



MEDINA CITY COUNCIL

Monday, July 13, 2026

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, July 13, 2026 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman
DEPUTY MAYOR | Randy Reeves
COUNCIL MEMBERS | Laura Bustamante, Harini Gokul, Michael Luis, Heija Nunn, Jeff Price
CITY MANAGER | Jeff Swanson
CITY ATTORNEY | Jennifer S. Robertson
ACTING CITY CLERK | Dawn Nations

Hybrid Meeting Participation

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

Join Zoom Meeting

<https://medina-wa.zoom.us/j/85137850591?pwd=IT7o5M4djaYaFNdXY2VO2N4NjVrkww.1>

Meeting ID: 851 3785 0591

Passcode: 253562

One tap mobile

+1-253-215-8782

1. **STUDY SESSION starts at 5:00 PM**

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**.

- 1.1 2027- 2032 Six-Year CIP/TIP/Non-TIP Plan
Recommendation: Discussion.
Staff Contact: Ryan Osada, Public Works Director

Time Estimate: 50 minutes

The regular meeting will start at 6:00 PM.

2. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Bustamante, Gokul, Luis, Nunn, Price, Reeves, Rossman

3. APPROVAL OF MEETING AGENDA

4. PUBLIC COMMENT PERIOD

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

5. PRESENTATIONS

- 5.1 Reports and announcements from Park Board, Planning Commission, and Emergency Preparedness.

Time Estimate: 10 minutes

6. CITY MANAGER'S REPORT

Time Estimate: 45 minutes

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

[6.1a](#) City Manager Monthly Report

[6.1b](#) Police Monthly Report

[6.1c](#) Development Services Monthly Report

[6.1d](#) Finance Monthly Report

[6.1e](#) Central Services Monthly Report

[6.1f](#) 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](#) Check Register June 2026
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance/HR Director
- [7.2](#) Draft City Council Meeting Minutes of May 11, 2026.
Recommendation: Adopt minutes.
Staff Contact: Dawn Nations, Acting City Clerk
- [7.3](#) Interlocal Agreement - University of Washington
Recommendation: To approve the renewal of the law enforcement shared services ILA between the City of Medina and the University of Washington.
Staff Contact: Ryan Wagner, Finance/HR Director, Jeff Sass, Police Chief
- [7.4](#) Update of City Council Rules and Guidelines
Recommendation: Adopt Resolution No. 462.
Staff Contact: Jeff Swanson, City Manager, Jennifer Robertson, City Attorney

8. **LEGISLATIVE HEARING**

None.

9. **PUBLIC HEARING**

- [9.1](#) 2027- 2032 Six-Year CIP/TIP/Non-TIP Plan
Recommendation: Conduct public hearing, receive public comments for discussion.
Staff Contact: Ryan Osada, Public Works Director

Time Estimate: 20 minutes

10. **CITY BUSINESS**

None.

11. **COUNCILMEMBER REPORTS AND ROUNDTABLE**

- a) Council Reports
- b) 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**

None.

14. **ADJOURNMENT**

Next regular City Council Meeting: July 27, 2026, at 5 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS AND EVENTS

Monday, July 27, 2026 - City Council Meeting (5:00 PM)
Monday, August 24, 2026 - City Council Meeting (5:00 PM)
Monday, September 14, 2026 - City Council Meeting (5:00 PM)
Monday, September 28, 2026 - City Council Meeting (5:00 PM)
Monday, October 12, 2026 - City Council Meeting (5:00 PM)
Monday, October 26, 2026 - City Council Meeting (5:00 PM)
Monday, November 9, 2026 - City Council Meeting (5:00 PM)
Monday, November 16, 2026 - City Council Meeting (5:00 PM)
Monday, December 14, 2026 - City Council Meeting (5:00 PM)
Monday, December 28, 2026 - City Council Meeting Canceled

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, July 13, 2026, Regular Meeting of the Medina City Council was posted and available for review on Thursday, July 9, 2026, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.

CITY OF MEDINA

Updated 7/8/2026

2027 - 2032 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP)

2027 - 2032 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)

2027 - 2032 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP)

DATE SUBMITTED:

Approved by: Medina City Council

Date:

Resolution Number:

NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE
-----	------	-------------------	-----------	----	----------------	---------------	-----------------------	-------------------	-------------------

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

I - 1	2027	81st Ave NE	Overlake Dr W	NE 8th Street	0.09	Asphalt Overlay	68	\$70,000.00	REET Tax
I - 2	2027	Lake WA Blvd	88th Ave NE	NE 10th Street	0.11	Asphalt Overlay	64	\$110,000.00	REET Tax
I - 3	2028	NE 22nd St	Evergreen Pt Rd	East EOR	0.24	Asphalt Overlay	70	\$130,000.00	REET Tax
I - 4	2028	Overlake Dr Bridge	1014B		NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 5	2028	Parking Lot	Medina Park	NE 82nd Street Lot	NA	Asphalt Overlay	71	\$50,000.00	REET Tax
I - 6	2028	NE 12th Street	Evergreen Pt Rd	84th Ave NE	0.5	Asphalt Overlay	70	\$225,000.00	REET Tax
I - 7	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE	0.46	Asphalt Overlay	72	\$200,000.00	REET Tax
I - 8	2029	82nd Ave NE	NE 8th Street	NE 12th Street	0.29	Asphalt Overlay	72	\$180,000.00	REET Tax
I - 9	2029	Overlake Dr Bridge	1014B		NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 10	2030	78th Ave NE	NE 21st Street	NE 28th Street	0.47	Asphalt Overlay	68	\$200,000.00	REET Tax
I - 11	2030	Overlake Dr Bridges			NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 12	2031	Overlake Dr W	84th Ave NE	Overlake Dr E	0.28	Asphalt Overlay	68	\$160,000.00	REET Tax
I - 13	2031	Overlake Dr Bridges			NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 14	2032	Overlake dr Bridges			NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 15	2032	NE 24th St	Evergreen Pt Rd	84th Ave NE	0.5	Asphalt Overlay	81	\$250,000.00	REET Tax

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

II - 1	2027	NE 28th St Water Quality Filter				Stormwater Outfall Filtration Vault / Biofiltration		\$470,000.00	REET Tax
II - 2	2028	NE 22nd St	Evergreen Pt Rd	Culdesac End		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 3	2028	NE 12th Street	80th Ave NE	84th Ave NE		Stormwater Infrastructure Improvements		\$50,000.00	REET Tax
II - 4	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE		Stormwater Infrastructure Improvements		\$50,000.00	REET Tax
II - 5	2029	82nd Ave NE	NE 8th Street	NE 12th Street		Stormwater Infrastructure Improvements		\$50,000.00	REET Tax
II - 6	2030	78th Ave NE	NE 21st Street	NE 28th Street		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 7	2031	Overlake Dr W	84th Ave NE	Overlake Dr E		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 8	2032	NE 24th Street	Biofiltration Swale			Stormwater Biofiltration Swale		\$200,000.00	REET Tax

Pavement Condition Legend for Part I. ACP Overlays:

NOTES:

Based on a 100 point rating with 0 being the worst.
 Rating is generated by the TIB Performance Management
 Dashboard
 *Rating is outdated - field verified

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

III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)

III - 1	2027	Evergreen Pt Rd	NE 12th Street	SR 520	1.18	Pedestrian Improvements - Draft Construction Plans <i>*Citywide Sidewalk Vision</i>		\$200,000.00	REET Tax
III - 2	2028	Evergreen Point Rd	NE 12th Street	NE 16th Street	0.3	Pedestrian Improvements		\$200,000.00	REET Tax
III - 3	2029	Evergreen Point Rd	NE 16th Street	2000 block	0.4	Pedestrian Improvements		\$200,000.00	REET Tax
III - 4	2030	77th Ave NE	NE 22nd ST	NE 16th St	0.6	Pedestrian Improvements		\$100,000.00	REET Tax
III - 5	2030	Evergreen Point Rd	2000 Block	NE 22nd Street	0.2	Pedestrian Improvements		\$200,000.00	REET Tax
III - 6	2031	Evergreen Point Rd	NE 22nd Street	NE 24th Street	0.13	Pedestrian Improvements		\$200,000.00	REET Tax
III - 7	2032	Evergreen Point Rd	NE 24th Street	NE 28th Street	0.24	Pedestrian Improvements		\$200,000.00	REET Tax

NON-TRANSPORTATION IMPROVEMENT PROJECTS:

IV. BUILDING RESTORATION AND IMPROVEMENTS

IV - 1	2027	City Hall				Lobby Security Review <i>Community-Oriented Design</i>		\$20,000.00	REET Tax
IV - 2	2028	Post Office				Re-Roof Building		\$40,000.00	REET Tax
IV - 3	2029	City Hall Bldg				Re-Roof Building		\$65,000.00	REET Tax
IV - 4	2030	Public Works Bldg				Exterior Painting		\$30,000.00	REET Tax
IV - 5	2031	Public Works Bldg				Re-Roof Building		\$70,000.00	REET Tax

V. PARKS PROJECTS

V - 1	2027	Medina Park	North Pond	N/A		Stormwater Pond Improvements		\$600,000.00	SROF
V - 2	2027	Post Office Park	Park	N/A		Hardscaping & Landscaping Phase 2		\$50,000.00	Park Levy
V - 3	2027	Fairweather Park	Nature Preserve	N/A		Invasive Species Removal		\$10,000.00	REET Tax
V - 4	2028	Post Office Park	Park	N/A		Hardscaping & Landscaping Phase 3		\$50,000.00	Park Levy
V - 5	2028	Fairweather & Medina	Park	N/A		Tennis Court Resurfacing		\$60,000.00	REET Tax
V - 6	2029	Medina Park	Playground	N/A		Wood Chip Rehabilitaion		\$20,000.00	Park Levy
V - 7	2029	Fairweather	Nature Preserve	N/A		Invasive Species Removal		\$10,000.00	Park Levy
V - 8	2030	Fairweather Park	Playfield	N/A		Playfield Drainage Improvements		\$150,000.00	REET Tax & Park Levy
V - 9	2031	Fairweather	Nature Preserve	N/A		Invasive Species Removal		\$10,000.00	Park Levy
V - 10	2032	Fairweather	Nature Preserve	N/A		Invasive Species Removal		\$10,000.00	REET

SUMMARY TOTAL PROJECTED BUDGET BY YEAR:

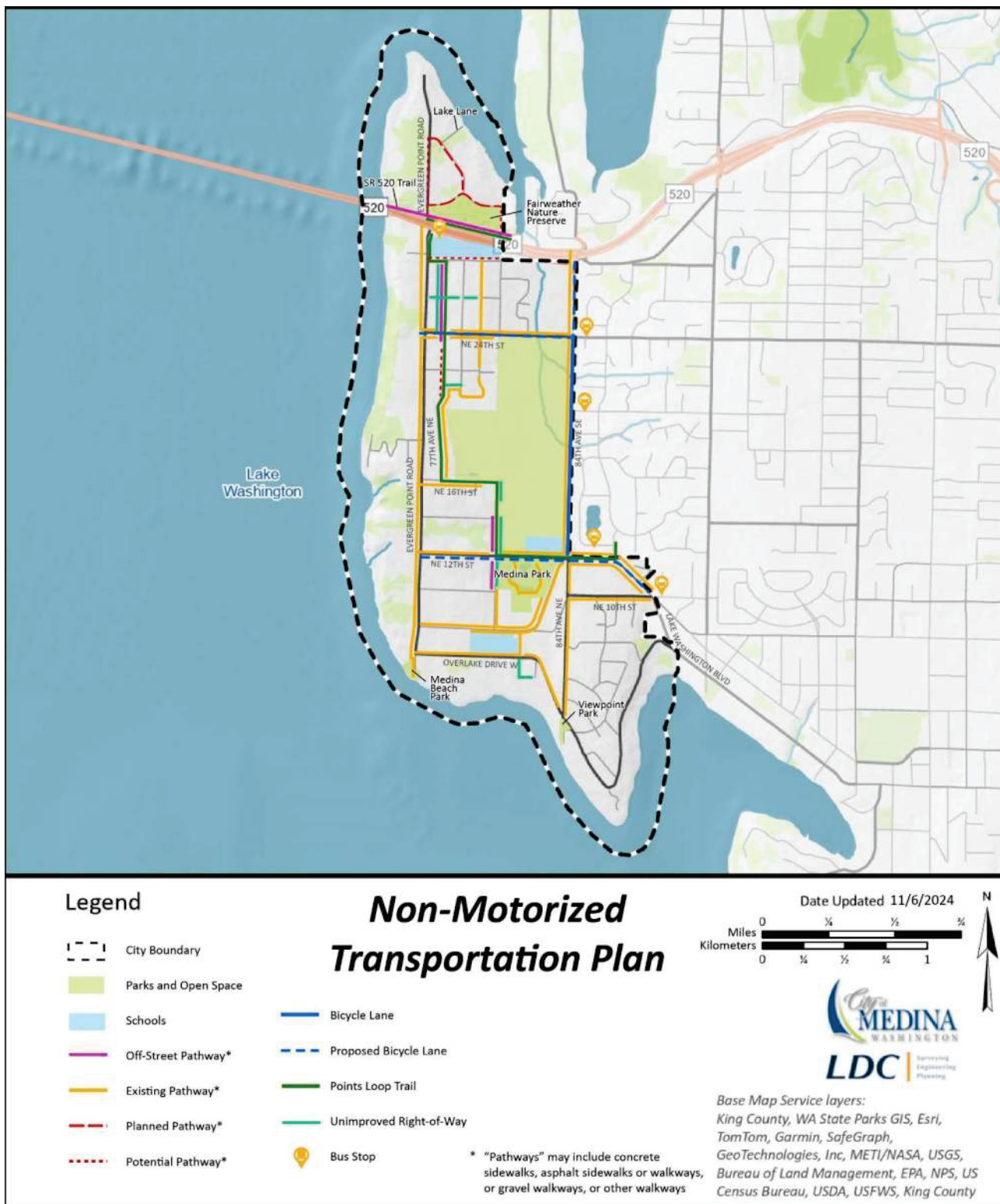
2027	\$	1,530,000.00
2028	\$	1,105,000.00
2029	\$	875,000.00
2030	\$	980,000.00
2031	\$	740,000.00

NOTES:

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

2032	\$	<u>760,000.00</u>	
TOTAL SIX YEAR C.I.P. 2027 - 2032	\$	5,990,000.00	

Figure 9 – Non-Motorized Transportation Plan



2026 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
STREETS:					
2026 Overlake Drive Bridge Repairs 1014C (REET)	TBD	2 weeks	\$ -	\$ 200,000.00	\$ 200,000.00
78th PL NE Asphalt Overlay (REET)	Summer	2 weeks	\$ -	\$ 160,000.00	\$ 160,000.00
SIDEWALK:					
Resurface Gravel Sidewalk OLDr & Points Loop Trail (REET & Park Levy)	TBD	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
Pedestrian Improvements Design - EPR & Overlake Drive	Jul-05	TBD	\$ -	\$ 200,000.00	\$ 200,000.00
PARKS:					
Fairweather Invasive Species Removal - Goats (Park Levy)	TBD	3 weeks	\$ -	\$ 15,000.00	\$ 15,000.00
Fairweather Nature Preserve Foot Bridge Improvements (Parks Levy)	Summer	1 week	\$ -	\$ 60,000.00	\$ 60,000.00
Post Office Pocket Park Ph 1 - Design (Park Levy)	TBD	NA	\$ -	\$ 25,000.00	\$ 25,000.00
Medina Beach Park Tree Planting <i>*trees purchased in 2025</i> (Tree Fund)	TBD	2 days	\$ -	\$ 2,000.00	\$ 2,000.00
STORMWATER:					
2026 Localized Improvements - 78th PL NE + three locations (REET)	Aug-25	3 weeks	\$ -	\$ 200,000.00	\$ 200,000.00
2025 Medina Park North Pond Vegetation Removal (KC SROF)	Jul-26	4 weeks	\$ 200,000.00	\$ 200,000.00	\$ -
Citywide Stormwater System Mapping (NPDES)	In progress	TBD	\$ 20,000.00	\$ 20,000.00	\$ -
BUILDING:					
2026 Post Office Interior Painting (REET)	TBD	2 weeks	\$ -	\$ 20,000.00	\$ 20,000.00
Public Works Carport & Storage (REET)	TBD	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
City Hall Backup Generator Inlet Plug (REET)	TBD	2 Days	\$ -	\$ 10,000.00	\$ 10,000.00
City Hall Security, Lobby Design & Space Planning (REET)	TBD	1 week	\$ -	\$ 20,000.00	\$ 20,000.00
City Hall Water Filler Station (REET)	TBD	3 Days	\$ -	\$ 5,000.00	\$ 5,000.00
OTHER:					
Points Loop Trail - QR Code Sign (Parks Levy)	2026	3 days	\$ -	\$ 3,000.00	\$ 3,000.00
Beach & Medina Park Restroom Automated Locks (REET)	2026	NA	\$ -	\$ 20,000.00	\$ 20,000.00
2026 Hazardous Tree Removal & Planting Program (Tree Fund)	2026	NA	\$ -	\$ 25,000.00	\$ 25,000.00

**UPDATED 2/4/2026*

Roll-Over from previous years

Walk-On project, Not on CIP

TOTALS

\$ 220,000.00	\$1,285,000.00	\$ 1,065,000.00
---------------	----------------	-----------------

CITY OF MEDINA							Updated 7/9/2025		
2026 - 2031 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP) 2026 - 2031 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) 2026 - 2031 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP) DATE SUBMITTED:							Approved by: Medina City Council Date: Resolution Number:		
NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE
I. STREET IMPROVEMENT PROJECTS (ACP Overlays, Sidewalks, Storm Drainage, etc.)									
I - 1	2026	78th Place NE	NE 32nd Street	Evergreen Pt Rd	0.24	Asphalt Overlay	68	\$160,000.00	REET Tax
I - 2	2026	Bridge 1014C			NA	Pier 2 Cap Replacement		\$100,000.00	REET Tax
I - 3	2027	81st Ave NE	Overlake Dr W	NE 8th Street	0.09	Asphalt Overlay	68	\$65,000.00	REET Tax
I - 4	2027	Bridge 1014C			NA	Pier Cap Replacement		\$100,000.00	REET Tax
I - 5	2027	77th Ave NE	NE 16th Street	NE 22nd Street	0.4	Asphalt Overlay	64	\$190,000.00	REET Tax
I - 6	2028	Overlake Dr Bridges			NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 7	2028	Parking Lot	Medina Park	NE 82nd Street Lot	NA	Asphalt Overlay	71	\$50,000.00	REET Tax
I - 8	2028	NE 12th Street	84th Ave NE	Evergreen Pt Rd	0.5	Asphalt Overlay	70	\$225,000.00	REET Tax
I - 9	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE	0.46	Asphalt Overlay	72	\$200,000.00	REET Tax
I - 10	2029	Overlake Dr Bridges			NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 11	2030	78th Ave NE	NE 21st Street	NE 28th Street	0.47	Asphalt Overlay	68	\$200,000.00	REET Tax
I - 12	2030	Overlake Dr Bridges			NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 13	2031	Overlake Dr W	84th Ave NE	Overlake Dr E	0.28	Asphalt Overlay	68	\$160,000.00	REET Tax
I - 14	2031	Overlake Dr Bridges			NA	Bridge Rehabilitation		\$200,000.00	REET Tax
II. STORM DRAINAGE PROJECTS (Not including storm drainage improvements in conjunction with street or path projects)									
II - 1	2026	78th Place NE	NE 32nd Street	Evergreen Pt Rd		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 2	2027	77th Ave NE	NE 16th Street	NE 22nd Street		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 3	2028	NE 12th Street	84th Ave NE	80th Ave NE		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 4	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 5	2030	78th Ave NE	NE 21st Street	NE 28th Street		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 6	2031	Overlake Dr W	84th Ave NE	Overlake Dr E		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
Pavement Condition Legend for Part I. ACP Overlays: Based on a 100 point rating with 0 being the worst. Rating is generated by the TIB Performance Management Dashboard *Rating is outdated - field verified					NOTES: 1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting. 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.				

III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)

III - 1	2026	Evergreen Pt Rd Overlake Drive W	NE 12th Street Upland Road	SR 520 NE 2nd Pl	1.18 0.26	Pedestrian Improvements - Design <i>Collector Standards A & B</i>		\$200,000.00	REET Tax
III - 2	2027	Evergreen Point Rd	NE 12th Street	NE 16th Street	0.3	Pedestrian Improvements		\$200,000.00	REET Tax
III - 3	2028	Evergreen Point Rd	NE 16th Street	2000 block	0.4	Pedestrian Improvements		\$200,000.00	REET Tax
III - 4	2029	77th Ave NE	NE 22nd ST	NE 16th St	0.6	Pedestrian Improvements		\$100,000.00	REET Tax
III - 5	2029	Evergreen Point Rd	2000 Block	NE 22nd Street	0.2	Pedestrian Improvements		\$200,000.00	REET Tax
III - 6	2030	Evergreen Point Rd	NE 22nd Street	NE 24th Street	0.13	Pedestrian Improvements		\$200,000.00	REET Tax
III - 7	2031	Evergreen Point Rd	NE 24th Street	NE 28th Street	0.24	Pedestrian Improvements		\$200,000.00	REET Tax

NON-TRANSPORTATION IMPROVEMENT PROJECTS:

IV. BUILDING RESTORATION AND IMPROVEMENTS

IV - 1	2026	City Hall				Lobby Security Review <i>Community-Oriented Design</i>		\$20,000.00	REET Tax
IV - 2	2026	Post Office				Re-paint Interior		\$20,000.00	REET Tax
IV - 3	2027	Post Office				Re-Roof Building		\$40,000.00	REET Tax
IV - 4	2028	City Hall Bldg				Re-Roof Building		\$65,000.00	REET Tax

V. PARKS PROJECTS

V - 1	2026	Fairweather Park	Nature Preserve	N/A		Foot Bridge Improvements (x2)		\$60,000.00	REET Tax
V - 2	2026	Fairweather Park	Nature Preserve	N/A		Invasive Species Removal		\$15,000.00	REET Tax
V - 3	2026	Post Office Park	Park	N/A		Hardscaping & Landscaping Phase 1 - Design		\$25,000.00	REET Tax
V - 4	2026	Medina Park & Fairweather Park		N/A		Tennis Court Fence Rehab		\$20,000.00	REET Tax
V - 5	2026	Medina Park	North Pond	N/A		Stormwater Pond Improvements		\$300,000.00	SROF
V - 6	2027	Post Office Park	Park	N/A		Hardscaping & Landscaping Phase 2		\$50,000.00	REET Tax
V - 7	2027	Fairweather Park	Nature Preserve	N/A		Invasive Species Removal		\$15,000.00	REET Tax
V - 8	2028	Post Office Park	Park	N/A		Hardscaping & Landscaping Phase 3		\$50,000.00	REET Tax
V - 9	2029	Medina Park	Playground	N/A		Wood Chip Rehabilitaion		\$20,000.00	REET Tax
V - 10	2030	Fairweather Park	Playfield	N/A		Playfield Drainage Improvements		\$150,000.00	REET Tax

SUMMARY TOTAL PROJECTED BUDGET BY YEAR:

2026	\$	1,120,000.00
2027	\$	860,000.00
2028	\$	890,000.00
2029	\$	820,000.00
2030	\$	850,000.00
2031	\$	760,000.00

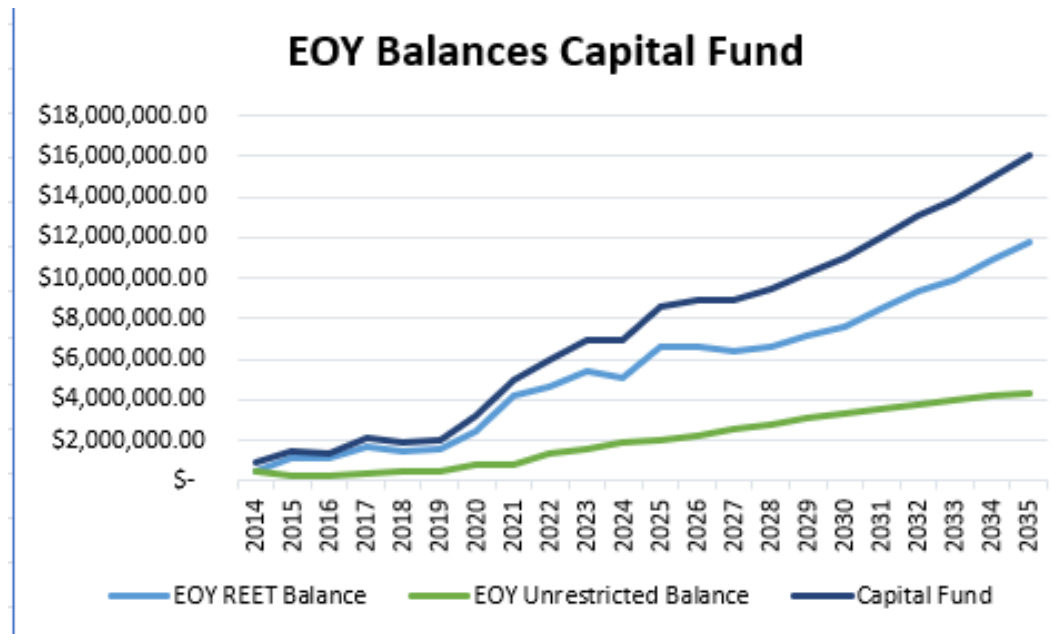
TOTAL SIX YEAR C.I.P. 2026 - 2031 \$ 5,300,000.00

NOTES:

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

	REET	Unrestricted Revenue	Expenditures	Change	EOY REET Balance	EOY Unrestricted Balance	Capital Fund
2014	\$ 1,183,402.16	\$ 26,108.18	\$ 1,059,798.70	\$ 149,711.64	\$ 449,566.99	\$ 462,001.46	\$ 911,568.45
2015	\$ 924,670.98	\$ 24,848.04	\$ 410,677.36	\$ 538,841.66	\$ 1,159,416.66	\$ 290,711.23	\$ 1,450,127.89
2016	\$ 942,930.28	\$ 135,356.07	\$ 1,125,636.26	\$ (47,349.91)	\$ 1,173,985.38	\$ 228,790.60	\$ 1,402,775.98
2017	\$ 1,378,806.38	\$ 170,483.88	\$ 830,247.18	\$ 719,043.08	\$ 1,722,544.58	\$ 399,274.48	\$ 2,121,819.06
2018	\$ 1,160,324.66	\$ 184,276.16	\$ 1,536,087.20	\$ (191,486.38)	\$ 1,467,782.11	\$ 462,550.68	\$ 1,930,332.79
2019	\$ 1,118,164.56	\$ 334,779.34	\$ 1,323,509.55	\$ 129,434.35	\$ 1,561,931.29	\$ 487,840.63	\$ 2,049,771.92
2020	\$ 1,537,707.64	\$ 305,009.43	\$ 668,505.36	\$ 1,174,211.71	\$ 2,431,133.57	\$ 792,850.06	\$ 3,223,983.63
2021	\$ 1,924,141.74	\$ 519,003.33	\$ 651,667.13	\$ 1,791,477.94	\$ 4,162,976.17	\$ 852,485.39	\$ 5,015,461.56
2022	\$ 1,336,037.16	\$ 815,327.25	\$ 1,238,272.30	\$ 913,092.11	\$ 4,611,986.18	\$ 1,314,362.49	\$ 5,926,348.67
2023	\$ 1,279,832.46	\$ 577,341.00	\$ 787,743.74	\$ 1,069,429.72	\$ 5,389,687.63	\$ 1,600,367.49	\$ 6,990,055.12
2024	\$ 1,631,001.91	\$ 994,698.91	\$ 2,574,859.89	\$ 50,840.93	\$ 5,117,977.90	\$ 1,883,381.90	\$ 7,001,359.80
2025	\$ 2,019,767.60	\$ 367,940.68	\$ 802,512.86	\$ 1,585,195.42	\$ 6,632,189.18	\$ 1,982,546.17	\$ 8,614,735.35
2026	\$ 1,278,950.37	\$ 294,000.00	\$ 1,285,000.00	\$ 287,950.37	\$ 6,626,139.55	\$ 2,276,546.17	\$ 8,902,685.72
2027	\$ 1,307,870.88	\$ 279,300.00	\$ 1,530,000.00	\$ 57,170.88	\$ 6,404,010.44	\$ 2,555,846.17	\$ 8,959,856.61
2028	\$ 1,336,791.40	\$ 265,335.00	\$ 1,105,000.00	\$ 497,126.40	\$ 6,635,801.83	\$ 2,821,181.17	\$ 9,456,983.00
2029	\$ 1,403,630.97	\$ 252,068.25	\$ 875,000.00	\$ 780,699.22	\$ 7,164,432.80	\$ 3,073,249.42	\$ 10,237,682.22
2030	\$ 1,473,812.51	\$ 239,464.84	\$ 980,000.00	\$ 733,277.35	\$ 7,658,245.31	\$ 3,312,714.26	\$ 10,970,959.57
2031	\$ 1,547,503.14	\$ 227,491.60	\$ 740,000.00	\$ 1,034,994.74	\$ 8,465,748.45	\$ 3,540,205.85	\$ 12,005,954.30
2032	\$ 1,624,878.30	\$ 216,117.02	\$ 760,000.00	\$ 1,080,995.31	\$ 9,330,626.75	\$ 3,756,322.87	\$ 13,086,949.62
2033	\$ 1,706,122.21	\$ 205,311.17	\$ 1,105,000.00	\$ 806,433.38	\$ 9,931,748.96	\$ 3,961,634.03	\$ 13,893,382.99
2034	\$ 1,791,428.32	\$ 195,045.61	\$ 875,000.00	\$ 1,111,473.93	\$ 10,848,177.28	\$ 4,156,679.64	\$ 15,004,856.92
2035	\$ 1,880,999.74	\$ 185,293.33	\$ 980,000.00	\$ 1,086,293.06	\$ 11,749,177.02	\$ 4,341,972.97	\$ 16,091,149.99

Forecasted





CITY OF MEDINA

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

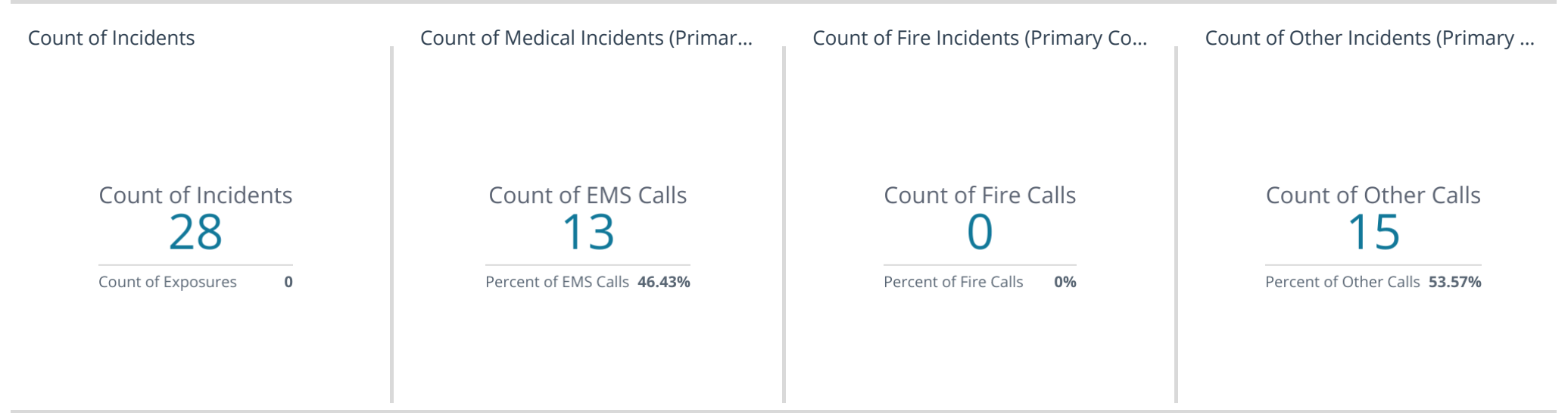
Date: July 13, 2026
To: Honorable Mayor and City Council
From: Jeff Swanson, City Manager
Subject: City Manager Report

- Bellevue Fire Report – June 2026 **See attachment 1.**
- 2026 City Council Calendar – **See attachment 2.**

Filter statement

Filters Incident onset Last Month | Incident status Locked, Draft, InReview | Location city MEDINA, Medina

Incident Types (NERIS)



Filter statement

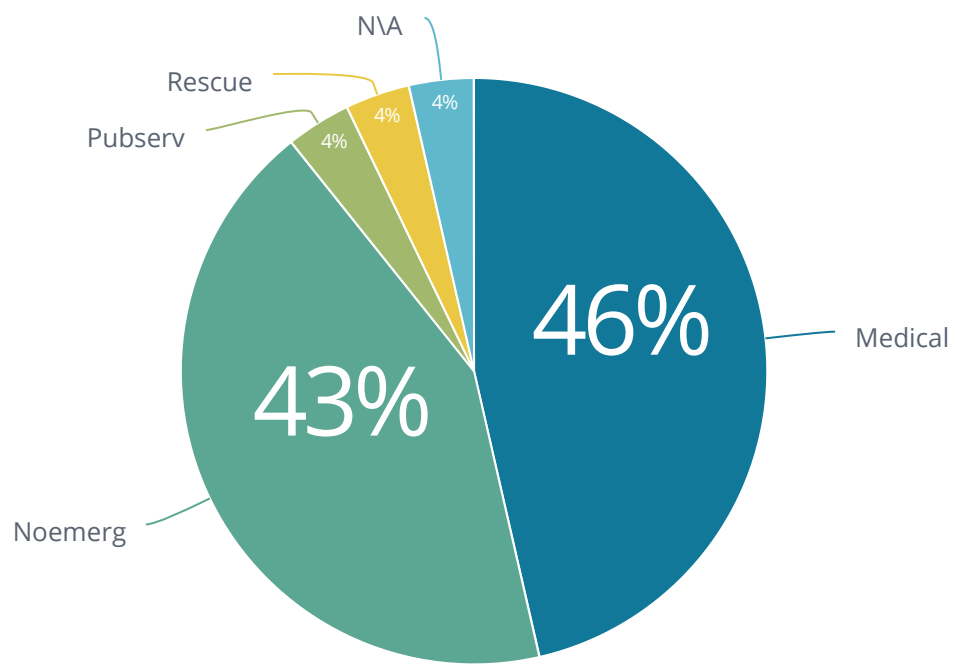
Filters

Incident onsetLast Month

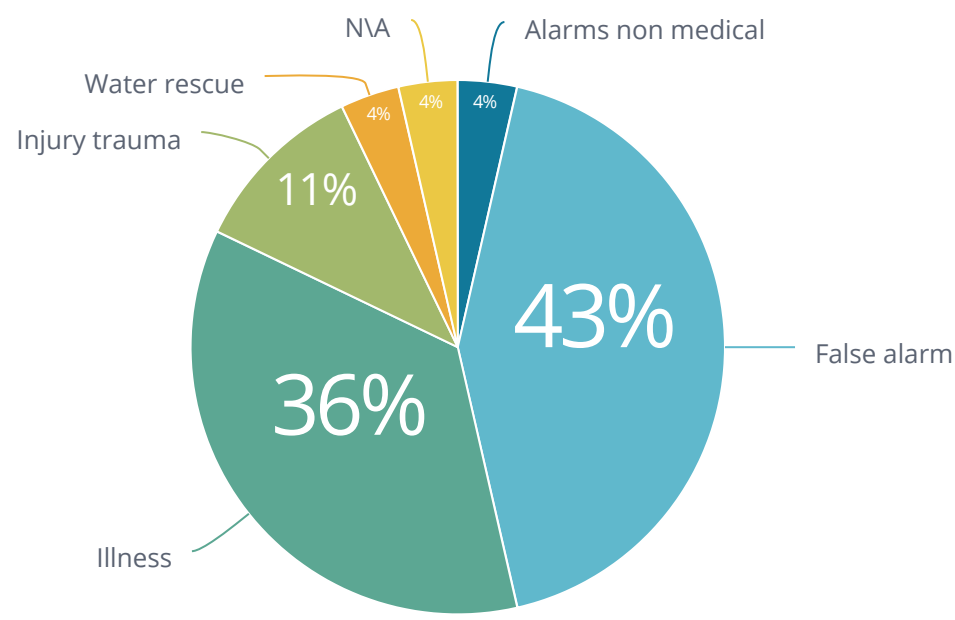
Incident statusLocked, Draft, InReview

Location cityMEDINA, Medina

Primary Incident Type by Category



Primary Incident Types by Subcategory



Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** MEDINA, Medina

Count of Fire Incidents

Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** MEDINA, Medina

Primary Incident Types (by month)

Primary Incident Type	Incidents	
	06/2026	Grand Total
Accidental alarm	4	4
Altered mental status	1	1
Breathing problems	1	1
Chest pain (non-trauma)	3	3
Fall	2	2
Fire / smoke alarm	1	1
Malfunctioning alarm	7	7
No appropriate choice (medical response)	1	1
Other false call	1	1
Other traumatic injury	1	1
Sick case	3	3
Unconscious victim	1	1

Additional Incident Types (by month)

**ATTACHMENT 2
Upcoming Calendar**

AGENDA ITEM 6.1a

	MEDINA CITY COUNCIL				
	2026 AGENDA/ACTION CALENDAR				
	Meetings scheduled for 5:00 pm, online (unless noticed otherwise).				
JULY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	DRAFT -2027- 2032 Six-Year CIP/TIP/Non-TIP Plan	Osada			
Presentation	Boards and Commissions				
City Manager Report	All department reports				
Consent Agenda	Check Register June 2026	Wagner			
Consent Agenda	Draft CC Minutes	Nations			
Consent Agenda	King County Animal Control - code updates	Sass			
Consent Agenda	UW ILA	Wagner			
Consent Agenda	Council Guideline Updates	Robertson			
Legislative Hearing	None				
Public Hearing	CIP/TIP 2027- 2032	Osada			
City Business	None				
Executive Session	None				
JULY 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Park Donation policy Draft	Osada			
Presentation	none				
Closed Session	Collective Bargaining RCW 42.30.140(4)(a)	Swanson, Wagner, Mabee			
City Manager Report	None				
Consent Agenda	Ord. 1052 IOC extension	Wilcox			

**ATTACHMENT 2
Upcoming Calendar**

AGENDA ITEM 6.1a

Consent Agenda	Ezee Fiber Franchise Agreement	Osada, Robertson	Information and discussion		
Consent Agenda	2026 Stormwater Improvements	Osada			
Legislative Hearing	None				
Public Hearing	Ezee Fiber Franchise Agreement	Osada, Robertson			
Public Hearing	Outdoor Lighting IOC	Wilcox			
Public Hearing	Outdoor Lighting permanent regulations	Wilcox			
City Business	Outdoor Lighting permanent regulations Ordinance	Wilcox	Adopt.		
Executive Session	RCW 42.30.110(1)(g)				
AUGUST 24, City Council Regular Meeting and Retreat					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentations					
City Manager Report					
Consent Agenda					
Public Hearing	Ord. 1052 IOC extension	Wilcox			
City Business					
Retreat Topic	2027 Budget	Wagner			
SEPTEMBER 14, City Council Special and Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Development impacts Discussion	Wilcox			
Presentation					
City Manager Report	All department reports				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					

**ATTACHMENT 2
Upcoming Calendar**

AGENDA ITEM 6.1a

City Business					
City Business					
City Business					
Executive Session					
SEPTEMBER 28, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session					
Presentation					
City Manager Report					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Development impacts Ordinance	Wilcox			
City Business					
City Business					
City Business					
Executive Session	RCW 42.30.110(1)(g)				

ATTACHMENT 2
Completed Agenda Items

AGENDA ITEM 6.1a

	MEDINA CITY COUNCIL					
	2026 AGENDA/ACTION CALENDAR					
	Meetings scheduled for 5:00 pm, online (unless noticed otherwise).					
JANUARY 12, City Council Regular Meeting, 5:00 pm						
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice	
Elections	Mayor/Deputy Mayor			Completed		
Presentation						
City Manager Report	All department reports			Completed		
Consent Agenda	December 2025 Check Register			Approved		
Consent Agenda	CC Minutes November 19, 2025			Adopted		
Legislative Hearing	none					
Public Hearing	none					
City Business	2026 Legislative Schedule	Swanson		Completed		
				Adopted Res. No 455, 456, 457		
City Business	ARCH - Interlocal Agreement Amendment ARCH Action Items	Swanson	Adopt Resolutions			
Study Session	Council Discussion: 2026-2027 Term	Mayor/Swanson		Completed		
Executive Session	None					
JANUARY 26, City Council Regular Meeting, 5:00 pm						
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice	
Study Session	2026 Draft Capital Project List	Osada	Discussion and direction.	No Action		
Presentation	Introduction of New Assistant Finance Director			Completed		
City Manager Report	State Legislative Update	Swanson		Completed		
Consent Agenda	Code Updates: Council meeting dates and times	Robertson/Swanson	Adopt Ord. No. 1051	Adopted		

ATTACHMENT 2
Completed Agenda Items

AGENDA ITEM 6.1a

Legislative Hearing	None				
Public Hearing	Interim Official Lighting Ordinance	Robertson/Wilcox		Completed	
City Business	Committee Assignments	Mayor/Council		Discussed	
Executive Session	RCW 42.30.110(1)(g)			Completed	
Executive Session	RCW 42.30.110(1)(i)			Completed	
FEBRUARY 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Draft Capital Project List	Osada	Discussion and direction.	Completed	
Presentation	Medina Elementary Students			Completed	
Presentation	Boards, Commissions, Committee Reports			Completed	
City Manager Report	State Legislative Update and all staff	Swanson/Staff		Completed	
Consent Agenda	Check Register - 13th month	Wagner	Approve	Approved	
Consent Agenda	PC Minutes 11/18/2025	Bennett	Receive and file	Received	
Consent Agenda	Draft Meeting Minutes 12/8/25 & 1/12/2026	Nations	Adopt	Adopted	
Legislative Hearing	None				
Public Hearing	None				
City Business	Committee Assignments	Mayor/Council		Discussed	
City Business	Financial Policies Update	Wagner		Discussed	
Executive Session	None				
FEBRUARY 23, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	IOC Bulk Discussion	Robertson, Wilcox		No Action	
Presentation	None				
City Manager Report	State Legislative Update, Tree Code update, Janaury financial report	Swanson, Wilcox, Wagner		Completed	
Consent Agenda	Check Register - January 2026	Wagner	Approve	Approved	

ATTACHMENT 2
Completed Agenda Items

AGENDA ITEM 6.1a

Consent Agenda	Updating Financial Policies Res. No. 458		Adopt	Adopted Res. NO. 458	
Legislative Hearing	none				
Public Hearing	none				
City Business	CAO - update	Wilcox	Adopt	Adopted Ord. No. 1053	
City Business	Committee Assignments	Mayor/Council	Approve assignments	Approved	
City Business	IOC Bulk	Robertson, Wilcox	Direction and potential adoption.		schedule public hearing 60 days yes
City Business	City Council/Planning Commission Workplan	Swanson, Wilcox	Discussion item only	Direction given	
Executive Session	RCW 42.30.110(1)(i)			Completed	
MARCH 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	SAO Exit Conference	Wagner		Completed	
Study Session	CJTC Grant - Public Safety Sales and Use Tax	Sass		Completed/no action	
Presentation	Boards, Commissions, Committee Reports			Completed	
City Manager Report	All department reports			Completed	
Consent Agenda	Check Register Feb 2026		Approve	Approved	
Consent Agenda	Draft CC minutes 1/26/2026		Adopt	Adopted	
Consent Agenda	Medina Park - north pond invasive vegetation removal	Osada	Approve.	Approved	
Consent Agenda	City Hall Water Filler Station to Replace the Water Cooler Service	Osada	Approve.	Approved	
Legislative Hearing	none				
Public Hearing	none				
City Business	Tree Code Recommendations	Wilcox	Referral to PC		
City Business	CJTC Grant - Public Safety Sales and Use Tax	Sass	Adopt.	Adopted	

ATTACHMENT 2
Completed Agenda Items

AGENDA ITEM 6.1a

City Business	Draft PC Workplan	Swanson	Discussion and direction		
City Business	Process for Filling Council Vacancy	Swanson	Discussion and direction	Direction given	
City Business	IT Contract	Wagner	Approve.	Approved	
Executive Session	RCW 42.30.110(1)(g)	Swanson			
Executive Session	RCW 42.30.110(1)(i)	Osada			
MARCH 23, City Council Regular Meeting, 6:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	None - Start meeting at 6pm				
Presentation	None				
City Manager Report	State Legislative Update	Swanson			
Consent Agenda	2026 resurface Gravel Walkway	Osada		Approved	
Consent Agenda	2026 Post Office Interior Painting	Osada		Approved	
Consent Agenda	PC appointment Confirmation	Swanson		Approved	
Legislative Hearing	None				
Public Hearing	None				
City Business	HB 2015 Public Safety Sales Tax	Sass, Wagner, Robertson, Swanson		Completed	
Executive Session	RCW 42.30.110(1)(i)	Swanson		Completed	
Closed Session	RCW 42.30.140 (4)(a)	Archer, Wagner, Swanson		Completed	
APRIL 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Draft Capital Project List - Sidewalk design	Osada	Discussion and direction.		
Presentation					
City Manager Report	All department reports				
Consent Agenda	March Check Register	Wagner	Approve		

ATTACHMENT 2
Completed Agenda Items

AGENDA ITEM 6.1a

Consent Agenda	Draft CC minutes 2/9, 2/23, 2/24	Nations	Adopt		
Consent Agenda	Proclamation - Sexual Assault Awareness & Prevention Month April 2026	Swanson	Adopt		
Consent Agenda	Overlake Drive East Bridge Repair	Osada	Approve.		
Legislative Hearing	None				
Public Hearing	IOC Bulk	Robertson, Wilcox	Accept public Testimony		
City Business	None				
Executive Session	None				
APRIL 27, City Council Regular and Study Session Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Medina Days	Swanson		Completed	
Presentation	Elizabeth McAuley, U.S. Coast Guard Auxiliary			Completed	
City Manager Report	Regional Policy Positions: RWQC rate letter (SCA PIC), KCTBD (SCA PIC), ETP (ST3)	Swanson		Approved.	
Consent Agenda	Proclamation - 57th Annual Professional Municipal Clerks Week May 3-9, 2026	Nations	Adopt	Adopted	
Consent Agenda	Proclamation - National Police Week May 10-16, 2026 - Peace Officers Memorial Day May 15, 2026	Sass	Adopt	Adopted	
Consent Agenda	Proclamation -Boating and Paddling Month May 2026	Swanson	Adopt	Adopted	
Consent Agenda	Sidewalk Sweeping Machine	Osada	approve	Approved	
Legislative Hearing	None			none	
Public Hearing	None			none	
City Business	Development Impacts Discussion	Wilcox/Gunderson	Discussion and direction	Completed	
City Business	Personnel Committee Item	Gokul/Swanson	Discussion and direction	Completed	

ATTACHMENT 2
Completed Agenda Items

AGENDA ITEM 6.1a

City Business					
Executive Session	RCW 42.30.110(1)(g)			Completed	
Executive Session	RCW 42.30.110(1)(h)			Completed	
MAY 11, City Council Special Meeting - Council Interviews 2:00PM					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Special Meeting	Council Interviews	Swanson			
MAY 11, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Executive Session	RCW 42.30.110(1)(h)	Swanson			
Council Vacancy	New Councilmember appointment			Completed	
Presentation	ARCH Presentation Sophie Glass	Swanson			
City Manager Report	All department reports				
Consent Agenda	Check Register April 2026	Wagner		Approved	
Consent Agenda	Draft CC Minutes 3/9, 3/16, 3/26	Nations		Adopted	
Consent Agenda	2026 Medina Park North Pond Vegetation Removal - Change order 1	Osada		approved	
Consent Agenda	Ordinance Amending Municipal Code Allowing Alcohol Service for Special Events	Swanson		adopted	
Consent Agenda	Surplus Equipment Approval	Wagner		approved	
Legislative Hearing	None				
Public Hearing	None				
City Business	None				
Executive Session	None				
MAY 26 (TUESDAY), City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

ATTACHMENT 2
Completed Agenda Items

AGENDA ITEM 6.1a

Presentation	none				
City Manager Report	Arch Update and WSDOT Update			completed	
Consent Agenda	Park Board Minutes 11/17/25 and 1/9/26	Nations		Received	
Consent Agenda	Planning Commission Minutes 4/28 & 5/6	Bennett		Received	
Consent Agenda	Draft CC Minutes 4/13/2026	Nations		Adopted	
Legislative Hearing	none				
Public Hearing	none				
City Business	none				
Executive Session	none				
Study Session	City Council Retreat - Council Guidelines and 2027 Budget	Swanson, Wagner		Completed	
JUNE 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Gas Powered Leaf Blowers	Swanson		Completed	
Presentation	Boards and Commissions			Completed	
City Manager Report	All department reports			Completed	
Consent Agenda	Check Register May 2026	Wagner		Approved	
Consent Agenda	Draft CC Minutes 4-27	Nations		Adopted	
Consent Agenda	IOC Extending Outdoor Lighting	Robertson, Wilcox		Adopted	
Consent Agenda	Park Rules for Tennis Courts Ordinance	Osada		Adopted	
Legislative Hearing	None				
Public Hearing	None				
City Business	None				
Executive Session	None				

ATTACHMENT 2
Completed Agenda Items

AGENDA ITEM 6.1a

JUNE 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	DRAFT -2027- 2032 Six-Year CIP/TIP/Non-TIP Plan	Osada		Completed	
Presentation	None				
City Manager Report					
Consent Agenda	78th Place NE Improvements	osada		Appoved	
Legislative Hearing	None				
Public Hearing	DRAFT -2027- 2032 Six-Year CIP/TIP/Non-TIP Plan	Osada		completed	
City Business	Master Fee Schedule Resolution Update	Wagner		Adopted	
City Business	Donation Policy	Wagner		Adopted	
City Business	ILA King County Animal Control	Sass		Approved	
Executive Session	none				



MEDINA POLICE DEPARTMENT

DATE: July 13th, 2026

TO: Jeff Swanson, City Manager

FROM: Jeffrey R. Sass, Chief of Police

RE: Police Department Update – June, 2026

The following is a summary highlighting some of the Medina Police Department activity in June, 2026.

Follow up:

Nothing to report.

Medina Police Bike Patrol Program:

In addition to the three pedal bicycles, the Medina Police Department has added two e-bikes to our fleet! Officers have had multiple opportunities to utilize the speed and power of the new e-bikes and have found them to be a great supplement to the pedal bicycles.



Public Safety Grant Award:

The Medina Police Department was awarded \$360,000 over a two-year grant period through the Public Safety Funding Program established by Engrossed Substitute House Bill 2015. Following the implementation of the

municipal sales tax, this statewide public safety funding law provides grant funds for the hiring and training of new officers to the Washington State law enforcement workforce. These funds will allow the Medina Police Department to hire an additional entry-level police officer to increase our level of service to our communities.

Marine Patrol:

Mercer Island Marine Patrol will be focusing their active patrolling efforts on residential shorelines for boating safety and incident response throughout the summertime months. With marine patrol services no longer needed for Seafair activities around Mercer Island, the Marine Patrol unit has greatly increased their availability to show a presence in the surrounding shoreline areas.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY
JUNE, 2026



FELONY CRIMES

Burglary

2026-00002898

06/13/2026

Officers were dispatched to the 2000 block of 79th Avenue NE for a report of a subject who entered a residence while the homeowner was inside. The suspect immediately fled the area. A search of the license plate reader cameras yielded a vehicle in which the registered owner matched the suspect seen on surveillance cameras at the residence. Officers went to the suspect's residence in Renton and arrested the suspect without incident for residential burglary.

Burglary

2026-00003051

06/22/2026

Officers were dispatched to the 1600 block of Rambling Lane for a report of a burglary that occurred sometime over the past week. Jewelry and firearms were stolen from inside the residence. The fingerprint evidence team responded and processed the scene for latent fingerprints. Investigation ongoing.

MISDEMEANOR CRIMES

Hit & Run

2026-00002792

06/06/2026

Officers were dispatched to the 8000 block of NE 16th Street for a report of damage found to the bumper of a parked vehicle. Collision report taken with no suspect information available at this time.

Malicious Mischief

2026-00003156

06/29/2026

Officers were dispatched to the 8300 block of NE 12th Street for a report of a mailbox that was damaged when attempting to pry it open to steal mail. The mailbox was not successfully opened but was significantly damaged. No suspect information available at this time.

OTHER

Marine Incident

2026-00002833

06/09/2026

Officers were dispatched to the 1600 block of 73rd Avenue NE for a report of a pontoon boat that had become unsecured from its dock and caused damage to another boat. Mercer Island Marine Patrol responded to secure the vessel and provide the necessary documentation.

Missing Juvenile

2026-00003131

06/28/2026

Officers were dispatched to the 8000 block of NE 27th Street for a report of a juvenile who ran away from home. The juvenile was located a short distance away while walking back to their residence.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



AGENDA ITEM 6.1b

JUNE, 2026

CRIMES	Current Month	YTD 2026	YTD 2025	Year-End 2025
Burglary	2	4	2	5
Vehicle Prowl	0	1	0	0
Vehicle Theft	0	0	1	1
Theft (mail & all other)	0	4	5	8
ID Theft/Fraud	0	7	4	7
Malicious Mischief (Vandalism)	1	4	4	4
Domestic Violence	0	7	3	8
Disturbance, Harassment & Non-DV Assault	0	1	1	5
TOTAL	3	28	20	38

COMMUNITY POLICING	Current Month	YTD 2026	YTD 2025	Year-End 2025
Drug Violations	0	0	0	1
Community Assists	57	334	421	741
Marine	1	2	5	8
House Watch Checks	39	363	486	859
School Zone	16	223	151	264
Behavioral Health	2	16	7	14
TOTAL	115	938	1070	1887

TRAFFIC	Current Month	YTD 2026	YTD 2025	Year-End 2025
Collisions				
Injury	0	0	0	1
Non-Injury	1	2	1	5
Non-Reportable	0	0	2	4
TOTAL	1	2	3	10
Traffic Enforcement				
Criminal Citations	2	21	12	32
Infractions	17	114	152	273
Warnings	214	999	1118	2057
TOTAL	233	1134	1282	2362

LICENSE PLATE READER EVENTS	Current Month	YTD 2026	YTD 2025	Year-End 2025
LPR alerts that were recovered	0	1	5	8
LPR alerts that were not located	2	6	28	41
LPR alerts that were located, not apprehended	0	0	0	0
TOTAL	2	7	33	49

CALLS FOR SERVICE	Current Month	YTD 2026	YTD 2025	Year-End 2025
Animal	6	25	27	58
Residential Alarms	14	81	105	202
Missing Person	1	4	2	4
Suspicious Activity/Area Checks	87	344	345	749
TOTAL	108	454	479	1013

ADMINISTRATIVE	Current Month	YTD 2026	YTD 2025	Year-End 2025
Public Disclosure Requests Received	13	68	37	94
Concealed Pistol License Applications Processed	1	17	17	33
TOTAL	14	85	54	127

**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

TOWN OF
HUNTS POINT
Washington

JUNE, 2026

FELONY CRIMES

MISDEMEANOR CRIMES

OTHER

Death Investigation

2026-00002674

06/04/2026

Officers were dispatched to the 8500 block of NE 28th Street for an investigation into the death of an elderly female. No suspicious activity was identified as a result of the investigation.

Traffic Collision

2026-00003053

06/22/2026

Officers were dispatched to the 8500 block of Hunts Point Lane for a vehicle versus juvenile pedestrian. The vehicle was traveling at very slow speeds when the pedestrian was struck while walking in the middle of the roadway. The juvenile was transported to the hospital with minor injuries for further treatment.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT

TOW
HUNTS POINT
Washington

JUNE, 2026

CRIMES	Current Month	YTD 2026	YTD 2025	Year-End 2025
Burglary	0	0	0	0
Vehicle Prowl	0	0	0	2
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	1	0	0
ID Theft/Fraud	0	1	2	2
Malicious Mischief (Vandalism)	0	0	0	0
Domestic Violence	0	2	2	4
Disturbance, Harassment & Non-DV Assault	0	0	0	2
TOTAL	0	4	4	10

COMMUNITY POLICING	Current Month	YTD 2026	YTD 2025	Year-End 2025
Drug Violations	0	0	0	0
Community Assists	15	57	88	132
Marine	0	1	2	7
House Watch Checks	4	44	50	90
Behavioral Health	0	0	0	1
TOTAL	19	102	140	230

TRAFFIC	Current Month	YTD 2026	YTD 2025	Year-End 2025
Collisions				
Injury	1	1	0	0
Non-Injury	0	0	0	0
Non-Reportable	0	0	0	0
TOTAL	1	1	0	0
Traffic Enforcement				
Criminal Citations	1	8	4	12
Infractions	3	43	51	104
Warnings	45	294	245	518
TOTAL	49	345	300	634

LICENSE PLATE READER EVENTS	Current Month	YTD 2026	YTD 2025	Year-End 2025
LPR alerts that were recovered	0	0	0	0
LPR alerts that were not located	0	0	5	7
LPR alerts that were located, not apprehended	0	0	1	1
TOTAL	0	0	6	8

CALLS FOR SERVICE	Current Month	YTD 2026	YTD 2025	Year-End 2025
Animal	0	2	3	5
Residential Alarms	3	11	13	25
Missing Person	0	0	0	0
Suspicious Activity/Area Checks	11	57	62	109
TOTAL	14	70	78	139

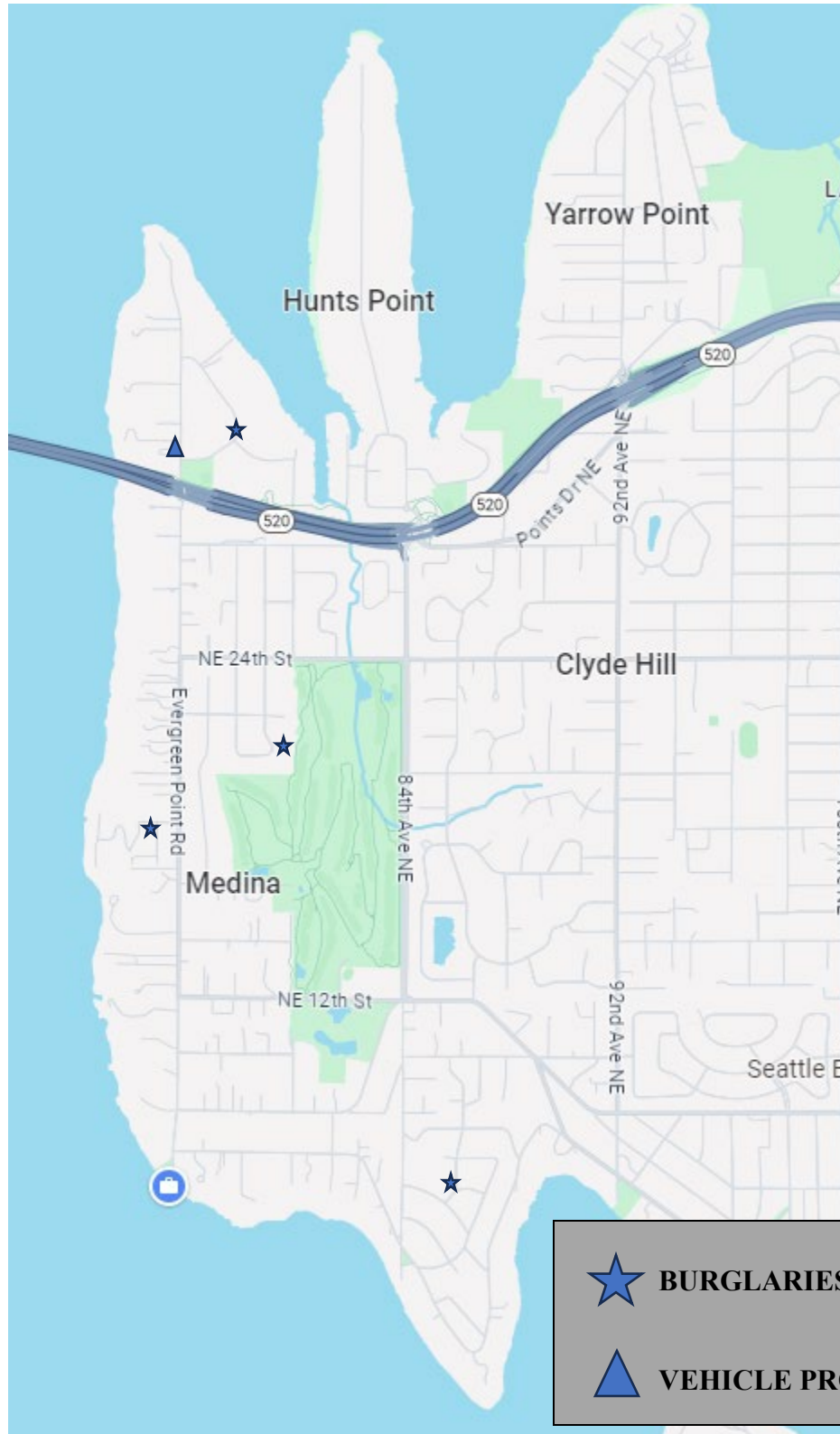
*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.



MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL INCIDENT MAP

JUNE YEAR-TO-DATE





MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS



CATEGORY	DETAILS
Burglary	Includes: - Burglary (all degrees) - Residential Burglary
Vehicle Prowl	All degrees of Motor Vehicle Prowl.
Vehicle Theft	Includes: - Motor vehicle theft - Taking a motor vehicle without permission - Car jacking
Theft	Includes: - Possession of stolen property - Theft (all degrees) - Theft of mail
ID Theft/Fraud	Includes: - Identity theft - Fraud
Malicious Mischief	Includes: - Arson - Malicious Mischief (vandalism)
Domestic Violence	Includes: - DV Assault (all degrees) - Violation of Domestic Violence Court Order - DV Harassment (all degrees) - Custodial Interference - Order Service - DV Rape & Sex Offenses
Disturbance/Harassment /Non-DV Assault	Includes: - Disturbance - Telephonic Harassment - Harassment (all degrees) - Assault (all degrees) - Abuse investigations - Extortion - Kidnapping - Non-DV Rape & Sex Offenses - Robbery
Drug Violations	Includes all Violations of the Uniformed Controlled Substances Act
Community Assists	Includes: - Adult Protective Services (APS) investigations - Child Protective Services (CPS) investigations - Civil matters - Community Policing

	• Non-suspicious Death Investigations • Assisting the Fire Department/EMS • Found Child • Found Property • Special Events
Marine	Includes all incidents within our jurisdiction on the waterways.
House Watch Checks	Total number of visits to residences on house watch within the reporting period.
School Zone	Total number of school zone patrols conducted at all three elementary schools within the reporting period.
Behavioral Health	Calls for service involving individuals experiencing a behavioral or mental health episode. The call may have resulted in anything ranging from no police action and an involuntary commitment to a medical facility for treatment.
Traffic Collisions	Includes: • Injury collisions involve medical treatment to at least one of the involved parties, either by on-scene EMS evaluation/treatment and/or transportation to a medical facility for treatment. These collisions require a police case report by law. • Non-injury collisions involve a collision in which there is property damage amounting to at least \$1,000 but no involved parties were injured. These collisions require a police case report by law. • Non-reportable collisions involve a collision under any of the following circumstances: ○ Collision on private property with no injuries. ○ Collision on public right of way with no injuries and any property damage did not amount to at least \$1,000.
Traffic Enforcement	Citations: • Any criminal traffic citation, to include Driving With Suspended License, Reckless Driving, DUI, etc. Infractions: • Any non-criminal traffic stop that resulted in the issuance of a civil infraction (ticket) to the driver. Warnings: • Any traffic stop that resulted in a verbal warning to the driver.
License Plate Reader (LPR) Events	Stolen license plates/vehicles that alerted the LPR system and were recovered. Stolen license plates/vehicles that alerted the LPR system and were not located. Stolen license plates/vehicles that alerted the LPR system and were located but fled from law enforcement attempts to apprehend the vehicle.
Animal	Includes: • Found animal call for service • Lost animal call for service • Welfare check involving an animal • Noise complaints or nuisance calls for service involving an animal
Residential Alarms	House alarms that are triggered and the alarm company contacts 911 for a police response. These calls for service do not include alarm calls that become a burglary investigation upon police arrival.
Missing Person	Calls for service where a missing person report is taken, or the assistance of law enforcement is requested to search for a missing person. These calls include adults as well as juveniles.

Suspicious Activity/Area Checks	Includes: • Noise complaints • Suspicious person/activity reports • Field contacts made by officers on patrol • Loud party calls, juveniles • Reports of dangerous driving • Weapons Complaints • Soliciting • Welfare Check • Prowler
---------------------------------	---

**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

Date: July 13, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permitting

Please see the two June 2026 Mid-Year permitting reports provided.

Comparing 2026 to year-to-month 2025 it appears that Development Services is much busier than last year. This is not true due to permit applications from late 2025 that were issued in 2026.

June 2025 YTM Permit Valuation: \$6,452,354.42

June 2026 YTM Permit Valuation: \$13,603,471.30

Development activity in Medina and the Points area generally remains slow.

Outdoor Lighting Ord. 1043 Process Update

The original Outdoor Lighting Ordinance 1043 was approved by the Council on June 25, 2026 has been extended by Ordinances 1050 and 1057.

Recent completed events:

May 22, 2026. SEPA Checklist and Determination of Non-significance noticing was issued
June 4, 2026. Notice of Intent to Adopt to Department of Commerce request for expedited review approved
June 23, 2026. Planning Commission Public Hearing and approval of recommendation to the Council

Subject to change; here is the current anticipated calendar for the on-going Outdoor Lighting project:

July 14, 2026. Development Services Committee will review the Planner's Council presentation
July 27, 2026. Council Public Hearing and request for motion to approve

Development Impacts Ord. 1052 ('Phase 1') Process Update

Subject to change; here is the current anticipated calendar for the on-going Development Impacts Phase 1 project:

July 27, 2026. Request on Consent for the Council to extend the Interim Official Control (IOC)
 July 28, 2026. Planning Commission Study Session
 July 29, 2026. Notice of Intent to Adopt sent to Department of Commerce with request for expedited review
 July 30, 2026. SEPA Checklist and Determination of Non-significance noticing will be issued
 August 24, 2026. IOC extension Public Hearing at the regular Council meeting
 August 25, 2026. Planning Commission Public Hearing and request for Council recommendation approval
 September 2026. Date TBD, Development Services Committee review of the Planner's Council presentation
 September 14, 2026. Council Study Session
 September 28, 2026. Council Public Hearing

Development Impacts Phase 2

The Development Impacts topic was originally considered as a single project, however it was later divided into two phases.

Phase 1: Address immediate problems
 Phase 2: Long-term resolution

On April 27, 2026 the Council provided the following direction:

"Direct the Planning Commission to study each presented zoning reform opportunity for its efficacy in satisfying the goals of the Development Impacts Project and prepare a recommendation for Council's adoption."

Regarding Phase 2 staff are working on the scoping and timeline for the process. Completion of Phase 1 and Phase 2 will fulfill the Council direction.

2026 Budgeted Projects Mid-Year Update

Development Services has three on-going projects under Council approved budgets for completion in 2026.

Telecommunications Code Update

Budget amount \$50,000

Consultant
 City Attorney's office - Inslee Best

Description

Telecommunications rules change requiring that our Municipal Code have regular reviews and updating by our attorney to ensure compliance. This is a review of the entirety of Medina Municipal Code Title 15.

The Small Wireless Chapter 15.14 was drafted by previous City Attorney Ogden Murphy Wallace in 2019. The remainder of Title 15 has not been updated since 2001.

Clarity for ease of use is also being considered in the current update.

Telecommunications fee structure will require a review for consistency.

Status

Work is within budget and is on-going with goal to be completed through Council approval by the end of 2026.

Critical Area Map Update

Budget amount \$17,627

Consultant

Facet

Description

Medina's critical areas are currently depicted within a hard-copy Critical Areas Map. The map gives generalized information which may be used by those who are evaluating a parcel. This is helpful for someone who is in a feasibility study or preparing for our Development Services pre-application process.

The new map is necessary due to the Critical Areas code update that was mandated by the State and approved by Medina last year. Additionally, the new map corrects some minor inconsistencies in the current map.

A qualified professional hired by the property owner decides if a critical area affects the parcel and what those impacts might be. For example, the qualified professional will confirm critical area impacts and perform delineation, stream type, etc. as may be needed. Our pre-application process can provide guidance. Development Services staff and consultants confirm code compliance under permit application review.

The new Critical Areas map is GIS based and will be available to the public on Medina's website.

Status

Our agreement with Facet is to complete the map and have it ready for Medina website hosting by August 1st. It appears that Facet will meet the deadline. The work is within budget.

Right of Way Tree Inventory

Budget amount \$34,000

Consultant

City Arborist Andy Crossett

Description

This is the second part of a two-phase project. Phase one was completed in 2025 and involved the inventory of Medina's park and other open space trees. The second phase is on-going in 2026 and involves the inventory of Medina's right of way trees.

As part of a Council approved Work Plan task, our Medina Municipal Code Tree Management Code Chapter 16.52 will be proposed for updating. Development Services staff are working on this task now by creating concepts and reviewing other similar codes. Most of the code update is expected in 2027 and of course the Council and the public will become involved at that time. Professional management of the city's trees will be a part of a new code update proposal.

The tree inventory of Medina's public trees conducted in 2025 and 2026 will enable the ability to permanently manage the city's urban forest. The inventory is necessary for adopting and enacting new code provisions should the Council decide to do so. Even if Council does not choose to adopt tree management provisions

within a proposed code update, the inventory will have use by our arborist, public works, and the public through a new GIS based map of the city's trees which will be hosted on Medina's website.

Status

As expected, this inventory is a slow process. Evaluation of a particular tree location vs. an adjacent private property boundary takes time. Most of the public trees in the southeast and south end of Medina have now been inventoried. The inventory will be completed in 2026 and is within budget.

Attachments:

June 2026 Permits Received Report

June 2026 Permit Issued Report

June 2026 Tree Permit Report

June 2026 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	06/19/2026	B-26-038	\$2,800,000.00	8000 NE 16TH ST
B-ADD/ALT	06/10/2026	B-26-035	\$500,000.00	8105 NE 5TH ST
TOTAL B-ADD/ALT:	2		\$3,300,000.00	
B-FENCE	06/03/2026	B-26-034	\$3,300.00	1013 84th Ave NE
B-FENCE	06/15/2026	B-26-036	\$7,500.00	7409 Rambling Ln.
B-FENCE	06/25/2026	B-26-040	\$12,000.00	8048 NE 8TH ST
TOTAL B-FENCE:	3		\$22,800.00	
B-GAS	06/09/2026	G-26-015		2427 79TH AVE NE
TOTAL B-GAS:	1		\$0.00	
B-GATE	06/16/2026	B-26-037	\$15,000.00	8024 NE 8TH ST
TOTAL B-GATE:	1		\$15,000.00	
B-MECHANICAL	06/05/2026	M-26-038		1010 82nd Ave NE
B-MECHANICAL	06/09/2026	M-26-039	\$4,000.00	2427 79th Ave NE
B-MECHANICAL	06/19/2026	M-26-041		1662 RAMBLING LN
B-MECHANICAL	06/10/2026	M-26-040		2561 Medina Cir

B-MECHANICAL	06/19/2026	M-26-042		8050 NE 8th St.
TOTAL B-MECHANICAL:	5		\$4,000.00	
B-PLUMBING	06/10/2026	P-26-036		8048 NE 8TH ST
B-PLUMBING	06/15/2026	P-26-039		3313 EVERGREEN POINT RD
TOTAL B-PLUMBING:	2		\$0.00	
B-ROOF	06/24/2026	B-26-039		201 OVERLAKE DR E
B-ROOF	06/25/2026	B-26-041		8428 NE 10TH ST
TOTAL B-ROOF:	2		\$0.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	06/11/2026	CAP-26-018		8024 NE 8TH ST
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	1		\$0.00	
P-NON ADMIN VARIANCE	06/11/2026	P-26-038		1013 84th Ave NE
TOTAL P-NON ADMIN VARIANCE:	1		\$0.00	
P-SEPA/SUBSTANTIAL DEV	06/10/2026	P-26-037		8105 NE 5TH ST
P-SEPA/SUBSTANTIAL DEV	06/23/2026	P-26-040		Lake Lane
TOTAL P-SEPA/SUBSTANTIAL DEV:	2		\$0.00	
PW-RIGHT OF WAY	06/09/2026	PW-ROW-26-050		3217 Evergreen Pt Rd
PW-RIGHT OF WAY	06/17/2026	PW-ROW-26-051		8743 Overlake Dr. W.

PW-RIGHT OF WAY	06/18/2026	PW-ROW-26-052		322 84th Ave NE
TOTAL PW-RIGHT OF WAY:	3		\$0.00	
TREE-HAZARD EVALUATION	06/15/2026	TREE-26-016		2827 EVERGREEN POINT RD
TOTAL TREE-HAZARD EVALUATION:	1		\$0.00	
Total # of Permits	24		\$3,341,800.00	



Monthly Issued Permit Report

June, 2026

Construction Value:	June 2026	June 2025	2026 YTM	2025 YTM	Difference
Accessory Structure	-	-	\$90,000.00	-	\$90,000.00
Addition / Alteration	\$12,501.55	\$60,000.00	\$3,014,570.30	\$3,774,398.42	(\$759,828.12)
Fence / Wall	\$7,500.00	-	\$114,547.00	\$177,956.00	(\$63,409.00)
New Construction	-	-	\$10,294,354.00	\$2,500,000.00	\$7,794,354.00
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	\$90,000.00	-	\$90,000.00
Total Value:	\$20,001.55	\$60,000.00	\$13,603,471.30	\$6,452,354.42	\$7,151,116.88

Permits Issued:	June 2026	June 2025	2026 YTM	2025 YTM	Difference
New Construction	-	-	5	1	4
Permit Extension	2	10	32	18	14
Accessory Structure	-	-	1	-	1
Addition / Alteration	1	1	9	12	(3)
Construction Activity Permit	-	2	16	22	(6)
Demolition	-	-	5	1	4
Fence / Wall	1	-	5	8	(3)
Grading / Drainage	2	-	8	6	2
Mechanical	9	12	33	53	(20)
Other - Moving	-	-	-	-	0
Plumbing / Gas	3	8	33	28	5
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	8	7	53	35	18
Tree Mitigation	4	4	23	23	0
Wireless Comm. Facility	-	-	1	-	1
Total Permits:	30	44	224	207	17

Inspections:	June 2026	June 2025	2026 YTM	2025 YTM	Difference
Building	89	84	393	508	(115)
	16	19	84	101	(17)
Engineering/Other	5	3	31	15	16
Tree	3	6	24	23	1
Total Inspections:	113	112	532	647	(115)

Tree Permit Activity Report

June 2026

By Andy Crossett

TreePlotter Tree Inventory Update: Zone 2 (area west of 84th Ave NE and south of NE 12th St) is nearly complete. Fieldwork will soon transition into Zone 3 (area north of NE 12th St to NE 18th St).

Issued Non-Development Tree Permit Activity Table

Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-PERFORMANCE	8411 NE 10 th St	2 Bigleaf Maple	34", 26"	4	Private property tree removal. Extensive decay/rot, high-risk trees.

New Development Tree Permit Activity Table

Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
2	TREE-WITH BUILDING/DEV	7570 NE 28 th PL	Oregon Ash, 3 Douglas fir, 2 Bigleaf maple, 3 Western redcedar, Atlas cedar, English Hawthorn,	8", 33", 12", 14", 11", 14", 20", 20", 18", 20", 12"	N/A	The site will likely have sufficient tree units, so no supplemental replacement trees will be required. However, the application was incomplete and did not include all of the required tree information. Awaiting revised application materials.

Photographs

Picture 1. 8411 NE 10th St: Two large maples have extensive internal decay caused by brittle cinder fungus (*Kretzschmaria deusta*) affecting the trunk and stem wood. This disease significantly reduces wood strength, increasing the likelihood of failure, and will ultimately result in tree mortality.



Picture 2. 7570 NE 28th PL: A new single-family home is proposed. Removal of 11 centrally located trees, including several tall conifers, is proposed to accommodate development. During my site visit to verify the application materials, I found that several significant trees were missing from the inventory. I subsequently met with the project arborist to review the site and ensure all required tree information was documented, then followed up with a correction email. I am currently awaiting the revised application materials.





June 2026 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2026-047	FORMAL, WRITTEN WARNING	Rob Kilmer	2427 79TH AVE NE	Description: Observed two construction-related vehicles parked outside of property line of project despite prior warning. Action taken: Issued formal written warning.	n/a
CC-2026-048	NOTICE OF VIOLATION	Rob Kilmer	8055 NE 28TH ST	Description: Observed objects left along side of roadway in violation of MMC 12.28.020 Action taken: Notice of Violation issued.	Removed by compliance date.
CC-2026-049	SIGN VIOLATION	Rob Kilmer	Various	Description: Commercial advertising signs (New Style Remodeling 206-888-0884)(x4) were observed placed along the right-of-way. Action taken: Removed signs and sent code enforcement notice to the company.	n/a
CC-2026-050	INITIAL WARNING	Rob Kilmer	1150 76TH AVE NE	Description: Received concern regarding the grass planting strip along the right-of-way being overgrown. Action Taken: Visited the property and left a card with a family member of the occupant, but did not receive any follow-up from either the occupant or the property owner. Mailed an initial contact letter to the property owner regarding MMC 16.52.220	n/a
CC-2026-051	NOTICE OF VIOLATION	Rob Kilmer	2230 EVERGREEN POINT RD	Description: Bushes in right-of-way planting strip observed to potentially create a violation of the sight-lines requirements of MMC 16.52.210 C.1. Action Taken: Notice of Violation created to address the issue.	Fines are accumulating daily
CC-2026-052	SIGN VIOLATION	Rob Kilmer	2555 MEDINA CIR	Description: Observed real estate signs placed out at 84th Ave NE Action Taken: Removed signs and contacted Agent to inform them of the sign rules in Medina.	n/a
CC-2026-053	REFUSE BINS	Rob Kilmer	1645 RAMBLING LN	Description: Received SeeClickFix ticket (#22069073) regarding bins in the right-of-way. Action Taken: Delivered code enforcement letter to the property and spoke with the on-site employee of the owner. The employee stated that the previous tenants had moved out and that the new tenants would be told of the rules regarding bins. .	Removed same day.
CC-2026-054	CITATION	Rob Kilmer	611 EVERGREEN POINT RD	Description: Observed two work vehicles (Winterwood Cabinetry) parked along right-of-way. Action Taken: Investigated and determined the vehicles belonged to a construction project. Issued Notice of Citation.	\$200 Due 7/17/26

CC-2026-055	CITATION	Rob Kilmer	8048 NE 8TH ST	Description: Floor joist delivery truck arrived and entered site fifteen minutes prior to allowable work time despite prior warning to builder. Action Taken: Issued Notice of Citation	\$100 Due 7/20/26
CC-2026-056	SIGN VIOLATION	Rob Kilmer	3340 EVERGREEN POINT RD	Description: Observed commercial advertising sign (Painted by TUBRO 425-216-2633) displayed along right-of-way. Action Taken: Removed sign and sent notice to company with sign rules for Medina.	n/a

Past Code Enforcement Cases Closed This Month					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Result
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: Property owner stated on 4/28/26 that they are in the process of getting the structure removed.	Structure has been removed.

Past Code Enforcement Cases Still Open					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Fine Amount
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.	Fines are accumulating daily
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: Building permit currently under review. Notice of Final Order recorded: 11/13/2024	
CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.	Fines are accumulating daily
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court.	
CC-2025-090	NOTICE OF VIOLATION			Status: Working through zoning process	
CC-2026-027	NOTICE OF VIOLATION			Re-issued NOV to update ownership information. This is associated with: CC-2024-101, CC-2024-114, CC-2025-090	

CC-2026-004	STOP WORK ORDER	Rob Kilmer	Parcel: 2425049255 3203 Evergreen Pt Rd.	Description: Based on information about the past history of this site, additional information is required before work can continue.	Fines are accumulating daily
CC-2026-030	NOTICE OF FINAL ORDER			Action Taken: Issued Stop Work Order requiring the project's Geotechnical Engineer to provide a report for review by the City.	
Notice of Final Order recorded: 4/15/2026					



CITY OF MEDINA

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

TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: July 13th, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: June 2026 Financials

The June 2026 report includes:

- June Key Revenue and Expenditure Numbers
- Medina Days Estimated Costs
- June Cash Statement
- June Financial Summary
- Key Highlights by Account
- 2026 Financials by Account
- May 2026 REET Report
- June 2026, AP Check Register Activity Detail

June 2026 Key Revenue

- \$139K Local Sales and Use Tax
- \$121K May REET Revenue
- \$79K Property Taxes
- \$78K King County Parks Levy
- \$42K Investment Earnings
- \$22K Permit Fees

June 2026 Key Expenditures

- \$60K Riparia Environmental – Medina Park Vegetation Removal
- \$39K Inslee Best – May City Attorney Services
- \$23K Norcom – Q2 Law Enforcement Dispatch Services
- \$16K Mahoney Planning – Current and Long-Range Planning for May
- \$13K Mobile Modular Portable Storage – Shipping Containers for PW Storage

Medina Days Estimated Costs

Medina Days 2026 Budget - \$50,000

Estimated Costs

- Fireworks - \$18,000
- Barge for Fireworks - \$13,000 (Estimated)
- 2 Stall Bathroom Trailer – \$7,404
- The Band – \$5,000 (Estimated)
- AV for the Band – \$2,500 (Estimated)
- Event Planner OT (Dawn) - \$1,416 (15 Hour Estimate)

Total Estimated Costs: \$47,320

Total Projected Surplus: \$2,680

Please note that this does not consider potential donations to help offset costs.

2026 June Cash Balance

<u>2026 Cash Balance, 05/31/2026</u>		<u>2026 Cash Balance, 06/30/2026</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Period Ending: 05/31/2026		Period Ending: 06/30/2026	
WA ST INV POOL	\$ 13,708,125	WA ST INV POOL	\$ 13,911,921
OTHER INVESTMENTS*	4,985,284	OTHER INVESTMENTS*	4,985,284 Market Value
CHECKING	1,452,867	CHECKING	1,058,853
	\$ 20,146,275		\$ 19,956,057
		Outstanding Checks	\$160,453
		Total:	\$ 19,795,604

\$1M bond (Dec 2024)
5/15/2028
\$1.15M bond (Jan 2023)
6/30/2026
\$500K bond (May 2025)
3/1/2029
\$1M bond (Aug 2024)
7/8/2027
\$1M bond (Nov 2024)
11/15/2027
\$500K bond (Mar 2026)
9/30/2029

June 2026 Financial Summary

REVENUES:	JUNE ACTUAL	YTD ACTUAL	2026 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$71,930	\$2,661,733	\$4,741,397	56.14%	\$2,079,664
Sales Tax	\$138,658	\$881,054	\$2,023,000	43.55%	\$1,141,946
Affordable & Sup. Housing	\$0	\$0	\$0	--	\$0
Criminal Justice	\$9,381	\$55,022	\$108,150	50.88%	\$53,128
B & O Tax: Utility & Franchise Fee	\$1,426	\$665,583	\$1,218,000	54.65%	\$552,417
Leasehold Excise Tax	\$0	\$0	\$0	0.00%	\$0
General Government (includes Hunts Point)	\$0	\$92,277	\$378,984	24.35%	\$286,707
Passports, General Licenses & Permits	\$7,584	\$29,545	\$78,036	37.86%	\$48,491
Fines, Penalties, Traffic Infr.	\$1,041	\$26,284	\$30,000	87.61%	\$3,716
Misc. Invest. Facility Leases	\$37,567	\$230,055	\$278,820	82.51%	\$48,765
Disposition of Capital Assets	\$11,284	\$26,284	\$0	--	(\$26,284)
General Fund Total	\$278,872	\$4,667,837	\$8,856,387	52.71%	\$4,188,550
Development Services Fund Total	\$30,732	\$382,500	\$805,000	47.52%	\$422,500.24
Development Services Fund Transfers In from GF	\$8,333	\$50,000	\$100,000	100.00%	\$0.00
Street Fund Total	\$6,408	\$28,175	\$119,219	23.63%	\$90,446
Street Fund Transfers In	\$46,250	\$277,500	\$555,000	50.00%	\$0
Tree Fund Total	\$0	\$0	\$3,075	0.00%	\$3,075
Contingency Fund Total	\$0	\$0	\$0	0.00%	\$0
Capital Fund Total	\$225,454	\$725,569	\$1,395,000	52.01%	\$669,431
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$0	\$0	\$0	--	\$0
NonRevenue Trust Funds Total	\$1,357	\$24,451	\$0	--	(\$24,451)
Master Investments Total	\$0	\$0	\$0	--	\$0
Total (All Funds)	\$542,823	\$5,828,533	\$11,178,681	52.14%	\$5,350,148
Total (All Funds) Transfers In	\$54,583	\$327,500	\$655,000	50.00%	\$327,500
EXPENDITURES:	JUNE ACTUAL	YTD ACTUAL	2026 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$2,377	\$10,613	\$80,000	13.27%	\$69,387
Municipal Court	\$2,034	\$18,342	\$35,000	52.41%	\$16,658
Executive	\$26,967	\$156,854	\$325,603	48.17%	\$168,749
Finance	\$26,518	\$419,202	\$632,123	66.32%	\$212,921
Legal	\$42,685	\$177,506	\$527,000	33.68%	\$349,494
Central Services	\$62,614	\$392,573	\$1,026,030	38.26%	\$633,457
Police Operations	\$213,228	\$1,366,185	\$2,893,218	47.22%	\$1,527,033
Fire & Medical Aid	\$0	\$522,142	\$1,060,791	49.22%	\$538,650
Public Housing, Environmental & Mental Health Fees	\$205	\$54,227	\$56,143	96.59%	\$1,916
Recreational Services	\$2,256	\$2,450	\$44,300	5.53%	\$41,850
Long Range Planning	\$24,637	\$66,559	\$281,745	23.62%	\$215,186
Parks	\$71,475	\$312,376	\$639,065	48.88%	\$326,689
Equipment Replacement	\$6,361	\$339,826	\$479,995	70.80%	\$140,169
General Fund Subtotal	\$481,358	\$3,838,855	\$8,081,013	47.50%	\$4,242,158
General Fund Transfers Out	\$46,250	\$277,500	\$555,000	50.00%	\$277,500
General Fund Total	\$527,608	\$4,116,355	\$8,636,013	47.66%	\$4,519,658
Development Services Fund Total	\$61,249	\$478,999	\$1,004,807	47.67%	\$525,808
City Street Fund Total	\$42,582	\$305,757	\$657,099	46.53%	\$351,342
Tree Fund Total	\$0	\$3,184	\$30,000	10.61%	\$26,816
Capital Fund Total	\$84,286	\$248,828	\$1,120,000	22.22%	\$871,172
Capital Fund Transfers Out	\$8,333	\$50,000	\$100,000	50.00%	\$50,000
NonRevenue Trust Funds Total	\$66	\$12,049	\$0	0.00%	(\$12,049)
Master Investments Total	\$0	\$503,610	\$0	0.00%	(\$503,610)
Total (All Funds)	\$669,541	\$4,887,672	\$10,892,919	44.87%	\$6,005,247
Total (All Funds) Transfers Out	\$54,583	\$327,500	\$655,000	50.00%	\$327,500

Key Highlights by Account

With the first half of the fiscal year concluded, the City of Medina is on track to be within budget or under budget across every single expense fund. Some of the specific budget account codes are highlighted below, and please note each one is marked on the revenue and expense reports that follow.

General Fund Revenue - Investment Interest Earnings – 100.28% of Budget

- With rates stabilizing with global politics and economic uncertainty, the city's flow of investment earnings from the LGIP remains steady. The city can expect a budget surplus of investment earnings of around \$145,000. `

Legal Department – Public Defender Services – 36.06% of Budget

- City staff just received the Q2 invoice for services, and with a high influx of extra cases, an estimated overage of \$10,000 for this line item is expected.

Police Department – Office Supplies – 57.07% of Budget

- Credit card purchases had been miscoded to PD office supplies. This has been corrected through a June adjustment entry and now reflects an accurate balance.

Parks Department – Professional Services & Misc. – 26.75% and 194.25% of Budget

- An adjusting entry was made to correct a miscoded invoice with funds being moved from professional services misc. to professional services.
- Professional services misc. is where the city codes debris removal, a one-time expense from the beginning of the year is responsible for the budget overage.

Street Fund – Capital Equipment – 1,017.94% of Budget

- The approval and purchase of the Skid Steer for sidewalk cleaning will be formally entered into the budget at year end with the bulk budget amendment ordinance.

Capital Fund – Building Improvements – 188.78% of Budget

- A public works storage and vehicle canopy project that was approved with the 2025 budget has carried over to 2026. Only the storage containers have been purchased as of June of 2026.
- The security locks that were installed on the bathrooms at both Medina Park and the Beach Park were not originally in the 2026 budget. This item will be formally entered at year end with the bulk budget amendment ordinance.

June 2026 Revenue

Account Number	Title	Fiscal	Budget	% of	Balance	Budget Notes
General Fund						
General Property Taxes						
001-000-000-311-10-00-00	General Property Taxes	\$2,661,732.78	\$4,741,397.00	56.14%	\$2,079,664.22	Includes 1% all'd increase + new constrct/improvmnts (\$76,063), Based on First Preliminary Worksheet
Total General Property		\$2,661,732.78	\$4,741,397.00	56.14%	\$2,079,664.22	
Retail Sales and Use Taxes						
001-000-000-313-11-00-00	Local Retail Sales & Use Tax	\$881,053.95	\$2,023,000.00	43.55%	\$1,141,946.05	Heavy Sales Tax Revenue in Q4. Sales tax increased on 7/1/2026 from .85% to .95%
001-000-000-313-71-00-00	Criminal Justice Funding	\$55,022.36	\$108,150.00	50.88%	\$53,127.64	Flat to 2025.09 ytd rolling 12 mos + 3% Increase
Total Retail Sales and Use		\$936,076.31	\$2,131,150.00	43.92%	\$1,195,073.69	
Utility Tax						
001-000-000-316-41-00-00	Electric	\$202,918.84	\$330,000.00	61.49%	\$127,081.16	Util Tax 6% and Franchise Fees 4%
001-000-000-316-42-00-00	Gas	\$113,223.63	\$167,000.00	67.80%	\$53,776.37	
001-000-000-316-43-00-00	Water & Sewer	\$140,092.61	\$291,000.00	48.14%	\$150,907.39	
001-000-000-316-45-00-00	Garbage/Solid Waste	\$37,432.38	\$69,000.00	54.25%	\$31,567.62	
001-000-000-316-46-00-00	Cable-Television	\$56,827.76	\$97,000.00	58.59%	\$40,172.24	
001-000-000-316-47-00-00	Telephone	\$16,617.51	\$46,000.00	36.13%	\$29,382.49	
001-000-000-316-49-00-00	Other	\$75.00	\$0.00		(\$75.00)	
Total Utility Tax		\$567,187.73	\$1,000,000.00	56.72%	\$432,812.27	
Franchise Fees						
001-000-000-321-91-00-00	Franchise Fees & Royalties	\$98,395.08	\$218,000.00	45.14%	\$119,604.92	
Total Franchise Fees		\$98,395.08	\$218,000.00	45.14%	\$119,604.92	
Licenses and Permits						
001-000-000-322-30-00-00	Animal Licenses	\$30.00	\$4,500.00	0.67%	\$4,470.00	Moving to King County Pet Licensing
001-000-000-322-90-00-00	Gun Permits	\$266.00	\$750.00	35.47%	\$484.00	
001-000-000-322-99-00-00	Medina Business Licenses	\$6,200.00	\$25,000.00	24.80%	\$18,800.00	Business License Kick off March 26, 2026
Total Licenses and Permits		\$6,496.00	\$30,250.00	21.47%	\$23,754.00	
Intergovernmental						
001-000-000-336-06-21-00	Mvet-Criminal Justice-Pop.	\$601.30	\$1,166.00	51.57%	\$564.70	2025: MRSC estimated distribution of State Shared Revenue, available late Jul
001-000-000-336-06-26-00	Criminal Justice-Special	\$2,100.44	\$4,081.00	51.47%	\$1,980.56	
001-000-000-336-06-51-00	DUI/Other Criminal Justice	\$168.85	\$0.00		(\$168.85)	
001-000-000-336-06-94-00	Liquor Excise Tax	\$9,160.99	\$20,055.00	45.68%	\$10,894.01	
001-000-000-336-06-95-00	Liquor Control Board Profits	\$7,786.82	\$21,484.00	36.24%	\$13,697.18	
001-000-000-336-06-95-01	Liquor Control Board Profits-Public	\$3,020.76	\$0.00		(\$3,020.76)	
Total Intergovernmental		\$22,839.16	\$46,786.00	48.82%	\$23,946.84	
Charges for Goods and						
001-000-000-341-99-00-00	Passport & Naturalization Fees	\$210.00	\$1,000.00	21.00%	\$790.00	Reduction due to staff workload
001-000-000-342-11-00-00	Hunts Point Police Contract	\$92,277.42	\$378,984.00	24.35%	\$286,706.58	Q2 invoice to be paid in July
Total Charges for Goods		\$92,487.42	\$379,984.00	24.34%	\$287,496.58	
Fines and Penalties						
001-000-000-353-10-00-00	Municipal Court-Traffic Infrac	\$24,584.49	\$30,000.00	81.95%	\$5,415.51	Hx ratio of court costs (75%) to revenue, used to offset Municipal Court Fee
Non-Court Fines,						
001-000-000-359-90-00-00	Misc. Fines, Penalties, Code	\$1,700.00	\$0.00		(\$1,700.00)	
Total Non-Court Fines,		\$1,700.00	\$0.00		(\$1,700.00)	
Total Fines and Penalties		\$26,284.49	\$30,000.00	87.61%	\$3,715.51	
Miscellaneous Revenues						
001-000-000-361-11-00-00	Investment Interest Earnings	\$145,411.70	\$145,000.00	100.28%	(\$411.70)	Federal Fund rate not cut as expected, Interest Earnings will continue to stay above 3.5%
001-000-000-361-40-00-00	Sales Interest	\$1,370.36	\$6,000.00	22.84%	\$4,629.64	
001-000-000-362-00-00-10	Rents & Leases	\$30,378.42	\$30,631.00	99.18%	\$252.58	2026 American Towers Corp. Increased in 2026
001-000-000-362-00-00-20	Post Office Facility Lease	\$47,374.98	\$93,054.00	50.91%	\$45,679.02	Lease of \$7,625/mo
001-000-000-369-91-00-00	Other	\$4,811.55	\$3,500.00	137.47%	(\$1,311.55)	
001-000-000-369-91-00-10	Other-Copies	\$0.00	\$75.00	0.00%	\$75.00	
001-000-000-369-91-00-15	Other-Fingerprinting	\$40.00	\$400.00	10.00%	\$360.00	
001-000-000-369-91-00-35	Other-Notary	\$660.00	\$100.00	660.00%	(\$560.00)	
001-000-000-369-91-00-45	Other-Reports	\$7.50	\$60.00	12.50%	\$52.50	
Total Miscellaneous		\$230,054.51	\$278,820.00	82.51%	\$48,765.49	

Non Revenues					
001-000-000-382-10-00-01	Refundable Deposits - DS (CMP,	\$50,000.00	\$0.00		(\$50,000.00)
Total Non Revenues		\$50,000.00	\$0.00		(\$50,000.00)
Disposition of Capital					
001-000-000-395-10-00-00	Sale Of Equipment/Property	\$26,284.00	\$0.00		(\$26,284.00) Surplus of Public Works Equipment
Total Disposition of		\$26,284.00	\$0.00		(\$26,284.00)
Total General Fund		\$4,717,837.48	\$8,856,387.00	53.27%	\$4,138,549.52
City Street Fund					
Intergovernmental					2026: MRSC estimated distribution of State Shared Revenue, available late Jul
101-000-000-334-03-60-00	WA DOE Nat'l Pollution Discharge	\$0.00	\$65,000.00	0.00%	\$65,000.00
101-000-000-336-00-71-00	Multimodal Transportation - Cities	\$1,823.75	\$3,236.00	56.36%	\$1,412.25
101-000-000-336-00-87-00	Motor Fuel Tax(unrestricted)	\$26,351.17	\$50,983.00	51.69%	\$24,631.83
Total Intergovernmental		\$28,174.92	\$119,219.00	23.63%	\$91,044.08
Transfers-In					
101-000-000-397-00-10-00	Transfer to Street from General Fund	\$227,500.02	\$455,000.00	50.00%	\$227,499.98
101-000-000-397-00-30-00	Transfer to Street from Capital	\$49,999.98	\$100,000.00	50.00%	\$50,000.02
Total Transfers-In		\$277,500.00	\$555,000.00	50.00%	\$277,500.00
Total City Street Fund		\$305,674.92	\$674,219.00	45.34%	\$368,544.08
Tree Fund					
103-000-000-345-89-00-00	Tree Replacement fees	\$0.00	\$3,075.00	0.00%	\$3,075.00 Expecting only minimum fines
Total Tree Fund		\$0.00	\$3,075.00	0.00%	\$3,075.00
Capital Projects Fund					
Other Taxes					
307-000-000-318-34-00-00	Real Estate Excise Tax 1	\$248,048.49	\$600,000.00	41.34%	\$351,951.51 First half home sales are down, but one or two individual sales can push us to surplus
307-000-000-318-35-00-00	Real Estate Excise Tax 2	\$248,048.49	\$600,000.00	41.34%	\$351,951.51
Total Other Taxes		\$496,096.98	\$1,200,000.00	41.34%	\$703,903.02
307-000-000-334-06-91-00	Grant-Property II Levy	\$78,036.00	\$50,000.00	156.07%	(\$28,036.00) KC Parks Levy, Nov 2019 renewed through 2031
307-000-000-361-11-00-00	Investment Interest Earnings	\$145,411.67	\$145,000.00	100.28%	(\$411.67) Federal Fund rate not cut as expected, Interest Earnings will continue to stay above 3.5%
307-000-000-382-20-00-00	Retainage Deposits	\$6,024.80	\$0.00		(\$6,024.80)
Total Capital Projects Fund		\$725,569.45	\$1,395,000.00	52.01%	\$669,430.55
Development Services Fund					
401-000-000-322-10-00-00	Building Permits	\$298,254.00	\$635,000.00	46.97%	\$336,746.00
401-000-000-322-11-00-00	Building Permit - Technology Fee	\$4,272.50	\$8,500.00	50.26%	\$4,227.50
401-000-000-345-81-00-00	Zoning	\$31,117.28	\$40,000.00	77.79%	\$8,882.72 Building permits and other associated zoning
401-000-000-345-89-00-00	Planning	\$37,628.30	\$100,000.00	37.63%	\$62,371.70 Includes, Tree, ROW, Mechanical, CAP and G&D Permits
401-000-000-359-00-00-00	Misc. Fine, Penalties, Code	\$0.00	\$1,500.00	0.00%	\$1,500.00
401-000-000-369-91-00-00	Other-CC Convenience Fees	\$11,227.68	\$20,000.00	56.14%	\$8,772.32
401-000-000-382-10-00-00	Refundable DS Advance Deposit	\$123,717.21	\$40,000.00	309.29%	(\$83,717.21) Money taken in for this deposit goes here until used for Consulting Fee
401-000-000-382-10-00-00	Advanced Deposit Used to Fund	\$35,482.79	\$145,000.00	24.47%	\$109,517.21 All Money that is paid to consulting via Advanced Deposit Goes to this Account
401-000-000-397-00-30-00	Transfer from GF to DS Fund	\$49,999.98	\$100,000.00	50.00%	\$50,000.02
Total Development Services		\$591,699.74	\$1,090,000.00	54.28%	\$498,300.26
NonRevenue Trust Funds					
Agency Type Deposits					Passthrough Fees to the State of Washington
State Remittances -					
631-000-000-386-82-00-00	Vehicle License Fraud Account	\$61.93	\$0.00		(\$61.93)
State Remittances -					
631-000-000-386-83-08-00	WA ST Emer Med and Trauma Care	\$866.06	\$0.00		(\$866.06)
631-000-000-386-83-31-00	WA St- Gen Fund 93	\$1,123.28	\$0.00		(\$1,123.28)
631-000-000-386-83-32-00	WA St-Traumatic Brain Ini	\$1,570.24	\$0.00		(\$1,570.24)
Total State Remittances -		\$3,559.58	\$0.00		(\$3,559.58)
State Remittances -					
631-000-000-386-89-09-00	WA ST Hwy Account	\$378.54	\$0.00		(\$378.54)
631-000-000-386-89-12-00	WA State Access Comm Acct	\$49.99	\$0.00		(\$49.99)
631-000-000-386-89-14-00	WA St. Hwy Safety	\$172.92	\$0.00		(\$172.92)
631-000-000-386-89-15-00	Death Inv Account	\$52.85	\$0.00		(\$52.85)

631-000-000-386-89-16-00	Motor Vehicle Account	\$37.50	\$0.00	(\$37.50)
631-000-000-386-89-22-00	Congestion Relief Traffic Safety	\$62.50	\$0.00	(\$62.50)
631-000-000-386-89-26-00	Drivers Lic Tech Support	\$1,027.76	\$0.00	(\$1,027.76)
Total State Remittances -		\$1,782.06	\$0.00	(\$1,782.06)
Total State Remittances -		\$5,403.57	\$0.00	(\$5,403.57)
State Remittances-Courts				
631-000-000-386-90-02-00	WA St-State Gen Fund 54	\$76.79	\$0.00	(\$76.79)
631-000-000-386-91-00-00	WA St-State Gen Fund 40	\$9,959.25	\$0.00	(\$9,959.25)
631-000-000-386-92-00-20	WA St-State Gen Fund 50	\$5,857.51	\$0.00	(\$5,857.51)
State Remittances -				
631-000-000-386-96-03-00	WA St-Lab-Bld/breath	\$12.87	\$0.00	(\$12.87)
Total State Remittances -		\$12.87	\$0.00	(\$12.87)
State Remittances -				
631-000-000-386-97-05-00	WA St-Judicial Info Systems	\$2,605.50	\$0.00	(\$2,605.50)
Total State Remittances -		\$2,605.50	\$0.00	(\$2,605.50)
Total State Remittances-		\$18,511.92	\$0.00	(\$18,511.92)
Total Agency Type		\$23,915.49	\$0.00	(\$23,915.49)
631-000-000-389-30-00-01	WA St-Bldg Code Fee	\$145.59	\$0.00	(\$145.59)
631-000-000-389-30-00-80	Dept of Lic-Gun Permit-\$18/21	\$306.00	\$0.00	(\$306.00)
631-000-000-389-30-00-80	WA ST Patrol-Gun-Fbi (\$24)	\$84.00	\$0.00	(\$84.00)
Total NonRevenue Trust Funds		\$24,451.08	\$0.00	(\$24,451.08)
Grand Totals		\$6,365,232.67	\$12,018,681.00	52.96% \$5,653,448.33

June 2026 Expenditures

Account Number	Title	Fiscal	Budget	% of Total	Balance	Budget Notes
General Fund						
Legislative Services						
001-000-000-511-60-41-00	Professional Services	\$4,922.00	\$10,000.00	49.22%	\$5,078.00	CC retreat, End of year banquet
001-000-000-511-60-41-01	Legislative Activities- Regional/Intergov	\$2,335.68	\$7,000.00	33.37%	\$4,664.32	AWC (\$1900), PSRC (\$700), Eastside Transp. Sound Cities (\$2400)
001-000-000-511-60-43-00	Travel & Training	\$2,812.28	\$10,000.00	28.12%	\$7,187.72	AWC training, conferences, meals, and travel
001-000-000-511-60-49-00	Miscellaneous	\$543.03	\$3,000.00	18.10%	\$2,456.97	Park Board, Planning Comm, Council misc meeting expense
001-000-000-511-60-49-10	Medina Days	\$0.00	\$50,000.00	0.00%	\$50,000.00	\$18,000 Fireworks+ \$13,000 barge, \$7,500 sani-cans, \$7,500 Band and AV
Total Legislative Services		\$10,612.99	\$80,000.00	13.27%	\$69,387.01	
Municipal Court						
001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf	\$18,341.93	\$35,000.00	52.41%	\$16,658.07	Required Service/Expenditure - Offset by Court Revenue
Total Municipal Court		\$18,341.93	\$35,000.00	52.41%	\$16,658.07	
Executive						
Salaries & Wages						
001-000-000-513-10-11-00	Salaries & Wages	\$113,874.60	\$229,021.00	49.72%	\$115,146.40	CPI-W=2.7% COLA-- See Salary Model for addl details
001-000-000-513-10-11-16	ICMA 457 Plan	\$2,400.00	\$4,800.00	50.00%	\$2,400.00	
Total Salaries & Wages		\$116,274.60	\$233,821.00	49.73%	\$117,546.40	
Personnel Benefits						
001-000-000-513-10-21-00	Personnel Benefits	\$23,374.96	\$43,282.00	54.01%	\$19,907.04	
001-000-000-513-10-21-50	Auto Allowance	\$4,249.92	\$8,500.00	50.00%	\$4,250.08	
Total Personnel Benefits		\$27,624.88	\$51,782.00	53.35%	\$24,157.12	
001-000-000-513-10-41-00	Professional Services	\$12,000.00	\$36,000.00	33.33%	\$24,000.00	SR520 Consultant, 2025 Actuals includes GMP Consulting costs for CM recruitment
001-000-000-513-10-43-00	Travel & Training	\$864.17	\$3,000.00	28.81%	\$2,135.83	WCIA and other training
001-000-000-513-10-49-00	Miscellaneous	\$90.00	\$0.00		(\$90.00)	
001-000-000-513-10-49-01	Dues, Subscriptions	\$0.00	\$1,000.00	0.00%	\$1,000.00	
Total Executive		\$156,853.65	\$325,603.00	48.17%	\$168,749.35	
Finance Department						
001-000-000-514-20-11-00	Salaries & Wages	\$104,184.14	\$233,054.00	44.70%	\$128,869.86	CPI-W=2.7% COLA---see salary model notes
001-000-000-514-20-11-16	ICMA 457 Plan	\$4,000.00	\$9,000.00	44.44%	\$5,000.00	
001-000-000-514-20-21-00	Personnel Benefits	\$28,965.32	\$68,575.00	42.24%	\$39,609.68	
001-000-000-514-20-21-17	Opt-Out Of Medical	\$0.00	\$5,754.00	0.00%	\$5,754.00	
001-000-000-514-20-31-00	IT HW SW Oper Supplies-City Hal	\$106.55	\$0.00		(\$106.55)	
001-000-000-514-20-41-01	Professional Services	\$28,575.96	\$44,000.00	64.95%	\$15,424.04	Vision PS (Paid in Jan), Finance/Financial System Support + ADP Payroll and HR Platfor
001-000-000-514-20-42-00	Intergvtl Prof Serv-Auditors	\$19,908.71	\$25,000.00	79.63%	\$5,091.29	Hybrid model utilized, \$139 per hour but will save on travel expenses (2025 Audit Cost
001-000-000-514-20-43-00	Travel & Training	\$310.25	\$1,500.00	20.68%	\$1,189.75	PSFOA, Budgeting Workshop for DFC
001-000-000-514-20-46-00	Insurance (WCIA)	\$218,358.50	\$217,240.00	100.51%	(\$1,118.50)	Fully Paid in January 2026
001-000-000-514-20-49-00	Misc-Dues,Subscriptions	\$500.00	\$1,000.00	50.00%	\$500.00	WFOA, PSFOA, GFOA (Dues, Memberships),
001-000-000-514-20-49-10	Miscellaneous	(\$103.16)	\$15,000.00	-0.69%	\$15,103.16	Non DS Merchant credit card fees (offset by Revenue), Flex Spend Admin, Microflex, Tax/AP Forms, L&I
001-000-000-514-40-40-00	Election Services-Voter Regist	\$14,395.90	\$12,000.00	119.97%	(\$2,395.90)	Election year costs (every other year is higher), 2026 keep to prior yr budget d/t potential for less KC cost shar
Total Finance Department		\$419,202.17	\$632,123.00	66.32%	\$212,920.83	
Legal Department						
001-000-000-515-41-40-00	City Attorney	\$149,260.32	\$365,000.00	40.89%	\$215,739.68	\$235K for routine legal services, \$50K for 520 Litigation, Staff added \$80K for "contentious
001-000-000-515-45-40-00	Special Counsel	\$2,346.00	\$100,000.00	2.35%	\$97,654.00	\$50K for State Route 520 Mediation and PD CBA Negotiations
001-000-000-515-91-40-00	Public Defender	\$5,050.00	\$14,000.00	36.07%	\$8,950.00	Just rec. Q2 bill, likely to go over budget in 2026 by around \$10,00
001-000-000-515-93-40-10	Prosecuting Attorney	\$20,850.00	\$48,000.00	43.44%	\$27,150.00	
Total Legal Department		\$177,506.32	\$527,000.00	33.68%	\$349,493.68	
Central Services						
Salaries & Wages						
001-000-000-518-10-11-00	Salaries & Wages	\$110,541.56	\$337,380.00	32.76%	\$226,838.44	CPI-W=2.7% COLA 1 non-rep employee; 3% CBA est COLA 3 employees--see salary model notes for detail
001-000-000-518-10-11-11	Longevity	\$5,126.76	\$9,209.00	55.67%	\$4,082.24	(Budgeted for future hire, 2/3 FTEs are on the Payroll
001-000-000-518-10-11-14	Education	\$900.00	\$1,800.00	50.00%	\$900.00	
001-000-000-518-10-11-16	ICMA 457 Plan	\$1,625.00	\$12,000.00	13.54%	\$10,375.00	
001-000-000-518-10-12-00	Overtime	\$6,749.03	\$0.00		(\$6,749.03)	Acting City Clerk is Eligible for OT for Council and Park Board Meeting
Total Salaries & Wages		\$124,942.35	\$360,389.00	34.67%	\$235,446.65	
Personnel Benefits						
001-000-000-518-10-21-00	Personnel Benefits	\$41,545.41	\$114,691.00	36.22%	\$73,145.59	
Total Personnel Benefits		\$41,545.41	\$114,691.00	36.22%	\$73,145.59	
Office and Operating Supplies						
001-000-000-518-10-31-00	Office And Operating Supplies	\$10,851.52	\$35,000.00	31.00%	\$24,148.48	City Hall Office and Operating Expenses, Konica Copier, PW Printer, Pitney Bowes, CH Replacement Chair
Total Office and Operating		\$10,851.52	\$35,000.00	31.00%	\$24,148.48	
Other Services						
001-000-000-518-10-41-00	Professional Services	\$6,792.29	\$37,200.00	18.26%	\$30,407.71	Proshred, Municode, Debtbook, Lasefische
001-000-000-518-10-42-00	Postage/Telephone	\$3,799.41	\$8,000.00	47.49%	\$4,200.59	Postage (City Hall printing/mailling services); fax & credit card line
001-000-000-518-10-43-00	Travel & Training	\$0.00	\$8,000.00	0.00%	\$8,000.00	Training for clerk, Deputy Clerk/Admin Asst, ISK
001-000-000-518-10-44-00	Advertising	\$3,089.20	\$7,500.00	41.19%	\$4,410.80	DS, CS legal advertisements
001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	\$19,711.24	\$28,000.00	70.40%	\$8,288.76	City Hall and PW Building Utilities higher than expected
001-000-000-518-10-48-00	Repairs & Maint-Equipmen	\$0.00	\$750.00	0.00%	\$750.00	office equipment repairs - Printer Svcs-Budge
001-000-000-518-10-49-10	Miscellaneous	\$1,483.53	\$6,000.00	24.73%	\$4,516.47	City Council Meeting Food and Drink
001-000-000-518-10-49-20	Dues, Subscriptions	\$220.00	\$700.00	31.43%	\$480.00	City Clerk and Deputy Clerk
001-000-000-518-10-49-30	Postcard, Public informatior	\$3,428.74	\$18,000.00	19.05%	\$14,571.26	Community mailings placeholder, New Community Member Outreach
001-000-000-518-10-49-40	Photocopies	\$0.00	\$500.00	0.00%	\$500.00	Most expenditures reflect pass through costs related to public record
Total Other Services		\$38,524.41	\$114,650.00	33.60%	\$76,125.59	
Building Maintenance						
001-000-000-518-30-45-00	Facility Rental	\$3,193.78	\$4,800.00	66.54%	\$1,606.22	1 Public Storage Unit
001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	\$17,263.26	\$60,000.00	28.77%	\$42,736.74	City Hall & Post Office Leaning and Maint. HVAC, Firealarms, Bathrooms

Total Building Maintenance		\$20,457.04	\$64,800.00	31.57%	\$44,342.96	
001-000-000-518-80-31-00	IT HW, SW, Operating Supplies	\$129.76	\$1,500.00	8.65%	\$1,370.24	Replacement mouse, keyboards, Data Center replacement battery, et
001-000-000-518-80-41-50	Technical Services, Software Services	\$66,794.96	\$170,000.00	39.29%	\$103,205.04	IT Managed Services (less 15.56% for TIG DS allocation) Removal of onsite has reduced cost
001-000-000-518-80-41-60	Software Services	\$86,672.56	\$150,000.00	57.78%	\$63,327.44	City Subscriptions and Software Licenses
001-000-000-518-80-48-00	Repairs & Maint., Annual Software Maint	\$0.00	\$15,000.00	0.00%	\$15,000.00	
Information Technology						
001-000-000-518-90-49-00	Misc.	\$2,655.37	\$0.00		(\$2,655.37)	
Total Information Technology		\$2,655.37	\$0.00		(\$2,655.37)	
Total Central Services		\$392,573.38	\$1,026,030.00	38.26%	\$633,456.62	
Police Operations						
Salaries & Wages						CPI-W=2.7% COLA 2 non-rep employee; 3.0% CBA Clerical; 3.0% CBA PD est ceiling COLA 8 employee
001-000-000-521-20-11-00	Salaries & Wages	\$717,353.38	\$1,425,110.00	50.34%	\$707,756.62	
001-000-000-521-20-11-11	Longevity	\$21,773.82	\$40,110.00	54.29%	\$18,336.18	
001-000-000-521-20-11-14	Education	\$300.00	\$600.00	50.00%	\$300.00	
001-000-000-521-20-11-16	ICMA 457 Plan	\$24,054.12	\$49,000.00	49.09%	\$24,945.88	
001-000-000-521-20-11-17	Opt-Out Of Medical	\$16,958.46	\$40,234.00	42.15%	\$23,275.54	
001-000-000-521-20-11-18	Night Shift Differential	\$10,540.19	\$20,808.00	50.65%	\$10,267.81	Based on "average" week of coverage provided by Sergeant
001-000-000-521-20-11-19	2% Physical Fitness Incentive	\$6,926.64	\$19,063.00	36.34%	\$12,136.36	All officers utilizinc
001-000-000-521-20-12-00	Overtime	\$62,217.90	\$130,000.00	47.86%	\$67,782.10	Training, vacation leave, non-funded special events (Medina Days/SeaFair/Shredder Day, etc
001-000-000-521-20-12-01	Merit Pay	\$72,108.20	\$71,205.00	101.27%	(\$903.20)	Paid fully in February
001-000-000-521-20-13-00	Holiday Pay	\$195.57	\$72,811.00	0.27%	\$72,615.43	Increase due to potential additional of Juneteent
Total Salaries & Wages		\$932,428.28	\$1,868,941.00	49.89%	\$936,512.72	
Personnel Benefits						
001-000-000-521-20-21-00	Personnel Benefits	\$247,348.30	\$536,540.00	46.10%	\$289,191.70	Payroll taxes, Medical (8.7% increase), Dental benefits, etc, less DRS/ICMA replacement above
001-000-000-521-20-21-10	Personnel Benefits-Retirees	\$11,052.50	\$27,826.00	39.72%	\$16,773.50	LEOFF 1 Medical plus Unum (+4%) + 12 mos rolling reimb(+10%)
001-000-000-521-20-22-00	Uniforms	\$9,101.23	\$17,500.00	52.01%	\$8,398.77	Uniform replacement
001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program	\$2,074.75	\$4,000.00	51.87%	\$1,925.25	Two vest replacements
001-000-000-521-20-23-00	Tuition	\$2,187.00	\$6,000.00	36.45%	\$3,813.00	Two officers collecting on tuition reimbursement
Total Personnel Benefits		\$271,763.78	\$591,866.00	45.92%	\$320,102.22	
Supplies						
001-000-000-521-20-31-00	Office Supplies	\$8,560.29	\$15,000.00	57.07%	\$6,439.71	
001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K	\$182.08	\$6,000.00	3.03%	\$5,817.92	Upgrades, normal operating costs
001-000-000-521-20-31-40	Police Operating Supplies	\$2,375.58	\$20,000.00	11.88%	\$17,624.42	Taser cartridges, evidence processing equip, radio batteries, etc.; NARCAN replacement
001-000-000-521-20-31-60	Ammo/Range (Targets, etc)	\$0.00	\$11,000.00	0.00%	\$11,000.00	Per ofc. contract and for training/firearms qualifications - ammo costs
001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	\$17,081.24	\$35,000.00	48.80%	\$17,918.76	Includes bridge tolls, fuel cost
001-000-000-521-20-35-20	Firearms (Purchase & Repair)	\$2,741.95	\$2,500.00	109.68%	(\$241.95)	Paid up front in Q2
Total Supplies		\$30,941.14	\$89,500.00	34.57%	\$58,558.86	
Other Services & Charges						
001-000-000-521-20-41-00	Professional Services	\$1,674.89	\$4,000.00	41.87%	\$2,325.11	
001-000-000-521-20-41-15	Dispatch Services-Norcom Trans	\$69,008.16	\$92,011.00	75.00%	\$23,002.84	NORCOM - 2026 Q1 - Q3 already paid
001-000-000-521-20-41-20	Dispatch-EPSCA	\$6,158.88	\$15,000.00	41.06%	\$8,841.12	Per contract - cost to maintain 800 Mhz police radio connectivity (change title to PSERN)
001-000-000-521-20-41-40	Marine Patrol Services	\$0.00	\$113,400.00	0.00%	\$113,400.00	Anticipated cost with Mercer Island, Paid in Q2
001-000-000-521-20-41-41	Bellevue CARE program	\$4,431.22	\$8,500.00	52.13%	\$4,068.78	Increase due to 2025 trend
001-000-000-521-20-41-50	Recruitment-Background	\$2,005.43	\$5,000.00	40.11%	\$2,994.57	Public Safety Testing fees
001-000-000-521-20-41-55	Jail Service-Prisoner Board	\$5,303.82	\$14,000.00	37.88%	\$8,696.18	King County Jail/SCORE/Kirkland Jail
001-000-000-521-20-41-60	Prisoner Transport	\$0.00	\$500.00	0.00%	\$500.00	Cost to shuttle prisoners from jail to court and back to jail
001-000-000-521-20-42-00	Communications (phone, Pagers)	\$6,797.82	\$18,000.00	37.77%	\$11,202.18	Cell phones and service, computer modems in patrol car, KC INET service
001-000-000-521-20-43-00	Travel & Training	\$13,205.14	\$20,000.00	66.03%	\$6,794.86	Ongoing training requirements, large mandatory CJTC training requirements increase, new office
001-000-000-521-20-45-00	Equipment-Lease & Rentals	\$1,792.46	\$2,000.00	89.62%	\$207.54	Copv machine
001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SV	\$0.00	\$12,000.00	0.00%	\$12,000.00	Maintain serviceable fire extinguishers, radar, property room software yearly maintenance fee of \$250
001-000-000-521-20-48-10	Repairs & Maint-Automobiles	\$6,026.18	\$10,000.00	60.26%	\$3,973.82	
001-000-000-521-20-49-30	Animal Control	\$470.00	\$6,000.00	7.83%	\$5,530.00	New for 2026
001-000-000-521-20-49-40	Dues, Subscriptions, Memberships	\$4,590.39	\$6,000.00	76.51%	\$1,409.61	WSPC, IACP Professional Memberships
001-000-000-521-20-49-41	Lexipol Manuals	\$6,627.52	\$9,000.00	73.64%	\$2,372.48	Yearly maintenance agreement per contract . PowerDMS needed for WASPC Accreditation Requirement
001-000-000-521-20-49-60	Crime Prevention/Public Educ	\$2,960.38	\$7,500.00	39.47%	\$4,539.62	Shredder Day costs, victim resource & crime prevention brochures, school resource materials.
Total Other Services & Charges		\$131,052.29	\$342,911.00	38.90%	\$205,858.71	
Total Police Operations		\$1,366,185.49	\$2,893,218.00	47.22%	\$1,527,032.51	
Fire & Medical Aid Department						
001-000-000-522-20-41-00	Fire Control Services	\$522,141.50	\$1,060,791.00	49.22%	\$538,649.50	2026 Will see a 11.67% rise in Fire and EMS Costs
Total Fire & Medical Aid		\$522,141.50	\$1,060,791.00	49.22%	\$538,649.50	
Public Housing Services- ARCH						
001-000-000-551-10-40-00	Public Housing Services - ARCH	\$38,065.77	\$38,066.00	100.00%	\$0.23	Including Admin Fees and GF plus \$11K passthrough (Paid in Jan)
Total Public Housing Services-		\$38,065.77	\$38,066.00	100.00%	\$0.23	
Environmental Services						
001-000-000-553-10-40-00	Land & Water Conservation Resources-KC	\$2,487.00	\$3,804.00	65.38%	\$1,317.00	Three equal payments, last one will be in Q2
001-000-000-553-70-40-00	Pollution Prevention - Puget Sound Clean A	\$13,273.00	\$13,273.00	100.00%	\$0.00	Paid in Q1
Total Environmental Services		\$15,760.00	\$17,077.00	92.29%	\$1,317.00	
Development Services Dept						
Salaries & Wages						Building Official, Split for Code Enforcement
001-000-000-558-60-11-00	Salaries & Wages	\$26,596.63	\$67,305.00	39.52%	\$40,708.37	
001-000-000-558-60-11-16	ICMA 457 Plan	\$1,500.00	\$3,000.00	50.00%	\$1,500.00	
Total Salaries & Wages		\$28,096.63	\$70,305.00	39.96%	\$42,208.37	
Personnel Benefits						
001-000-000-558-60-21-00	Personnel Benefits	\$6,200.37	\$15,940.00	38.90%	\$9,739.63	
Total Personnel Benefits		\$6,200.37	\$15,940.00	38.90%	\$9,739.63	

Other Services & Charges						
001-000-000-558-60-41-01	Planning Consultan	\$6,718.40	\$150,000.00	4.48%	\$143,281.60	\$50K for Telecom ordinance , \$12K for Critical Area Map, \$10K for Critical Area Ordinance , and special project
001-000-000-558-62-41-00	Special Projects/ROW Inventory Study	\$20,775.00	\$34,000.00	61.10%	\$13,225.00	ROW Tree Inventory Study
001-000-000-558-60-41-03	Code Enforcement	\$619.00	\$5,000.00	12.38%	\$4,381.00	
001-000-000-558-66-49-00	Misc. (dues, Subscrip)	\$4,150.00	\$6,500.00	63.85%	\$2,350.00	\$4K for Tree Plotter Software
Total Other Services & Charges		\$32,262.40	\$195,500.00	16.50%	\$163,237.60	
Total Development Services Dept		\$66,559.40	\$281,745.00	23.62%	\$215,185.60	
Mental Health Services - King						
001-000-000-564-60-40-00	Mental Health Services-KC Substance	\$400.81	\$1,000.00	40.08%	\$599.19	
Total Mental Health Services -		\$400.81	\$1,000.00	40.08%	\$599.19	
Recreational Services						Lifeguards salary and wages to start during the July Payroll Period
001-000-000-571-00-10-00	Salaries & Wages - Lifeguards	\$0.00	\$32,000.00	0.00%	\$32,000.00	
001-000-000-571-00-20-00	Personnel Benefits - Lifeguards	\$0.00	\$3,000.00	0.00%	\$3,000.00	
001-000-000-571-00-30-00	Uniforms - Lifeguards	\$0.00	\$2,000.00	0.00%	\$2,000.00	
001-000-000-571-00-31-00	Operating Supplies - Lifeguards	\$1,733.03	\$0.00		(\$1,733.03)	
001-000-000-571-00-32-00	Miscellaneous - Lifeguards	\$716.66	\$7,300.00	9.82%	\$6,583.34	
Total Recreational Services		\$2,449.69	\$44,300.00	5.53%	\$41,850.31	
Parks Department						CPI-W=2.7% COLA 1 non-rep employee; 3.0% CBA est COLA 4 employee:
001-000-000-576-80-10-00	Seasonal Salaries & Wages	\$6,110.36	\$22,089.00	27.66%	\$15,978.64	
001-000-000-576-80-11-00	Salaries & Wages	\$163,726.33	\$331,718.00	49.36%	\$167,991.67	
001-000-000-576-80-11-11	Longevity	\$6,841.78	\$7,633.00	89.63%	\$791.22	Grievance decision led to retroactive Longevity pay for one employee
001-000-000-576-80-11-14	Education	\$1,440.00	\$3,240.00	44.44%	\$1,800.00	
001-000-000-576-80-11-16	ICMA 457 Plan	\$6,540.00	\$10,800.00	60.56%	\$4,260.00	
001-000-000-576-80-11-17	Opt-Out Of Medical	\$5,015.54	\$7,806.00	64.25%	\$2,790.46	
001-000-000-576-80-12-00	Overtime	\$4,463.49	\$15,000.00	29.76%	\$10,536.51	Special Events:Medina Days, Seafair, Parkboard, Snow Plowing
Personnel Benefits						
001-000-000-576-80-21-00	Personnel Benefits	\$60,666.40	\$118,429.00	51.23%	\$57,762.60	
001-000-000-576-80-22-00	Uniforms	\$1,116.33	\$2,800.00	39.87%	\$1,683.67	
Total Personnel Benefits		\$61,782.73	\$121,229.00	50.96%	\$59,446.27	
Supplies						
001-000-000-576-80-31-00	Operating Supplies	\$21,930.29	\$37,000.00	59.27%	\$15,069.71	
001-000-000-576-80-31-01	Maintenance Supplies	\$263.62	\$0.00		(\$263.62)	
001-000-000-576-80-32-00	Vehicle Fuel & Lube	\$4,090.44	\$5,000.00	81.81%	\$909.56	Fuel purchased in bulk for storage and use at PW shop
Total Supplies		\$26,284.35	\$42,000.00	62.58%	\$15,715.65	
Other Services & Charges						
001-000-000-576-80-41-00	Professional Services	\$5,350.22	\$20,000.00	26.75%	\$14,649.78	Arborist, irrigation repairs, engineering Back-flow testing, hazardous material disposal, fertilizing and sprayi
001-000-000-576-80-41-04	Professional Services-Misc	\$7,769.96	\$4,000.00	194.25%	(\$3,769.96)	Debris disposal, one debris removal charge earlier in the year blew the budg
001-000-000-576-80-41-05	Miscellaneous	\$1,200.00	\$0.00		(\$1,200.00)	
001-000-000-576-80-42-00	Telephone/postage	\$2,482.53	\$8,000.00	31.03%	\$5,517.47	mobile phones, alarm/fire monitoring line, intern
001-000-000-576-80-43-00	Travel & Training	\$185.35	\$4,000.00	4.63%	\$3,814.65	Pesticide training, flagger training, certifications, licenses, conferences, qtrly safety meetings, AE Trainir
001-000-000-576-80-47-00	Utilities	\$13,281.18	\$28,000.00	47.43%	\$14,718.82	Utilities for public works shop and park restrooms, irrigation water, pond pow
001-000-000-576-80-48-00	Repair & Maint Equipmen	\$83.77	\$12,500.00	0.67%	\$12,416.23	Backhoe, Mowers, UTV (Old Equipment
001-000-000-576-80-49-00	Miscellaneous, annual lease	\$0.00	\$600.00	0.00%	\$600.00	yearly lease for Shop Yarc
001-000-000-576-80-49-01	Misc-Property Tax	\$390.52	\$450.00	86.78%	\$59.48	KC Real Estate Tax (Noxious Weeds)
Total Other Services & Charges		\$30,743.53	\$77,550.00	39.64%	\$46,806.47	
Capital Outlay						
001-000-000-576-80-63-00	Park Improvements	(\$572.41)	\$0.00		\$572.41	
Total Capital Outlay		(\$572.41)	\$0.00		\$572.41	
Total Parks Department		\$312,375.70	\$639,065.00	48.88%	\$326,689.30	
Capital Expenditures						
001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay	\$46,656.90	\$57,000.00	81.85%	\$10,343.10	HW: VXRail Server Replacement over three years at \$45,000/year, Computer Replacement (4) \$12,000
001-000-000-594-18-64-00	City Hall Capital >\$5K	\$93.26	\$46,295.00	0.20%	\$46,201.74	Replacement Mobile Generator, to power PW and emergency response station
001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital	\$32,476.99	\$66,500.00	48.84%	\$34,023.01	\$4500-Language translation function on Axon body camera
001-000-000-594-21-70-00	Police Lease Repayment, Principal Cos	\$77,800.37	\$93,600.00	83.12%	\$15,799.63	Vehicle leasing costs - 7 vehicles
001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	\$12,718.57	\$27,600.00	46.08%	\$14,881.43	Vehicle leasing costs - 7 vehicles
001-000-000-594-76-30-00	Parks Improvements	\$0.00	\$9,000.00	0.00%	\$9,000.00	Park Benches & Tables, Flags, Tennis Court Accessories
001-000-000-594-76-64-00	Parks Capital Outlay	\$170,079.76	\$180,000.00	94.49%	\$9,920.24	Replacement Backhoe, used for PW projects and emergency response, 2 New Electric Leafblower
Total Capital Expenditures		\$339,825.85	\$479,995.00	70.80%	\$140,169.15	
General Operating Transfers						
001-000-000-597-00-00-03	Transfer from General to Street	\$227,500.02	\$455,000.00	50.00%	\$227,499.98	
001-000-000-597-00-30-04	Trans from GF to Dev. Serv. Func	\$49,999.98	\$100,000.00	50.00%	\$50,000.02	
Total General Operating Transfers		\$277,500.00	\$555,000.00	50.00%	\$277,500.00	
Total General Fund		\$4,116,874.40	\$8,630,013.00	47.70%	\$4,513,138.60	
City Street Fund						CPI-W=2.7% COLA 1 non-rep employee; 3.0% CBA est COLA employee:
101-000-000-542-30-10-00	Seasonal worker street	\$4,073.56	\$13,800.00	29.52%	\$9,726.44	Seasonal Help
101-000-000-542-30-11-00	Salaries & Wages	\$108,150.89	\$221,146.00	48.90%	\$112,995.11	
101-000-000-542-30-11-11	Longevity	\$4,561.18	\$5,089.00	89.63%	\$527.82	Grievance decision led to retroactive Longevity pay for one employee
101-000-000-542-30-11-14	Education	\$960.00	\$2,200.00	43.64%	\$1,240.00	
101-000-000-542-30-11-16	ICMA 457 Plan	\$4,360.00	\$7,200.00	60.56%	\$2,840.00	
101-000-000-542-30-11-17	Opt-Out Of Medical	\$3,343.69	\$5,212.00	64.15%	\$1,868.31	
101-000-000-542-30-12-00	Overtime	\$2,975.67	\$12,000.00	24.80%	\$9,024.33	Special Events:Medina Days, Seafair, Parkboard, Snow plowing
Personnel Benefits						
101-000-000-542-30-21-00	Personnel Benefits	\$38,777.46	\$78,952.00	49.12%	\$40,174.54	
101-000-000-542-30-22-00	Uniforms	\$215.09	\$3,000.00	7.17%	\$2,784.91	

Total Personnel Benefits		\$38,992.55	\$81,952.00	47.58%	\$42,959.45	
Supplies						
101-000-000-542-30-31-00	Operating & Maintenance Supplies	\$4,602.68	\$7,000.00	65.75%	\$2,397.32	Storm drain pipe, catch basin grates, marking paint, gravel, cement, bark, roadside plantings
101-000-000-542-30-35-00	Small Tools/minor Equipment	\$5,215.69	\$8,000.00	65.20%	\$2,784.31	power tools, mower parts, Pole Saw, Weedeater
Total Supplies		\$9,818.37	\$15,000.00	65.46%	\$5,181.63	
101-000-000-542-30-41-00	Professional Services	\$45,661.65	\$60,000.00	76.10%	\$14,338.35	84th Median & 24th Roadside Maint, 24th traffic Signal (shared Clydehill # netter)
101-000-000-542-30-41-03	NPDES Grant	\$4,428.94	\$60,000.00	7.38%	\$55,571.06	NPDES Requirements Grant \$50k
101-000-000-542-30-41-10	Road & Street Maintenance	\$489.64	\$11,000.00	4.45%	\$10,510.36	Pavement patching, pavement markings, sidewalk maintenance, curb repairs REET1 eligib
101-000-000-542-30-45-00	Machine/Facility Rental	\$3,293.83	\$4,000.00	82.35%	\$706.17	ditch witch, compactor, compressor, manli
101-000-000-542-30-47-00	Utility Services	\$441.69	\$1,000.00	44.17%	\$558.31	Utility locates
101-000-000-542-30-48-00	Equipment Maintenance	\$2,152.53	\$7,000.00	30.75%	\$4,847.47	PW vehicle and power equip repairs
101-000-000-542-40-41-00	Storm Drain Maintenance	\$0.00	\$15,000.00	0.00%	\$15,000.00	Catch Basin Vactoring, Storm Line jetting, root cutting, camer
Traffic And Pedestrian Services						
101-000-000-542-63-41-00	Street Light Utilities	\$7,518.67	\$22,500.00	33.42%	\$14,981.33	PSE street light Power, REET1 eligibl
101-000-000-542-64-41-00	Traffic Control Devices	\$906.51	\$10,000.00	9.07%	\$9,093.49	Posts, reflective signs(Fed Req), barricades, cones
101-000-000-542-66-41-00	Snow & Ice Removal	\$0.00	\$2,000.00	0.00%	\$2,000.00	Sand, ice mel
101-000-000-542-67-41-00	Street Cleaning	\$11,210.69	\$78,000.00	14.37%	\$66,789.31	Street sweeping
Total Traffic And Pedestrian		\$19,635.87	\$112,500.00	17.45%	\$92,864.13	
Roadside						
101-000-000-542-70-40-00	Street Irrigation Utilities	\$1,520.59	\$18,000.00	8.45%	\$16,479.41	
Total Roadside		\$1,520.59	\$18,000.00	8.45%	\$16,479.41	
Capital Expenditures						
101-000-000-594-42-64-00	Street Capital Equipmen	\$50,896.80	\$5,000.00	1,017.94%	(\$45,896.80)	Asset Essentials Licensing \$5k, Skidsteer Vehicle approved by Council will be amended at year e
Total Capital Expenditures		\$50,896.80	\$5,000.00	1,017.94%	(\$45,896.80)	
Total City Street Fund		\$305,757.45	\$657,099.00	46.53%	\$351,341.55	
Tree Fund						
103-000-000-558-60-41-50	Professional Services/Landscape	\$2,922.95	\$0.00		(\$2,922.95)	
103-000-000-558-60-49-10	Miscellaneous-Tree Replacement	\$261.42	\$30,000.00	0.87%	\$29,738.58	
Total Tree Fund		\$3,184.37	\$30,000.00	10.61%	\$26,815.63	
Capital Projects Fund						
307-000-000-582-20-00-00	Refund of Retainage Deposits	\$8,754.91	\$0.00		(\$8,754.91)	
307-000-000-594-18-60-00	Building Improvement:	\$75,511.91	\$40,000.00	188.78%	(\$35,511.91)	Lobby Security Door, Repainting City Hall/Post Office/(Add Park Bathroom Locks and PW Storage Project
307-000-000-594-76-63-20	Park Improvements	\$68,631.54	\$420,000.00	16.34%	\$351,368.46	Fairweather Bridge, Tennis Courts, Sand at Beach Park, Park Vegetation Removal
307-000-000-595-30-63-01	Street Improvements, Overlays	\$26,036.85	\$260,000.00	10.01%	\$233,963.15	78th Place, Bridge Repair
307-000-000-595-30-63-02	Storm Sewer Improvements	\$67,201.61	\$200,000.00	33.60%	\$132,798.39	78th Place Storm Improvements
307-000-000-595-30-63-10	Sidewalk Improvement:	\$1,422.13	\$200,000.00	0.71%	\$198,577.87	Evergreen Pt Rd./Overlake Drive Improvements Design
307-000-000-595-30-63-18	Medina Park Ponds	\$1,269.50	\$0.00		(\$1,269.50)	
Transfer Out						
307-000-000-597-44-30-00	Transfer from Capital to Street	\$49,999.98	\$100,000.00	50.00%	\$50,000.02	
Total Transfer Out		\$49,999.98	\$100,000.00	50.00%	\$50,000.02	
Total Capital Projects Fund		\$312,064.43	\$1,220,000.00	25.58%	\$907,935.57	
Development Services Fund						
401-000-000-555-50-41-08	Sound Testing Consultant	\$1,050.00	\$0.00		(\$1,050.00)	A process change will eliminate the need for sound testing mechanical appliances
401-000-000-558-50-03-00	Insurance Allocation (WCIA)	\$39,954.50	\$40,031.00	99.81%	\$76.50	AWC Liability insurance. 15.56% alloc to DS
401-000-000-558-50-04-00	City Attorney, Dev. Serv	\$9,900.00	\$0.00		(\$9,900.00)	Estimate based upon 2025 DS activity.
401-000-000-558-50-05-00	Technical Services, Software Services	\$8,921.22	\$26,250.00	33.99%	\$17,328.78	IT - TIG DS allocation of 15.56% of total from CS for Maint, monitoring, helpdesk, incident suppo
401-000-000-558-50-41-06	Building Inspector Contract	\$0.00	\$2,500.00	0.00%	\$2,500.00	Building Official performs inspections. \$6,000 is contingency, vacations, medical leave, and simila
401-000-000-558-50-41-07	Engineering Consultant	\$33,244.40	\$85,000.00	39.11%	\$51,755.60	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	\$13,725.00	\$50,000.00	27.45%	\$36,275.00	Hourly rate increase in 2025. Approx. 50% of the 2025 invoiced service costs recovered by Adv. Dep.
401-000-000-558-50-41-55	Shoreline Consultant	\$21,626.20	\$32,000.00	67.58%	\$10,373.80	Shorelines and critical areas specialist. We will issue an RFP to compare costs and service.
401-000-000-558-60-11-00	Salaries & Wages	\$172,133.38	\$342,168.00	50.31%	\$170,034.62	CPI-W=2.7% COLA 3 non-rep employees; 2.7% CBA est COLA 1 employee;
401-000-000-558-60-11-11	Longevity	\$923.52	\$0.00		(\$923.52)	
401-000-000-558-60-11-14	Education	\$1,624.00	\$2,400.00	67.67%	\$776.00	
401-000-000-558-60-11-16	ICMA 457 Plan	\$6,000.00	\$12,000.00	50.00%	\$6,000.00	
401-000-000-558-60-11-17	Opt-Out of Medical	\$4,780.92	\$5,408.00	88.40%	\$627.08	
401-000-000-558-60-12-00	Overtime	\$0.00	\$3,000.00	0.00%	\$3,000.00	
401-000-000-558-60-21-00	Personnel Benefits	\$54,875.87	\$103,950.00	52.79%	\$49,074.13	
401-000-000-558-60-31-00	Operating Supplies	\$55.70	\$1,500.00	3.71%	\$1,444.30	
401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.	\$169.38	\$1,000.00	16.94%	\$830.62	
401-000-000-558-60-41-00	Professional Services	\$0.00	\$35,000.00	0.00%	\$35,000.00	Building permit architectural and engineering review
401-000-000-558-60-41-01	Planning Consultant	\$68,696.63	\$175,000.00	39.26%	\$106,303.37	Increased use of consultant for permit review and planning support. T some cost recovery through adv dep
401-000-000-558-60-41-02	Hearing Examiner	\$2,452.50	\$20,000.00	12.26%	\$17,547.50	Partial cost recovery is through fee.
401-000-000-558-60-42-00	Communications	\$1,100.22	\$5,000.00	22.00%	\$3,899.78	
401-000-000-558-60-43-00	Travel & Training	\$0.00	\$5,000.00	0.00%	\$5,000.00	
401-000-000-558-60-49-00	Dues, Subscriptions, Memberships	\$1,496.29	\$3,600.00	41.56%	\$2,103.71	
401-000-000-558-60-49-10	Miscellaneous	\$15,012.45	\$24,000.00	62.55%	\$8,987.55	Bank fees for permits paid by CC which are reimbursed with customer fees, postal expense
401-000-000-582-10-00-01	Refund of PGB/CMP Deposits (DS)	\$10,000.00	\$0.00		(\$10,000.00)	
401-000-000-582-10-00-02	Refund of DS Adv Deposits	\$7,039.63	\$40,000.00	17.60%	\$32,960.37	
401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay	\$21,256.61	\$30,000.00	70.86%	\$8,743.39	
Total Development Services Fund		\$496,038.42	\$1,044,807.00	47.48%	\$548,768.58	
NonRevenue Trust Funds						
Expenditure						
Non-Expenditures						
Agency Type Disbursements						Pass Through to the State, expenses match revenue
631-000-000-586-00-01-00	WA St-Auto Theft Protection	\$176.91	\$0.00		(\$176.91)	
631-000-000-586-00-02-00	WA ST Traumatic Brain Injury	\$886.77	\$0.00		(\$886.77)	
631-000-000-586-00-03-00	WA St-State Highway Safety	\$86.46	\$0.00		(\$86.46)	
631-000-000-586-00-04-00	WA ST Death Inv Account	\$34.70	\$0.00		(\$34.70)	
631-000-000-586-83-08-00	WA St-Emer Med and Trauma	\$449.21	\$0.00		(\$449.21)	

631-000-000-586-89-09-00	WA ST Highway Account	\$275.59	\$0.00	(\$275.59)
631-000-000-586-89-26-00	Drivers Lic Tech Support	\$524.79	\$0.00	(\$524.79)
631-000-000-586-90-02-00	WA State Gen Fund 54	\$31.59	\$0.00	(\$31.59)
631-000-000-586-91-00-00	WA St-State Gen Fund 4C	\$5,144.34	\$0.00	(\$5,144.34)
631-000-000-586-92-00-00	WA St-State Gen Fund 5C	\$2,988.77	\$0.00	(\$2,988.77)
631-000-000-586-96-03-00	WA St-Lab-Bld/breath	\$5.72	\$0.00	(\$5.72)
631-000-000-586-97-05-00	WA St-JIS	\$667.29	\$0.00	(\$667.29)
Total Agency Type Disbursements		\$11,272.14	\$0.00	(\$11,272.14)
631-000-000-589-30-01-00	Dept Of Lic-Gun Permit	\$324.00	\$0.00	(\$324.00)
631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi	\$294.00	\$0.00	(\$294.00)
631-000-000-589-30-03-00	WA St-Bldg Code Fee	\$158.40	\$0.00	(\$158.40)
Total Non-Expenditures		\$12,048.54	\$0.00	(\$12,048.54)
Total Expenditure		\$12,048.54	\$0.00	(\$12,048.54)
Total NonRevenue Trust Funds		\$12,048.54	\$0.00	(\$12,048.54)
Master Investments				
Expenditure				
Nonexpenditures				
999-000-000-589-90-00-00	Investment Purchases	\$503,609.62	\$0.00	(\$503,609.62)
Total Nonexpenditures		\$503,609.62	\$0.00	(\$503,609.62)
Total Expenditure		\$503,609.62	\$0.00	(\$503,609.62)
Total Master Investments		\$503,609.62	\$0.00	(\$503,609.62)
Grand Totals		\$5,749,577.23	\$11,741,919.00	48.97% \$5,992,341.77

Excise Tax Number	Recorded Date	Conveyance Doc	Sale Date	Taxable Selling Price	Address	CIP 1	CIP 2	CIP 1 INT	CIP 2 INT	COUNTY	Total Local	Jurisdiction	Tax Amount	Tax Exempt
Jurisdiction: MEDINA														
3376675	5/4/2026	WARRANTY DEED	04/27/2026	6,310,000.00	8622 NE 10th Street	15,617.25	15,617.25	0.00	0.00	2,374.38	33,608.88	MEDINA	189,925.00	N
	Grantor: TAYLOR, DAVID J			Grantee: GAO, RUONAN			Parcel ID: 2540700180		Instrument: 20260504000640					
3376952	5/6/2026	WARRANTY DEED	04/11/2026	9,500,000.00	2425 Evergreen Point Road	23,512.50	23,512.50	0.00	0.00	3,777.98	50,802.98	MEDINA	301,575.00	N
	Grantor: BIGLOW, LUCIUS II			Grantee: LI, YAN			Parcel ID: 2425049101		Instrument: 20260506000266					
3378071	5/14/2026	WARRANTY DEED	05/13/2026	4,950,000.00	838 Evergreen Point Road	12,251.25	12,251.25	0.00	0.00	1,775.98	26,278.48	MEDINA	142,325.00	N
	Grantor: LEWIS, PETER JEREMY			Grantee: STONEFIELD PROPERTY TRUST,			Parcel ID: 2525049085		Instrument: 20260514000453					
3379736	5/27/2026	WARRANTY DEED	05/25/2026	3,600,000.00	7664 NE 14th St	8,910.00	8,910.00	0.00	0.00	1,181.98	19,001.98	MEDINA	95,075.00	N
	Grantor: WETZEL, KEVIN B			Grantee: SONG, YANG			Parcel ID: 3025300250		Instrument: 20260527000024					
MEDINA Subtotal:				24,360,000.00		60,291.00	60,291.00	0.00	0.00	9,110.32	129,692.32		728,900.00	
Count:	4	Report Totals:		24,360,000.00		60,291.00	60,291.00	0.00	0.00	9,110.32	129,692.32		728,900.00	



CITY OF MEDINA

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

Date: Jul1 13, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Dawn Nations, Acting City Clerk
Subject: Central Services Department Monthly Report

JULY AND AUGUST PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
City Council Special and Regular Meeting	July 13	5:00 pm	In-Person/Online
Park Board Regular Meeting	July 20	5:00 pm	In-Person/Online
City Council Special and Regular Meeting	July 27	5:00 pm	In-Person/Online
Planning Commission Meeting	July 28	6:00 pm	In-Person/Online
Seafair Weekend – July 31 – August 2, 2026			Lake Washington
Annual Medina Days Celebration	Aug. 8	All Day	Medina Beach Park
City Council Regular Meeting and Retreat	Aug. 24	5:00 pm	In-Person/Online

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: In June 2026 the city sent 16 bulletins to 214,870 recipients.

RECORDS REQUESTS

During the month of June **15** 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

DATE: July 13, 2026

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: June 2026, Public Records Request Tracking

In June 2026, Central Services staff received **15** new public records requests. These requests required approximately **8 hours** of Central Services and Development Services staff time and **0 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$610**

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In June 2026, the Police Department received **13** new records requests. These requests required approximately **54 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits, is approximately **\$3,920**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

June 2026 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
26-168	Hello, The Data Branch is hereby submitting a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between January 1, 2023, and the present. Pursuant to Washington's Public Records Act (RCW 42.56) Scope of Request: To the extent you are able to disclose, please provide all purchase orders within the past 3~ years issued by your agency within the date range above, across all departments and offices if readily available/and or existing. If a centralized report is not available, we are happy to accept: Department-level or segmented purchasing data Any readily available reports Or records grouped by department, if that is how they are stored To the extent readily accessible, we are interested in records that include: Purchase order number (or equivalent) Purchase date Vendor ID or name Department or issuing entity (if available) Line item description Quantity Unit price Total price If your office does not use or retain purchase orders, we would be glad to narrow the request to whatever combination of the following best reconstructs spending and contract awards for the past 12–24 months: PO register (PO #, date, vendor, description, fund/GL, amount) AP check register or payment ledger (vendor, invoice #, amount, date) P-Card transaction logs (cardholder, MCC/merchant, date, amount) Or, in the absence of these, any records that include vendor names and prices We are flexible on format and can accept records in whichever way your office already keeps them, such as: Spreadsheet exports (preferred) PDF or Word documents Standard ERP or finance system reports Any existing summary-level purchasing records your office already maintains Where portions of the requested records may be withheld under an applicable exemption, we ask that all reasonably segregable non-exempt portions still be produced. For full transparency, this request is for commercial purposes. We will gladly adhere to any policies or procedures MEDINA POLICE DEPARTMENT has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end. Please direct all records to my colleague Fran Barron at: Email: fran.barron@thedatabranch.com Phone: (302) 585-3132 Address: 1111B S Governors Ave STE 21033, Dover, DE 19904 We appreciate your attention to this matter and look forward to your prompt response. If this request has been directed to the wrong agency or department, kindly advise or forward it to the appropriate custodian. Thank you for your cooperation. Thank you, Melanie Rhodes The Data Branch Research Team	Melanie Rhodes	6/25/2026	Finance	Dawn Nations

Hello, The Data Branch is hereby submitting a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between January 1, 2023, and the present. Pursuant to Washington's Public Records Act (RCW 42.56) Scope of Request: To the extent you are able to disclose, please provide all purchase orders within the past 3~ years issued by your agency within the date range above, across all departments and offices if readily available/and or existing. If a centralized report is not available, we are happy to accept: Department-level or segmented purchasing data Any readily available reports Or records grouped by department, if that is how they are stored To the extent readily accessible, we are interested in records that include: Purchase order number (or equivalent) Purchase date Vendor ID or name Department or issuing entity (if available) Line item description Quantity Unit price Total price If your office does not use or retain purchase orders, we would be glad to narrow the request to whatever combination of the following best reconstructs spending and contract awards for the past 12–24 months: PO register (PO #, date, vendor, description, fund/GL, amount) AP check register or payment ledger (vendor, invoice #, amount, date) P-Card transaction logs (cardholder, MCC/merchant, date, amount) Or, in the absence of these, any records that include vendor names and prices We are flexible on format and can accept records in whichever way your office already keeps them, such as: Spreadsheet exports (preferred) PDF or Word documents Standard ERP or finance system reports Any existing summary-level purchasing records your office already maintains Where portions of the requested records may be withheld under an applicable exemption, we ask that all reasonably segregable non-exempt portions still be produced. For full transparency, this request is for commercial purposes. We will gladly adhere to any policies or procedures MEDINA POLICE DEPARTMENT has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end. Please direct all records to my colleague Fran Barron at: Email: fran.barron@thedatabranch.com Phone: (302) 585-3132 Address: 1111B S Governors Ave STE 21033, Dover, DE 19904 We appreciate your attention to this matter and look forward to your prompt response. If this request has been directed to the wrong agency or department, kindly advise or forward it to the appropriate custodian. Thank you for your cooperation. Thank you, Melanie Rhodes The Data Branch Research Team

26-166

Melanie
Rhodes

6/25/2026 Finance

Dawn
Nations

ATTACHMENT 1

26-167	As part of our continued market analysis, Granicus often requests public information to ensure we can better meet the needs of our government clients. Regarding the City's most recent purchase of an AI-based chat tool, we request any/all documents associated with the purchase. This may include: Request for Information/Quote/Proposal/Bid Response submission(s), including pricing Committee tabulations/ranking and/or detailed scoring sheets from evaluators Copy of any agreement executed with the associated RFP Please note our firm cannot accept any private/confidential information. To that end, we'll accept any redacted copies of proposals free of any trade secrets or confidential information marked as confidential by the respondent. Please also let me know of any other requirements so I can follow your process.	Marissa Ferenc	6/25/2026	Finance	Dawn Nations
	Hello, I would like to request all information regarding permit number P-26-034. This is at address 8431 Ridge Road, parcel number 644730-0145.	Dylan Greer	6/25/2026	Development Services	Dawn Nations
26-163	Hello, I would like to request all approved plans for Parcel No. 2425049241, address 2841 Evergreen Point Road.	Dylan Greer	6/25/2026	Development Services	Dawn Nations
26-162	For the property located at 285 East Reagan Parkway, Medina, OH (Parcel No. 028-19B-06-271) - 1. Please provide copies of any OPEN OR ACTIVE building code violations. If no violations, please state "No violations". 2. Please provide copies of any OPEN OR ACTIVE fire code violations. If no violations, please state "No violations" or provide a copy of the most recent fire inspection report. 3. Please provide copies of the available Certificates of Occupancy.	Kayla	6/24/2026	Development Services	Dawn Nations
26-160	Hello. When available, we would like to request the tree permits and architectural drawings of 7570 NE 28th PI project.	Melinda Satterlee	6/23/2026	Development Services	Dawn Nations
26-159	Dear Miss/Sir, Hope you are doing well. I recently spoke with the owner of the property at 7630 NE 10th St, Medina, WA 98039, regarding a potential remodel of their house. I am reaching out to ask whether the City has any records for the existing residence, which was originally built in 1989. Thank you, Long	Long Pan	6/22/2026	Development Services	Dawn Nations

26-158 Hello! I would like to request a list of attendees at the 6/17 Planning Commission Charette. Please provide names and emails/other contact information if available. If you have any questions, feel free to email Dylan Greer 6/18/2026 Development Services Dawn Nations

26-155 2436 82nd Ave NE, Medina, WA 98039 We are seeking clarification on the average permitting timeline for a building permit associated with new construction of a single-family residence. Additionally, I am requesting a copy of the approved building permit set, along with all receipts for permitting and inspection fees associated with the address referenced above. Norah Swift 6/16/2026 Development Services Dawn Nations

26-152 We request all records related to bridge-related solicitations, contracts, and projects, including design, construction, rehabilitation, replacement, inspection, and maintenance, issued or executed by your agency, including closed or expired solicitations, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment. Woo Park 6/16/2026 Public Works Dawn Nations

26-151 Electronic document which lists any and all employees in 2025 (calendar year or fiscal year 24/25.) Each employee record should include the employee's full name, job title, base pay, overtime pay, bonus payment and the gross annual pay amount. 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. charitable organization. Our mission is to promote governmental transparency to the general public. OpenTheBooks.com is a project of American Transparency – a 501(c)3 nonprofit, nonpartisan charitable organization. Please notify of any fee amount prior to processing this request. Erin Raasch 6/12/2026 Human Resources Dawn Nations

26-150	Requesting a report of all issued and pending building permits for residential & commercial properties from 5/1/2026-5/31/2026. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Braden Mineer	6/11/2026	Dawn Nations
26-147	I am requesting records showing the City's current use of NextRequest. for public records requests. Please provide any current contract, invoice, purchase order, renewal record, payment record, or subscription record for NextRequest. Please include records showing the cost, vendor, contract dates, and services provided, if available. Thank you.	Michael Rost	6/8/2026 Finance	Dawn Nations
26-144	SmartProcure is submitting a public records request to City of Medina for any and all purchasing records from 2/27/2026 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: Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number Purchase date Line item details (Detailed description of the purchase) Line item quantity Line item price Vendor ID number, name, address, contact person and their email address If applicable, please include any available department or school identifier such as a location code, organization code, or function code, ship code to help us distinguish records within a consolidated file for the City, County, Township, or School District If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond. As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email. https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAxMFd6UVIBVSZzdD1XQSZvcmc9Q2l0eU9mTWVkaW5hJm9yZ2lkPTEyMjg3	Jeffrey Lee	6/8/2026 City Manager	Dawn Nations



CITY OF MEDINA

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

Date: July 13, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 1. 2026 FAIRWEATHER INVASIVE SPECIES REMOVAL** – The herd was back in Fairweather Nature Preserve removing the invasive species. This time there were 297 goats and 3 sheep roaming the southeast portion of the park for approximately 10 days. The summer of 2027 will be the final year of the current four-year agreement. Staff have begun discussions regarding a potential agreement for the next round however, 2028 will be used to evaluate the park's long-term vegetation management needs before moving forward with a new contract.



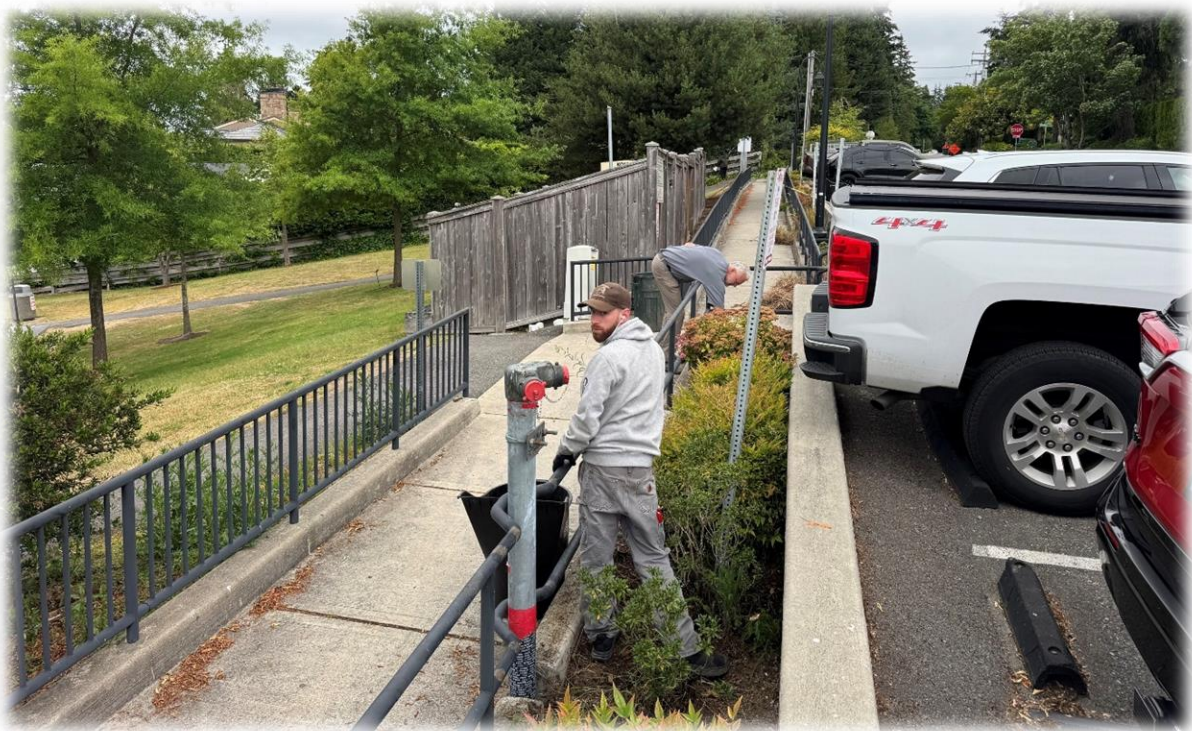
2. **2026 OVERLAKE DRIVE BRIDGE REPAIRS** – Variable Message Sign (VMS) boards have been placed at three strategic locations to provide advance notice of the upcoming roadway closure. In addition, the contractor has installed detour signage for the bicycle community, routing cyclists to 84th Avenue NE. The city has also notified the community through its website and social media channels and reminder notices will be sent again prior to the closure.



3. **AWC PLAYGROUND SAFETY WORKSHOP** – I recently attended the Association of Washington Cities Playground Safety Workshop, which provided an overview of current playground safety standards, inspection procedures, maintenance practices and risk management approaches. The training was useful and highlighted the importance of routine inspections, proper documentation, timely maintenance and hazard identification to help reduce injury liabilities. The information and best practices that were presented will be incorporated into the city's ongoing playground inspection and maintenance tasks.



4. **PUBLIC WORKS MAINTENANCE** – Last month, Public Works took delivery of a towable backup generator which will serve two critical functions during a power outage. The primary purpose is to provide emergency power to the Public Works Building and also serve as a secondary backup power for City Hall. The next step is to install a generator connection system at City Hall in order to plug in the towable generator during emergency events. Additionally, Public Works staff have continued maintenance activities, including weeding roadside and park planter beds and right-of-way (ROW) vegetation trimming throughout the city.



5. PROJECT UPDATES -**STREETS:**

2026 Overlake Drive Bridge Repairs 1014C – scheduled July 20th – 31st
78th PL NE Asphalt Overlay – scheduling

SIDEWALK:

Resurface Gravel Sidewalk OLCr & Points Loop Trail – scheduling
Pedestrian Improvements Design – RFP/RFQ draft

PARKS:

Fairweather Invasive Species Removal - completed
Fairweather Nature Preserve Foot Bridge Improvements – design and permitting
Post Office Park Design – Park Board to discuss and bring to council
Medina Beach Park Tree Planting *trees purchased in 2025 - TBD

STORMWATER:

2026 Localized Improvements - 78th PL NE + three locations – Bids July 9th
2025 Medina Park North Pond Vegetation Removal – phase 1 completed, phase 2 permitting
Citywide Stormwater System Mapping – on going updates

BUILDING:

2026 Post Office Interior Painting – completed
Public Works Carport & Storage – containers installed, canopy is being reviewed
City Hall Backup Generator Inlet Plug – soliciting proposals
City Hall Security, Lobby Design & Space Planning – moved to next year
City Hall Water Filler Station – completed

OTHER:

Points Loop Trail - QR Code Sign – in progress
Beach & Medina Park Restroom Automated Locks – completed
2026 Hazardous Tree Removal & Planting Program – ongoing

June 2026 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	5657982	CH Phones	\$918.65	67750	6/8/2026	001-000-000-518-80-41-	Technical Services, Software Services
8X8, Inc. Total			\$918.65			--	
911 Supply Inc	INV-2-61251	Bingcang Nameplate	\$33.11	67751	6/8/2026	001-000-000-521-20-31-	Police Operating Supplies
911 Supply Inc Total			\$33.11			--	
ADP, Inc.	ADP Fees June 2026	ADP Fees June 2026	\$2,541.58	EFT Payment 6/15/2026 1:44:51 PM	6/15/2026	001-000-000-514-20-41-	Professional Services
ADP, Inc. Total			\$2,541.58			--	
Amazon Capital Services	1HNV-3PTQ-TLHG	PD Office Supplies	(\$9.25)	67752	6/8/2026	001-000-000-521-20-31-	Police Operating Supplies
Amazon Capital Services	14CN-FD4L-YPGR	PD Office Supplies	(\$7.27)	67752	6/8/2026	001-000-000-521-20-31-	Police Operating Supplies
Amazon Capital Services	1JTT-RTDC-JF9D	PD Office Supplies - Wall Plate Cover	\$3.30	67791	6/22/2026	001-000-000-521-20-31-	Office Supplies
Amazon Capital Services	193J-YCRD-PM61	Holster for OC Spray	\$10.47	67791	6/22/2026	001-000-000-521-20-22-	Uniforms
Amazon Capital Services	1PPV-QTTX-Y7K7	Paint Supplies	\$17.51	67752	6/8/2026	001-000-000-521-20-31-	Police Operating Supplies
Amazon Capital Services	1C1Q-NV66-TGWR	PD Clipboards	\$23.43	67791	6/22/2026	001-000-000-521-20-31-	Office Supplies
Amazon Capital Services	1RPK-9X44-661H	PD Office Supplies - Clipboards	\$33.59	67791	6/22/2026	001-000-000-521-20-31-	Office Supplies
Amazon Capital Services	1JMN-H37L-3KJJ	CPR Masks	\$34.52	67752	6/8/2026	001-000-000-571-00-31-	Operating Supplies - Lifeguards
Amazon Capital Services	1KWP-N1G3-3MCT	Office Chair Wheels	\$44.06	67791	6/22/2026	001-000-000-521-20-31-	Office Supplies
Amazon Capital Services	13LG-XMTC-67QC	Gun Maintenance/Cleaning	\$64.67	67752	6/8/2026	001-000-000-521-20-35-	Firearms (Purchase & Repair)
Amazon Capital Services	19R1-6KHL-FNH1	Pepper Spray / Kitchen Towels	\$67.02	67752	6/8/2026	001-000-000-521-20-31-	Police Operating Supplies
Amazon Capital Services	173X-GXND-N7FJ	Tourniquet for PD	\$81.32	67752	6/8/2026	001-000-000-521-20-31-	Police Operating Supplies
Amazon Capital Services	1QWK-NKK4-TTMJ	Hat Press	\$90.89	67752	6/8/2026	001-000-000-521-20-31-	Police Operating Supplies
Amazon Capital Services	14TK-P7TY-J979	Suppressor	\$135.06	67752	6/8/2026	001-000-000-521-20-35-	Firearms (Purchase & Repair)
Amazon Capital Services	1LQH-JWPJ-CNMN	Uniform Pants/Window Punch	\$233.44	67752	6/8/2026	001-000-000-521-20-22-	Uniforms
Amazon Capital Services Total			\$822.76			--	
AT&T Mobility	287287975246X05272026	PD Cell Phones	\$1,084.89	67753	6/8/2026	001-000-000-521-20-42-	Communications (phone,Pager)
AT&T Mobility Total			\$1,084.89			--	
Avidex	167718	Avidex Annual Maint. Agreement	\$4,902.84	67792	6/22/2026	001-000-000-518-80-41-	Software Services
Avidex Total			\$4,902.84			--	
Axon Enterprise, Inc.	INUS451713	Live Training	\$182.00	67793	6/22/2026	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay
Axon Enterprise, Inc. Total			\$182.00			--	
Bellevue City Treasurer - Water	Service from 02/28/26 to 04/21/26 100 84th Ave NE	View Pt Irrigation	\$85.61	67754	6/8/2026	001-000-000-576-80-47-	Utilities
Bellevue City Treasurer - Water	Service from 03/19/2026 to 05/13/2026 1078 Lake Washington Blvd NE	Street Irrigation	\$85.61	67794	6/22/2026	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 02/28/26 to 04/21/26 On 84th NE N of NE 24th	84th/24th Irrigation	\$161.50	67754	6/8/2026	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 01/29/2026 to 04/01/2026 1000 80th Ave NE	Medina Park Irrigation	\$2,390.40	EFT Payment 6/11/2026 10:08:16 AM - 1	6/11/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water Total			\$2,723.12			--	
Bellevue, City of	56006	2026 Q1	\$1,698.65	67795	6/22/2026	001-000-000-521-20-41-	Bellevue CARE program
Bellevue, City of Total			\$1,698.65			--	
Buenavista Services, Inc	13785	PK Restroom Janitorial	\$1,053.29	67796	6/22/2026	001-000-000-518-30-48-	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	13786	PO Janitorial Svcs	\$1,852.50	67796	6/22/2026	001-000-000-518-30-48-	Repairs/maint-City Hall Bldg
Buenavista Services, Inc Total			\$2,905.79			--	
Centurylink	May 18 to Jun 17	PD/CH Emergency Lines	\$232.43	67755	6/8/2026	001-000-000-521-20-42-	Communications (phone,Pager)
Centurylink Total			\$232.43			--	
Coffman Engineers	26008180	Mechanical Equipment Sound Testing	\$315.00	67756	6/8/2026	401-000-000-555-50-41-	Sound Testing Consultant
Coffman Engineers Total			\$315.00			--	
Creative House Branding	MPD050826A	Junior Badge Stickers	\$469.71	67757	6/8/2026	001-000-000-521-20-49-	Crime Prevention/Public Educ
Creative House Branding Total			\$469.71			--	
Daily Journal of Commerce	3420228	Legal Notice - Call for Bid - 78th PL	\$473.00	67758	6/8/2026	001-000-000-518-10-44-	Advertising
Daily Journal of Commerce Total			\$473.00			--	
Dapper Plumbing	45496419	Police Dept HVAC Fan Repair	\$1,590.53	67797	6/22/2026	001-000-000-518-30-48-	Repairs/maint-City Hall Bldg
Dapper Plumbing Total			\$1,590.53			--	
FCI - Custom Police Vehicles	17617	Interest MPD Veh	\$353.10	67798	6/22/2026	001-000-000-594-21-80-	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17616	Interest MPD Veh	\$483.02	67798	6/22/2026	001-000-000-594-21-80-	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17618	Interest PD Veh	\$494.02	67798	6/22/2026	001-000-000-594-21-80-	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17617	Lease MPD Car 32	\$620.84	67798	6/22/2026	001-000-000-594-21-70-	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17618	MPD Lease Car 33	\$886.55	67798	6/22/2026	001-000-000-594-21-70-	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17616	Lease MPD Car 30 & 31	\$2,231.58	67798	6/22/2026	001-000-000-594-21-70-	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles Total			\$5,069.11			--	

Ford Credit Municipal Finance	1783609	Interest MPD Veh	\$332.71	67759	6/8/2026	001-000-000-594-21-80-	Police Lease Repayment, Interest Cost
Ford Credit Municipal Finance	1783609	MPD Lease Car 34	\$872.95	67759	6/8/2026	001-000-000-594-21-70-	Police Lease Repayment, Principal Cost
Ford Credit Municipal Finance Total			\$1,205.66				
G.W. Gunarama Wholesale, Inc.	1329635	Suppressor	\$112.83	67760	6/8/2026	001-000-000-521-20-35-	Firearms (Purchase & Repair)
G.W. Gunarama Wholesale, Inc.	1330030	Glock 9mm	\$421.35	67760	6/8/2026	001-000-000-521-20-35-	Firearms (Purchase & Repair)
G.W. Gunarama Wholesale, Inc.	1330043	Trificon RM RCC	\$533.29	67760	6/8/2026	001-000-000-521-20-35-	Firearms (Purchase & Repair)
G.W. Gunarama Wholesale, Inc.	1326208	Weapon Tact Light	\$770.71	67760	6/8/2026	001-000-000-521-20-35-	Firearms (Purchase & Repair)
G.W. Gunarama Wholesale, Inc. Total			\$1,838.18				
Gray & Osborne, Inc.	Inv # 4 Project # 25427.22	Grading & Drainage Svcs	\$147.64	67799	6/22/2026	401-000-000-558-50-41-	Engineering Consultant
Gray & Osborne, Inc.	Inv # 5 Project # 26427.00	Grading & Drainage Svcs	\$169.44	67799	6/22/2026	401-000-000-558-50-41-	Engineering Consultant
Gray & Osborne, Inc.	Inv # 5 Project # 25427.07	Grading & Drainage Svcs	\$172.12	67799	6/22/2026	401-000-000-558-50-41-	Engineering Consultant
Gray & Osborne, Inc.	Inv # 8 Project # 23427.07	Grading & Drainage Svcs	\$208.50	67799	6/22/2026	401-000-000-558-50-41-	Engineering Consultant
Gray & Osborne, Inc.	Inv # 3 Project # 25427.06	Grading & Drainage Svcs	\$294.56	67799	6/22/2026	401-000-000-558-50-41-	Engineering Consultant
Gray & Osborne, Inc.	Inv # 8 Project # 25427.05	Grading & Drainage Svcs	\$432.24	67799	6/22/2026	401-000-000-558-50-41-	Engineering Consultant
Gray & Osborne, Inc.	Inv # 13 Project # 23427.15	Grading & Drainage Svcs	\$516.96	67799	6/22/2026	401-000-000-558-50-41-	Engineering Consultant
Gray & Osborne, Inc.	Inv # 1 Project # 26470.00	Grading & Drainage Svcs	\$671.16	67799	6/22/2026	401-000-000-558-50-41-	Engineering Consultant
Gray & Osborne, Inc.	Inv # 1 Project # 26463.00	Grading & Drainage Svcs	\$1,394.96	67799	6/22/2026	401-000-000-558-50-41-	Engineering Consultant
Gray & Osborne, Inc. Total			\$4,007.58				
Horticultural Elements, Inc.	10995	84/24th & 84th Median Maintenance -	\$1,490.00	67761	6/8/2026	101-000-000-542-30-41-	Professional Services
Horticultural Elements, Inc.	10995	84/24th & 84th Median Maintenance	\$3,135.00	67761	6/8/2026	101-000-000-542-30-41-	Professional Services
Horticultural Elements, Inc. Total			\$4,625.00				
Inslee Best Doezie & Ryder, P.S.	456225	City Attorney	\$75.00	67762	6/8/2026	401-000-000-558-50-04-	City Attorney, Dev. Serv.
Inslee Best Doezie & Ryder, P.S.	456225	City Attorney	\$38,684.76	67762	6/8/2026	001-000-000-515-41-40-	City Attorney
Inslee Best Doezie & Ryder, P.S.			\$38,759.76				
Issaquah Honda Kubota	13866P	Mini Skid Steer Wiring Harness	\$93.93	67800	6/22/2026	101-000-000-542-30-31-	Operating & Maintenance Supplies
Issaquah Honda Kubota	13738P	Chainsaw Chains & Oil	\$194.86	67800	6/22/2026	101-000-000-542-30-31-	Operating & Maintenance Supplies
Issaquah Honda Kubota	13871P	New Hedger / New Kombi Tool	\$866.30	67800	6/22/2026	101-000-000-542-30-35-	Small Tools/minor Equipment
Issaquah Honda Kubota	13869P	New Hedger/ Cutting Bars	\$949.87	67800	6/22/2026	101-000-000-542-30-48-	Equipment Maintenance
Issaquah Honda Kubota Total			\$2,104.96				
JR Mailing Services, Inc.	24570	Postcard Postage - Charrette	\$972.93	67763	6/8/2026	001-000-000-518-10-49-	Postcard, Public information
JR Mailing Services, Inc. Total			\$972.93				
KC Finance-DCHS, Behavioral Health & Recovery Division	2173287	Q1 2026 KC Behavioral Health	\$204.70	67801	6/22/2026	001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse
KC Finance-DCHS, Behavioral Health & Recovery Division Total			\$204.70				
KC Finance-Roads	151032-151032	Overlake Dr Bridge Insp	\$529.69	67802	6/22/2026	307-000-000-595-30-63-	Street Improvements, Overlays
KC Finance-Roads	147974-147974	Overlake Dr Bridge Insp	\$1,262.40	67802	6/22/2026	307-000-000-595-30-63-	Street Improvements, Overlays
KC Finance-Roads Total			\$1,792.09				
KC Office of Finance	11017397	May 2026 INET	\$375.00	67803	6/22/2026	001-000-000-518-80-41-	Software Services
KC Office of Finance Total			\$375.00				
KC Recorder's Office	2026 Oath of Office	2026 Oath of Office	\$304.50	67786	6/8/2026	001-000-000-514-40-40-	Election Services-Voter Regist
KC Recorder's Office Total			\$304.50				
Kirkland Municipal Court	Jun26Med	Filing Fees May 2026	\$2,034.34	67804	6/22/2026	001-000-000-512-52-40-	Municipal Court-Traffic/NonTrf
Kirkland Municipal Court Total			\$2,034.34				
Konica Minolta Premier Finance	5039006009	CH Printer	\$38.06	67805	6/22/2026	001-000-000-518-10-31-	Office And Operating Supplies
Konica Minolta Premier Finance	5038692796	CH Printer	\$38.11	67805	6/22/2026	001-000-000-518-10-31-	Office And Operating Supplies
Konica Minolta Premier Finance	5039006008	PW Printer	\$110.95	67805	6/22/2026	001-000-000-518-10-31-	Office And Operating Supplies
Konica Minolta Premier Finance	597506830	PD Copier	\$249.87	EFT Payment 6/22/2026 12:43:57 PM - 1	6/22/2026	001-000-000-521-20-45-00	Equipment-Lease & Rentals
Konica Minolta Premier Finance	5038582928	CH Copier	\$519.44	67805	6/22/2026	001-000-000-518-10-31-	Office And Operating Supplies
Konica Minolta Premier Finance	5038947737	CH Printer	\$519.44	67805	6/22/2026	001-000-000-518-10-31-	Office And Operating Supplies
Konica Minolta Premier Finance	5038234693	CH Copier	\$519.44	67805	6/22/2026	001-000-000-518-10-31-	Office And Operating Supplies
Konica Minolta Premier Finance			\$1,995.31				
LexisNexis Risk Management - Account	1100315141	Investigative Tool	\$131.71	67806	6/22/2026	001-000-000-521-20-41-	Professional Services
LexisNexis Risk Management - Account 1011660 Total			\$131.71				
Lucash Consulting LLC	2026-02-City of Medina	Medina Council Retreat	\$1,400.00	67807	6/22/2026	001-000-000-511-60-41-	Professional Services
Lucash Consulting LLC Total			\$1,400.00				
Mahoney Planning, LLC	26-05	Long-Range Planning	\$6,718.40	67808	6/22/2026	001-000-000-558-60-41-	Planning Consultant
Mahoney Planning, LLC	26-05	Current Planning	\$9,077.85	67808	6/22/2026	401-000-000-558-60-41-	Planning Consultant
Mahoney Planning, LLC Total			\$15,796.25				
Message Watcher, LLC	2-63029	Email/SM/Web Archiving	\$376.00	67764	6/8/2026	001-000-000-518-80-41-	Software Services

Message Watcher, LLC Total			\$376.00				
Michael's Fine Dry Cleaning	589	PD Dry Cleaning	\$235.80	67765	6/8/2026	001-000-000-521-20-22-	Uniforms
Michael's Fine Dry Cleaning Total			\$235.80				
Moberly & Roberts, PLLC	1306	Prosecuting Attorney May 2026	\$4,000.00	67766	6/8/2026	001-000-000-515-93-40-	Prosecuting Attorney
Moberly & Roberts, PLLC Total			\$4,000.00				
Mobile Modular Portable Storage	80023666	PW Storage Project	\$13,236.00	67767	6/8/2026	307-000-000-594-18-60-	Building Improvements
Mobile Modular Portable Storage			\$13,236.00				
Navia Benefit Solutions	11090220	Fee Navia Fees	\$400.00	67768	6/8/2026	001-000-000-514-20-49-	Miscellaneous
Navia Benefit Solutions Total			\$400.00				
Norcom	0002047	Annual Maintenance Costs	\$510.00	67769	6/8/2026	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay
Norcom	0002058	23 Dispatch	\$23,002.72	67769	6/8/2026	001-000-000-521-20-41-	Dispatch Services-Norcom Trans
Norcom Total			\$23,512.72				
Pape Machinery	373900	2026 John Deere BH	\$152.50	67770	6/8/2026	001-000-000-594-76-64-	Parks Capital Outlay
Pape Machinery Total			\$152.50				
PC Specialists, Inc.	5630365	DUO Subscription	\$92.65	67771	6/8/2026	001-000-000-518-80-41-	Software Services
PC Specialists, Inc.	5631120		\$734.60	67809	6/22/2026	001-000-000-518-80-41-	Software Services
PC Specialists, Inc.	71478	IT Services	\$1,691.58	67771	6/8/2026	401-000-000-558-50-05-	Technical Services, Software Services
PC Specialists, Inc.	5629816	Azure Subscription	\$1,889.14	67771	6/8/2026	001-000-000-518-80-41-	Software Services
PC Specialists, Inc.	71478	IT Services	\$9,179.75	67771	6/8/2026	001-000-000-518-80-41-	Technical Services, Software Services
PC Specialists, Inc. Total			\$13,587.72				
Pitney Bowes Global Financial Services	3322688703	Mail Machine Lease	\$444.24	67810	6/22/2026	001-000-000-518-10-31-	Office And Operating Supplies
Pitney Bowes Global Financial Services LLC Total			\$444.24				
Primo Brands	06E8750289278	PW Drinking Water	\$107.42	67772	6/8/2026	001-000-000-576-80-31-	Operating Supplies
Primo Brands	06E8750289272	CH Drinking Water	\$214.51	67772	6/8/2026	001-000-000-518-10-31-	Office And Operating Supplies
Primo Brands Total			\$321.93				
Pro-shred	6522986	CH Shredding Services	\$158.10	67811	6/22/2026	001-000-000-518-10-41-	Professional Services
Pro-shred Total			\$158.10				
Puget Sound Energy	Services for 05/01/26-06/01/26 80th Ave NE & NE 10th ST	Street Light Utilites	\$13.44	67812	6/22/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services for 04/21/26-05/20/26 84th Ave NE # PKNG	View Pt Power	\$18.58	67773	6/8/2026	001-000-000-576-80-47-	Utilities
Puget Sound Energy	Services for 05/01/26-06/01/26 88th Ave NE & LK WA BLVD Medina Gateway Lighting	Street Light Power	\$40.65	67812	6/22/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services for 05/01/26-06/01/26 515 Evergreen Point Rd ST Lights	Street Light Power	\$43.50	67812	6/22/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services for 04/20/26-05/19/26 1050 82nd Ave NE	Five Corners Power	\$45.61	67773	6/8/2026	001-000-000-576-80-47-	Utilities
Puget Sound Energy	Services for 04/30/26-05/29/26	Street Light Power	\$172.98	67812	6/22/2026	101-000-000-542-63-41-	Street Light Utilities
Puget Sound Energy	Services for 04/20/26-05/19/26 1000 80th Ave NE	Medina Park Power	\$574.18	67773	6/8/2026	001-000-000-576-80-47-	Utilities
Puget Sound Energy	June 2026 200018418620	CH Power	\$2,448.71	EFT Payment 6/24/2026 10:51:42 AM - 1	6/24/2026	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy Total			\$3,357.65				
Rairdon's of Kirkland	446348	Engine Inspection Car 32	\$245.28	67774	6/8/2026	001-000-000-521-20-48-	Repairs & Maint-Automobiles
Rairdon's of Kirkland	445753	Oil Leak Repair Car 32	\$418.62	67774	6/8/2026	001-000-000-521-20-48-	Repairs & Maint-Automobiles
Rairdon's of Kirkland Total			\$663.90				
Ramp	Ramp Adj June 2026		(\$13,132.41)	EFT Adj1	6/30/2026	001-000-000-521-20-31-	Office Supplies
Ramp	Ramp Adj June 2026		(\$1,981.44)	EFT Adj1	6/30/2026	001-000-000-521-20-31-	Office Supplies
Ramp	Ramp Adj June 2026		(\$1,500.48)	EFT Adj1	6/30/2026	001-000-000-521-20-32-	Vehicle Expenses-Gas, Car Wash
Ramp	Ramp Adj June 2026		(\$1,408.30)	EFT Adj1	6/30/2026	001-000-000-521-20-43-	Travel & Training
Ramp	Ramp June 2026		(\$758.10)	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-594-18-64-	City Hall Capital >\$5K
Ramp	Ramp Adj June 2026		(\$332.96)	EFT Adj1	6/30/2026	001-000-000-521-20-32-	Vehicle Expenses-Gas, Car Wash
Ramp	Ramp Adj June 2026		(\$276.71)	EFT Adj1	6/30/2026	001-000-000-521-20-22-	Uniforms
Ramp	Ramp Adj June 2026		(\$220.00)	EFT Adj1	6/30/2026	001-000-000-521-20-49-	Dues,Subscriptions,Memberships
Ramp	Ramp Adj June 2026		(\$176.48)	EFT Adj1	6/30/2026	001-000-000-521-20-22-	Uniforms
Ramp	Ramp Adj June 2026		(\$169.40)	EFT Adj1	6/30/2026	001-000-000-518-30-48-	Repairs/maint-City Hall Bldg
Ramp	Ramp Adj June 2026		(\$142.13)	EFT Adj1	6/30/2026	001-000-000-521-20-48-	Repairs & Maint-Automobiles
Ramp	Ramp June 2026		(\$132.78)	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-521-20-43-	Travel & Training
Ramp	Ramp June 2026		(\$100.00)	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-511-60-49-	Miscellaneous
Ramp	Ramp Adj June 2026		\$6.08	EFT Adj1	6/30/2026	001-000-000-576-80-42-	Telephone/postage
Ramp	Ramp June 2026		\$10.48	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	401-000-000-558-60-31-	Operating Supplies
Ramp	Ramp June 2026		\$17.64	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-576-80-48-	Repair & Maint Equipment
Ramp	Ramp June 2026		\$19.90	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-576-80-31-	Maintenance Supplies
Ramp	Ramp June 2026		\$22.05	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-518-80-31-	IT HW, SW, Operating Supplies

Ramp	Ramp June 2026		\$30.00	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-576-80-41-	Professional Services
Ramp	Ramp June 2026		\$40.00	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-518-80-41-	Software Services
Ramp	Ramp Adj June 2026		\$66.13	EFT Adj1	6/30/2026	001-000-000-576-80-48-	Repair & Maint Equipment
Ramp	Ramp Adj June 2026		\$68.89	EFT Adj1	6/30/2026	001-000-000-518-10-42-	Postage/Telephone
Ramp	Ramp Adj June 2026		\$70.99	EFT Adj1	6/30/2026	001-000-000-518-10-31-	Office And Operating Supplies
Ramp	Ramp June 2026		\$76.59	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	101-000-000-542-30-48-	Equipment Maintenance
Ramp	Ramp Adj June 2026		\$79.86	EFT Adj1	6/30/2026	001-000-000-518-10-42-	Postage/Telephone
Ramp	Ramp Adj June 2026		\$84.33	EFT Adj1	6/30/2026	401-000-000-558-60-42-	Communications
Ramp	Ramp Adj June 2026		\$86.72	EFT Adj1	6/30/2026	101-000-000-542-30-31-	Operating & Maintenance Supplies
Ramp	Ramp Adj June 2026		\$88.21	EFT Adj1	6/30/2026	001-000-000-576-80-31-	Maintenance Supplies
Ramp	Ramp June 2026		\$92.03	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	401-000-000-558-60-32-	Vehicle Expenses - Gas, Oil, Maint.
Ramp	Ramp Adj June 2026		\$97.78	EFT Adj1	6/30/2026	001-000-000-518-30-45-	Facility Rental
Ramp	Ramp Adj June 2026		\$99.42	EFT Adj1	6/30/2026	001-000-000-576-80-32-	Vehicle Fuel & Lube
Ramp	Ramp Adj June 2026		\$103.96	EFT Adj1	6/30/2026	001-000-000-518-10-31-	Office And Operating Supplies
Ramp	Ramp Adj June 2026		\$106.55	EFT Adj1	6/30/2026	001-000-000-514-20-31-	IT HW SW Oper Supplies-City Hall
Ramp	Ramp Adj June 2026		\$142.13	EFT Adj1	6/30/2026	001-000-000-576-80-32-	Vehicle Fuel & Lube
Ramp	Ramp Adj June 2026		\$155.01	EFT Adj1	6/30/2026	001-000-000-518-30-48-	Repairs/maint-City Hall Bldg
Ramp	Ramp Adj June 2026		\$169.40	EFT Adj1	6/30/2026	001-000-000-576-80-41-	Professional Services-Misc
Ramp	Ramp Adj June 2026		\$176.48	EFT Adj1	6/30/2026	001-000-000-576-80-31-	Maintenance Supplies
Ramp	Ramp June 2026		\$215.09	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	101-000-000-542-30-22-	Uniforms
Ramp	Ramp Adj June 2026		\$215.09	EFT Adj1	6/30/2026	101-000-000-542-30-35-	Small Tools/minor Equipment
Ramp	Ramp June 2026		\$217.86	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-571-00-32-	Miscellaneous - Lifeguards
Ramp	Ramp Adj June 2026		\$220.00	EFT Adj1	6/30/2026	001-000-000-518-10-31-	Office And Operating Supplies
Ramp	Ramp Adj June 2026		\$246.35	EFT Adj1	6/30/2026	001-000-000-576-80-22-	Uniforms
Ramp	Ramp Adj June 2026		\$276.71	EFT Adj1	6/30/2026	001-000-000-576-80-22-	Uniforms
Ramp	Ramp June 2026		\$305.26	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	101-000-000-542-30-31-	Operating & Maintenance Supplies
Ramp	Ramp June 2026		\$305.50	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-571-00-32-	Miscellaneous - Lifeguards
Ramp	Ramp Adj June 2026		\$316.56	EFT Adj1	6/30/2026	001-000-000-576-80-22-	Uniforms
Ramp	Ramp Adj June 2026		\$438.80	EFT Adj1	6/30/2026	001-000-000-511-60-43-	Travel & Training
Ramp	Ramp June 2026		\$440.52	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-521-20-22-	Uniforms
Ramp	Ramp June 2026		\$456.92	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-518-10-49-	Miscellaneous
Ramp	Ramp Adj June 2026		\$489.64	EFT Adj1	6/30/2026	101-000-000-542-30-41-	Road & Street Maintenance
Ramp	Ramp June 2026		\$516.00	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-518-30-45-	Facility Rental
Ramp	Ramp Adj June 2026		\$516.00	EFT Adj1	6/30/2026	001-000-000-518-30-45-	Facility Rental
Ramp	Ramp June 2026		\$593.40	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	307-000-000-594-18-60-	Building Improvements
Ramp	Ramp Adj June 2026		\$593.40	EFT Adj1	6/30/2026	307-000-000-594-18-60-	Building Improvements
Ramp	Ramp Adj June 2026		\$595.98	EFT Adj1	6/30/2026	001-000-000-518-10-31-	Office And Operating Supplies
Ramp	Ramp June 2026		\$597.83	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-521-20-35-	Firearms (Purchase & Repair)
Ramp	Ramp Adj June 2026		\$599.73	EFT Adj1	6/30/2026	401-000-000-558-60-42-	Communications
Ramp	Ramp June 2026		\$638.24	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-511-60-43-	Travel & Training
Ramp	Ramp June 2026		\$666.11	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-518-90-49-	Misc.
Ramp	Ramp Adj June 2026		\$792.51	EFT Adj1	6/30/2026	001-000-000-571-00-31-	Operating Supplies - Lifeguards
Ramp	Ramp June 2026		\$802.58	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-576-80-32-	Vehicle Fuel & Lube
Ramp	Ramp June 2026		\$902.89	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-521-20-31-	Office Supplies
Ramp	Ramp June 2026		\$906.00	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-571-00-31-	Operating Supplies - Lifeguards
Ramp	Ramp Adj June 2026		\$906.51	EFT Adj1	6/30/2026	101-000-000-542-64-41-	Traffic Control Devices
Ramp	Ramp Adj June 2026		\$969.50	EFT Adj1	6/30/2026	001-000-000-518-10-31-	Office And Operating Supplies
Ramp	Ramp Adj June 2026		\$1,099.61	EFT Adj1	6/30/2026	001-000-000-576-80-31-	Operating Supplies
Ramp	Ramp Adj June 2026		\$1,126.07	EFT Adj1	6/30/2026	101-000-000-542-30-48-	Equipment Maintenance
Ramp	Ramp June 2026		\$1,203.97	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	101-000-000-542-30-35-	Small Tools/minor Equipment
Ramp	Ramp June 2026		\$1,433.78	EFT Payment 6/11/2026 2:46:49 PM	6/11/2026	001-000-000-521-20-32-	Vehicle Expenses-Gas, Car Wash
Ramp	Ramp Adj June 2026		\$1,500.48	EFT Adj1	6/30/2026	001-000-000-576-80-32-	Vehicle Fuel & Lube
Ramp	Ramp Adj June 2026		\$2,037.42	EFT Adj1	6/30/2026	101-000-000-542-30-35-	Small Tools/minor Equipment
Ramp	Ramp Adj June 2026		\$2,307.01	EFT Adj1	6/30/2026	101-000-000-542-30-45-	Machine/Facility Rental
Ramp	Ramp Adj June 2026		\$2,491.00	EFT Adj1	6/30/2026	101-000-000-542-30-31-	Operating & Maintenance Supplies
Ramp Total			\$9,519.76				
Riparia Environmental	619	2026 Medina PK Vegetation Removal	(\$6,024.80)	67813	6/22/2026	307-000-000-382-20-00-	Retainage Deposits
Riparia Environmental	619	2026 Medina PK Vegetation Removal	\$66,453.54	67813	6/22/2026	307-000-000-595-30-63-	Storm Sewer Improvements
Riparia Environmental Total			\$60,428.74				
SCORE	9602	Inmade Housing May	\$1,383.46	67814	6/22/2026	001-000-000-521-20-41-	Jail Service-Prisoner Board

SCORE Total				\$1,383.46			
Seattle Times, The	86233	Legal Notices ord. 1055 & Call for bids 78th Pl Improvements	\$540.43	67775	6/8/2026	001-000-000-518-10-44-00	Advertising
Seattle Times, The Total			\$540.43				
Security Safe & Lock Inc	1-O110861-01	Park Restroom Lock Replavement	\$1,617.55	67815	6/22/2026	307-000-000-594-18-60-00	Building Improvements
Security Safe & Lock Inc Total			\$1,617.55				
Sound View Strategies, LLC	3872	May Consulting Services	\$3,000.00	67776	6/8/2026	001-000-000-513-10-41-00	Professional Services
Sound View Strategies, LLC Total			\$3,000.00				
Spot-On Print & Design	63216	Postcard DS yard waste warning	\$138.21	67777	6/8/2026	001-000-000-518-10-49-00	Postcard, Public information
Spot-On Print & Design	63215	Postcard DS code warning	\$164.28	67777	6/8/2026	001-000-000-518-10-49-00	Postcard, Public information
Spot-On Print & Design Total			\$302.49				
St Thomas Episcopal Church	Medina6122026	Deposit for Open House	\$200.00	67788	6/12/2026	401-000-000-558-60-49-00	Miscellaneous
St Thomas Episcopal Church	06162026	6/17 Faciltity Rental - Dev Services	\$830.00	67790	6/17/2026	401-000-000-558-60-49-00	Miscellaneous
St Thomas Episcopal Church Total			\$1,030.00				
Staples Business Advantage	6065413522	CH Office Supplies	\$10.47	67778	6/8/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6063784230	PD Office Supplies	\$182.66	67816	6/22/2026	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	6066356808	PD Office Supplies	\$241.94	67816	6/22/2026	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	6065413521	CH Office Supplies	\$374.96	67778	6/8/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage Total			\$810.03				
Supply Source Inc., The	2601142	Janitorial Supplies	\$865.17	67779	6/8/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Supply Source Inc., The Total			\$865.17				
Tiki Car Wash	2396	PD Car Wash	\$103.14	67780	6/8/2026	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Tiki Car Wash	2393	PD Car Washes	\$103.14	67780	6/8/2026	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Tiki Car Wash Total			\$206.28				
Tree Frog LLC	INV-0073	Arborist Services	\$3,300.00	67781	6/8/2026	401-000-000-558-50-41-00	Arborist
Tree Frog LLC	INV-0070	Row Tree Inventory	\$10,800.00	67781	6/8/2026	001-000-000-558-60-41-00	Hearing Examiner
Tree Frog LLC Total			\$14,100.00				
Tri-Tech Forencsics, Inc	01344576	DWI Speciment Kits	\$85.75	67782	6/8/2026	001-000-000-521-20-31-00	Police Operating Supplies
Tri-Tech Forencsics, Inc Total			\$85.75				
University of San Diego Professional & Continuing Education	1053313	PD Education	\$2,187.00	67817	6/22/2026	001-000-000-521-20-23-00	Tuition
University of San Diego Professional & Continuing Education Total			\$2,187.00				
US Bank	June Bank Service Charges	June Bank Service Charges	\$157.60	EFT Payment 6/1/2026 10:52:09 AM	6/1/2026	001-000-000-514-20-49-00	Miscellaneous
US Bank	June 2026 Merchant Fee	June 2026 Merchant Fee	\$1,922.08	EFT Payment 6/1/2026 10:54:40 AM	6/1/2026	401-000-000-558-60-49-00	Miscellaneous
US Bank Total			\$2,079.68				
Utilities Underground Location Ctr	6050192	Utility Locate Services	\$73.14	67783	6/8/2026	101-000-000-542-30-47-00	Utility Services
Utilities Underground Location Ctr Total			\$73.14				
Voyager Systems	8693624262624	PD Fuel	\$340.98	EFT Payment 6/22/2026 12:43:57 PM - 2	6/22/2026	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Voyager Systems	06-01-2026	PD Fuel	\$1,634.65	EFT Payment 6/1/2026 12:32:58 PM	6/1/2026	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Voyager Systems Total			\$1,975.63				
WA ST Dept of Transportation	JE # 2334 DOL Firearms	JE # 2334 DOL Firearms	\$54.00	EFT Payment 6/30/2026 11:44:51 AM - 1	6/30/2026	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
WA ST Dept of Transportation	FB91017011261	PW Fuel	\$1,011.77	67818	6/22/2026	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation Total			\$1,065.77				
Washington Awards, Inc.	77952	Name Plates for Dias - Council and	\$57.36	67784	6/8/2026	001-000-000-518-10-49-00	Miscellaneous
Washington Awards, Inc. Total			\$57.36				
Washington State Patrol	I2606664	CPL Applicant	\$12.00	67785	6/8/2026	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
Washington State Patrol Total			\$12.00				
WSP Global Inc	40377348	Geotechnical Engineering Review	\$601.50	67819	6/22/2026	401-000-000-558-50-41-00	Engineering Consultant
WSP Global Inc Total			\$601.50				
Grand Total			\$265,899.44	AP Total			
Payroll	June 2026 Payroll	Payroll	\$ 23,967.15		6/30/2026	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	June 2026 Payroll	Payroll	\$ 23,670.63		6/30/2026	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	June 2026 Payroll	Payroll	\$ 26,631.83		6/30/2026	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	June 2026 Payroll	Payroll	\$ 192,465.09		6/30/2026	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	June 2026 Payroll	Payroll	\$ -		6/30/2026	001-000-000-571-00-11-00	Salaries, Wages & Benefits
Payroll	June 2026 Payroll	Payroll	\$ 51,853.74		6/30/2026	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	June 2026 Payroll	Payroll	\$ 34,130.49		6/30/2026	101-000-000-542-30-11-00	Salaries, Wages & Benefits

Payroll	June 2026 Payroll	Payroll	<u>\$ 45,560.32</u>		6/30/2026	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			<u>\$ 398,279.25</u>	Payroll Total			
			<u>\$ 664,178.69</u>	Grand Total			



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, May 11, 2026 – 6:00 PM

REVISED MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Jessica Rossman called the Medina City Council regular meeting of Monday, April 27, 2026, to order at 6:05 PM.

Mayor Rossman acknowledged the 57th Annual Professional Municipal Clerks Week and thanked Dawn Nations for her role as City Clerk. Mayor Rossman also acknowledged National Police Week and Peace Officer Memorial Day recognizing the fine contribution of the Medina Police Department for their dedication, critical contributions and sacrifices made by all law enforcement at all levels.

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Harini Gokul (left at 7:09 PM)
Councilmember Michael Luis
Councilmember Heija Nunn
Councilmember Laura Bustamante
Councilmember Jeff Price (sworn in at 6:25 PM)

STAFF

Swanson, Osada, Wagner, Wilcox, Robertson, Nations

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

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

4. COUNCIL VACANCY

- 4.1 New Councilmember Appointment
 - a) Nominations
 - b) Appointment of New Councilmember
 - c) Oath of Office

Mayor Rossman gave a brief overview of the vacancy stating Councilmember Joseph Brazen resigned on February 26, 2026, starting the timeclock of appointing a new councilmember to fill the vacancy. Council wanted to develop an open, transparent application and appointment process. She gave details on the noticing procedures. The city accepted 4 applications. She reported the council held a special meeting to conduct interviews with 4 applicants earlier in the day on May 11, 2026.

ACTION: Mayor Rossman opened the floor for nominations. Councilmember Gokul gave a report from the Personnel Committee regarding the process of appointing a new councilmember. After evaluating all 4 candidates she nominated Jeff Price for Council Position 6. Councilmember Gokul spoke in favor of her nomination. There were no other nominations, and the nomination period was closed.

ACTION: Mayor Rossman asked for a Motion to appoint Jeff Price as councilmember of the City of Medina and to serve until the certification of the next municipal election Motion made to appoint Jeff Price to council position 6 by Councilmember Bustamante, Seconded by Deputy Mayor Reeves and carried by a vote of 6-0.

Councilmembers spoke on the qualifications of Mr. Price and all applicants. Council commented that they would appreciate them to continue with council engagement in the future and thanked them for their interest and time.

Council took a brief recess at 6:18pm to address technical difficulties with audio/visual issues and contact Mr. Price.

Council reconvened at 6:25pm.

ACTION: Mayor Rossman called new councilmember Jeff Price forward for the Oath of Office conducted by Acting City Clerk Nations. Council directed Acting City Clerk Nations to contact each applicant to inform them of council decision.

5. PRESENTATIONS

5.1 A Regional Coalition for Housing (ARCH) Presentation by Sophie Glass

Sophie Glass gave a brief presentation to council regarding 2026 Legislative Session Recap. Council asked questions and Ms. Glass responded.

5.2 Reports and announcements from Park Board, Planning Commission, and Emergency Preparedness

Park Board Chair Katie Surbeck reported Spring Clean up day at Fairweather Nature Preserve. She reported the board is discussing an annual clean up day program to get the community involved. The board members assisted Public Works with assembling the tree seedlings for Arbor Day Event. The Arbor Day Event was well attended.

Planning Commission Chair Shawn Schubring reported the Planning Commission met on April 28th is currently working on their recommendation for Draft Outdoor Lighting Ordinance. The Interim Official Control Ordinance for Outdoor Lighting will expire and will be brought to council in June 2026 to extend the ordinance to allow Planning

Commission to conduct a Public Hearing and then present the draft ordinance to Council for potential adoption. Planning Commission May 19th meeting they will discuss Bulk (Development Impacts). Council asked questions and Mr. Schubring responded.

6. CITY MANAGER'S REPORT

City Manager Swanson discussed an email that was sent to all council regarding a Diwali event to be held at City Hall in October. Council discussed and gave direction for City Manager Swanson to contact the organizer to get more information to plan for a community event and proclamation.

City Manager Swanson asked for input on Medina Days and National Night Out Event. Council discussed, asked questions and staff responded.

ACTION: Council directed staff to go forward with a single Medina Day event.

City Manager Swanson reported on behalf of Police Chief Sass. Three officers completed the bicycle training course. The newest officer will graduate from the Basic Law Enforcement Academy on May 13, 2026.

Development Services Director Steve Wilcox gave a brief overview of his report. He reported that the Wildland Urban Interface Code continues. DNR is responsible for doing the mapping within the next year. He reported that the City Arborist is still conducting the tree inventory.

Finance/HR Director Ryan Wagner gave a brief overview of his report regarding financial and business licenses.

Public Works Director Ryan Osada was asked about the Medina Park ponds, and he gave a brief overview of the process to mitigate the issues. He discussed the planting plan.

7. CONSENT AGENDA

ACTION: Motion to approve the Consent Agenda as presented was made by Councilmember Luis and seconded by Councilmember Bustamante. By consensus the consent agenda was approved as presented.

- 7.1 April 2026 - Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance/HR Director

- 7.2 Draft City Council Meeting Minutes of:
 a) March 9, 2026;
 b) March 16, 2026, Joint Council & Park Board Meeting; and
 c) March 23, 2026.
Recommendation: Adopt minutes.
Staff Contact: Dawn Nations, Acting City Clerk

- 7.3 2026 Medina Park North Pond Vegetation Removal - Change order 1

Recommendation: Approve.

Staff Contact: Ryan Osada, Public Works Director

- 7.4 Ordinance Amending Municipal Code Allowing Alcohol Service for Special Events

Recommendation: Adopt Ordinance No. 1055.

Staff Contact: Jeff Swanson, City Manager

- 7.5 Surplus Equipment Resolution

Recommendation: Adopt Resolution No. 459

Staff Contact: Ryan Wagner, Finance/HR Director

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

None.

10. CITY BUSINESS

None.

11. COUNCILMEMBER REPORTS AND ROUNDTABLE

a) Council Reports

Councilmember Luis reported on Eastside Transportation Partnership met and heard information regarding the World Cup.

Mayor Rossman reported the Planning Commission asked for volunteers to join the Development Services Committee – Shawn Schubring, Mark Nelson, Julie Barrett will be on this committee, and Sandhya Edupuganti will serve as an alternate. She attended a meeting organized by the City of Issaquah and the Department of commerce regarding housing requirements and housing strategies.

ACTION: Mayor Rossman discussed the Tennis Court striping and usage. Direction was given to staff to make a code change to tennis court rules. This will be brought back to council for adoption.

b) Requests for future agenda items.

No Requests made.

12. PUBLIC COMMENT

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

13. ADJOURNMENT

The meeting was adjourned by Mayor Rossman at 8:00 PM.

Meeting minutes taken by Dawn Nations, Acting City Clerk



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 13th 2026

Subject/Topic: UW ILA Renewal Dept. Origin: Finance/HR Category: Consent Prepared by: Ryan Wagner – Finance Director Attachments: Attachment A – 2026-2027 Scope of Services Law Enforcement Services Agreement	Proposed Council Action/Motion: ☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Other:
--	--

Summary

In 2024, the City of Medina and the University of Washington entered into an interlocal agreement for shared law enforcement services for sporting events. This contract allows for voluntary overtime opportunities for Medina officers, outside of their standard working hours.

The scope of services and annual extension document that can be found in attachment A, provides two updates to the original ILA.

- 1) Extends the contract period through June 30th, 2027.
- 2) Rates of Pay: Services shall be booked at the applicable rates established in Table E of the adopted Master Fee Schedule for the City of Medina.

The Master Fee Schedule can be found on the city website through the following link.

[City of Medina, Financial Policies](#)

Council Priorities

This proposal furthers Council Priorities 4 and 5.

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

Budget/Fiscal Impact: No change/impact to current levels of appropriations.

Recommendation: To approve the renewal of the law enforcement shared services ILA between the City of Medina and the University of Washington.

City Manager Approval:



Proposed Council Motions: "I move to approve the consent agenda, to renew the ILA with the University of Washington for shared law enforcement services for the period of 2026 – 2027.

**2026–2027 SCOPE OF SERVICES AND ANNUAL EXTENSION
AGREEMENT BETWEEN THE CITY OF MEDINA AND THE UNIVERSITY OF
WASHINGTON FOR LAW ENFORCEMENT SERVICES**

This 2026–2027 Scope of Services and Annual Extension (“Annual Scope”) is entered into by and between the City of Medina, a Washington municipal corporation, through the Medina Police Department (“City” or “MPD”), and the University of Washington, through the University of Washington Police Department (“UWPD”) (individually, a “Party” and collectively, the “Parties”), pursuant to Sections 1, 2, and 3 of the Parties’ Agreement for Law Enforcement Services dated August 6, 2024 (“Agreement”).

RECITALS:

WHEREAS, the Parties entered into the Agreement for purposes of allowing MPD to provide law enforcement services and officer presence for university events; and

WHEREAS, the Agreement provides that it may be extended for one-year periods beginning July 1 of each year, provided the Parties review and update the Scope of Services for the following year’s services; and

WHEREAS, the Parties desire to confirm the continued effectiveness of the Agreement, including for the period beginning July 1, 2025, and to document the updated Scope of Services for the 2026–2027 contract period; and

WHEREAS, the Parties have reviewed and updated the Scope of Services for the 2026–2027 contract period and desire to extend the Agreement through June 30, 2027;

NOW THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree that the recitals set forth above are incorporated herein as if set forth in their entirety and further agree as follows:

ANNUAL RENEWAL REQUIREMENT:

1. Scope of Services The Scope of Services is updated as follows:

Contract Period: The Parties confirm the continued effectiveness of the Agreement and agree that the contract period for this Annual Scope is July 1, 2026 through June 30, 2027, unless earlier terminated or further extended in accordance with the Agreement.

Dates and Staffing: MPD may provide overtime law enforcement officer services for UW home football games during the 2026 season, together with other special events as mutually agreed by the Parties. The number of officers, hours, and assignments for each event shall be coordinated by UWPD and MPD consistent with the Agreement.

Rates of Pay: Services provided under this Annual Scope shall be billed at the applicable rates established in the City of Medina Master Fee Schedule, Table E, as adopted or amended by the City.

2. **No Other Changes.** This Annual Scope updates the Scope of Services for the contract period stated above. It does not supersede or modify any other term of the Agreement unless expressly stated herein.
3. **Recitals; Capitalized Terms.** The recitals set forth above are a part of this Annual Scope. Unless otherwise defined herein, capitalized terms used in this Annual Scope have the meanings assigned to them in the Agreement or as set forth in the Ann.

IN WITNESS WHEREOF, the Parties have caused their properly authorized representatives to execute this Annual Scope on the dates set forth below.

CITY:

UNIVERSITY OF WASHINGTON THROUGH:

CITY OF MEDINA

**UNIVERSITY OF WASHINGTON POLICE
DEPARTMENT**

By: _____
Name: Jeff Swanson
Title: City Manager
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

ATTEST:

Dawn Nations, Acting City Clerk

APPROVED AS TO FORM:

Jennifer S. Robertson, City Attorney



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 13, 2026

Subject/Topic: Update of City Council Rules and Guidelines Dept. Origin: Council Category: Consent Prepared by: Jennifer Robertson, City Attorney Attachments: Resolution No. 462 and Updated City Council Rules and Guidelines	Proposed Council Action/Motion: ☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve
--	---

Summary

The Council directed a major update of the City Council Rules & Guidelines (“Guidelines”). The draft update was reviewed at a recent City Council Retreat held on May 26, 2026. During the Retreat, the Council approved many changes and directed additional changes to the Guidelines. For ease of review, all previously approved changes are no longer in redline. The new changes directed by the Council, however, are now in redline in the Guidelines attached to Resolution No. 462. Once approved, a clean copy of the Guidelines will be placed on file. The key changes are highlighted below:

- The organizational chart was updated and a policy making organizational chart was added.
- State law references were added to Sections 2.3, 2.4 and 2.5 regarding OPMA and PRA training, the State Code of Ethics for municipal officers, and limitations on Councilmembers for interfering with or directing staff.
- ****New Change**** As directed by the Council, Section 2.11 adds the following language to “Core Values”:

After a matter has been settled by consensus or Council vote, Councilmembers will not work against or take positions contrary to the established position of the City on that matter.

- Under Section 3.2 “Duties of City Council” clarifying language under subsections 3 and 4 was added to reflect the Council’s current practices.
- Under Section 3.3 “Selection and Role of Mayor” process clarification were made to 3.3.1(3) consistent with current practices and RRO.
- ****New Change **** As directed by the Council, under Section 3.3.2 clarity has been added to the role of the mayor, including references to state law.

- A new section 3.5 “Council Vacancies” was added to outline the process for filling council vacancies as recommended by the Personnel Committee’s and as used in filling the most recent council vacancy.
- Under Section 3.6 “Role of Advisory Boards and Commissions”, the Council was given the authority to adopt operating guidelines or bylaws for its standing boards and commissions.
- ****New Change**** As directed by the Council, under Section 4.7 “Council Meeting Rules for Councilmembers” language was added clarifying that the Council can reconsider an issue after lapse of the reconsideration period when there is new information presented.
- Under Section 4.8.2, additional language was added to “Verbal Communications” to clarify that people attending remotely are required to register online by 2 PM the day of the meeting in order to speak.
- ****New Change**** As directed by the Council, under Section 5.6.2, abstentions have been narrowed to only be permitted if the Councilmember provides the rationale during the meeting that would keep the Councilmember from voting on an issue.
- Under Section 5.6.3, this new subsection provides that when a councilmember does not vote or the member does not explain the reason for abstaining, the vote is counted as a vote in the affirmative.
- ****New Change**** As directed by the Council, under Section 5.8 “Remote Participation at Council Meetings”, expectations were added about in person attendance. In addition, language is clarified to conform with current practices regarding remote attendance. Including requiring the meeting chair to be physically present when chairing the meeting.

The Council directed that the updated Guidelines be brought back on Consent for adoption.

Council Priorities

This proposal furthers Council Priorities 2, 3, 4 and 5.

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

Budget/Fiscal Impact: N/A

Recommendation: Adoption.

City Manager Approval:



Proposed Council Motions: “I move approval of Resolution No. 462 updating the City Council Rules and Guidelines.”

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 462

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MEDINA, WASHINGTON, AMENDING CITY COUNCIL
RULES AND GUIDELINES TO UPDATE RULES AND
PROCEDURES FOR COUNCIL COMMITTEES**

WHEREAS, on February 10, 2020, the City Council adopted new City Council Rules and Guidelines (“Guidelines”); and

WHEREAS, the City Council desires to make revisions to the guidelines to align with current practices, incorporate updates to state law, and improve Council operations; and

WHEREAS, the City Council finds it in the best interests of the public to adopted the updated City Council Rules and Guidelines as attached to this Resolution; **NOW THEREFORE**,

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

Section 1. Adoption of Council Rules and Guidelines. The City Council hereby adopts revised City Council Rules and Guidelines as attached to this Resolution.

Section 2. Approval and Effective Date. This Resolution is hereby adopted and shall be effective as of the date of adoption by the City Council set forth below.

**PASSED BY THE CITY COUNCIL THIS 13th DAY OF July, 2026, AND SIGNED
IN AUTHENTICATION OF ITS PASSAGE THIS 13th DAY OF July, 2026.**

Jessica Rossman, Mayor

Approved as to form:

Attest:

Jennifer Robertson, City Attorney
Inslee Best Doezie & Ryder, PS

Dawn Nations, Acting City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 462

CITY OF MEDINA

CITY COUNCIL RULES & GUIDELINES



**Adopted by the Medina City Council
February 10, 2020
Amended July 13, 2026**

MEDINA CITY COUNCIL RULES AND GUIDELINES

TABLE OF CONTENTS

Chapter 1	Overview and Information Sources	
1.1	Introduction.....	1
1.2	Independent Municipal Resources.....	1
1.3	Medina Organizational Chart.....	3
1.4	Medina Policy Makers Organizational Chart.....	4
Chapter 2	City Council Responsibilities and Values	
2.1	Introduction to Council Service and Responsibilities.....	5
2.2	Revised Code of Washington.....	5
2.3	Open Public Meetings; Public Records	5
2.4	Form of Medina Government; Separation of Powers	5
2.5	Medina Municipal Code	5
2.6	Medina Personnel Policy Manual	6
2.7	Medina Annual Budget	6
2.8	Medina Comprehensive Plan; Coordinated Growth and Development.....	6
2.9	Medina Comprehensive Emergency Management Plan	6
2.10	Medina City Council Core Values.....	7
2.11	New Councilmember Orientation	7
Chapter 3	Councilmember Roles and Duties	
3.1	Introduction.....	9
3.2	Duties of City Council	9
3.3	Selection and Role of Mayor	10
3.4	Selection and Role of Deputy Mayor.....	11
3.5	Advisory Boards and Commissions.....	12
3.6	City Council Committees.....	13
Chapter 4	City Council Meetings and Rules	
4.1	Regular Council Meetings	18
4.2	Special Council Meetings	18
4.3	Council Study Sessions.....	18
4.4	Council Executive Sessions	18
4.5	Public Notice of Council Meetings and Hearings.....	19
4.6	Council Meeting Agendas.....	19
4.7	Council Meeting Rules for Councilmembers	20
4.8	Council Meeting Rules for Public Participants.....	20
4.9	Council Meeting Recordings	20

Chapter 5 City Council Meeting Procedures

5.1	Parliamentary Procedure	22
5.2	Council Meeting Decorum and Order.....	22
5.3	Order of Discussion	22
5.4	Discussion Limits.....	22
5.5	Ordinances, Resolutions and Motions	23
5.6	Council Voting and Conflicts	23
5.7	Attendance at Council Meetings Required	23
5.8	Remote Participation at Council Meetings	24

Chapter 6 Councilmember Actions and Legal Duties

6.1	Importance of Open Public Meetings	25
6.2	Representatives of City Act in Accordance with City Policies	25
6.3	City Council Communications and Records.....	26
6.4	Social Media Policy	27

Chapter 7 Councilmember Conflicts Of Interest

7.1	Conflicts of Interest.....	28
7.2	Appearance of Fairness.....	29

Chapter 8 Interaction Between City Staff and Councilmembers

8.1	Overview	30
8.2	City Manager	30
8.3	Council Rules for Interacting with City Staff	30
8.4	City Attorney	31

Chapter 9 Consequences of Violating Rules

9.1	Consequences of Violation	32
9.2	Process for Censure.....	32

Chapter 1

OVERVIEW AND INFORMATION SOURCES

1.1 Introduction

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

1.2 Independent Municipal Resources

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

1.2.1. Municipal Research & Services Center of Washington

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

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

- **Mayor & Councilmember's Handbook.** *Revised October 2025.* The Handbook provides an overview of the structure of municipal government in Washington and the role of the Councilmember in that structure. The primary focus is on Council meetings. [Mayor and Councilmember Handbook](#)
- **Knowing the Territory - Basic Legal Guidelines for Washington City, County, and Special District Officials.** *Revised October 2025.* This provides a wealth of basic information about the nature, powers and duties of municipal officials; how

to stay "out of trouble"; limitations, regulations, and admonitions regarding the exercise of governmental powers; common conflicts of interest; the Open Public Meetings Act; the Appearance of Fairness Doctrine; and legislative immunities and protections. [Knowing the Territory - Basic Legal Guidelines for Washington City, County and Special Districts](#)

1.2.2 The Association of Washington Cities

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

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

1.3 City Organizational Chart

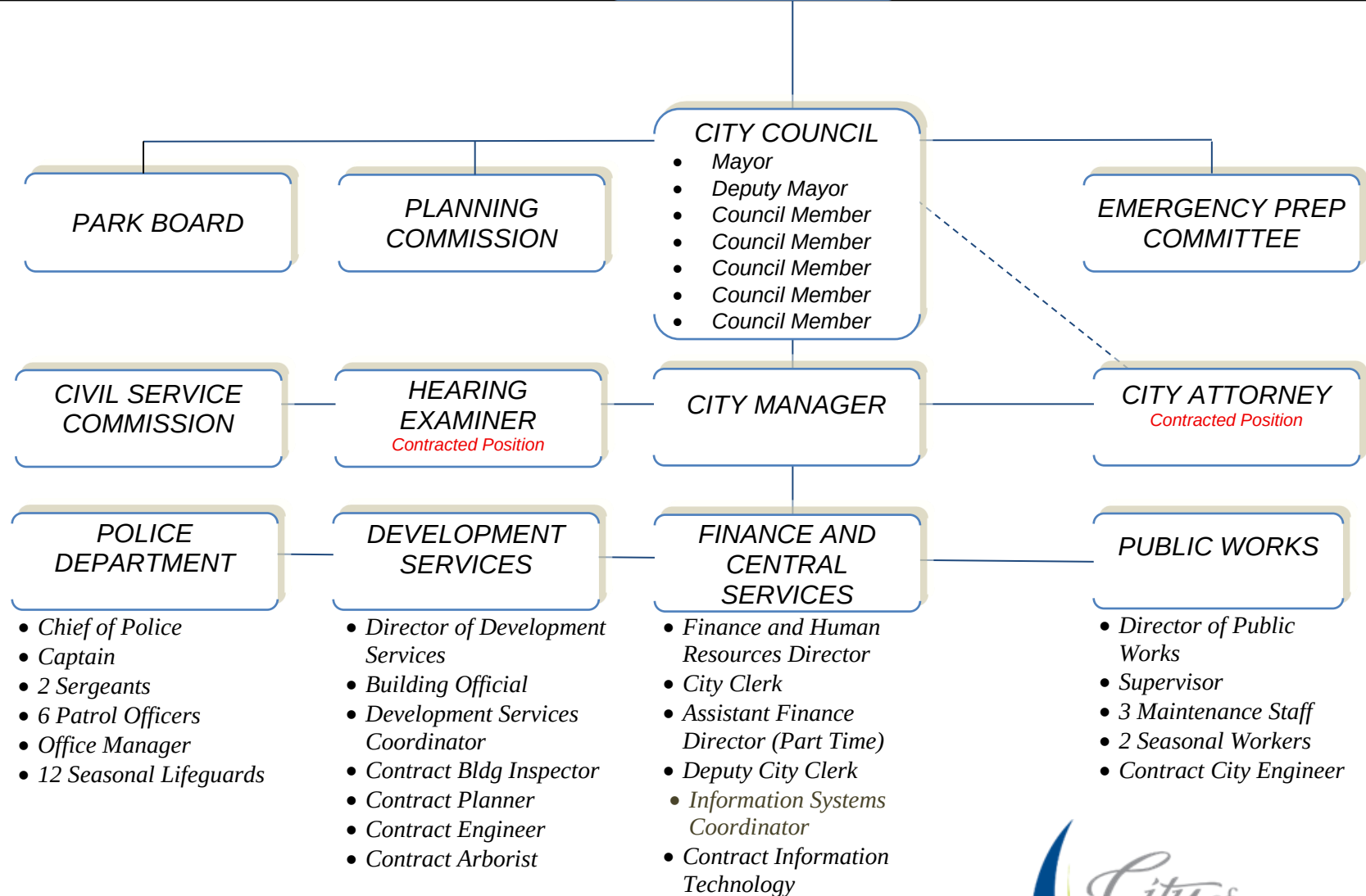
An organizational chart of the City follows on the next page with a policy-maker chart following.

CITY OF MEDINA

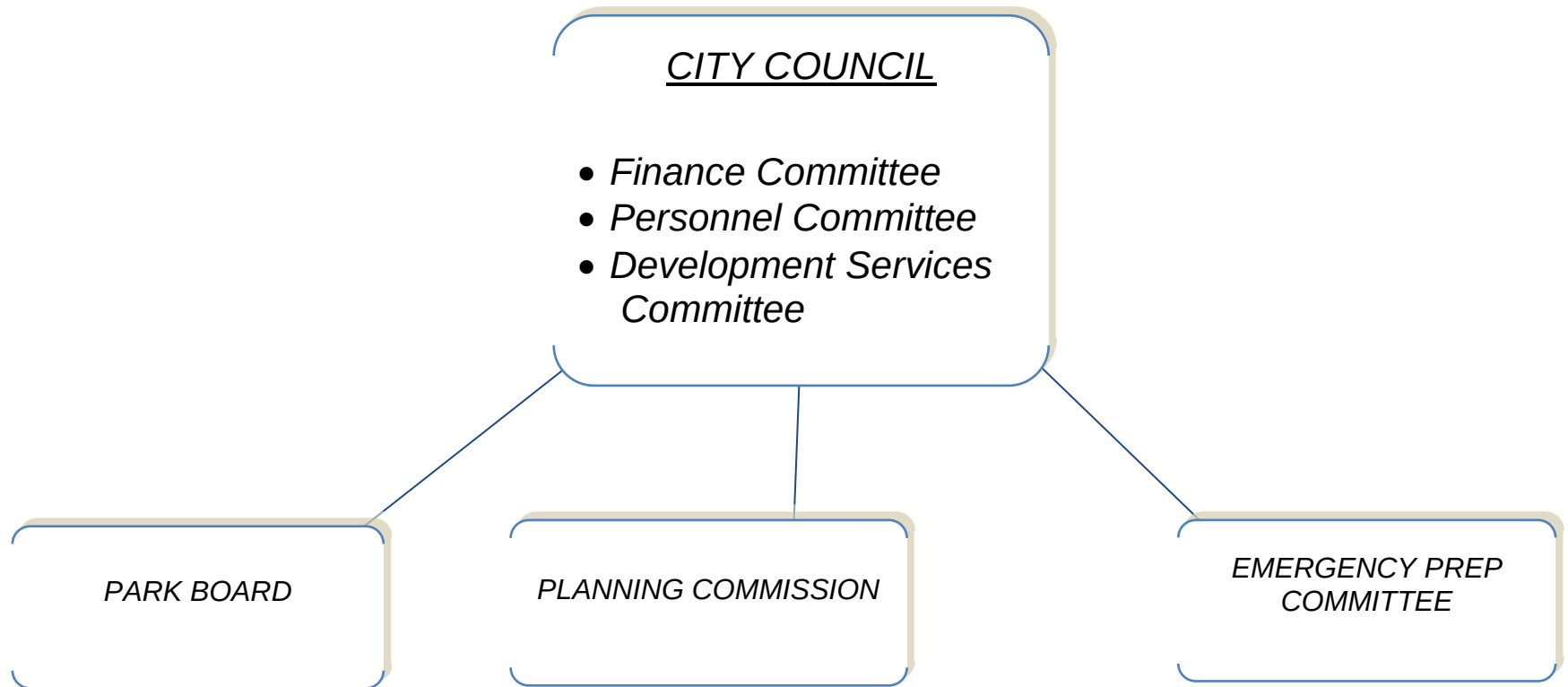
CHART

CITIZENS OF MEDINA

ORGANIZATIONAL



CITY OF MEDINA - POLICY MAKERS ORGANIZATIONAL CHART



Chapter 2

CITY COUNCIL RESPONSIBILITIES AND VALUES

2.1 Introduction to Council Service and Responsibilities

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

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

2.2 Revised Code of Washington

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

2.3 Open Public Meetings; Public Records

Two of the most important procedural laws the City and Council must follow at all times are the Open Public Meetings Act (OPMA; RCW 42.30) and Public Records Act (PRA; RCW 42.56). These two statutes are mentioned here and frequently throughout the Guidelines because of their pervasive importance. State law requires that all City Councilmembers must complete training in both the OPMA and the PRA within 90 days of taking the oath of office the first time and must complete a refresher training at least once every four years thereafter.

2.4 State Code of Ethics for Municipal Officers

The State Code of Ethics for Municipal Officers (Chapter 42.23 RCW) applies to all Councilmember and other municipal officers for Medina. Councilmembers should familiarize themselves with these standards, including conflicts of interest in contracting and prohibited activities.

2.5 Form of Medina Government; Separation of Powers

Medina is an optional code city under RCW Title 35A (Optional Municipal Code). As such, Medina is vested with the broadest powers of incorporated cities under the State constitution and the RCW. Medina uses a Council-Manager plan of government pursuant to RCW 35A.13, which separately assigns the City’s legislative authority to an elected City Council and the City’s administrative authority to the City Manager. Under that system, the City Manager is appointed and removed by the Council, but the Council is prohibited

from interfering with the City Manager’s administrative duties. RCW 35A.13.120 prohibits councilmembers from directing the appointment or removal of any staff member and prohibits councilmembers from giving orders to any member of the staff, either publicly or privately. However, state law explicitly does not prohibit the Council, while in open session, from fully and freely discussing with the City Manager anything pertaining to appointments and removals of city officers and employees and city affairs. The City Manager thus functions as a chief executive officer, responsible for directing the daily operations of City government and all of its administrative actions, departments and functions.

2.6 Medina Municipal Code

The Medina Municipal Code (“Code” or “MMC”) is the repository for the local laws and regulations adopted by the Council, typically through ordinances and sometimes resolutions. Title 2 of the Code addresses the role of the Medina Council and describes its organization, its meetings and responsibilities, and the appointment of the City Manager, City advisory boards and City commissions. The Code compiles the broad array of local laws adopted by the Council, including zoning and land use standards, health and safety issues, police and traffic regulations, building standards, and revenue and finance issues.

2.7 Medina Personnel Policy Manual

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

2.8 Medina Annual Budget

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

2.9 Medina Comprehensive Plan; Coordinated Growth and Development

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

The Medina Comprehensive Plan is the blueprint for the City’s physical character, its future development and changes, and look and feel of the City. It is updated once annually and creates the conceptual starting point for the City’s specific development regulations and

procedures. The City's development regulations must be consistent with the City's comprehensive plan, which must in turn be consistent with the comprehensive plans of surrounding cities, King County, and the Puget Sound Regional Council.

2.10 Medina Comprehensive Emergency Management Plan

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

2.11 Medina City Council Core Values

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

- ☐ The Council will listen to the community with a goal of achieving the community's interests and objectives.
- ☐ Councilmembers hold public trust and are fiduciaries of public funds. The Council will strive for sustainable policies that support City finances and goals, and the local economy.
- ☐ Councilmembers will be respectful at all times and use their best efforts to collaborate with each other and seek consensus wherever possible.
- ☐ Councilmembers will exhibit respect for the professionalism and expertise of the City Manager and staff.
- ☐ Councilmembers will comply with open government laws, including the Public Records Act, Open Public Meetings Act, and the State Code of Ethics for Municipal Officers to promote transparency and maintain trust in government.
- ☐ Councilmembers will come to meetings prepared. Council meetings will be focused and expeditious, and the Council will strive to make decisions efficiently and with an eye toward finality.
- ☐ Councilmembers will engage in debate and discussion with civility, will treat their colleagues, the public, and staff with respect, and will refrain personalizing deliberations.
- ☐ After a matter has been settled by consensus or Council vote, Councilmembers will not work against or take positions contrary to the established position of the City on that matter.
- ☐ Councilmembers are community leaders. They will listen and act fairly, will strive to avoid conflicts of interest, and will set a good example by following City codes and policies.

2.12 New Councilmember Orientation

It is important for the members of the City Council to gain an understanding of the full range of services and programs provided by the City. As new members join the Council, the City Manager and City Clerk will host an orientation program that provides an opportunity for members to tour municipal facilities and meet with key staff within the first

quarter of taking office. Another training opportunity for new members is the Association of Washington Cities-sponsored newly elected officials' orientation. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.

Chapter 3

COUNCILMEMBER ROLES AND DUTIES

3.1 Introduction

The City Council is the policy and lawmaking body of the City. State law and local ordinances grant the powers and responsibilities of the Council. The Council may only act as a body and pursuant to consensus or majority vote of the applicable quorum requirements (colloquially “majority”). No Councilmember has any extraordinary powers beyond those of other Councilmembers. While the Mayor has some additional responsibilities as described in Section 3.3.2 below, when it comes to establishing policies, voting, and other matters all members are equal. It is also important to note that policy is established by at least a majority vote of the Council.

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

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

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

3.2 Duties of City Council

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

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

- b. Mediate conflicting interests while building a consensus
- c. Call special elections as necessary
- d. Communicate the City's vision and goals to constituents
- e. Represent the City's interests at regional, county, state, and federal levels consistent with City policy and/or as authorized by Council, setting aside individual opinions as necessary to do so effectively

5. Decision-Making

- a. Study problems
- b. Review alternatives
- c. Determine best course of public policy

3.3 Selection and Role of Mayor

3.3.1 Selection of Mayor

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

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

3.3.2 Role of Mayor

Under State law, the Mayor's duties are defined by RCW 35A.13.030 to include presiding at meetings of the council; being recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law; and in times of public danger or emergency, if authorized by ordinance, to take command of the police, maintain law, and enforce order. Consistent with this role, the Mayor serves as the presiding officer and acts as chair at all meetings of the City Council and will act as the representative of the City and City Council to the public. The Mayor will provide leadership to the Council and will assist with facilitating effective functioning of the Council as its chair. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings unless a conflict of interest exists. The Mayor has no

veto power. The Mayor may not move an action but may second a motion. Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. The Mayor is vested with the authority to execute proclamations. The Mayor shall serve as a member of all Council standing committees and is expected to participate in those committees. The Mayor appoints Councilmembers to Council Committees and to external boards or commissions, appoints all members the Development Services Committee, and, with Council concurrence, appoints the members of the Planning Commission and Parks Board.

The Medina Mayor typically performs the following regular externally facing duties:

- Represent the City and the City Council in ceremonial roles (e.g., helping to host annual Arbor Day celebration);
- Attend local and regional meetings to which Medina's Mayor is invited, both regularly scheduled and ad hoc;
- Advocate for the City's legislative agenda and other Council priorities when attending meetings or events as Mayor, setting aside individual opinions as necessary to do so effectively; and
- Meet with city residents as requested, involving City Manager when concerns have an operational element.

The Medina Mayor typically performs the following regular internally facing duties:

- Chair meetings of the City Council;
- Meet with City Manager and other staff designated by City Manager to prepare for upcoming City Council meetings, including review of draft agenda and discussion of meeting logistics;
- Serve as primary liaison to Planning Commission and Park Board; and
- Serve on all City Council committees.

3.4 Selection and Role of Deputy Mayor

3.4.1 Selection of Deputy Mayor

Biennially at the first meeting of the new Council, the Council shall decide by majority vote whether to select a Deputy Mayor, or whether to appoint a Councilmember to serve as mayor pro-tempore as the need arises. *See RCW 35A. 13.035* ("Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor."). If the Council decides to appoint a deputy mayor, he or she shall be selected through the same process for electing the mayor.

3.4.2 Role of Deputy Mayor

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

Councilmember to fulfill the duties.

3.5 Council Vacancies

When a council vacancy occurs, the position is filled by the remaining members of the Council. To be eligible for appointment, the person appointed must be a registered voter residing within the city limits of Medina and must have lived in Medina for the preceding one year. The City Council will have only ninety (90) days from the date of vacancy to fill the vacancy. If the Council fails to appoint before the deadline, then the right to appoint is lost and is transferred to the King County Council. See RCW 42.12.070, 35A.12.030, 35A.12.050.

In order to obtain a broad range of applicants to fill a council vacancy, whenever a vacancy occurs, the process will be as follows:

Notice.

The notice of the vacancy and the solicitation for applications shall be widely distributed and posted on the City's website, included in the city emailed newsletter when possible, posted on the city website, posted at City Hall, posted on all of the City's social media channels, and such other places or by such other means as to reasonably provide information to the public, including the procedure and deadline for applying for the position. The vacancy application period shall be between 7 and 14 days. The solicitation for applications shall encourage diversity of background and viewpoints. The required application materials shall include:

- Statement of interest (why Medina, and why now)
- Relevant experience summary, including submission of a resume or CV
- Disclosure of conflicts of interest

Structured Screening.

Once the application period has closed, staff will do the initial screening to verify residency, voter status, and eligibility under state law. Staff will also review the applicants for prior public service, known conflicts, etc. Following the staff work, staff will assemble all application materials and forward them to the Council personnel committee for review. The personnel committee will review the applicants' resumes and qualifications. The personnel committee will attempt to provide a recommended interview list for the Council of approximately 3 to 8 applicants.

Selection of applicants for interview.

The Council during a regular or special council meeting may adjourn into executive session to discuss the qualification of the applicants for the appointment to the Council. RCW 42.30.110(1)(g). Following the executive session, the Council in open session will discuss the applicants and vote on who to invite for an interview. The candidates selected for interview will be notified by the City Clerk. The interviews will be scheduled during a regular or special council meeting and will take place in public.

Interview procedure.

The council during a regular or special council meeting open to the public may interview all or some of the candidates. Council interviews will be conducted in public. Council applicants will be asked to remain outside the council chambers and not watch the meeting on videoconference while other applicants are being interviewed. Applicants will be asked to

answer questions by the Council. The Councilmembers will ask the same questions of each candidate. Each candidate will be allowed two minutes for closing comments.

The Council may allow public comment following completion of all interviews.

Selection of new councilmember.

The Council may recess into executive session to discuss the qualifications of candidates at any time during the process, including following the interviews. Nominations, voting, and selection of a person to fill the vacancy shall be conducted during an open public meeting.

Once the Council is ready to make the appointment, it does so by nominating one or more individuals to fill the seat and by voting the nominations in the order taken.

1. Nominations are held by the Mayor calling for nominations. The Mayor opens the floor for nominations and any nominations are offered by any Councilmember. There can be multiple nominations. Once no more nominations are offered, the Mayor asks three times, “are there any other nominations.” If after three asks, if no other nominations are offered, then the Mayor says, “The floor is now closed for further nominations.”
2. If there is only one nomination, then the Mayor says, “There being only one nomination, may I have a motion to appoint [NAME OF APPOINTEE] as Councilmember of the City of Medina to serve until the certification of the next municipal election?” Once the motion is made and seconded, the floor is open for discussion. After discussion is complete, a vote is taken. If the vote passes by 4 votes, then that person is appointed as the new Councilmember. The Mayor then says, “[NAME OF APPOINTEE] has been appointed to serve as a Councilmember of the City of Medina to serve until the certification of the next municipal election.”
3. If there is more than one nomination, then the nominations are voted in the order given. So the first nominee would be voted on as follows: “All in favor of appointing [NAME OF NOMINEE] to serve as Councilmember until after certification of the next municipal election, say ‘aye’. All opposed say ‘no’.” If this nominee receives 4 or more votes, then the voting ends and the other nominees are not voted on. If this nominee does not receive 4 or more votes, then the second nominee is voted on, etc. The voting continues in the order of nomination, including having subsequent rounds on the nominees, until one nominee receives the required 4 votes. If no nominee obtains 4 votes after one or more rounds of voting, then the matter can be postponed until the next council meeting or a special council meeting. In addition, the Council can take breaks between voting rounds as needed and may return to executive session to discuss the qualifications of the nominees.
4. After a nominee receives the required 4 votes, the Mayor declares, “[NAME OF APPOINTEE] has been appointed to serve as Councilmember of the City of Medina to serve until the certification of the next municipal election.”
5. The person appointed to fill the Council vacancy would then be sworn in by the Mayor or the Clerk and be seated at that meeting or at the next Medina Council Meeting.

3.6 Advisory Boards and Commissions

3.6.1 Role of Advisory Boards and Commissions

The City Council is empowered to create advisory boards and commissions as the Council

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

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

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

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

The Council may adopt operating guidelines or bylaws for its standing boards and commissions.

3.6.2 Appointments, Qualifications, and Terms of Service

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

1. Residency: Members shall be residents of the City of Medina.
2. Sectional Composition: Consideration should be given towards maintaining an equitable balance of community representation on all boards and commissions. Multiple members from the same family or household will not be appointed to a single board or commission in order to avoid the reality or appearance of improper conflict, influence or favor.
3. Occupation: A broad mix of occupational backgrounds on all boards and commissions will be attempted as appointments are considered.
4. Knowledge of Municipal and Planning Process: When ranking equally qualified applicants, consideration shall be given to background experience and knowledge of the municipal process as appropriate to the position in reaching a decision.
5. Contributive Potential: Consideration will be given to the potential contribution that each applicant may make if appointed to a board or commission. Criteria to guide this evaluation may include:

- a. Ability to communicate effectively
 - b. Desire to perform public service
 - c. Ability to express ideas, concepts, or philosophies
 - d. Desire to participate in decision-making process
6. Leadership Potential: Since each appointee may be called upon to serve as a chair, consideration will be given to each applicant's leadership abilities, including:
- a. Past or present leadership experience (current employment, special interests, etc.)
 - b. Past or present participation in community services
 - c. Expressed interest in a leadership role

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

3.6.3 Appointment Process

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

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

3.6.4 Councilmember Roles and Relationship with Advisory Bodies

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

1. The Councilmember shall timely advise the City Manager of their desire to provide comment or testimony so the Manager may obtain input and advice from the City Attorney and transmit that to the Councilmember before any

comment or testimony is provided.

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

3.7 City Council Committees

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

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

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

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

Each Committee shall select a Chair from among its members present at its first meeting of the new two-year term. The Committee Chair shall call for Committee meetings as needed, generally at least once quarterly, depending on the needs of the Committee and staff constraints. The Chair is responsible for working with lead staff to establish meeting agendas and meeting facilitation. The Chair shall be responsible for periodically reporting the Committee's activities to the full Council during Council meetings.

The Council currently has the following Committees:

- **Personnel** - Manages recommending appointments for city boards and commissions, oversees the annual City Manager evaluation, and handling other personnel needs. Also includes the Mayor and two council members.
- **Finance** - Reviews the city's financial status quarterly or as needed, ensures fiscal

accountability, and makes budget recommendations. Includes the Mayor and two council members.

- **Development Services** - provides advisory guidance to the Development Services Director, improves efficiency in council review of planning commission proposals, and provides support for other topics as requested. Composed of the mayor, two council members, and three Planning Commissioners.

Chapter 4

CITY COUNCIL MEETINGS AND RULES

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

4.1 Regular Council Meetings

“Regular meetings” are scheduled in the Medina Code for the second and fourth Monday of each month at 5:00 p.m. in the City Hall Council chambers, 501 Evergreen Point Road, Medina. The first hour of the regular meeting is often utilized for a study session. When no study session is needed, the regular meeting will start at 6:00 p.m. When these days are designated as a legal holiday, the Council meeting will be held the next business day or on an alternative day selected by the Council. As a general rule, at regular meetings the Council can consider and take action on any topic regardless of whether it is posted in the meeting agenda.

All Council meetings shall be conducted in accordance with the Open Public Meetings Act, RCW 42.30 (OPMA) and these Guidelines. Council meetings are recorded and minutes produced by the City Clerk for Council approval. Regular meetings are broadcast publicly via a video conferencing application and recorded; however, study session portions of regular meetings are neither broadcast nor recorded.

4.2 Special Council Meetings

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

4.3 Council Study Sessions

The Council may meet informally in a “study session” during any regular or special meeting. The study session is the forum used by Council to review forthcoming programs of the City, to receive progress reports on current issues, to engage in extended discussion of pending topics, and/or to receive and comment on extensive or detailed information from the City Manager and others. Discussions are generally informal and need not follow a particular format nor are they typically broadcast publicly via a videoconferencing application nor recorded. Final action may be taken in a study session in accordance with the OPMA.

4.4 Council Executive Sessions

An executive session of the Council may be called at any time as provided in the OPMA. At

the call of the Mayor or with a majority vote, the Council may convene in executive session to privately discuss and consider matters of confidential concern to the City. Matters discussed and documents reviewed in executive sessions may not be divulged by any Councilmember to any other person without prior authorization of a vote of the majority of the Council. The purposes for which an executive session may be held are specified in the OPMA (at RCW 42.30.110) and include the following typical reasons:

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

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

4.5 Public Notice of Council Meetings and Hearings

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

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

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

4.6 Council Meeting Agendas

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

The Council shall use a consent agenda for routine items not requiring in-depth discussion. Any Councilmember may make give notice to the City Manager by noon the day of the Council meeting to request removal of an item from the consent agenda and the item will be moved to council business. In addition, any Councilmember may make a motion to remove an item from the consent agenda during the meeting for full consideration by the Council. Upon a second and a vote of the Council, the item will be removed from consent and moved to council business for discussion.

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

4.7 Council Meeting Rules for Councilmembers

- ☐ Councilmembers shall act in a courteous, professional and respectful manner toward each other, the staff and the public.
- ☐ Councilmembers shall have reviewed the agenda materials and be prepared to substantively address all items on the Council agenda in a reasonable manner.
- ☐ Councilmembers shall use their best efforts to maintain a balanced and open perspective, and a sense of humor, in conducting Council and public business.
- ☐ Councilmembers shall avoid surprising one another or Staff with relevant issues or questions that could be researched, evaluated, and individually discussed before the meeting.
- ☐ Councilmembers will respect and abide the majority vote of the Council and speak with one voice on such topic going forward. Councilmembers should not work to undermine the decision of the Council.
- ☐ Councilmembers shall move forward expeditiously with Council decisions without rehashing previously discussed information or engaging in conversation with the public during the business meeting.
- ☐ Other than making a timely motion for reconsideration, after the Council makes a decision on an issue, Councilmembers should not bring up the issue for discussion to change Council direction for at least a six-month period. However, if new information is presented, the Council, by a majority vote, may consider an issue prior to the end of the six-month period.
- ☐ Councilmembers are encouraged to use their City-provided electronic device to view the agenda packet and perform and complete the Council's business. See Guidelines at Chapter 6.
- ☐ Councilmembers should use "I" statements during deliberations and shall refrain from argumentative behaviors, making repetitive arguments or points, and from personally attacking other members who may have contrary views.
- ☐ Councilmembers should strive not to take debate or different perspectives personally and should always assume the best intentions of other members.

4.8 Council Meeting Rules for Public Participants

4.8.1 Written Communications

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

4.8.2 Verbal Communications.

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

Prior to making comments the speaker shall fill out the Clerk's comment card and shall first give his/her name and address before starting comments.

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

When the Council is holding a hybrid meeting, members of the public may register to speak via telephone or videoconferencing application by submitting their request online by 2 PM on the date of the meeting. Unless timely registered, members of the public attending the meeting via videoconference or telephone shall not be permitted to make public comment during the meeting.

4.9 Council Meeting Recordings

The City Clerk shall make and keep audio recordings of all regular meetings of the City Council. Audio recordings will not be made of Study Sessions, Council Retreats, Council Workshops, or portions of meetings that are conducted in executive session or to which the OPMA does not apply. Recordings (when made) and related records of Council meetings shall be retained by the City in accordance with the Washington State Records Retention Schedule, the Public Records Act, and other applicable statutes.

Chapter 5

CITY COUNCIL MEETING PROCEDURES

5.1 Parliamentary Procedure

Unless otherwise addressed by these Guidelines, Council meetings shall be conducted in accordance with traditional rules of parliamentary procedure. The most current edition of Roberts Rules of Order (RRO) is adopted as the applicable parliamentary standard rules and will be consulted when necessary. Parliamentary rules are intended to assist the Council in conducting business in an orderly manner, but strict adherence to parliamentary procedure shall not be required. Councilmembers are encouraged to work through discussions by consensus wherever possible. The general practice for business items is less formal than RRO and includes first listening to the staff report, then taking turns in asking questions and requesting clarifications. After questions have been addressed, the floor is opened for motions. In addition, although motions are not prohibited during study sessions, the Council will typically use discussion and consensus to progress an item rather than use motions.

In the event that the procedure for considering a matter is unclear or in dispute after referencing RRO, the following procedure shall be employed: (a) a motion shall be made proposing a course of action; (b) a second shall be required; (c) thereafter, each Councilmember shall be afforded the opportunity for discussion; and (d) the Mayor shall call for a vote. The Council shall be bound by the results of the vote.

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

5.2 Council Meeting Decorum and Order

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

5.3 Order of Discussion

The Mayor should follow the prepared agenda as much as possible but may seek Council consensus to rearrange the order of the agenda for necessity or convenience. In addition, a Councilmember may propose by motion that the order of agenda items be rearranged for necessity or convenience.

5.4 Discussion Limits

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

5.5 Ordinances, Resolutions and Motions

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

5.6 Council Voting and Conflicts

Each Councilmember shall vote on all motions and questions put to the Council unless an actual or potential conflict of interest under state law, appearance of fairness or otherwise requires recusal of the Councilmember. *See Guidelines at Chapter 7.* In such event, the Councilmember shall so advise the Mayor and Council when the matter giving rise to the actual or potential conflict is called on the agenda, the Councilmember recusing will then leave the Council meeting until the agenda item is completed.

Council vote tallies and procedures are as follows:

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

5.6.2 A Councilmember may only abstain from voting on a motion or question if the Councilmember provides a stated rationale during the Council Meeting that would keep the Councilmember from voting. Abstentions shall not be counted for or against any question or motion, and a majority of the affirmative or negative votes cast shall be determined by ignoring abstentions, unless RRO or State law requires a different calculation of the majority.

5.6.3 If a Councilmember does not vote and does not abstain, including providing the reason for the abstention, then the Councilmember will be considered to have voted in the affirmative.

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

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

5.7 Attendance at Council Meetings Required

It is important that Councilmembers personally attend all Council meetings. A

Councilmember may forfeit their office by failing to attend three consecutive Council meetings without being excused by the Council. To be excused the Councilmember shall advise the Mayor and City Manager prior to the meeting and state the reason for their unavailability. During roll call at the meeting the Mayor shall inform the Council of the absence and reason therefor. The Mayor may call for a nondebatable motion or seek Council consensus on granting or denial of the absence. See RCW 35A.13.020 and 35A.12.060. Unless informed about the absence in advance and the basis therefore, absences will not be excused.

5.8 Remote Participation at Council Meetings

Councilmembers are generally expected to attend Council meetings in person, absent emergent or other extenuating circumstances. However, the Council also intends that Councilmembers retain the flexibility to participate in Council meetings remotely from time to time, for reasons including, but not limited to, illness or injury, travel, or familial care by utilizing technologies such as video conferencing that allow interactive engagement with other Councilmembers and interested members of the community. In the event that a Councilmember cannot attend a Council meeting in person, Councilmembers may participate in and vote during all or part of a regular or special Council meeting using electronic means provided that all persons participating in the meeting, including the public and the remote Councilmember(s), are able to talk and hear each other simultaneously so that they are full participants in the meeting. However, the Chair of the meeting must be physically present at the location of the meeting or order to perform the duties of Chair. In addition, when a Councilmember is participating remotely, the following standards apply:

A. Electronic connection devices such as speaker phones, computer video and speakers, video connections, and/or other transmission options and devices are available and fully functioning; and, if confidentiality is required for the subject matter of any part of the meeting (such as an executive session), the transmission medium is a verifiable secure link.

B. The remote Councilmember(s) shall bear the cost of the electronic equipment, connections and transmission except for equipment and connections currently available at City Hall but may use their City-provided electronic device to participate in the meeting.

Chapter 6

COUNCILMEMBER ACTIONS AND LEGAL DUTIES

6.1 Importance of Open Public Meetings

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

6.2 Representatives of City Act in Accordance with City Policies

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

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

If a Councilmember represents the City on a regional board or commission, the Councilmember has the obligation to regularly attend such meetings and to consult with Staff on the City's position or policies ahead of such regional meetings to obtain guidance on the issues presented. If there is no City position, the Councilmember has an obligation to seek the input of the Council on the issues presented ahead of such regional meeting. Councilmembers may represent the City on regional boards or commissions when supporting the established position of the City and shall set aside individual opinions as necessary to do so effectively. The Mayor, or designee, may also represent the City in other circumstances when supporting the established position of the City. The Mayor and Councilmembers have an obligation to periodically report to the Council on positions and communications made when that member was representing the City.

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

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

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

speaking of such comments.

6.3 City Council Communications and Records

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

6.3.1 Communications Generally. All “writings” in whatever form, including letters, memoranda, text messages, emails, photographs, videos, social media postings, and recordings, the subject of which relates to the conduct of government or the performance of any governmental function, are public records, unless a legal exception applies. Public records must be retained by the City, including the City Council, and disclosed upon request. It is unlawful to destroy or conceal a public record while a request for it is pending.

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

1. Promptly forward all requests for records or documents they receive from the public to the City Clerk for follow-up.
2. Avoid using personal email accounts and text messaging, to discuss, send, receive, create, or store public records. Councilmembers should perform City business using their City-issued personal devices. See Guidelines at Chapter 4.
3. Promptly transfer all received or created materials meeting the definition of a “writing” or “public record” including emails, texts and social media postings from personal devices or accounts to a City-owned account, device, or server.
4. In the event of a public records request, cooperate with directions from City Staff to access and search personal accounts and electronic devices, provide all responsive public records and writings that may be contained thereon, and execute a *Nissen* declaration provided by City Staff evidencing such facts.
5. Refrain from deleting any public records and writings from personal accounts and devices and transfer these records promptly to the City upon request.
6. Prior to completion of their term of office or other separation from office, return all City equipment and devices, and transfer all public records and writings from personal accounts and electronic devices to the City and execute a *Nissen* declaration provided by City Staff evidencing such facts.

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

6.3.3 Transitory Hardcopy Records. Hardcopy records that have no retention value, such as drafts, reminders, telephone messages, informal notes, and

duplicate records may be deleted or discarded when no longer needed, provided that Councilmembers shall first confer with the City Clerk to ascertain that the particular records have no retention value and may be deleted and, if requested, provide copies of such records before deletion.

6.3.4 Transitory Electronic Communications

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

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

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

D. Email should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business because of the ease of transmission and dissemination. When sending an email to the City Attorney, it is a best practice to mark it as “Attorney Client Privileged” in the subject line to avoid inadvertent release of that communication. Deleted email is not necessarily removed from the user’s system. Emails between Councilmembers, and between Councilmembers and Staff, shall not be transmitted to the public or news media unless either an affirmative decision to do so is authorized by the Council or City Manager, or in response to a qualifying public records disclosure request that has been filed with the City Clerk.

6.4 Social Media Policy

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

Chapter 7

COUNCILMEMBER CONFLICTS OF INTEREST

7.1 Conflicts of Interest

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

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

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

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

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

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

City Manager and City Attorney as questions arise.

7.2 Appearance of Fairness

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

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

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

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

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

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

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

Chapter 8

INTERACTION BETWEEN CITY STAFF & COUNCILMEMBERS

8.1 Overview

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

8.2 City Manager

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

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

8.3 Council Rules for Interacting with City Staff

A. Councilmember contact with Staff, inclusive of the City Manager, will be during regular business hours, except in the case of an emergency. The City Council is to work through the City Manager when dealing with administrative services of the City. In no manner, either directly or indirectly, shall a Councilmember attempt to influence personnel matters that are under the direction of the City Manager. RCW 35A.13.120 prohibits Councilmembers from directing the City Manager or Staff in the hiring or firing of employees and also prohibits Councilmembers from giving orders to Staff, publicly or privately.

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

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

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

E. Councilmembers shall focus on policy and legislative matters and not

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

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

8.4 City Attorney

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

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

Chapter 9

CONSEQUENCES OF VIOLATING RULES

9.1 Consequences of Violation

The Council expects and trusts that all Councilmembers elected or appointed to this important office will act with integrity, honesty, and in accordance with the Oath of Office and these Guidelines. Nevertheless, the Council adopts the following consequences for violations of the Guidelines. This process should only be used for serious violations such as deliberate or knowing breaches of confidentiality; violations of the Code of Ethics; repeated overstepping of authority; abuse of office or disregard for conflicts of interest; dishonesty; or refusal to follow open government protocols and requirements. Less serious violations should be addressed with reminders and requests for compliance. In addition, Councilmembers may be removed from internal or external committees for violation of these Guidelines by a majority vote of the Council. Censure may occur prior to removal from committees, but censure prior to removal is not required.

9.2 Process for Censure

Step 1: Notice and opportunity to cure

A Councilmember suspected of violating the Guidelines shall be provided notice and an opportunity to remedy the alleged violation prior to the implementation of any further consequence. As a first step, two Councilmembers familiar with the facts shall confer with the City Manager and City Attorney about the matter and may then discuss the violation directly with the suspect Councilmember. Councilmembers shall not use email that is not shielded by attorney-client privilege (i.e., emailing with the City Attorney for advice is permitted) to discuss the substance of any suspected violations.

Step 2: Council meeting discussion

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

Step 3: Censure motion

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

suspect Councilmember shall be officially censured upon an affirmative vote of at least five members of the Council.



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 13, 2026

Subject/Topic: 2027-2032 Six-Year CIP, TIP, Non-TIP Dept. Origin: Public Works Category: Public Hearing Prepared by: Ryan Osada, Public Works Director Attachments: 2027-2032 Six-Year CIP, TIP, Non TIP	Proposed Council Action/Motion: ☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☒ Public Hearing ☐ Adopt/Approve ☐ Other:
---	--

Proposed Council Action: Discussion and adopt.

Summary

This is the second Public Hearing regarding the proposed plan. The purpose of the hearing is to receive public testimony and comments on the proposal. Following the public hearing, the Council may discuss the document further and provide additional input or direction.

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

The Proposed Six-Year CIP/TIP Plan for years 2027 through 2032 was developed from street and right-of-way improvement condition assessment, storm drainage deficiencies, public facility evaluations, and incorporates planned improvements such as street pavement overlays to restore street surfaces, bridge rehabilitation, storm drainage projects, sidewalk, and park improvements. The attached 2027 – 2032 CIP/TIP Project Summary lists the projects by year, project scope, budget, and revenue source.

Council Priorities

This proposal furthers Council Priorities 1-5.

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

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

Budget/Fiscal Impact: The proposed annual expenditure for the plan ranges from \$740,000 to \$1,530,000 per year.

Recommendation: Conduct public hearing, receive public comments for discussion

City Manager Approval: 

Proposed Council Motions: I move to approve the proposed plan as presented and authorize staff to proceed with implementation of the 2027-2032 Six-Year CIP, TIP, Non TIP.

Time Estimate: 20 minutes

CITY OF MEDINA

Updated 7/8/2026

2027 - 2032 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP)

2027 - 2032 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)

2027 - 2032 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP)

DATE SUBMITTED:

Approved by: Medina City Council

Date:

Resolution Number:

NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE
-----	------	-------------------	-----------	----	----------------	---------------	-----------------------	-------------------	-------------------

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

I - 1	2027	81st Ave NE	Overlake Dr W	NE 8th Street	0.09	Asphalt Overlay	68	\$70,000.00	REET Tax
I - 2	2027	Lake WA Blvd	88th Ave NE	NE 10th Street	0.11	Asphalt Overlay	64	\$110,000.00	REET Tax
I - 3	2028	NE 22nd St	Evergreen Pt Rd	East EOR	0.24	Asphalt Overlay	70	\$130,000.00	REET Tax
I - 4	2028	Overlake Dr Bridge	1014B		NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 5	2028	Parking Lot	Medina Park	NE 82nd Street Lot	NA	Asphalt Overlay	71	\$50,000.00	REET Tax
I - 6	2028	NE 12th Street	Evergreen Pt Rd	84th Ave NE	0.5	Asphalt Overlay	70	\$225,000.00	REET Tax
I - 7	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE	0.46	Asphalt Overlay	72	\$200,000.00	REET Tax
I - 8	2029	82nd Ave NE	NE 8th Street	NE 12th Street	0.29	Asphalt Overlay	72	\$180,000.00	REET Tax
I - 9	2029	Overlake Dr Bridge	1014B		NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 10	2030	78th Ave NE	NE 21st Street	NE 28th Street	0.47	Asphalt Overlay	68	\$200,000.00	REET Tax
I - 11	2030	Overlake Dr Bridges			NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 12	2031	Overlake Dr W	84th Ave NE	Overlake Dr E	0.28	Asphalt Overlay	68	\$160,000.00	REET Tax
I - 13	2031	Overlake Dr Bridges			NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 14	2032	Overlake dr Bridges			NA	Bridge Rehabilitation		\$100,000.00	REET Tax
I - 15	2032	NE 24th St	Evergreen Pt Rd	84th Ave NE	0.5	Asphalt Overlay	81	\$250,000.00	REET Tax

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

II - 1	2027	NE 28th St Water Quality Filter				Stormwater Outfall Filtration Vault / Biofiltration		\$470,000.00	REET Tax
II - 2	2028	NE 22nd St	Evergreen Pt Rd	Culdesac End		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 3	2028	NE 12th Street	80th Ave NE	84th Ave NE		Stormwater Infrastructure Improvements		\$50,000.00	REET Tax
II - 4	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE		Stormwater Infrastructure Improvements		\$50,000.00	REET Tax
II - 5	2029	82nd Ave NE	NE 8th Street	NE 12th Street		Stormwater Infrastructure Improvements		\$50,000.00	REET Tax
II - 6	2030	78th Ave NE	NE 21st Street	NE 28th Street		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 7	2031	Overlake Dr W	84th Ave NE	Overlake Dr E		Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 8	2032	NE 24th Street	Biofiltration Swale			Stormwater Biofiltration Swale		\$200,000.00	REET Tax

Pavement Condition Legend for Part I. ACP Overlays:

NOTES:

Based on a 100 point rating with 0 being the worst.
 Rating is generated by the TIB Performance Management
 Dashboard
 *Rating is outdated - field verified

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

III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)

III - 1	2027	Evergreen Pt Rd	NE 12th Street	SR 520	1.18	Pedestrian Improvements - Draft Construction Plans <i>*Citywide Sidewalk Vision</i>		\$200,000.00	REET Tax
III - 2	2028	Evergreen Point Rd	NE 12th Street	NE 16th Street	0.3	Pedestrian Improvements		\$200,000.00	REET Tax
III - 3	2029	Evergreen Point Rd	NE 16th Street	2000 block	0.4	Pedestrian Improvements		\$200,000.00	REET Tax
III - 4	2030	77th Ave NE	NE 22nd ST	NE 16th St	0.6	Pedestrian Improvements		\$100,000.00	REET Tax
III - 5	2030	Evergreen Point Rd	2000 Block	NE 22nd Street	0.2	Pedestrian Improvements		\$200,000.00	REET Tax
III - 6	2031	Evergreen Point Rd	NE 22nd Street	NE 24th Street	0.13	Pedestrian Improvements		\$200,000.00	REET Tax
III - 7	2032	Evergreen Point Rd	NE 24th Street	NE 28th Street	0.24	Pedestrian Improvements		\$200,000.00	REET Tax

NON-TRANSPORTATION IMPROVEMENT PROJECTS:

IV. BUILDING RESTORATION AND IMPROVEMENTS

IV - 1	2027	City Hall				Lobby Security Review <i>Community-Oriented Design</i>		\$20,000.00	REET Tax
IV - 2	2028	Post Office				Re-Roof Building		\$40,000.00	REET Tax
IV - 3	2029	City Hall Bldg				Re-Roof Building		\$65,000.00	REET Tax
IV - 4	2030	Public Works Bldg				Exterior Painting		\$30,000.00	REET Tax
IV - 5	2031	Public Works Bldg				Re-Roof Building		\$70,000.00	REET Tax

V. PARKS PROJECTS

V - 1	2027	Medina Park	North Pond	N/A		Stormwater Pond Improvements		\$600,000.00	SROF
V - 2	2027	Post Office Park	Park	N/A		Hardscaping & Landscaping Phase 2		\$50,000.00	Park Levy
V - 3	2027	Fairweather Park	Nature Preserve	N/A		Invasive Species Removal		\$10,000.00	REET Tax
V - 4	2028	Post Office Park	Park	N/A		Hardscaping & Landscaping Phase 3		\$50,000.00	Park Levy
V - 5	2028	Fairweather & Medina	Park	N/A		Tennis Court Resurfacing		\$60,000.00	REET Tax
V - 6	2029	Medina Park	Playground	N/A		Wood Chip Rehabilitaion		\$20,000.00	Park Levy
V - 7	2029	Fairweather	Nature Preserve	N/A		Invasive Species Removal		\$10,000.00	Park Levy
V - 8	2030	Fairweather Park	Playfield	N/A		Playfield Drainage Improvements		\$150,000.00	REET Tax & Park Levy
V - 9	2031	Fairweather	Nature Preserve	N/A		Invasive Species Removal		\$10,000.00	Park Levy
V - 10	2032	Fairweather	Nature Preserve	N/A		Invasive Species Removal		\$10,000.00	REET

SUMMARY TOTAL PROJECTED BUDGET BY YEAR:

2027	\$	1,530,000.00
2028	\$	1,105,000.00
2029	\$	875,000.00
2030	\$	980,000.00
2031	\$	740,000.00

NOTES:

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

2032	\$	<u>760,000.00</u>	
TOTAL SIX YEAR C.I.P. 2027 - 2032	\$	5,990,000.00	