted by the state, and does not present conditions that endanger or impair the health or safety of the tenants. The registration required herein shall include information on the owner and, as applicable, the property manager, including contact information, including a phone number and email address for the owner and property manager.

### **5.02.070 Approval and issuance of a license.**

The Business Licensing Service (BLS) will provide the contents of a license application to the Finance Director. The Finance Director will review the application together with applicable city officials to determine if the application should be approved. If approved, the Finance Director will authorize issuance of the license through BLS.

### **5.02.080 Denial of license; Appeal.**

If the Finance Director determines that the licenses shall not be approved, the Finance Director shall notify BLS of such denial. Any applicant denied a license, or any person objecting to the issuance of any such license, shall, within ten days after the issuance or denial of such license, appeal said ruling by filing a written notice of appeal. Such notice shall clearly state the grounds that the appeal is based on and be timely filed

with the City Clerk. Following expiration of the appeal period, the City Clerk shall then set a date for the hearing of such appeal before the Hearing Examiner of the City. The appeal shall be governed by Chapter 2.72 MMC. The City Clerk shall notify the applicant in the case of a denial, and the objector and applicant in the case of issuance, by mail, of the time and place of hearing.

#### **5.02.090 Display of License**

A license issued under this chapter must be displayed in a publicly conspicuous place at the physical location identified on the license. However, that when the licensee's business requires travel from place to place or from house to house, then such license must be carried on the person of such licensee while actually engaged in the licensed occupation, business, or trade. Provided, however, that if the person is traveling from place to place or from house to house by vehicle, the person shall display the license on their vehicle so that it is visible when viewed from outside the vehicle.

#### **5.02.100 Advertising unlicensed premises.**

No person shall place on a building or property within the city limits of Medina any advertisement about conducting a specific business activity within the building or on the property unless the person conducting the activity has a valid license pursuant to local, state, or federal law. Advertising includes, but is not limited to, any sign, placard, poster, banner, card, or other advertising matter placed, erected, displayed, or maintained on the outside or in close proximity to any building or place, or in the inside in such a manner as it may be seen from the outside thereof. Any signage shall comply with the Medina sign regulations set forth in MMC 16.30.020.

#### **5.02.110 Renewal.**

The licenses provided for under this chapter expire on the date established by the Business Licensing Service (BLS) and must be renewed on or before that date to continue to engage in business in the city after that date.

A. Application for renewal is made through the BLS and must include all information required for issuance of all licenses, the total fees due for all licenses, and the renewal handling fee required by RCW 19.02.075.

B. The term of the license, and the respective city fee therefor may be prorated as necessary to synchronize the license expiration with that of the business account maintained by BLS.

C. Failure to complete the renewal by the expiration date will incur the late renewal penalty required by RCW 19.02.085 in addition to all license fees due.

D. Failure to complete the renewal within 120 days after the expiration date will result in the cancellation of the license, and will require application for a new license, as provided for in this chapter, to continue to engage in business within the city.

### 5.02.120 Exemptions

The following conditions provide for an exemption from either or both the business license requirement of this chapter or the city fee for a city business license, as indicated.

A. For purposes of the license issued under this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than the exemption amount set forth below must obtain a business license as provided for in this chapter, but will be exempt from the city fee therefore. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

1. Exemption Amount. The gross proceeds or gross income of a business for the purposes of this subsection "A" shall be no greater than \$4,000. This exemption amount shall be adjusted periodically as follows:

- a. This exemption amount will be adjusted every forty-eight (48) months, on January 1, starting January 1, 2030, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30, as published by the United States Department of Labor Bureau of Labor Statistics or successor agency.
- b. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight (48) months) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five percent (5%), a five percent (5%) increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight (48) month period, a zero percent (0%) increase will be used in computing the annual basis.

B. Persons, businesses, and organizations, other than those identified in subsection C. below, which are viewed as nonprofit and have been granted a federal tax exemption by the Internal Revenue Service under a provision of 26 USC § 501(c), must obtain a business license as provided for in this chapter, but will be exempted from the city license fee if they submit proof of their federal tax exemption determination letter.

C. Religious organizations which qualify for a federal tax-exempt status under 26 USC § 501(c)3, but for which the Internal Revenue Service assumes that status and does not normally provide a determination letter, are fully exempted from the requirements of this chapter when performing their core religious activities only. If such organizations conduct other business activities than only their core religious activities those other activities will be subject to all licensing requirements of this chapter.

- D. The following are all fully exempt from the requirements of this chapter.

1. Delivery in the City of any property purchased or acquired outside the City where no intent is shown to exist to evade the provisions of this chapter.

2. Casual or isolated sales made by persons who are not otherwise engaged in the business of selling the type of property involved is fully exempted from the requirements of this chapter. Casual sales include garage sales, lawn sales, attic sales, rummage sales, flea market sales, or any other similar casual sale of tangible personal property conducted on an infrequent basis, not to exceed three times per each calendar year and three days per event.
3. Minors engaged in babysitting, delivery of newspapers, or engaged in other small businesses such as a lemonade stand.
4. Any farmer or gardener who sells, delivers or peddles any fruit, vegetables, berries, butter, eggs, fish, milk, poultry, meats, or any farm produce or edibles raised, caught, produced, or manufactured by such person in any place in this state, subject to Health Department regulations for sanitation, permits, and inspections, where applicable.
5. Municipal, state, or federal agencies or employees acting on behalf of that agency.
6. A person employed in the City by a person engaged in business in the City, if the employer is licensed pursuant to this chapter to conduct business in the City.
7. A person transacting and carrying on a business exempt from City licensure by virtue of the Federal or State Constitution or state law.
8. Real Estate Agents. For the purposes of this chapter, "real estate agent" means a person who is licensed under Chapter 18.85 RCW and whose license is being retained by a broker licensed as a broker under Chapter 18.85 RCW ("designated broker"). Due to the unique legal controls placed upon the real estate agent/broker relationship, a real estate agent whose license is retained by a designated broker holding a currently valid city of Medina business license is not required to have his/her own separate business license if all of the following are true:
  - a. The real estate agent engages in no business in Medina other than the work with the designated broker; and
  - b. The designated broker notifies the city in writing as part of each year's business license renewal of the name of each real estate agent that the city should consider to be the equivalent of an employee of the designated broker for the purposes of this chapter
9. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license:
  - a. Meeting with suppliers of goods and services as a customer.
  - b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

- c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
- d. Renting tangible or intangible property as a customer when the property is not used in the city.
- e. Attending, but not participating, in a “trade show” or “multiple vendor events.” Persons participating at a trade show shall review the city’s trade show or multiple vendor event ordinances.
- f. Conducting advertising through the mail.
- g. Soliciting sales by phone from a location outside the city.

10. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city.

11. No license is required if a person engages in no activities within the city but the following:

- a. Activities that are within the term and scope of a city special event permit, pursuant to Chapter 9.40 MMC (e.g., vendors at a temporary booth who are included under an entity’s special event or community program permit, consistent with the term and activity for which the permit was issued);
- b. Activities that are within the term and scope of a city-operated and city-managed parks event that would otherwise be exempt if it was conducted pursuant to a special event permit;
- c. Attending meetings where the person does not provide training for a fee;
- d. Sale of one’s own residence; or
- e. Employing a household employee or being a customer of a domestic worker (e.g., babysitters, nannies, health aides, maids, or yard workers).

#### **5.02.130 Nontransferability - Business changes.**

The licenses issued under this chapter are personal to the person to which it was issued and for the location identified on the license. A person may only conduct business in the city under their own license, and a license may not be transferred to another person. A person may not allow another person to conduct business activities under their license, and a person may not conduct business under another person’s license.

A. If a person wishes to change the physical location of their business within the city they must notify the Business Licensing Service sufficiently prior to the change to allow the city to review and approve the new location. A person may not commence their business at a new location in the city until the city has approved the change. Such a



change of location may require submitting a new application for license as provided for in this chapter.

B. In the event of a change in ownership of a business, the acquiring owner must obtain their own license for the business, as provided for in this chapter, before commencing business in the city with that acquired business.

C. In case of the death of any licensee before the expiration of his or her license, his or her administrator or executor, duly appointed as such by order of court, may continue to act under said license for the unexpired term thereof upon filing with the City proof of such appointment.

#### **5.02.140 Refunds.**

Money paid to the city through the Business Licensing Service or otherwise, made in payment for city licensing fees, is not refundable through the city even though the licensee failed to complete all or any portion of a license's term. Provided, any money paid to the city to pay a city fee imposed by this chapter, but paid through error or otherwise not due for any city fee imposed by this chapter, will be, upon request of the payor, refunded to the payor by the city.

#### **5.02.150 Promulgation of rules and regulations.**

The Finance Director for the city is authorized to adopt, publish and enforce, from time to time, such rules and regulations for the proper administration of this chapter as may be necessary, and it is a violation of this chapter to fail to comply with any such rule or regulation lawfully promulgated under this chapter.

#### **5.02.160 Suspension or revocation; Appeal.**

A. The Finance Director shall have the power and authority to suspend or revoke any registration or license issued under the provisions of this title. The Finance Director shall notify such licensee in writing by certified mail or hand delivery of the suspension or revocation of his or her license or registration and the grounds therefor. Any license or registration issued under this title may be suspended or revoked based on one or more of the following grounds:

1. The registration was procured by fraud or false representation of fact, including, but not limited to, the existence of owners who were not identified on the application.
2. The licensee has failed to comply with any provisions of this title.
3. The licensee has failed to comply with any provisions of the MMC.
4. The licensee is in default in any payment of any license fee or tax under Title 5.

5. The licensee or employee has been convicted of a crime involving the business.

6. Licensee's continued conduct of the business for which the license or registration was issued will result in a danger to the public health, safety, or welfare by reason of any of the following:

i. The licensee, his/her employee or agent has committed a crime or other violation of law, which bears a direct relationship to the conduct of the business under the license or registration issued pursuant to this title. The Finance Director may consider any relevant violation of law regardless of whether the same act was charged as a civil infraction or crime or resulted in a finding of committed or conviction or if it is deferred or subject to pretrial diversion. If a licensee appeals such a suspension, revocation, or denial of a license or registration under this subsection, the violation must be proved by a preponderance of the evidence. Provided, however, that a finding of not committed on a civil infraction or a verdict of not guilty on a criminal charge precludes use of that act as a basis for a violation under this chapter.

ii. The licensee, or his/her agents or employees, have in the conduct of the business, violated any local, state, or federal law relating to public health or safety.

iii. The conduct of the business for which the license or registration was issued has resulted in the creation of a public nuisance as defined in the MMC or in state law.

iv. The tolerance of a public nuisance or criminal activity, as defined in local, state, or federal law, for which the business owner or operator can reasonably control or prevent.

7. For any reason that would justify denial or disqualification of a license under Section 5.02.190.

B. Any licensee may, within ten days from the date that the suspension or revocation notice was mailed to the licensee, appeal such suspension or revocation by filing a written notice of appeal ("petition") setting forth the grounds therefor with the City Clerk. The hearing shall be conducted in accordance with the procedures for hearing contested cases set out in MMC 2.72. The Hearing Examiner shall set a date for hearing said appeal and notify the licensee by mail of the time and place of the hearing. After the hearing thereon the Hearing Examiner shall, after appropriate findings of fact and conclusions of law, affirm, modify, or overrule the suspension or revocation and reinstate the license or registration, and may impose any terms upon the continuance of the registration.

No suspension or revocation, under this subsection, of a license or registration issued shall take effect until ten days after the mailing or hand delivery of the notice thereof by the Finance Director and, if appeal is taken as herein prescribed, the suspension or revocation shall be stayed pending final action by the Hearing Examiner. All licenses or registrations which are suspended or revoked shall be surrendered to the

City on the effective date of such suspension or revocation. The decision of the Hearing Examiner shall be final. The licensee and/or the Finance Director may seek review of the decision by the Superior Court of Washington in and for King County within 21 days from the date of the decision. If review is sought as herein prescribed, the suspension or revocation shall be stayed pending final action by the Superior Court. Upon revocation of any license or registration as provided in this subchapter, no portion of the license fee shall be returned to the licensee.

### **5.02.170 Summary suspension; Appeal.**

A. Where conditions exist that are deemed hazardous to life or property, or where the owner or his or her employee or agent has knowingly permitted a violation of the uniform controlled substances act, a violation of any law against gambling, or a violation of any law against prostitution within the business, the public official in charge is authorized to immediately stop such hazardous conditions that are in violation of this code, up to and including closing the business operation. Such order and demand may be oral or written.

B. At the time the Finance Director notifies the licensee of the summary suspension, either by mail or hand delivery, the Finance Director shall also schedule a hearing to be held within three business days from the date of the notice of summary suspension. Where an oral summary suspension is ordered or demanded by a public official, the Finance Director shall schedule a hearing to be held within three business days from the date of the summary suspension and the licensee will be notified by mail, facsimile, email, personal service or hand delivery. Such notices shall state the time and place of the hearing.

The hearing shall be held before the Finance Director. The decision of the Finance Director shall be final. The licensee may, within ten days from the date of the Finance Director's decision, appeal such suspension or revocation by filing a written notice of appeal ("petition") setting forth the grounds therefor with the Finance Director. The hearing shall be held by the City Hearing Examiner and conducted in accordance with the procedures for hearing contested cases set out in MMC 2.72. The Hearing Examiner shall set a date for hearing said appeal and notify the licensee by mail of the time and place of the hearing. After the hearing thereon the Hearing Examiner shall, after appropriate findings of fact and conclusions of law, affirm, modify, or overrule the summary suspension and reinstate the license or registration, and may impose any terms upon the continuance of the license.

The decision of the Hearing Examiner shall be final. The licensee and/or the Finance Director may seek review of the decision by the Superior Court of Washington in and for King County within 21 days from the date of Hearing Examiner's decision.

### **5.02.180 Statute of limitations—Unlicensed licensees.**

With regard to unlicensed licensees, no assessment or correction of an assessment for additional fees and penalties may be made due by the Finance Director more than four years after the close of the calendar year, except upon showing of the licensee's failure to file a license application as and when required under this chapter, which failure to file a license application resulted from the licensee's willful and fraudulent intent to avoid payment of the required fees.

### **5.02.190 Grounds for disqualification of licensees.**

Pursuant to the provisions of this subtitle, no license shall be issued to the following persons:

- A. Any minor under 18 years of age.
- B. Any person who, if licensed, is likely to present a danger to the public health, safety, or welfare by reason of any of the following:
  - 1. The applicant or his or her employee or agent has committed a crime or other violation of law which bears a direct relationship to the conduct of the business under the license issued pursuant to this title. The Finance Director may consider any relevant violation of law regardless of whether the same act was charged as a civil infraction or crime or resulted in a finding of committed or conviction or if it is deferred or subject to pretrial diversion. If a licensee appeals such a denial of a license under this subsection, the violation must be proved by a preponderance of the evidence. Provided, however, that a finding of not committed on a civil infraction or a verdict of not guilty on a criminal charge precludes use of that act as a basis for a violation under this chapter.
  - 2. The applicant has had a similar license revoked or suspended pursuant to the provisions of Section 5.02.150 above or has had a similar license revoked or suspended by any other administrative authority.
  - 3. The Finance Director has reasonable grounds to believe the applicant has provided false or misleading information or desires such license to enable applicant to practice some illegal act or some act injurious to the public health or safety.
- C. Any person who is not qualified under any specific provision of this subtitle for any particular license for which application is made.
- D. The Finance Director may deny a license if:
  - 1. The applicant or his or her employee or agent has committed a series of crimes or other violations of law that show a disregard for the law and the Finance Director reasonably concludes, based on this conduct that the applicant will not comply with the provisions of this title or other applicable laws applicable to the operation of the business. The Finance Director may consider any relevant violation of law, regardless of whether the same act was charged as a civil infraction or crime or resulted in a conviction or finding of committed, or if it is

deferred or subject to pretrial diversion. If a licensee appeals such a denial of a license under this subsection, the violation must be proved by a preponderance of the evidence. Provided, however, that a finding of not committed on a civil infraction or a verdict of not guilty on a criminal charge precludes use of that act as a basis for a violation under this chapter.

2. For any reason that would justify denial of the license under this Chapter.

3. When the Finance Director reasonably concludes that the applicant will not comply with the provisions of this title or other applicable local, state, or federal laws applicable to the operation of the business or that the operation of the business is likely to endanger public health or safety. The Finance Director may consider any relevant matter, including illegal activity associated with the applicant's operation of another business, or the conduct of the applicant's patrons or employees inside or outside a similar business operated by the applicant.

#### **5.02.200 Notice of right to suspend or revoke.**

Every license issued pursuant to the provisions of this subtitle shall state thereon, in substance, that such license is issued in consideration of the fee paid therefor and that the same is subject to suspension or revocation in the manner provided in this chapter.

#### **5.02.210 Violation – Penalty.**

If any person, firm or corporation subject to this chapter fails to pay any city-imposed fee required by this chapter within 30 days after the due date thereof, there may be added to such fee a penalty of 15 percent of the amount of such fee and any fee due under this chapter and unpaid, and all city-imposed penalties thereon, will constitute a debt to the city and may be collected by court proceedings, which remedy will be in addition to all other remedies. Provided, however, that there shall be no late-payment penalty when the person, firm or corporation did not pay to renew the business license as the person, firm or corporation did not expect to do any business in the City for the year to which the non-payment applies.

#### **5.02.220 Severability.**

If any provision of this Subtitle 5.02 or its application to any person or circumstance is held invalid, the remainder of the subtitle or the application of the provision to other persons or circumstances shall not be affected.

**Section 3.** Section 5.04.020 of the Medina Municipal Code is hereby amended to read as follows:

#### **5.04.020 License required.**

After April 1, 1975, no person, firm or corporation shall engage in or carry on any business, occupation, act or privilege for which a tax is imposed by MMC 5.04.030 without first having obtained, and being the holder of, a license to do so, to be known as an occupation license. Such license is separate from and in addition to the general business license issued under Chapter 5.02 MMC, which may also be required when applicable. Each such person, firm or corporation shall promptly apply to the city clerk for such license upon such forms as the clerk shall prescribe, giving such information as the clerk shall deem reasonably necessary to enable said clerk's office to administer and enforce this chapter; and, upon acceptance of such application by the clerk, said clerk shall thereupon issue such license to the applicant. Such occupation license shall be personal and nontransferable and shall be valid as long as the licensee shall continue in said business and shall comply with this chapter.

**Section 4.** Section 5.06.020 of the Medina Municipal Code is hereby amended to read as follows:

#### **5.06.020 Franchise fees – Amount.**

A. All persons given a grant pursuant to a franchise, license, permit or other authorization to use and occupy the public rights-of-way to provide services, whether or not such services are provided to the general public, shall, in consideration for such grant and to the extent the city may lawfully require such persons to do so, pay franchise fees to the city in accordance with the terms and conditions of the applicable franchise agreement, license, permit or other authorization.

B. Except as may be otherwise provided in the franchise, license, permit or other authorization, the obligation of such person to pay such franchise fees to the city shall survive the expiration, termination or revocation of the franchise, license, permit or other authorization and shall be in full force and effect until such time as a new franchise, license, permit or other authorization granting use and occupancy of the public rights-of-way becomes effective or such person removes its facilities, if any, from the public rights-of-way.

C. Franchise fees imposed pursuant to this section that are imposed upon gross revenues derived from services provided within the city shall not exceed a percentage of four percent of such gross revenues. Franchise fees imposed upon gross revenues derived from services provided within the city pursuant to a franchise, license, permit or other authorization granted prior to the effective date of the ordinance codified in this section shall not be assessed or collected to the extent such franchise fees exceed four percent of such gross revenues.

D. The franchise provided for in this chapter is separate from and in addition to the general business license issued under Chapter 5.02 MMC, which may also be required when applicable.



**Section 5.** Section 5.08.030 of the Medina Municipal Code is hereby amended to read as follows:

**5.08.030 Franchise grant.**

It is unlawful to engage in or commence construction, operation or maintenance of a cable system in the city without a franchise issued under this chapter. The city council may, by ordinance, issue a nonexclusive franchise to construct, operate and maintain a cable system within all or any portion of the city to any person or entity, whether operating under an existing franchise or not, who applies for authority to furnish cable service which complies with the terms and conditions of this chapter; and provided, that such person or entity also agrees to comply with all of the provisions of the franchise. However, this shall not be deemed to require the grant of a franchise to any particular person or entity. The city council may restrict the number of franchises should it determine such a restriction would be in the public interest. The franchise provided for in this chapter is separate from, and in addition to the general business license issued under Chapter 5.02 MMC, which may also be required when applicable.

**Section 6.** Section 16.31.010 of the Medina Municipal Code is hereby amended to read as follows:

**16.31.010 Home business.**

- A. *Permissive use.* A home business is permitted within a single-family dwelling provided it meets all the standards and requirements of this section. Home business is defined in MMC 16.12.090. Activities not able to meet all the standards and requirements of this section may be performed in non-residential zone districts of the city if otherwise allowed under the MMC.
- B. License required. A home business must both obtain a business license issued under Chapter 5.02 MMC, and complete all permitting processes required to conduct the home business, and upon which issuance of the business license is dependent.
- C. *Standards.* Every home business shall meet the following standards:
  1. The home business shall be clearly incidental and secondary to the use and function of the single-family dwelling as a residence.
  2. All external indications of or impacts from a home business shall be compatible with the residential character and nature of the neighborhood.
  3. The home business shall not cause or result in material changes in neighborhood safety, traffic, number or frequency of vehicle trips, parking demand or parking requirements.
  4. The following are prohibited in connection with a home business: signs; noise; smoke or odors detectable outside the dwelling; retail trade; pickup and delivery; external structure modifications; and exterior lighting.

D. *Requirements.* Every home business shall meet the following requirements:

1. The home business shall be located and operated wholly within the single-family dwelling.
2. No more than one person may be employed who is not a family member residing in the residence.
3. Any employee, client(s) and family members shall use off-street parking exclusively.
4. Not more than two vehicles owned or operated by an employee and/or a client shall be parked on the premises at any time.
5. All required local, regional, state, and federal permits and licenses shall have been obtained and shall be current and valid.
6. All required permits and authorizations for the dwelling structure and other attributes of the property and premises shall have been issued by the city and be in current compliance with the Medina Municipal Code.

**DE.** *Exclusions.* The following activities are not allowed as a home business:

1. Storage, receipt or transfer of equipment, materials, and commodities.
2. Stables, kennels, or husbandry of animals; any activities involving any exotic animal or farm animal; activities that are not permitted by MMC chapter 6.04.
3. Agriculture farming and sales activities.
4. Vehicle repair, automobile detailing or automotive servicing activities.
5. Production or storage of any hazardous waste or substance.
6. Any nonconforming use, however or whenever established.
7. Any activity that is prohibited by the Medina Municipal Code.

**EE.** *Enforcement.* Pursuant to MMC 16.10.040 and 16.10.050, the director shall apply the provisions of this section to the activities of a home business whenever necessary or appropriate to determine whether the home business meets the requirements and standards of the Medina Municipal Code, and shall issue findings and a decision thereon.

**Section 7. Severability.** If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

**Section 8. Publication.** This Ordinance shall be published by an approved summary consisting of the title.

**Section 9. Corrections.** Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors,

references, ordinance numbering, section/subsection numbers, and any reference thereto.

**Section 10. Effective Date.** This ordinance shall take effect five days after publication as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 13TH DAY OF OCTOBER 2025 BY A VOTE OF \_\_\_FOR, \_\_\_AGAINST, AND \_\_\_ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 13TH DAY OF OCTOBER 2025.**

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

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

Attest:

\_\_\_\_\_  
Jennifer S. Robertson, City Attorney

\_\_\_\_\_  
Dawn Nations, Acting City Clerk

PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.: 1046/ AB