



## MEDINA CITY COUNCIL

Monday, September 08, 2025

5:00 PM - STUDY SESSION

6:00 PM - REGULAR MEETING

## AGENDA

### VISION STATEMENT

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

### MISSION STATEMENT

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



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

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

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**REVISED - AGENDA**

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

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

**CITY MANAGER** | Jeff Swanson

**CITY ATTORNEY** | Jennifer S. Robertson

**ACTING CITY CLERK** | Dawn Nations

**Hybrid Meeting Participation**

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

Join Zoom Meeting

<https://medina-wa.zoom.us/j/82744321998?pwd=oNyGHuaSlKurNS5fXbsbi5pOHT3RYH.1>

Meeting ID: 827 4432 1998

Passcode: 311113

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## **Study Session Information**

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

### **1. STUDY SESSION/PRESENTATION**

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

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

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

Time Estimate: 50 minutes

The Regular meeting will start at 6:00 PM

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

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

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

### **4. SPECIAL PRESENTATION**

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

Time Estimate: 10 minutes

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

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

### **6. PRESENTATIONS**

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

Time Estimate: 10 minutes

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

Time Estimate: 30 minutes

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

[7.1a](#) City Manager Monthly Report

[7.1b](#) Police Monthly Report

[7.1c](#) Development Services Monthly Report

[7.1d](#) Finance Monthly Report

[7.1e](#) Central Services Monthly Report

[7.1f](#) Public Works Monthly Report

## 8. **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.

[8.1](#) July 2025, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance Director

[8.2](#) August 2025, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance Director

[8.3](#) Approved Park Board Minutes of May 19, 2025  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Acting City Clerk

[8.4](#) Approved Planning Commission Minutes of:  
a) May 28, 2025; and  
b) June 24, 2029.  
**Recommendation:** Receive and file.  
**Staff Contact:** Rebecca Bennett, Development Services Coordinator

[8.5](#) Draft City Council Meeting Minutes of:  
a) July 14, 2025; and  
b) July 28, 2025.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Dawn Nations, Acting City Clerk

[8.6](#) On-Call Professional Services Agreement - Transpo Group

**Staff Recommendation:** Approve.

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

[8.7](#) Medina Parking Fine Ordinance – Amending MMC 10.40.070

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

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

9. **LEGISLATIVE HEARING**

None.

10. **PUBLIC HEARING**

[10.1](#) Business License Ordinance

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

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

Time Estimate: 15 minutes

[10.2](#) 2026 Preliminary Budget Hearing

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

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

Time Estimate: 30 minutes

11. **CITY BUSINESS**

[11.1](#) Medina Complete Streets Ordinance

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

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

Time Estimate: 15 minutes

12. **REQUESTS FOR FUTURE AGENDA ITEMS**

a) Requests for future agenda items.

13. **PUBLIC COMMENT**

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

14. **EXECUTIVE SESSIONS**

Time Estimate: 90 minutes

No Action will be taken and Council will adjourn from the Executive Session.

RCW 42.30.110 (1)(i)

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

RCW 42.30.110 (1)(g)

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

15. **ADJOURNMENT**

Next regular City Council Meeting: September 22, 2025, at 5 PM.

### **ADDITIONAL INFORMATION**

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

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

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

### **UPCOMING MEETINGS AND EVENTS**

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

Monday, October 13, 2025 - City Council Meeting (5:00PM)

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

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

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

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

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

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

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

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

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

### **CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, September 8, 2025, Regular Meeting of the Medina City Council was posted and available for review on Thursday, September 4, 2025, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](http://www.medina-wa.gov).



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, September 8, 2025

**Subject:** Tree Canopy Assessment

**Category:** Study Session Discussion

**Staff Contact(s):** Steven Wilcox, Development Services Director

### **Summary**

Our consultant Facet will be presenting their 2025 Medina Urban Tree Canopy Assessment at the Monday September 8, 2025 Study Session. Staff members from Facet will attend in-person and on-line to present and discuss with you the July 16, 2025 Urban Tree Canopy Assessment as a direct comparison to the August 2014 Tree Canopy Assessment.

A PowerPoint to be used by Facet is not ready as of the Council packet issuance and will be sent to you supplemental prior to Monday. The PowerPoint will assist you with preparing questions for Facet.

As a part of the 2014 Tree Management Code amendments, Medina contracted with The Watershed Company of Kirkland to conduct a Tree Canopy Assessment. The August 2014 Watershed Company assessment established a baseline of the overall tree canopy throughout Medina. In 2023 The Watershed Company was purchased by Facet. Some of the same Watershed staff who created the 2014 version of the Tree Canopy Assessment assisted in producing the 2025 Urban Tree Canopy Assessment for Medina, although technology has evolved.

The 2014 Tree Canopy Assessment was associated with a two-phased Tree Management Code update with Phase 1 adopted under Ordinance 909 on July 9, 2014, and Phase 2 adopted under Ordinance 923 on July 13, 2015. Through 2025 budget approval, Facet was contracted to perform a new tree canopy assessment that can be directly compared to the 2014 assessment.

The Council may wish to consider actions based upon the results of the information presented. The new 2025 Urban Tree Canopy Assessment produced by Facet is a part of a data collection program being performed in 2025 and 2026. This new canopy assessment combined with the results of the on-going 2025-2026 city tree inventory will allow for informed and active maintenance of our urban forest. Council is being asked under the 2026 budget to fund the remainder of the current city tree inventory project. The 2025 tree inventory involves parks and other city open spaces and is about half the total project. The proposed 2026 tree inventory will be for right-of-way trees adjacent to roads and will complete the project. We do not have an inventory of private trees however both the tree canopy studies account for all trees in Medina.

The intent of the 2025 Urban Tree Canopy Assessment:

- Provide a direct comparison of two equivalent city-wide tree canopy studies.

- Evaluate tree canopy changes considering the 2014 and 2015 Tree Management Code amendments.
- Provide a data baseline which can be used by future Councils for evaluating tree canopy changes.
- Allow the Council to decide on potential action to be taken based on the new information.

The 2014 baseline Tree Canopy Assessment vs. the new 2025 Urban Tree Canopy Assessment will give us insight into the performance of the Tree Management Code amendments made under Ordinances 909 and 923. The Council will have the opportunity to consider potential changes to the Medina Tree Management Code using accurate data.

The August 2014 Tree Canopy Assessment is provided as Exhibit 1. The new July 16, 2025 Urban Tree Canopy Assessment is provided to you as Exhibit 2.

### **Action**

The new Urban Tree Canopy Assessment should be considered when there are proposed amendments to the Medina Tree Management Code. Essentially, evaluation will be needed to determine whether a new code amendment proposal achieves Council policy (Comprehensive Plan) regarding the Tree Management Code or not.

### **Potential Direction**

Council approved developing data that is needed to make accurate decisions regarding our Tree Management Code. Council may wish to direct staff towards action with consideration of the September 8, 2025 Facet presentation.

1. Council direction may include having staff return to present a plan for improvements to the existing Medina Tree Management Code. Council has given previous directions and there are additional administrative changes that could improve the use of existing Tree Management Code.

Any amendments outside of a comprehensive review of the Tree Management Code should not only consider our Comprehensive Plan, but also consider the 2025 Urban Tree Canopy Assessment we are now receiving from Facet.

2. Council may wish to consider the transformation of our existing Tree Management Code. The concept of “Urban Forestry” may be a direction that Council would like to pursue. This would require a comprehensive review of our Tree Management Code. Council may wish to have a presentation scheduled to learn about urban forestry vs. tree management.

We should clarify our policy before amending our Tree Management Code.

I have anticipated returning to Council after completion of the tree inventory project in 2026 with a proposal for possible comprehensive action on the Medina Tree Management Code as a 2027 budget item. This would come to Council for consideration in the summer of 2026.

3. Council may wish to have additional information regarding current private tree enforcement. Council may wish to consider potential policy changes based upon our current private tree enforcement methods. Our existing approach to enforcement through code and administrative action may not be fully understood by observers and should be at least clarified.

Private tree permitting often requires that supplemental trees be planted. This is an enforcement problem for staff that should be discussed and resolved.

The effectiveness of our Tree Management Code regarding private tree permitting and enforcement should be addressed. There are concerns by those wishing to preserve trees vs. those who want private property rights protected. This topic may be better addressed as part of a 2027 comprehensive review of our Tree Management Code.

Amendments to our Tree Management Code will require review by the Planning Commission. Council can assign tasks to the Planning Commission for the Development Services Director to add to their annual calendar. Planning Commission will evaluate the Council directions and return recommendations. State agencies may also be involved in reviewing proposed code amendments.

Generally, the Development Services Department enforces the Tree Management Code but has had limited input regarding public tree management. An urban forestry management approach to Medina trees would likely require consolidation of tree management.

Council Priorities:

The 2025 Urban Tree Canopy Assessment document meets and supports Council's priorities 1 through 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

### **Attachment(s)**

Exhibit 1. August 2014 Tree Canopy Assessment

Exhibit 2. July 2025 Urban Tree Canopy Assessment

### **Budget/Fiscal Impact:**

The 2025 Urban Tree Canopy Assessment was completed under budget approved by the Council.

### **Recommendation:**

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

**City Manager Approval:** N/A

**Proposed Council Motion:** N/A

Time Estimate: 50 minutes

August 2014

# Tree Canopy Assessment

## CITY OF MEDINA

Prepared for:



Incorporated 1955  
**MEDINA**  
*Washington*

Attn: Robert Grumbach  
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City of Medina  
Tree Canopy Assessment

## **Tree Canopy Assessment for the City of Medina**

**August 2014.**

The Watershed Company Reference Number: 140513

**Project Staff:**

Grace Bergman, GIS Analyst/Landscape Designer  
Mike Foster, ISA Certified Arborist®/ Ecologist

**Cite this document as Medina Tree Canopy Assessment**

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# 1 Introduction

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The City of Medina's tree code calls for the preservation of significant trees by using tree replacement mitigation as the primary tool to implement policy. Trees contribute significantly to the community's goal of maintaining a natural, low-density residential and informal appearance. Trees can be a polarizing subject. Whether they are growing singly, in clusters or in woodland settings, they provide a wide variety of psychological and tangible benefits, but they can block views and access to sunlight, which have their own tangible benefits.



In 2012, the City Council directed an effort to review and update the Medina Tree Code. Work on the tree code updates started in early 2014 and proceeded with the adoption of Ordinance No. 909, which included housekeeping and moderate revisions not involving policy changes. The update then continued with consideration given to possibly more significant changes reflective of still to be determined shifting community values. This continued effort to update the tree code started in June and included gathering inventory data of trees in the community.



The Watershed Company, in partnership with the City, developed an efficient and repeatable method for measuring the canopy cover using GIS remote sensing technology to estimate the city's total canopy coverage and composition using high-resolution orthoimagery. This method provides a cost effective, timesaving means of inventorying the *entire* community. The objective for conducting the inventory is to provide meaningful information supporting general policy direction discussions. The GIS remote sensing technology and high-resolution

orthoimagery is easily replicable and allows us to track canopy changes through time, which in turn helps staff and the community evaluate measures to achieve meeting established goals pertaining to trees in the community.

## 2 Methodology

The purpose of this study is to assess the tree canopy coverage in Medina to: (1) set an overall baseline measurement of the tree canopy in the City; (2) distinguish between two canopy types (i.e., broadleaf versus coniferous as shown in Table 1); and (3) allow for tracking of canopy coverage changes over time.

Table 1: Categories of trees with examples that make up the urban tree canopy in the City of Medina.

	Evergreen	Deciduous
Broadleaf	Pacific madrone, southern magnolia, English holly	Big leaf maple, red alder, ginkgo biloba
Conifer	Douglas-fir, western red-cedar, western hemlock, Ponderosa pine	Western larch, dawn redwood

Several methodologies were considered for analyzing the area and makeup of the canopy in the City. The objective of the inventory was to develop an accurate and repeatable method of measuring urban tree canopy that is suitable for the scale and land-cover characteristics of the study area. Color-infrared and multi-spectral imagery analysis has been used to rapidly calculate canopy cover in larger and highly urbanized cities like New York and Seattle (Grove, O'Neil-Dunne, Pelletier, Nowak, & Walton, 2006). However, these methods do not easily distinguish between tree types in suburban landscapes with mixed species and age, and overlapping tree stands, and are somewhat costly. Aerial orthoimagery analysis paired with ground-truthing has been used in Portland and, in a more recent study, Seattle (Ciecko, Tenneson, Dilley, & Wolf, 2012). The method of collecting preliminary canopy cover data through "heads-up digitization"<sup>1</sup> allows analysts to quantify and qualify complete citywide canopy efficiently according to the parameters of the study. Further, the abundance of recent and historical geo-referenced aerial imagery enables coverage comparisons using the same assessment framework and classification. Digitized data was then selectively ground-truthed by an ISA Certified Arborist.

### 2.1 STUDY AREA

All land areas inside the jurisdictional boundaries of the City were considered for this study (see Figure 1). Due to the size of the city and quality of the orthoimagery, 100 percent of the land area was reviewed and analyzed using a heads-up digitalization method.

<sup>1</sup>Manual digitization by tracing a mouse over features displayed on a computer monitor, used as a method of vectorizing raster data.

Figure 1: Study area is landward of the city boundary as shown in green.



## 2.2 STUDY DESIGN

### 2.2.1 CURRENT BASELINE CONDITION:

To capture tree canopy data from the orthoimagery, GIS analysts used ESRI® ArcGIS application to view and estimate visible canopy on computer screens. King County produced the orthoimagery at 0.25-foot resolution from data gathered in the spring of 2012. The resolution and clarity of the imagery were sufficient to depict canopy size of trees and to distinguish composition of deciduous communities before their leafing-out.

To ensure a consistent evaluation, we divided the study area into uniform 30x30 meter square assessment units. Each 30-meter square grid<sup>2</sup> was visually analyzed at a minimum 1 to 500 scale for present canopy coverage by type (i.e., evergreen vs. deciduous). Orthoimagery at this scale is sufficient to be visually inspected for both stands of trees and individual trees at various age, height, and species.

<sup>2</sup>Assessment grids covering area along the city boundary were trimmed to include only the incorporated area and do not have standard sizing.

- Where tree canopy overlapped between evergreen and deciduous species types, the GIS analysts estimated a separation line so that no double counting of the tree canopy occurred.
- Areas of hard surfaces, open water, structures, bare ground, lawn, small shrubs, and small manicured landscape trees were excluded from the counting of tree canopy. The small manicured landscape trees are primarily topiary trees – rows of evergreen trees trimmed in the shape of a hedge such as Leyland cypress or Portuguese/ English laurel.

The GIS analysts tagged grids containing area obstructed by sun shadow or orthoimagery post-processing distortion for follow-up. A total of 4,263 square grids were analyzed of which 147 square grids were identified requiring follow-up field verification by an ISA Certified Arborist. Of the 147 square grids, 99 of them were accessible from public streets and parking areas. These grid sites were visited by the arborist and a GIS analyst who clarified discrepancies in the orthoimagery. The remaining 48 grids were not accessible by the arborist or GIS analyst due to trees being located on private properties or due to fences or other barriers. These square grids were re-analyzed by a different GIS analyst using the same orthoimagery and the results from the second analysis were compared with the original analysis to produce a conclusion.

Once canopy coverage and composition data were revised based on field input and secondary analysis, individual square grid values are multiplied by respective square grid area and summed to provide the City total canopy area by type.

#### 2.2.2 LIMITATIONS OF CURRENT BASELINE ANALYSIS:

As with any remote sensing and rapid assessment method, a margin of error exists due to data limitations and interpretation. Some detail is lost through rounding data to the size class (as shown in Figure 2). It should be noted that since a sampling method was not employed, no regression modeling was run to determine a numeric margin of error. One sampling year was assessed for this study. Shadows cast from tall objects including tall conifers due to the angle of the sun at the time the image was taken obscures some of the data. Although the field inspection has verified most of the areas in question, grids that are inaccessible, such as those located away from public areas or on private property, were not rectified in the field.

Additionally, the analysis was performed two years after the flight date of the orthoimagery by King County, thus discrepancies between current conditions and those depicted in the orthoimagery, such as vegetation pruning or removal, should allow for some error.

Figure 2: Example of 30x30 meter square grid overlay used in coverage classification.



### 2.2.3 2001 MEASUREMENT OF TREE CANOPY:

The 2001 tree canopy analysis was conducted using the “National Land Cover Database Zone 01 Tree Canopy Layer” (NLCD) created by a consortium of federal agencies including the U.S. Geological Survey (USGS), the National Oceanic and Atmospheric Administration (NOAA), the U.S. Environmental Protection Agency (EPA), the U.S. Department of Agriculture (USDA), the U.S. Forest Service (USFS), the National Park Service (NPS), the U.S. Fish and Wildlife Service (FWS), the Bureau of Land Management (BLM) and the USDA Natural Resources Conservation Service (NRCS). NLCD analysis captured thermal signatures of tree canopies by zones (Zone 01 is western Washington State) using Landsat 7 imagery at 30-meter unit. A percentage of the preliminary data was validated using 1-meter orthoimagery. Based on the margin of error produced by the 1-meter validation, a regression model was run to validate the assessment. Classification accuracy is estimated at 84.3 – 86.4 percent (NLCD publication).

The geographical boundaries of the City of Medina require evaluation of ten 30-meter units. Each unit has its own values so the summarization of that data in this study is representative of Medina.

### 2.2.4 LIMITATIONS OF NLCD:

Limitations of the 2001 tree canopy analysis can be found at the Multi-Resolution Land Characteristic Consortium website at <http://www.mrlc.gov/mrlc2k.asp>.

## 3 Findings

### 3.1 CURRENT ASSESSMENT

In sum, the City contains 287.72 acres +/- of tree canopy in April 2012. That is 31.9 percent of the total land area mapped by GIS. Of the total tree canopy, 52.5 percent was determined to be coniferous evergreen tree coverage consisting mostly of native Douglas-fir, western red-cedar and to a lesser extent some western hemlock and non-native to Puget Sound redwood, Deodar cedar, Atlas cedar, and Leyland cypress.

The remaining 47.5 percent of the tree canopy is either deciduous or broadleaf evergreen in composition. Deciduous tree taxa in the city are much more diverse than the evergreen conifers. Some of the recurring deciduous tree species include the southern magnolia, bigleaf maple, red maple, Norway maple, European birch, red alder, landscape cherry trees, sweetgum and so on. The tables below summarize the results.

Table 2: 2012 Tree Canopy Inside City Boundaries

SUMMARY	ACRES	PERCENT
Land Area	902.13	100.0%
Evergreen Canopy	150.99	16.7%
Deciduous Canopy	136.73	15.2%
Total	287.72	31.9%

Table 3: 2012 Tree Canopy Inside City Boundaries Excluding SR 520 right-of-way

SUMMARY	ACRES	PERCENT
Land Area	887.59	100.0%
Evergreen Canopy	149.98	16.9%
Deciduous Canopy	135.97	15.3%
Total	285.95	32.2%

General land use shows a larger disparity across categories than is observed with canopy type. Some of this is expected, as some uses are not conducive to more trees. Those areas classified as City parkland have the highest tree canopy coverage at 42.6 percent – noting the forested areas at Fairweather and the wetland-wooded areas on the south side of Medina Park. The thinnest tree canopy coverage occurs along the SR-520 corridor at 12.2 percent. Tree canopy coverage for schools, the golf course, and retail are well below the citywide average at 14.9 percent, 15.2 percent, and 24.8 percent, respectively. Total area, tree canopy acres, and the percentage of tree canopy for each general land use category are shown in the tables below.

Table 4: 2012 by Land Use Categories

SUMMARY	LAND ACRES	TOTAL CANOPY ACRES	PERCENT
Total City	902.13	287.72	31.9%
SR-520 Canopy	14.55	1.78	12.2%
Golf Course Canopy	130.44	19.84	15.2%
City Parks Canopy	29.35	12.50	42.6%
Schools Canopy	21.83	3.25	14.9%
Retail (Green Store/ Gas Station)	6.19	1.54	24.8%
All Other Areas (Residential, PSE Roads)	699.77	248.82	35.6%

### 3.2 2001 ASSESSMENT

As noted in chapter 1, one of the goals of this inventory is to track changes in canopy coverage over time. In response to tree clearing caused by new development, significant amendments to the Medina Tree Code were adopted in 2000, 2003 and 2006. To assess how the tree canopy today compares to the conditions at the time of these amendments, 2001 data was reviewed. The tables below summarize the results.

Table 5: 2001 NLCD Tree Canopy Inside City Boundaries

SUMMARY	ACRES	PERCENT
Land Area	902.13	100.0%
Total Tree Canopy	323.69	35.9%

Table 6: 2001 NLCD Tree Canopy inside City Boundaries Excluding SR 520 right-of-way

SUMMARY	ACRES	PERCENT
Land Area	890.68	100.0%
Total Tree Canopy	321.04	36.0%

### 3.3 CANOPY CHARACTERISTICS AND CONDITIONS

Tree canopies come in all forms. Some tree canopies are tall and complex with sub-canopy and understory strata. Much of the City tree canopy, however, is composed of individual landscape trees or large retained individual trees from past stands.

The City's tree canopy is as diverse in its structure as it is in its biological variety. Tall stands of trees with developed sub-canopies and understory layers characterize some of the parks and parcels within the City (see Table 2). Other parts of the urban tree canopy are formed by singular trees contained in parking lots or within planting strips along avenues. Much of the tree canopy, especially in the single-family residential areas, is a mix of tall, medium and shorter landscape species. Many of the tall conifer trees are likely remnant stands or individual trees that have been preserved.

Table 7: Examples of typical tree heights within the City of Medina

Strata	Tree Height	Species
Tall stratum	100 to 200 feet	Douglas-fir, black cottonwood, giant sequoia
Medium stratum	50 to 100 feet	Deodar cedar, big leaf maple, red maple
Low stratum	15 to 50 feet	Domesticated fruit trees, cascara, southern magnolia

## 4 Discussion

### 4.1 MEDINA COMPREHENSIVE PLAN

The Chapter 3: Community Design Element of the Comprehensive Plan discusses trees in-depth as a design characteristic of the community. The chapter states:

“The quality of Medina's neighborhood development is distinct and enhanced by a combination of natural and built features, including:

- proximity of the lake shore,
- views,
- narrow streets with extensive mature landscaping, and
- large tracts of public and private open space that can be seen from residential lots and City streets.

Trees and vegetation help reduce the impact of development, by providing significant aesthetic and environmental benefits. Trees and other forms of landscaping improve air quality, water quality, and soil stability. They provide limited wildlife habitat and reduce stress associated with urban life by providing visual and noise barriers between the City's streets and private property and between neighboring properties. They also have great aesthetic value and significant landscaping, including mature trees, is always associated with well-designed communities.

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

Furthermore, the comprehensive plan contains design characteristics of a landscape plan that states the following:

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

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

## 4.2 TREE CANOPY COMPARISONS

According to studies conducted by the United States Department of Agriculture Forest Department (USDA), an estimated 35.1 percent of land areas classified as urban in the United States contain tree coverage (USDA Report NRS-62, June 2010). The coverage includes all publicly and privately owned trees within an urban area – including individual trees along streets and backyards, as well as standards of remnant forest (Norwak 2001, USDA Report). The City of Medina, in 2001 had 35.9 percent tree coverage (including SR 520), which was slightly above the national estimate. However, in 2012, Medina's tree coverage was 31.9 percent, which is below the estimated national average.

The following summarizes the tree canopy coverage<sup>3</sup> gathered on other Washington State communities and shows where Medina's tree canopy in 2012 compares.

Hunts Point	57% (2010)
Winslow, Bainbridge Island	42.0% (2006)
Mercer Island	41.0% (2006)
Covington	37.0% (2012)
Bellevue	36.0% (2006)
Kirkland	36.0% (2006)
<b>Medina</b>	<b>31.9% (2012)</b>
Shoreline	31.0% (2006)
Renton	28.6% (2006)
Seattle	27% (2006)

Sources: <http://friends.urbanforest.org/Washington-state-tree-ordinances/>  
<http://www.mrsc.org/subjects/environment/trees.aspx>

<sup>3</sup>The method used to determine tree canopy coverage could vary by jurisdiction.

#### 4.2.1 TREE CANOPY GOALS

While there appears to be no national recommended goals for urban tree canopies, the Society of American Foresters has recommended for cities east of the Mississippi River tree canopy goals of 40 percent overall and 50 percent for suburban residential. Several cities in Washington State have adopted tree canopy goals summarized as follows:

Hunts Point:	60%
Winslow	35.0%
Bellevue	40.0% citywide, 50% suburban residential
Kirkland	40.0%
Seattle	30.0%

#### 4.3 MEDINA'S TREE CANOPY

In reviewing the findings, between 2001 and 2012, the City lost about 36 acres of tree canopy coverage or 3.99 percent. If we exclude the SR 520 right-of-way, the loss is about 35 acres or 3.8 percent. The loss of coverage occurred despite the significant disincentives for removing larger trees in the tree code. There are likely multiple factors affecting tree canopy coverage in the city.

At the top of this list is re-development. From the beginning of 2004 through the end of 2012, about 104 building permits for new single-family homes were issued. Since the City is built-out with few empty buildable lots, the trend towards re-development is to demolish the existing home and replacing it with a larger home. This trend towards larger homes has been supported by changes in the zoning code such as the 2008 amendment that went from using net land area to gross land area to calculate the limits on structural coverage. If an average Medina lot size of 20,989 square feet is applied, an estimated 50.11 acres of residential properties were involved in redevelopment during this period. It should be noted that re-development is where the majority of tree removal permits are also required.

Other possible contributing factors could be gaps in the tree code regulations themselves. For example:

- Trees located within a building footprint that are less than 36 inches in diameter breast height are exempt from replacement requirements. This means re-development is increasingly replacing green space with hardscape with no accounting for this loss.
- After replacement trees are planted, the replacement trees are required to be preserved only for two years afterward. This means years three and onward, until the tree reaches 20 inches diameter breast height, there are no requirements to preserve the tree.

- The 20-inch diameter breast height threshold means many tree removals are not required to be mitigated through replanting. A Douglas-fir tree with a 20-inch diameter breast height is about 60 to 80 years old. (Note: forest trees tend to grow thinner than urban trees, but urban conditions such as inadequate soils, damage and topping can slow the growth rate down of a tree.)
- The Medina significant tree species list contains only six deciduous trees as significant tree species deserving mitigation for removal for those trees reaching the size to be designated a significant tree. There are at least eleven other deciduous tree species native to the Puget Sound region that are not required to be preserved because they are not on the list. Yet, the city's tree canopy coverage is about 47 percent deciduous.
- Many of the deciduous tree species on the significant tree species list, such as the Pacific Dogwood, the Vine Maple or the Western Hazelnut do not reach a significant size in an urban residential context and therefore do not meet the requirements for when removal would trigger requirements for mitigation.
- Further contributing to the deciduous tree species limitations is the fact that the availability of 3-inch caliper deciduous trees is primarily limited to the Vine Maples and Pacific Dogwood along with similar variations. Replacement trees such as the hazelnut, native cherry or Oregon ash are not regularly available in 3-inch caliper and therefore are rarely replanted for mitigation purposes.

## 5 2002 Tree Inventory Report

In 2002, the city conducted a tree inventory of significant trees 24 inches in diameter and greater on both public and private property. The study area covered properties north of SR 520 and totaled 111 properties (about 10 percent of the city lots). The inventory was conducted using a different method than contained in this report. After providing notice, data collectors went to the field and conducted physical inventories of individual properties. The data collectors identified the targeted trees and GPS was used to record their location. Although the inventory did include trees slightly smaller than the 24-inch diameter trees being targeted, the inventory was reflect of the efforts back then to focus on larger trees.

The results of the inventory found 690 trees over 19 inches in diameter. Of the 690 trees inventoried, 27 percent were 19 – 23 diameter inches; 35 percent were 24 – 29 diameter inches; 17 percent were 30 – 35 diameter inches; 13 percent were 36 – 41 diameter inches; and 8 percent were 42 diameter inches and larger. The makeup of the trees found 83 percent were coniferous – of these 62 percent of the coniferous trees were cedars, 30 percent were firs, and the remaining consisted of larch, pine, redwood and sequoia trees. The inventory also noted that 71 percent of the identified trees were in good health, 22 percent in fair health, and 5 percent were in poor health. (Otak report 2002)

While there were further plans to inventory the rest of the community, this did not occur.

City of Medina  
Tree Canopy Assessment

Because the 2002 Tree Inventory Report used a significantly different method of inventory, it would be difficult to draw a direct correlation between the 2002 report and this report so this discussion of the 2002 Tree Inventory Report is provided for historical purposes only.

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The Watershed Company  
August 2014

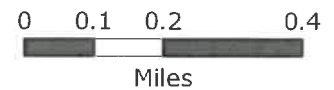
# Maps

# CITY OF MEDINA TREE CANOPY ASSESSMENT

## MAP 1

### Overview Map

-  OHWM
-  City Boundary
-  Parcels (white)



Original scale = 1:17,500 @ 8.5" x 11" layout. Please scale accordingly.

Data Sources:  
City of Medina, The Watershed Company. Foreground aerial: King County, 2012. Background aerial: USDA 2013.

*All features depicted on this map are approximate. They have not been formally delineated or surveyed and are intended for planning purposes only. Additional site-specific evaluation may be needed to confirm/ verify information shown on this map.*



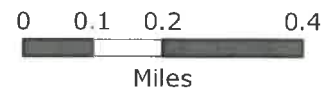
CITY OF MEDINA

# TREE CANOPY ASSESSMENT

## MAP 2

### Estimated Evergreen Canopy Coverage

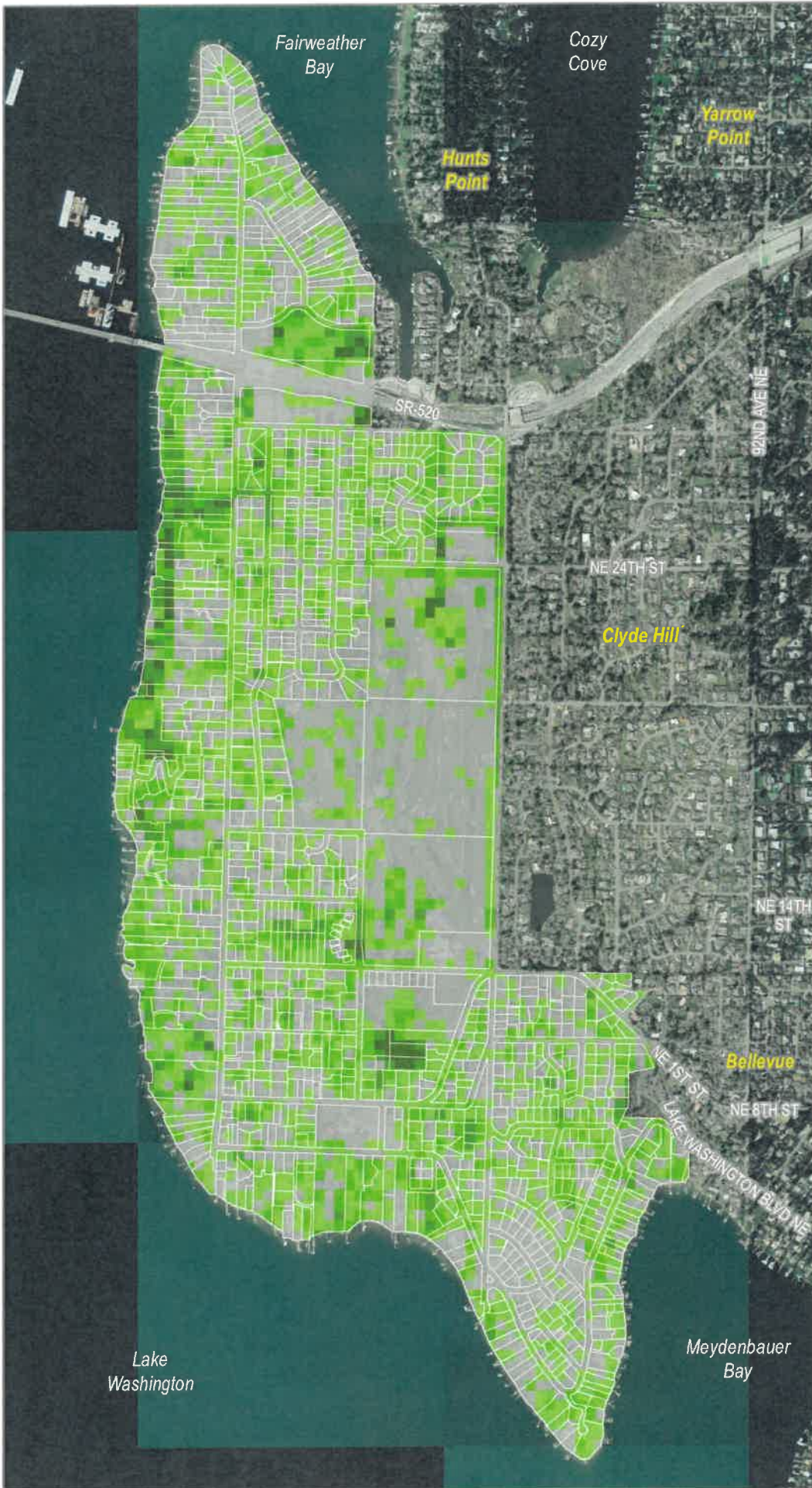
- Less than 5%
- 10% - 25%
- 30% - 50%
- 55% - 75%
- Greater than 80%
- Parcels (white)



Original scale = 1:17,500 @ 8.5" x 11" layout. Please scale accordingly.

Data Sources:  
City of Medina, The Watershed Company. Foreground aerial: King County, 2012. Background aerial: USDA 2013.

*All features depicted on this map are approximate. They have not been formally delineated or surveyed and are intended for planning purposes only. Additional site-specific evaluation may be needed to confirm/ verify information shown on this map.*



## CITY OF MEDINA TREE CANOPY ASSESSMENT

### MAP 3

#### Estimated Deciduous Canopy Coverage

- Less than 5%
- 10% - 25%
- 30% - 50%
- 55% - 75%
- Greater than 80%
- Parcels (white)



0 0.1 0.2 0.4  
Miles

Original scale = 1:17,500 @ 8.5" x 11" layout. Please scale accordingly.

Data Sources:  
City of Medina, The Watershed Company. Foreground aerial: King County, 2012. Background aerial: USDA 2013.

*All features depicted on this map are approximate. They have not been formally delineated or surveyed and are intended for planning purposes only. Additional site-specific evaluation may be needed to confirm/ verify information shown on this map.*

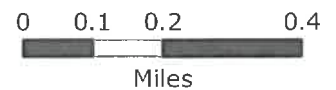
CITY OF MEDINA

# TREE CANOPY ASSESSMENT

## MAP 4

### **Estimated Combined Canopy Coverage for Evergreen and Deciduous**

- Less than 5%
- 10% - 25%
- 30% - 50%
- 55% - 75%
- Greater than 80%
- Parcels (white)



Original scale = 1:17,500 @ 8.5" x 11" layout. Please scale accordingly.

Data Sources:  
City of Medina, The Watershed Company. Foreground aerial: King County, 2012. Background aerial: USDA 2013.

*All features depicted on this map are approximate. They have not been formally delineated or surveyed and are intended for planning purposes only. Additional site-specific evaluation may be needed to confirm/ verify information shown on this map.*





*Formerly DCG/Watershed*

# City of Medina

## URBAN TREE CANOPY ASSESSMENT

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**JULY 16, 2025**

*Prepared for:*

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Medina, WA

*Agency Reference:*     2406.0332.00

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*The information contained in this report is based on the application of technical guidelines accepted as current best available science and arboriculture industry standards. All discussions, conclusions, and recommendations reflect the best professional judgment of the author(s) and are based on information available at the time the study was conducted. All work was completed within the constraints of budget, scope, and timing. No other warranty, expressed or implied, is made.*

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# 1. Introduction

Urban forests include the trees and vegetation found in natural areas, formal parks, public spaces, private properties, and transportation corridors. Trees in urbanizing environments help to mitigate the effects of the built environment and provide numerous environmental and public health benefits, including stormwater mitigation, shade and urban cooling, improved air quality, noise abatement, economic advantages, human health and wellness, and traffic calming, fish and wildlife habitat, and carbon sequestration (USDA Forest Service, 2020; Vogel, et al., 2023; Heintz, 2008; Wolf, 2010; Wolf et al., 2014).

Urban tree canopy (UTC) cover is one metric of assessing a community's urban forest resources and is measured at the landscape or city scale using geospatial analysis. This method classifies vegetative land cover, specifically tree canopy, using aerial view imagery and remotely sensed data that depicts leaves and branches covering the ground.

The City of Medina commissioned the following urban tree canopy study to assess the current state of the city's urban forest and determine whether there have been significant gains or losses compared with the baseline tree canopy assessment conducted by Facet (formerly The Watershed Company) in 2014. The purpose of these studies is to inform urban forest management and regulatory approaches to canopy retention and replacement.

As noted in Medina Municipal Code Chapter 16.52 MMC, *Tree Management*, the City seeks “to ensure the protection of urban forestry canopy coverage, and to provide a mechanism to soften the impact of development on the natural environment, while providing mechanisms to ensure responsible development continues” (City of Medina 2022). Balancing the need for urban tree canopy and demand for housing is of particular importance as Medina is actively working to ensure that the MMC Title 16 Unified Development Code aligns with new state law provisions of the Growth Management Act to provide Middle Housing and related issues (Revised Code of Washington [\[RCW\] 36.70A](#)).

This Tree Canopy Assessment provides the City with needed data to support informed urban forest planning and policy decisions.

# 2. Methods

Tree canopy cover is one of the most encompassing metrics to describe the overall condition of a city's urban forest. It is commonly used to set policy goals and evaluate performance over time. This analysis is provided to determine overall canopy cover in Medina and geographically segmented areas, including zoning districts and census block groups. These groups are selected to be useful for city planning and management and provide increased granularity compared to city-scale metrics. Large privately-owned parcels are also evaluated due to their relative importance in the overall canopy.

In 2014, Facet conducted a tree canopy study using a heads-up digitization method. This process used orthoimagery produced by King County from data gathered in spring of 2012 with 0.25-foot resolution, where 100 percent of the land area was reviewed and analyzed for evergreen and deciduous tree canopy. The City of Medina was divided into a 30-meter square grid, and the percentage of canopies of evergreen and deciduous trees was visually assigned (rounded to the nearest 4). This grid was then used to calculate the total canopy.

For this 2025 study, Facet modernized the tree canopy calculation study by using object-based image classification technology, which was applied to the latest NAIP data (2023) and surface height calculations based on the latest lidar data (2021). Because this method relies on automated digital analysis, it provides a consistent result that eliminates the potential for variability among visual observers.

## 2.1 Data Sources and Study Area

This tree canopy study focused on the city limits of Medina, Washington. The tables below list the data sources used in the creation of the 2025 tree canopy layer and in subsequent analyses.

Table 1. Source data used to create tree canopy layer

Data Name	Date	Source	Description / Application
City Limits	2025	King County	Delineation of study area (Medina city limits)
NAIP False Color	2023	NAIP Portal	Aerial imagery used as basis for image classification
Lidar (King County West)	2021	WA State Lidar Portal	Remotely-sensed elevation and height information
Building Footprints	2023	City of Medina	Vectorized building footprints to assist in classifying shadowed areas

Table 2. Data layers used in subsequent analysis performed on tree canopy layer

Data Name	Date	Source	Description / Application
SR 520 ROW	2012	Facet 2024	Delineation of ROW matching 2014 analysis metric, allowing canopy change comparison to prior study
Waterbodies	2025	King County	Vectors representing open water areas for land area and percent canopy calculations

Data Name	Date	Source	Description / Application
2012 Tree Canopy Grid	2014	The Watershed Company	Baseline canopy coverage data to visualize canopy change across the city
KC Parcel Layer	2025	King County	Vectors representing parcel boundaries for evaluating tree canopy by ownership
Medina Zoning Layer	2018	City of Medina	Vectors representing zoning for calculating tree canopy by zoning type

## 2.2 Urban Tree Canopy Classification

To create the tree canopy layer, Facet performed an object-based image classification in tandem with a height model developed from lidar data. For the image classification, the latest available NAIP false-color raster data was used (2023, 0.6-meter resolution). False-color imagery was used because it contains the Near-Infrared (NIR) Band, which is important for picking up vegetation signatures (Figure 1).



**Figure 1.** Illustrative snapshot of 2023 NAIP false-color image.

The height model was based on the latest publicly available lidar raster data (2021, 1.5-foot resolution). See Figure 2. Because the two datasets were gathered within two years of each other (2021 and 2023), the temporal extent is narrow enough to create an approximate snapshot of tree canopy coverage during this timeframe, which is roughly ten years after the prior canopy cover assessment (c. 2012-2014).



**Figure 2.** Illustrative snapshot of 2021 lidar data.

In an object-based imagery analysis, the input raster data is first segmented; individual pixels are grouped together based on proximity and similar spectral characteristics to create segments (Figure 3).



**Figure 3.** Close up of segmented raster. Notice that similar pixels have been lumped together to create 'super pixels.'

After applying raster segmentation to the NAIP data, Facet created a classification schema by which all data segments were sorted. The five overarching categories are: Water, Impervious, Forest, Shrubland, and Planted/Cultivated. Then, a training data set, a shapefile consisting of select areas corresponding to the classification schema, was created and refined. This training data was used to train the Maximum Likelihood Classifier geoprocessing tool and subsequently classify the raster.

A known weakness of automated image classification is detecting the difference between classes with green color signatures (e.g., forest vs. lawn). Hence, a height model based on lidar data collected in a similar timeframe is used to refining preliminary data into a more accurate tree canopy layer. A height model can be created by subtracting the digital terrain/elevation model (DTM or DEM) from the digital surface model (DSM). The height model was used to remove all areas green signatures less than ten feet tall from the canopy model (Figure 4).



**Figure 4.** Illustrated snapshot showing the lidar height model overlayed on King County aerial. All heights less than 10 feet have been removed.

Another known weakness of automated image classification is the detection of landcover within heavily shadowed areas. Shadows are prevalent in the 2023 NAIP imagery because the flights in Washington state were flown in October, when the low sun angle creates shadows across the landscape. In addition to using the height model to help classify shadowed areas, the 2023 building footprints layer from the City of Medina was to improve classification of shadowed areas. Shadowed areas above ten feet tall and outside of building footprints were reclassified as Shadowed Canopy (Figure 5).



**Figure 5.** Illustrated snapshot showing tree canopy and canopy elevation overlayed on Medina's building footprints layer. Note the shadows visible on King County's aerial.

After integrating the object-based image classification, lidar data, and building footprint data into a canopy layer, the layer was refined using the Aggregate Polygons tool and the Eliminate Polygon Parts tool. Rogue canopy (pixels less than 5-feet in size) was also removed using a selection query, and additional manual edits were made to clean up the data.

## 2.3 Assessment Geographies

The tree canopy layer was assessed at two geographies:

- Zoning Type
- Land ownership (Public, Private, and Right-of-Way)

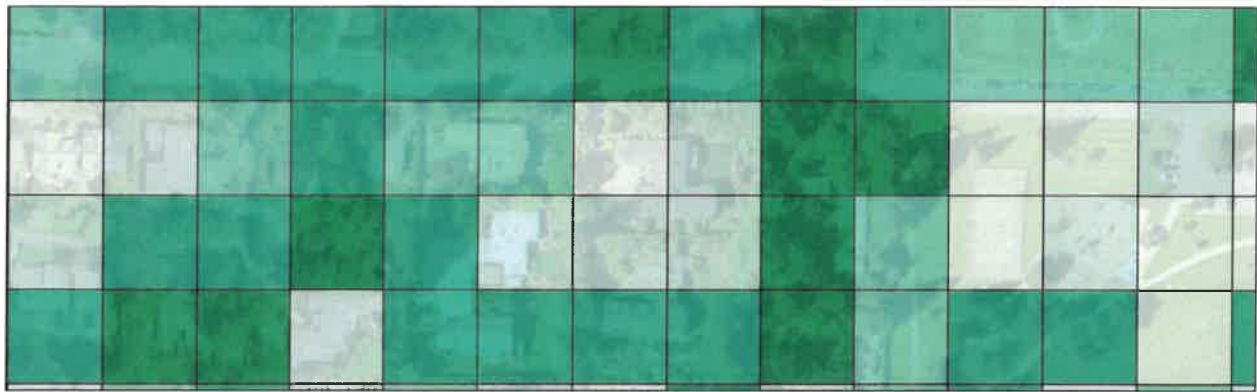
Evaluating urban tree canopy (UTC) by zoning is a widely accepted best practice in urban forest management planning. Zoning classifications regulate permissible land uses, building densities, and development patterns—all of which significantly influence the extent and distribution of vegetation. By analyzing tree canopy coverage within each zoning category, planners and policymakers can identify areas with relatively low canopy cover and prioritize them for urban greening initiatives. These may include targeted tree planting, regulatory adjustments, or incentive programs aimed at enhancing tree coverage in specific zones (Mincey, Schmitt-Harsh, & Thureau, 2013).

In addition to zoning, examining canopy coverage by land ownership—categorized into Public, Private, and Right-of-Way (ROW)—provides essential insights for strategic decision-making. Public lands (such as parks, schools, and other municipal properties) often offer opportunities for large-scale planting projects or preservation efforts. Private lands, where most canopy tends to exist in residential areas, may benefit from outreach programs and incentive-based policies that encourage tree retention or planting by property owners. ROW areas, including streetscapes and transportation corridors, represent a critical yet often underutilized space for expanding the urban forest and delivering ecosystem services citywide. Understanding where canopy exists—and where it could be increased—by ownership type allows for more tailored and effective urban forestry policies.

For the City of Medina, tree canopy was not analyzed at the Census Block Group level. The city encompasses only two block groups—one almost entirely composed of the golf course, and the other encompassing the remainder of the city—making this geographic breakdown ineffective for meaningful analysis. Similarly, the canopy was not evaluated at the neighborhood or drainage basin level due to the unavailability of spatial data for those units. Should such data become available in the future, further analysis at these finer scales could support more localized planning and community engagement efforts.

## 2.4 Change Analysis

City-wide tree canopy was compared with the city-wide results of the 2014 report. Acknowledging that the 2025 analysis was conducted using updated technology and methodology, in order to facilitate a comparison to the 2014 baseline canopy data (Figure 6), the 2025 results were subdivided into the 30m grid units used in the 2014 study.



**Figure 6.** Zoomed-in 30-meter vector grid used in 2014 study, overlaid on 2023 King County aerial. Darker green squares indicate an area with a higher percentage of canopy cover in 2014, and whiter squares indicate an area with a lower percentage of canopy cover in 2014.

By comparing estimated tree canopy cover in each grid cell between the 2014 and 2025 studies, areas of change across the city were visualized geospatially.

Additionally, total canopy change between 2014 and 2025 was analyzed at the grid level by comparing the average percent change in tree canopy per grid cell between the 2014 and 2025 studies. To remove potential outlier percentages, grid polygons along city limits and water edges were removed from the study sample, and only *full-size*, 30-m polygons were used. A two-sided t-test was used to test for significant differences between the 2014 and 2025 tree canopy analyses.

## 3. Results

The following section presents the key findings of this study, including total tree canopy, tree canopy across various geographies, and canopy change. Waterbodies are excluded from the land area calculations.

### 3.1 Urban Tree Canopy

Because urban tree canopy (UTC) is expressed as a percentage of the total land area (i.e., total study area less areas of open water), Medina's UTC cover is calculated based on its total land area of 898.2 acres. Facet's urban tree canopy assessment model indicates that the City of Medina has approximately 295.6 acres of tree canopy, representing 32.9% of city land area (Table 3). When SR-520 ROW is removed from the assessment, the percentage slightly increases to 33.1% of the land area or 292.4 acres (Table 4).

Tree canopy was found to have a varying distribution across the landscape, with pockets of high tree canopy and low tree canopy mixed across the city (Figure 7).

Table 3. 2025 tree canopy inside city boundaries, excluding areas of open water.

Summary	Acres	Percent
Tree Canopy	295.6	32.9%
Land Area	898.2	100.0%

Table 4. 2025 tree canopy inside city boundaries, excluding open water and SR 520 right-of-way<sup>1</sup>.

Summary	Acres	Percent
Tree Canopy	292.4	33.1%
Land Area	883.7	100.0%

<sup>1</sup> In order to compare with the 2014 tree canopy study, the original SR 520 right-of-way layer was used in this calculation, dated to 2012.

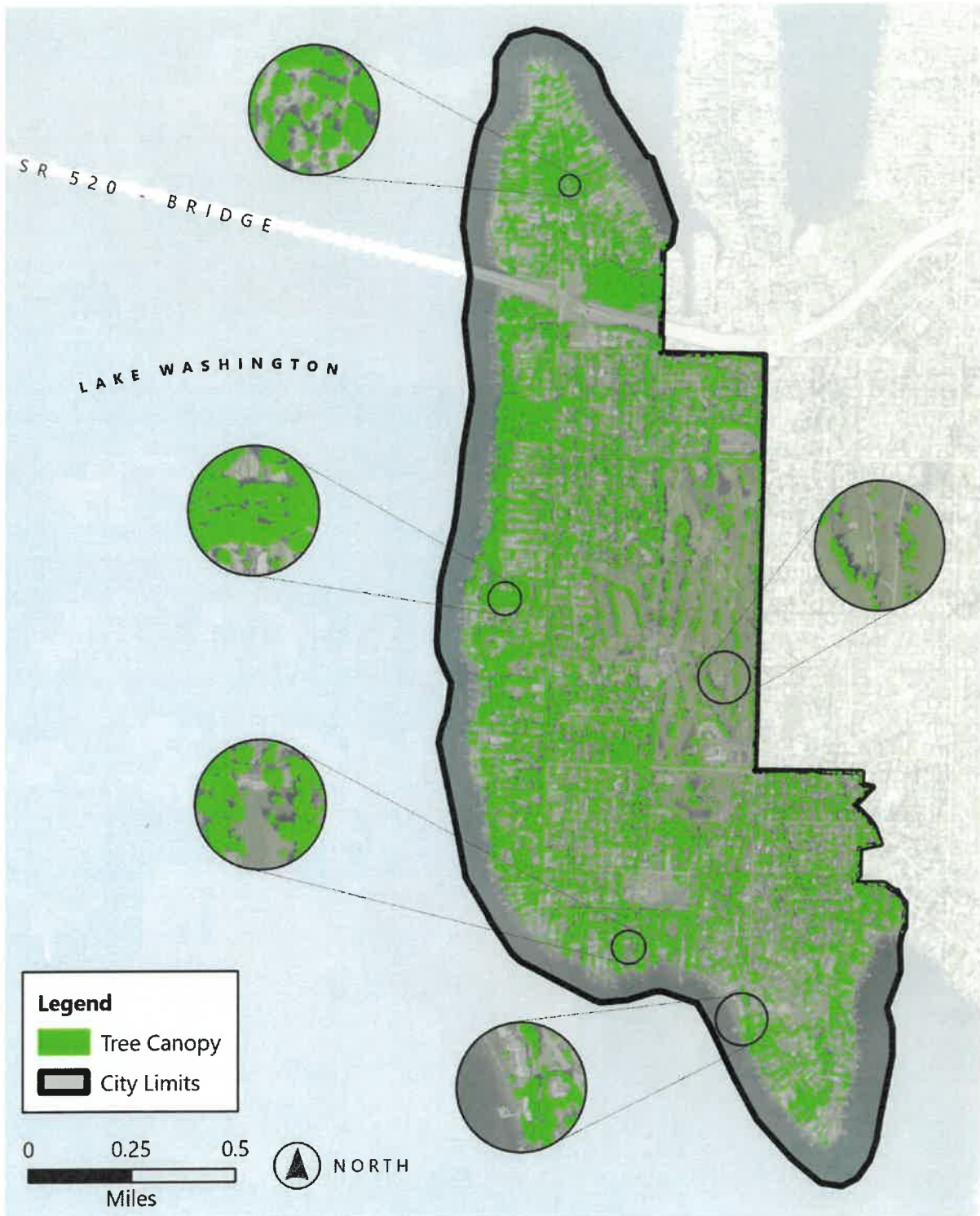


Figure 7. Modeled tree canopy in the City of Medina.

## Canopy by Zoning

Facet also examined tree canopy by zoning (Table 5). Of the primary zoning types (excluding the lone parcel zoned as NA - Neighborhood Auto Servicing), the highest tree canopy percentage was found in R-30 (Single Family Residence) zone, while the lowest occurred in the R-20 (Single Family Residence) zone. However, the R-20 (Single Family Residence) zoning type includes a golf and country club, which drastically lowers the percentage of tree canopy. When divided into two zoning subtypes, the R-20 non-Golf subtype has the second-highest tree canopy percentage (31.4%), and the R-20 Golf subtype has the lowest tree canopy percentage (15.5%). See Figure 8 for the modeled tree canopy overlaid on zoning type.

Table 5. Tree canopy by City of Medina Zoning

Zoning Class	Land Area (Ac)	Tree Canopy Area (Ac)	% Tree Canopy
NA (Neighborhood Auto Servicing)	118.3	30.6	25.9%
Public (Parks and Public Spaces)	53.8	17.0	31.6%
R-16 (Single Family Residence)	254.1	87.9	34.6%
R-20 (Single Family Residence) – Overall	346.2	108.6	31.4%
<i>R-20 (Single Family Residence) – Non-Golf</i>	<i>224.9</i>	<i>89.9</i>	<i>40.0%</i>
<i>R-20 (Single Family Residence) – Golf &amp; Country Club</i>	<i>121.2</i>	<i>18.8</i>	<i>15.5%</i>
R-30 (Single Family Residence)	99.9	44.4	44.4%
SR-30 (Suburban Gardening Residential)	17.6	5.6	31.8%

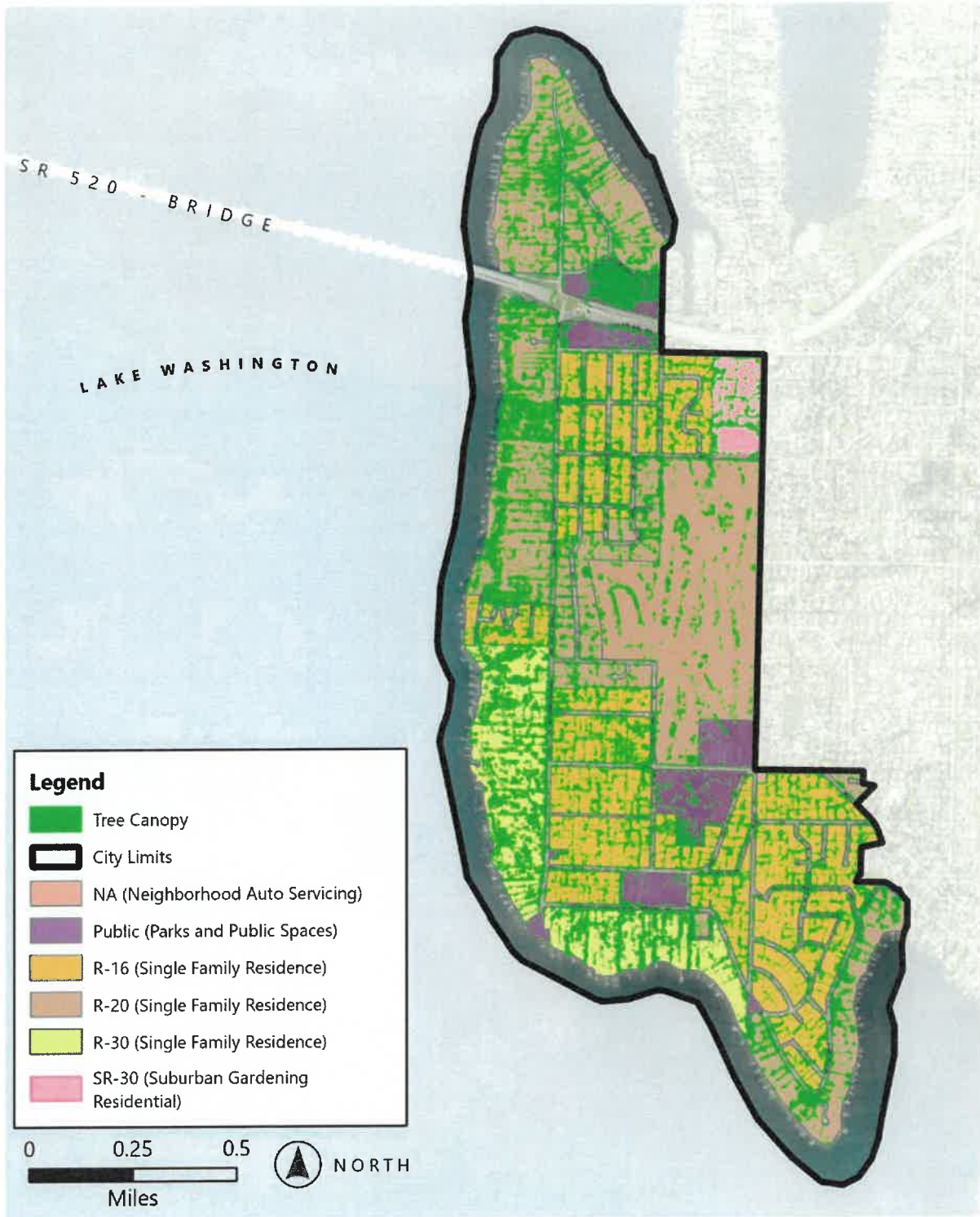


Figure 8. Modeled tree canopy overlaid on Medina's zoning layer

## Canopy by Land Ownership

Facet also analyzed tree canopy by land ownership (Table 6). Notably, private parcels have a higher percentage of tree canopy compared to public parcels—even when accounting for the golf course included in the private category. The lower canopy coverage on public land is partly due to the significant portion contained within Medina Elementary School, which has a relative lack of trees. Figure 9 illustrates the modeled tree canopy in relation to land ownership.

Table 6. Tree canopy by City of Medina land ownership

Land Ownership	Land Area (Ac)	Tree Canopy Area (Ac)	% Tree Canopy
Private	718.1	246.6	34.3%
Public	53.8	17.0	31.6%
Row (All)	118.3	30.6	25.9%
<i>ROW (SR-520 approx.)</i>	<i>12.9</i>	<i>0.7</i>	<i>5.8%</i>
<i>ROW (Not SR-520)</i>	<i>105.4</i>	<i>29.9</i>	<i>28.3%</i>

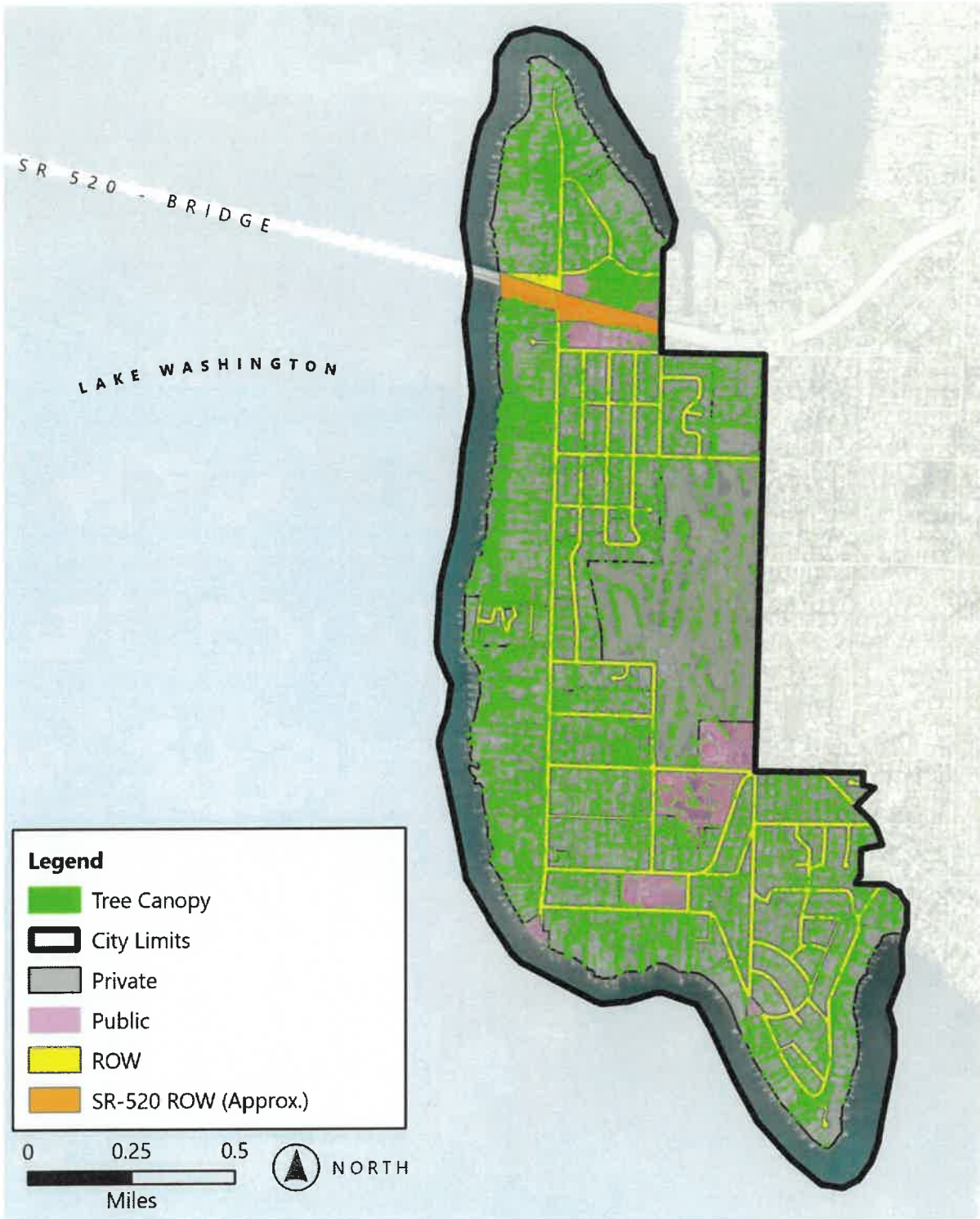


Figure 9. Modeled tree canopy overlaid on land ownership.

### 3.2 Change Analysis

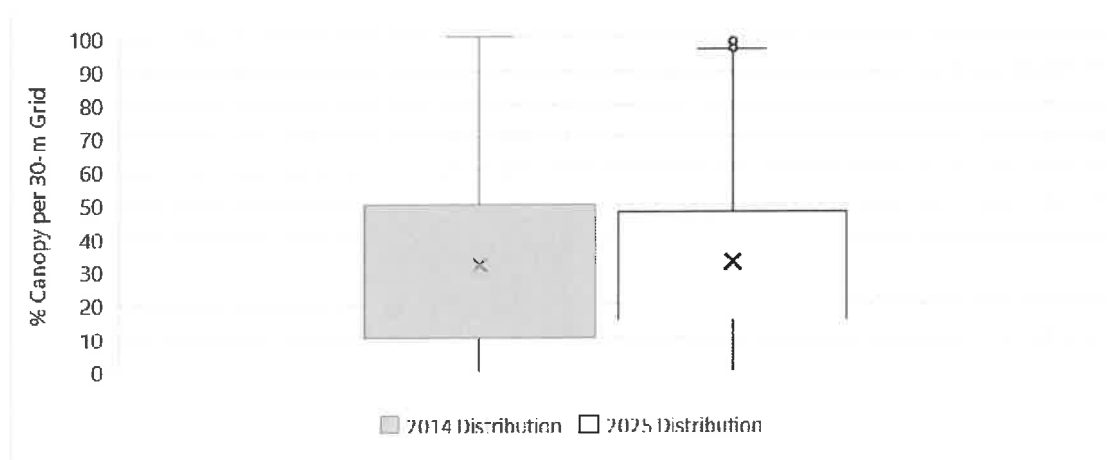
Facet compared the city-wide results of this tree canopy analysis with the city-wide results of the 2014 tree canopy study. Facet found approximately 9 acres of additional canopy, equivalent to about 0.3% increase in city-wide tree canopy (Table 7).

Table 7. Comparison between 2014 and 2025 tree canopy studies.

Summary	City-wide %	% without SR-520 <sup>1</sup>
Tree Canopy 2014	31.9% (287.7 acres)	32.2% (286.0 acres)
Tree Canopy 2025	32.9% (295.6 acres)	33.1% (292.4 acres)

<sup>1</sup> The same SR-520 shapefile was used in 2025

Facet calculated tree canopy percentages per polygon of the 30-m grid used in the 2014 tree canopy study in order to examine statistical trends (Figure 10) and visualize change across the landscape (Figure 11). However, both studies are intended to be used overall at larger geographies than the 30-m grid as the intent of the studies are city-wide canopy calculations. Using the tree canopy percentages per *full-size* polygon (removing partial polygons along city limits and water edges) of the 30-m grid to test for significant differences between the 2014 and 2025 tree canopy analyses, Facet found an average grid percent canopy cover of 31.9% in 2014 and 32.8% in 2025, reflecting the city-wide canopy percentages. Facet then ran a two-tailed t-test (sample size of 3,830). This resulted in a p-value less than 0.05 (0.0000612), indicating that, despite the seemingly minor difference in canopy between 2014 and 2025, there is a significant difference in canopy between the two study years.



**Figure 10.** Box and whisker plot showing distribution (maximum, minimum, first quartile, third quartile, and median) of tree canopy percentage per 30-m grid polygon in 2014 (mean 31.9%) and 2015 (mean 32.8%). X indicates average percent canopy per square, and O indicates outliers as determined by Excel.

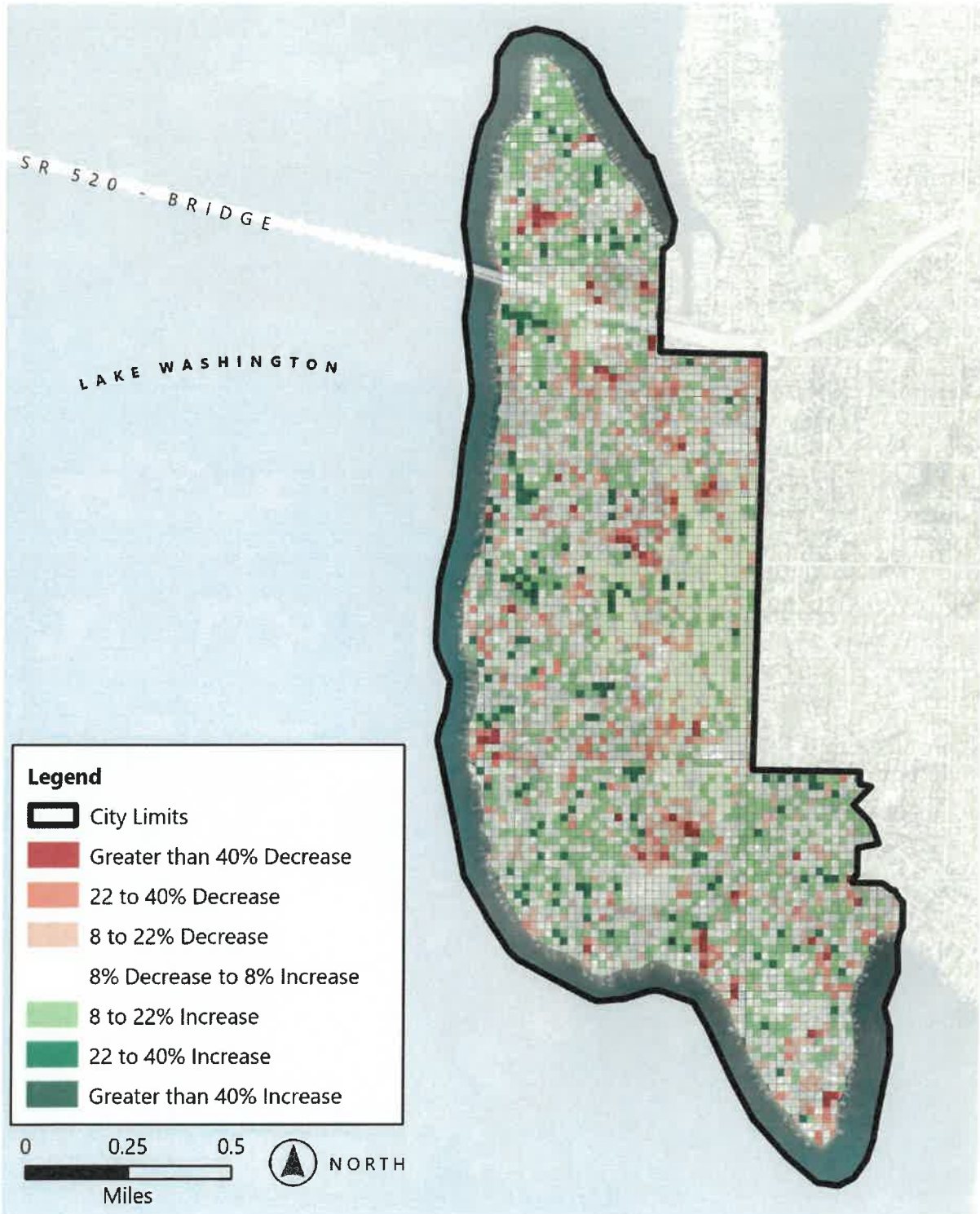


Figure 11. A visualization of canopy change from 2014 to 2025 per 30m analysis unit.

## 4. Discussion

### 4.1 Change Analysis

Overall, tree canopy within the City of Medina is relatively similar between the 2014 and 2025 tree canopy studies. A notable takeaway from the statistically significant, but relatively small, amount of canopy increase is that the policies guiding development over the ten-year comparison period are consistent with canopy growth, rather than driving canopy decline.

While the two tree studies used different methods, both are effective for calculating tree canopy. One benefit of the 2014 heads-up digitization method is that it can be used to differentiate between evergreen and deciduous canopy; however, this relies on arborist skill in identifying evergreen and deciduous tree tops from remote imagery. Additionally, the 2014 heads-up digitization method relies on human judgement in multiple areas that can make it susceptible to error across large scales. These areas of judgement include:

- identification of evergreen versus deciduous canopy
- visual estimation of percent area per grid, and
- successfully determining vegetation height (greater than 10 feet) from a two-dimensional surface.

The 2025 object-based image classification modernizes this approach by removing potential the subjectivity of visual observance and relying on replicable spatial geoprocessing. Integration of lidar further improves results by using a data-informed approach to determining whether vegetation heights meet the 10-foot threshold; and, the near-infrared band of NAIP data allows for high-quality automated detection of living vegetation from aerial imagery. Two potential flaws of object-based image classification are:

- classification within heavily shadowed areas on aerial imagery, and
- temporal difference between critical source data (e.g., lidar and imagery).

Fortunately, Facet was able to use building footprints to reduce shadow error in the classification analysis, and lidar and NAIP data were available for the jurisdiction in a relatively close intervals (2021 and 2023, respectively).

### 4.2 Recommendations/Next Steps

The following recommendations outline potential next steps for further enhancing Medina's UTC that are supported by the canopy change analysis and geospatial analysis of current canopy conditions. Based on the study findings, a potential way to increase Medina's urban tree canopy is to prioritize planting on public lands. Medina Elementary School and Medina Park both offer big parcels that could increase urban tree canopy with strategic tree plantings.

Another potential way to increase Medina’s urban tree canopy is to prioritize planning on city ROW. Planting on city ROW, while potentially coming into conflict with utility infrastructure, has the added benefit of shading city streets, which contribute large areas of impervious surfaces.

A significant proportion of Medina’s tree canopy is located on private property, making the preservation and management of these trees essential to meeting urban forestry goals. The city’s tree code (MMC Chapter 16.52) regulates tree removal, protection, and replacement and is designed to protect existing trees while allowing for development. They include restrictions on removing significant, legacy, and landmark trees, as well as requirements for replacement when trees are removed due to development. As the city implements new Growth Management Act housing legislation ([RCW] 36.70A), it may consider conducting additional analyses to assess the potential impacts on tree canopy within private properties subject to increased density requirements. By aligning tree codes with urban forestry and development objectives, municipalities can help ensure that private land contributes to long-term canopy sustainability while balancing development and property rights.

Further analysis of Medina’s current UTC based on additional analytic units could yield information that could guide strategic tree planting and canopy growth. Specifically, it may be beneficial to examine urban tree canopy based on:

- Watersheds/Basins – This analysis may assist in analyzing localized flooding issues and stormwater benefits from strategic tree planting
- Neighborhoods – This analysis may assist in determining equity benefits and general tree distribution trends across the city
- Urban Heat Islands – This analysis may provide recommendations for reducing or mitigating urban heat concentration

The analysis may be further enhanced as new data sources become available for classifying urban tree canopy. For example, the City of Medina may be able to request to use King County’s Ecopia landcover dataset, which was preliminarily available in June 2025 through limited distribution. Based on Facet’s communication with county staff, jurisdictions should contact the King County GIS Center for more information on use and availability. This landcover dataset, with its additional landcover classifications such as impervious surfaces and low vegetation, could be used to inform a plantable area analysis that could provide a framework for infill tree planting opportunities and priorities.

## 5. References

- City of Medina Municipal Code. Chapter 16.52 Tree Management.  
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- Wolf, K. (2010). *Community Economics - A Literature Review*. University of Washington, College of the Environment. Green Cities: Good Health. From <http://www.greenhealth.washington.edu>
- Wolf, K., Krueger, S., & Rozance, M. (2014). *Stress, Wellness, and Physiology - A Literature Review*. University of Washington, College of the Environment, Green Cities: Good Health. From [https://depts.washington.edu/hhwb/Thm\\_StressPhysiology.html](https://depts.washington.edu/hhwb/Thm_StressPhysiology.html)



# CITY OF MEDINA

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

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**Date:** September 8, 2025

**To:** Honorable Mayor and City Council

**From:** Jeff Swanson, City Manager

**Subject:** City Manager Report

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- Park donation policy discussion
- Bellevue Fire Report – **See attachment 1**
- 2025 City Council Calendar – **See attachment 2**

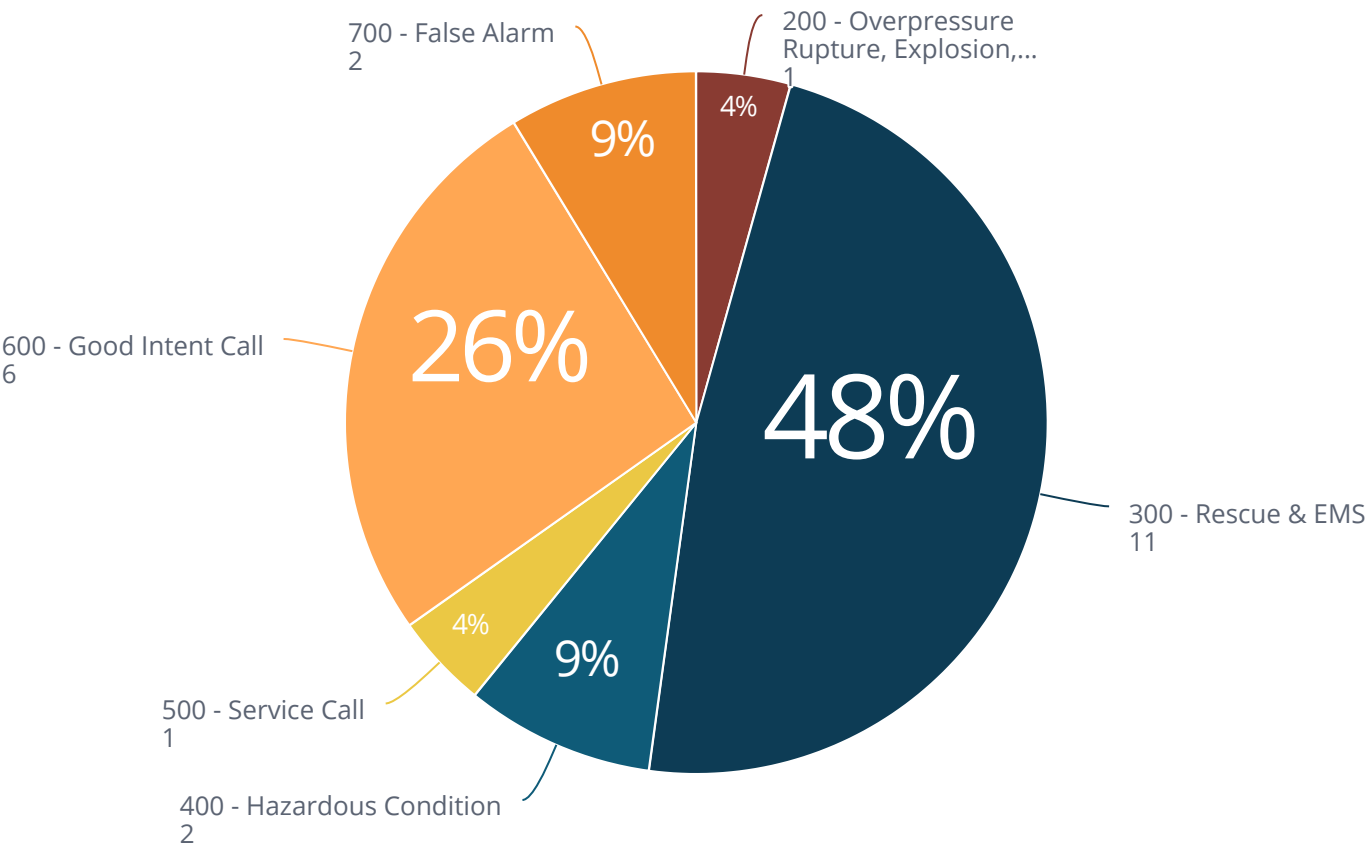
Filter statement

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

# Fire and EMS Summary

Count of Total Incidents  
23

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina) Sep 3, 2025 10:06:45 AM

ATTACHMENT 1

Filter statement

Filters

Alarm Date Range

Last Month

Is Locked

true

Is Active

true

Location City

MEDINA, Medina

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code
200 - Overpressure Rupture, Explosion, Overheat	Excessive heat, scorch burns with no ignition	251
300 - Rescue & EMS	Emergency medical service incident, other	320
	EMS Call, Medical	3211
	Patient Assist	3111
	Swimming/recreational water areas rescue	361
300 - Rescue & EMS Total		
400 - Hazardous Condition	Arcing, shorted electrical equipment	445
	Electrical wiring/equipment problem, other	440
400 - Hazardous Condition Total		
500 - Service Call	CARES 200 Series Units	5532
600 - Good Intent Call	Dispatched & canceled en route	611
	Steam, other gas mistaken for smoke, other	650
600 - Good Intent Call Total		
700 - False Alarm	Alarm system activation, no fire - unintentional	745
	Smoke detector activation due to malfunction	733
700 - False Alarm Total		
Count		



# MEDINA CITY COUNCIL

2025 AGENDA/ACTION CALENDAR

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

JANUARY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Police Officer Roman Scott - Professional Excellence Award - 15 Minutes	Sass	N/A		
Presentation	Introduction of Rob Kilmer as the City's Building Official. 10 Minutes	Wilcox	N/A		
Consent Agenda	December 2024, Check Register	Wagner	Approve.		
Consent Agenda	Approved PB Minutes	Nations	Receive and file.		
Consent Agenda	Approved PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft Meeting Minutes of: 11/25/2024 & 12/09/2024	Kellerman/Nations	Adopt.		
Legislative Hearing	None.				
Public Hearing	None.				
City Business	Middle Housing Update - 30 Minutes	Kesler	Discussion and Direction		
City Business	NE 12th Street Landscaping Update - 30 minutes	Osada	Discussion and Direction		
City Business	ROW Priorities - 30 Minutes	Burns/Robertson/Rossmann	Discussion and Direction		
City Business	Council Retreat Planning Discussion - 15 Minutes	Burns	Discussion and Direction		
City Business	Legislative Priorities Agenda Update	Burns	Discussion		
Executive Session	RCW 42.30.140 (4)(a) Collective Bargaining - 20 Minutes				
	RCW 42.30.110(1)(g) Employee Evaluation - 45 Minutes	Burns			
JANUARY 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None.				
Consent Agenda	None.				
Legislative Hearing	None.				

Public Hearing	None.				
City Business	Middle Housing - 60 minutes	Kesler			
City Business	City Council Work Plan Review and Update - 45 minutes	Burns/Kellerman			
City Business	Park Board Goal Setting for Joint Meeting - 30 minutes	Burns/Osada			
City Business	City Legislative Priorities Update - 20 minutes	Burns			
<b>FEBRUARY 10, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Presentation	Legislative Update and Check-in by Soundview Strategies - 30 Minutes	Burns	N/A		
Consent Agenda	January 2025, Check Register	Wagner	Approve.		
Consent Agenda	13th Month Check Register	Wagner	Approve.		
Consent Agenda	Approved 11/13/2024 PB Minutes	Kellerman	Receive and file.		
Consent Agenda	Approved 1/16/2025 PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft 1/13/2025 & 1/27/2025 CC Minutes	Kellerman	Adopt.		
Consent Agenda	Medina Council Legislative Priorities	Burns	Approve.		
Consent Agenda					
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment	Robertson/Archer	Discussion and direction.		
City Business	Middle Housing Update	Kesler	Discussion item only.		
City Business	City Right of Way Policy Discussion	Osada	Discussion and direction.		
City Business	NE 12th Street Landscape Options	Osada	Discussion and direction.		
	RCW 42.30.140(4)(a) - Collective Bargaining				
Executive Session	RCW 42.30.110(1)(b) - Real Estate	Burns/Wagner	N/A		

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

MARCH 24, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Middle Housing Ordinances - 60 minutes	Kesler/Robertson	Discussion		
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business	Middle Housing Ordinance and Subdivision Lot - 45 minutes	Robertson/Kesler	Discussion and direction		
Executive Session					
APRIL 14, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	March 2025, Check Register	Wagner			
Consent Agenda	PB Minutes of 1/20/25	Nations			
Consent Agenda	PC Minutes of 3/25/25	Nations			
Consent Agenda	DRAFT 03/10/2025 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda	2025 Proclamation: Sexual Assault Awareness & Prevention Month	Burns			
Consent Agenda	56th Annual Professional Municipal Clerks Week May 4-May 10, 2025	Kellerman			
Legislative Hearing	None				
Public Hearing	None				
City Business	City Manager Hiring Update 10 min	Wagner	Update		
City Business	NE 12th Street Landscaping Update 20 minutes	Osada	Discussion and direction.		
City Business	Medina Park Donation Update 10 minutes	Osada	Discussion		
Executive Session	Potential Litigation 45 minutes	Osada/Fuller/Robertson			
APRIL 28, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Executive Session	City Manager Applications Review Tentative	Wagner			
Consent Agenda	Authorization for One-Time Travel Expenses	Wagner			

Legislative Hearing	None				
Public Hearing	None				
City Business	Recruitment Timeline Update	Wagner			
Additional City Business	Council May Take Action				

**MAY 12, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	ARCH Presentation				
Consent Agenda	April 2025, Check Register	Wagner			
Consent Agenda	Approved PC Minutes	Kellerman			
Consent Agenda	DRAFT 3/24/2025, 04/14/2025 & 04/28/2025 CC Minutes	Kellerman			
Consent Agenda	Proclamation Honoring National Police Week and Peace Officer Memorial Day	Sass			
Consent Agenda	King County ILA Renewal - Road Services	Osada			
Legislative Hearing	none				
Public Hearing	Middle Housing Ordinance and	Kesler			
Public Hearing	Unit Lot Subdivision Ordinance	Kesler			
City Business	City Manager Recruitment Update	Robertson/Archer/Wagner			
City Business	ARCH Budget and Work Program	Swanson			
City Business	Critical Areas Ordinance	Wilcox			
Executive Sessions	RCW 42.30.110(1)(g) and RCW 42.30.110 (1)(i)				

**MAY 27 (TUESDAY), City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Presentation by Susan Pappalardo and Nancy Wenke Price on the new Bellevue Aquatics Center and the Mission of SPLASHForward. 15 Minutes	Swanson			
Study Session	Business Licenses - 50 Minutes	Wagner			
Consent Agenda	None.				
Public Hearing	Middle Housing & Unit Lot Subdivision Ordinances Continued from May 12 - 10 Minutes	Kesler	Continue to June 9 Study Session		

City Business	City Manager Recruitment Update - 15 Minutes	Wagner	Approve Updated Timeline.		
City Business	Presentation and Approval of WRIA 8 ILA - 20 Minutes	Osada	Approve		

JUNE 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	DRAFT Six-Year CIP/TIP/Non-TIP Plan - Tentative	Osada			
Consent Agenda	May 2025, Check Register	Wagner			
Consent Agenda	DRAFT 05/12/2025 & 05/27/2025 CC Minutes	Kellerman			
Consent Agenda	PB and PC Appointment Confirmations	Kellerman			
Consent Agenda	PB Minutes				
Consent Agenda	PC Minutes				
Legislative Hearing	None				
Public Hearing	None				
City Business	St. Thomas School Traffic Flow (video) - 15 Minutes	CM Nunn			
City Business	Overlake Drive Bridge - Vehicle Weight Limit Regulation	Osada	Ordinance and Potential Action		
Executive Session	RCW 42.30.110 (1)(g) RCW 42.30.110 (1)(i)				

JUNE 23, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada			
Consent Agenda					
Consent Agenda	EXIGY Invoice	Swanson	Approve		
Legislative Hearing					
Public Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	First Hearing		6/12/2025
City Business					
City Business	Business Licenses	Wagner	Discussion and direction		
Executive Session	RCW 42.56.110 (1)(i)				

JULY 14, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

Study Session	Complete Streets Ordinance Discussion - 25 Minutes	Osada			
	Vegetation Management				
Study Session	Reimbursement Policy - Tentative - 25 Minutes	Osada			
Presentation	Farewell Plaque Honoring Departing City Clerk Aimee Kellerman's 11+ Years of Service to the City of Medina - 5 Minutes				
Consent Agenda	June 2025, Check Register	Wagner			
Consent Agenda	DRAFT 06/09/2025 & 06/23/2025 CC Minutes	Nations/Kellerman			
Legislative Hearing	None				
Public Hearing	Six-Year CIP/TIP/Non-TIP Plan - 30 Minutes	Osada	Approve.		publish on 6/24/2025
City Business	None				
Executive Session	RCW 42.56.110 (1)(i) PL - 20 Minutes - Tentative				

**JULY 28, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Gas-Powered Leaf Blower Discussion - 25 Minutes	Osada			
Study Session	Council Values and Rules of Procedure - 20 Minutes	Swanson			
Presentation	None				
Consent Agenda	EXIGY Invoice	Swanson	Approve	Approved	
Legislative Hearing	None				
Public Hearing	Outdoor Lighting on Public and Private Property Interim Official Control ("IOC") - 15 Minutes	Robertson		Completed	
City Business	Complete Streets Ordinance - 10 Minutes	Osada	Discussion and Direction	Direction.	
City Business	Business License Ordinance - 15 Minutes	Wagner	Discussion item only	Completed	
City Business	Middle Housing Mitigations - 30 Minutes	Swanson/Wilcox	Presentation and Discussion.	Completed	
City Business	Animal Control Discussion - 20 Minutes	Sass	Discussion and Direction	Approved	

**AUGUST 11, City Council Retreat**

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

**AUGUST 20, City Council RETREAT**

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session/ Presentation	Presentation on Tree Canopy Study by Facet 50 minutes	Steve Wilcox			
Presentation	Recognition for Lifeguards	Sass			
Consent Agenda	July/August 2025, Check Register	Wagner	Approve.		
Consent Agenda	PB minutes 5/19/2025	Nations	Receive and file		
Consent Agenda	PC minutes 5/28/2025, 6/24/2025	Bennett	Receive and file		
Consent Agenda	DRAFT 07/14/2025 & 07/28/2025 CC Minutes	Nations	Adopt minutes		
Consent Agenda	Traffic Engineering on-call contract	Osada	Approve		
Consent Agenda	Parking Fine Fees Ordinance	Sass	Adopt		
Legislative Hearing	None				
Public Hearing	2026 Preliminary Budget Hearing 15 minutes	Wagner	Receive public comment		published on 8/19/2025
Public Hearing	Business Licenses Ordinance 30 minutes	Wagner	Receive public comment and direction.		published on 8/19/2025
City Business	Complete Street Ordinance 15 minutes	Osada	Adopt Ordinance		
Executive Session	RCW 42.30.110(1)(i) 42.30.110(1)(g)	RCW			

SEPTEMBER 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Preliminary Budget - Deep Dive	Wagner			
	Vegetation Management				
Study Session	Reimbursement Policy - Tentative	Osada			
Consent Agenda	2025 Overlay 987th Ave NE	Osada			
	Tennis Courts Fence Improvements - All				
Consent Agenda	parks	Osada			
Legislative Hearing	None				
Public Hearing	None				
City Business	Small Works Roster Update	Osada			
City Business					
City Business					
OCTOBER 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session					
Presentation					
Consent Agenda	September 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
	DRAFT 09/08/2025 & 09/22/2025 CC Minutes	Nations			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			publish on 9/23/2025
City Business	Critical Areas Ordinance Update	Wilcox			
City Business					
City Business					
City Business					
City Business					
Executive Session					

OCTOBER 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Critical Areas Ordinance Update	Wilcox			
City Business					
City Business					
NOVEMBER 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	October 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 10/13/2025 & 10/27/2025 CC Minutes	Nations			
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Final Budget and Salary Schedule	Wagner			publish on 10/21/2025
Public Hearing	2026 Property Tax Resolution	Wagner			publish on 10/21/2025
City Business					
City Business					
Executive Session					
NOVEMBER 24, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

DECEMBER 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	November 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 11/10/2025 CC Minutes	Nations			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					
DECEMBER 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

## Parking Lot Items:

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



## **MEDINA POLICE DEPARTMENT**

**DATE:** September 8<sup>th</sup>, 2025

**TO:** Jeff Swanson, City Manager

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

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

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

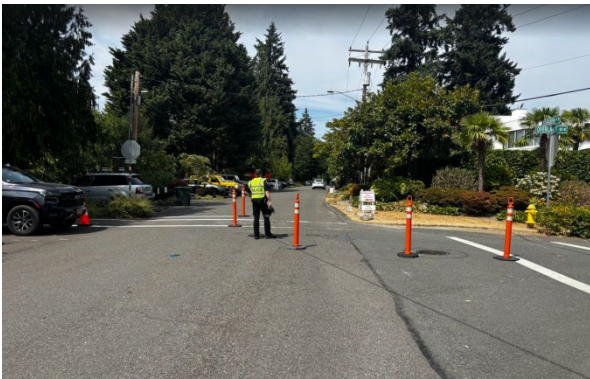
### **Follow up:**

Nothing to report.

### **Seafair:**

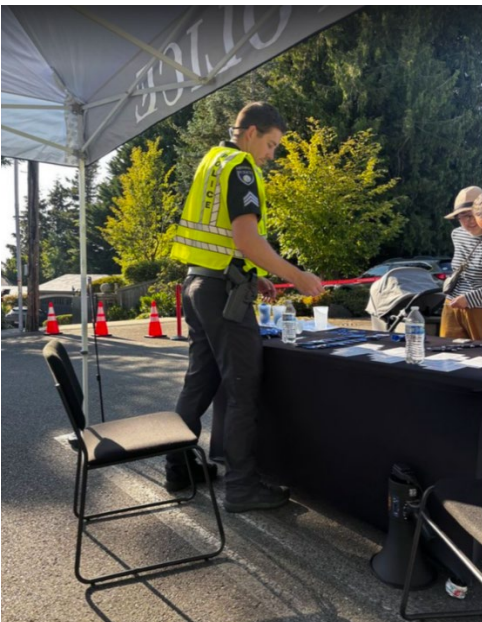
Seafair weekend was busier than ever for the Medina Police Department. All Department members were on-hand throughout the weekend to provide traffic control, parking mitigation, and a security presence throughout our communities while thousands of people came through the city to watch the air show. There were no significant issues to report.





### Medina Days:

The Medina Police Department was out in full force on each day of the annual Medina Days celebration this year. We greatly enjoyed visiting with community members, handing out stickers and toys, and taking pictures with event goers.





### **Newest Medina Police Officer**

The Medina Police Department welcomed Officer Nathan Abbott to the team on August 18<sup>th</sup>. Nathan came to our agency as an “exceptional entry-level officer” from the King County Sheriff’s Office and has experience in firearms training and proficiency as well as hospital security.



### **Demonstrations/Protests:**

The Medina Police Department has been made aware of several recent threats to residents in Medina and Hunts Point from activists. We work closely with security and executive protection units at all of the large corporations in the area at which our impacted residents work to receive as much advanced warning of a planned event as possible. Our officers are highly-trained, well-equipped and well-prepared to manage these events and mitigate their impacts on the community.

One such demonstration occurred on August 24<sup>th</sup> involving a group of “kayak-tivists” on the lake outside the residence in Medina. With the assistance of the Mercer Island Police Marine Patrol Unit, Medina Police Officers ensured the demonstrators did not engage in any criminal activity, remained off of private property and were given the opportunity to express their First Amendment Rights.



### **Marine Patrol:**

From Sergeant David Herzog, Mercer Island Police Marine Patrol:

August was kicked off with Seafair. Seafair typically brings a lot of unique challenges, and this year was no different. Unlike past years, this year I assigned 2 of our vessels to our jurisdictions and I only assigned one vessel to maintain constant Seafair event coverage. I did this because I've noticed over recent years that once the Blue Angels are done flying many of the vessels scatter to the north and south areas of the lake. Utilizing this strategy reduced calls for service because our patrol units prevented potential problems, i.e., Noise, Reckless operation, and excessive alcohol consumption. 2025 Seafair did not have a single reported fatality or serious injury.

Mercer Island Marine Patrol provided security for this year's fireworks display during Medina Days. Our responsibility is to ensure all vessels on the water maintain a safe distance from the fireworks barge. The distance is established by the captain of the barge and Marine Patrol maintains constant communication with the barge captain until the event is finished.

August was a hot month with most evenings and weekends drawing heavy vessel traffic. Our Marine division has continued to focus on areas of concern along Medina's shoreline, paying special attention to Medina's city beach/swim area to help deter vessels from getting too close to residents participating in water sports. As August winds down and September cooler weather arrives, this typically means less vessel traffic on the water, but when September does have warm days vessel traffic could potentially be more substantial due to people wanting to get as much summer boating in as possible. September also brings University of Washington Football games. This year it looks like UW has 5 scheduled home games and for each of these games we will have a Marine Patrol Vessel on the water to prevent excessive drinking and boating associated with the football games.



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



**FELONY CRIMES**

**Burglary** **2025-00003961** **07/16/2025**  
 Officers were dispatched to the 7900 block of NE 28<sup>th</sup> Street for a report of a burglary of a residence listed and staged for sale. Forced entry was made via the rear door. Nothing was stolen from inside the residence. The King County crime scene latent fingerprint collection team was called out to process the scene, but no usable fingerprints were recovered. Suspects of several burglaries and other criminal activity in the West Bellevue area are suspected to have been suspects in this investigation. However, not enough evidence linking the suspects to this burglary exist to pursue criminal charges. The Medina Police Department are notified via the license plate recognition cameras anytime the suspects' vehicle enters our jurisdiction.

**Fraud** **2025-00004019** **07/21/2025**  
 Officers were dispatched to the 3400 block of Evergreen Point Road for a report of an online Department of Licensing account having been opened fraudulently. Report taken with no further investigatory information available at this time.

**VUCSA** **2025-00004113** **07/26/2025**  
 Officers were dispatched to the 7900 block of NE 12<sup>th</sup> Street for a report of an individual sleeping on the trail. Upon contact and identification, the subject had a current outstanding warrant out of the Snohomish County Sheriff's Office and was detained. While searching the individual, the officer located suspected narcotics and drug paraphernalia on the subject.

**MISDEMEANOR CRIMES**

**Theft** **2025-00003841** **07/08/2025**  
 Officers were dispatched to the 400 block of Overlake Drive East for a report of a boat cover that had been stolen from a boat and damage to the boat as well sometime over a three-week timeframe. Report taken with no further investigatory information available at this time.

**DUI** **2025-00003996** **07/18/2025**  
 The nightshift officer conducted a traffic stop in the 8600 block of Lake Washington Boulevard and suspected the driver of being impaired. After performing poorly on the standardized field sobriety tests and other observations made by the officer, the driver was arrested under suspicion of driving under the influence.

**Theft** **2025-00004177** **07/30/2025**  
 Officers were dispatched to the 8400 block of NE 5<sup>th</sup> Street for a report of a book stolen from inside a mailbox. The seller of the book replaced the book, so no monetary loss was incurred by the victim. No further investigatory information available at this time.

**OTHER**

**Trespass** **2025-00003954** **07/15/2025**  
 Officers were dispatched to the St. Thomas Church (8398 NE 12<sup>th</sup> Street) for a report of an altercation between two individuals. The primary aggressor was trespassed from the property and left without incident.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT



AGENDA ITEM 7.1b

**JULY, 2025**

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	1	3	0	6
Vehicle Prowl	0	0	12	17
Vehicle Theft	0	1	0	1
Theft (mail & all other)	2	7	20	31
ID Theft/Fraud	1	5	7	14
Malicious Mischief (Vandalism)	0	4	8	9
Domestic Violence	0	3	6	15
Disturbance, Harassment & Non-DV Assault	0	1	10	15
<b>TOTAL</b>	<b>4</b>	<b>24</b>	<b>63</b>	<b>108</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	1	1	1	1
Community Assists	48	469	237	474
Marine	0	5	7	10
House Watch Checks	47	533	453	955
School Zone	0	151	157	258
Behavioral Health	1	8	2	13
<b>TOTAL</b>	<b>97</b>	<b>1167</b>	<b>857</b>	<b>1711</b>

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	2	2
Non-Injury	0	1	1	5
Non-Reportable	0	2	2	3
<b>TOTAL</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>10</b>
Traffic Enforcement				
Criminal Citations	2	14	20	28
Infractions	51	203	218	418
Warnings	147	1265	1186	2175
<b>TOTAL</b>	<b>200</b>	<b>1482</b>	<b>1424</b>	<b>2621</b>

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	2	7	8	13
LPR alerts that were not located	2	30	36	77
LPR alerts that were located, not apprehended	0	0	3	4
<b>TOTAL</b>	<b>4</b>	<b>37</b>	<b>47</b>	<b>94</b>

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	5	32	17	29
Residential Alarms	21	126	126	221
Missing Person	0	2	2	3
Suspicious Activity/Area Checks	90	435	435	639
<b>TOTAL</b>	<b>116</b>	<b>595</b>	<b>580</b>	<b>892</b>

ADMINISTRATIVE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Public Disclosure Requests Received	8	45	35	72
Concealed Pistol License Applications Processed	7	24	16	25
<b>TOTAL</b>	<b>15</b>	<b>69</b>	<b>51</b>	<b>97</b>

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



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



**FELONY CRIMES**

**Burglary** **2025-00004520** **08/17/2025**  
 Officers were dispatched to the 600 block of 84<sup>th</sup> Avenue NE for a report of a burglary of a residence under construction. The burglary likely occurred in the early morning hours that same day. Investigation ongoing.

**Fraud** **2025-00004556** **08/19/2025**  
 Officers were dispatched to the 2600 block of 82<sup>nd</sup> Avenue NE for a report of a phone scam involving fraudulent online accounts. No loss to the victim.

**MISDEMEANOR CRIMES**

**Reckless Driving** **2025-00004308** **08/06/2025**  
 The nightshift officer conducted a traffic stop on a vehicle traveling over double the speed limit and passed a bicyclist dangerously in the 2000 block of 84<sup>th</sup> Avenue NE. The driver was arrested for reckless driving and booked into jail.

**Assault** **2025-00004381** **08/10/2025**  
 Officers were dispatched to Viewpoint Park in the 100 block of 84<sup>th</sup> Avenue NE for a report of an assault that occurred at the Evergreen Point Road Park and Ride. The juvenile victim reported being assaulted by a group of other teenagers, leaving the juvenile victim with facial contusions and a split lip. Investigation ongoing with charges forthcoming.

**Violation of Order** **2025-00004482** **08/15/2025**  
 Officers were dispatched to the 2000 block of 78<sup>th</sup> Avenue NE for a report of a violation of a domestic violence protection order. The suspect was subsequently identified, located and arrested. Charges were filed with the Prosecuting Attorney's Office.

**OTHER**

**Traffic Collision** **2025-00004541** **08/18/2025**  
 Officers were dispatched to the St. Thomas School in the 8000 block of NE 12<sup>th</sup> Street for a report of a two-vehicle, non-injury, non-reportable traffic collision. The officers assisted the parties with the exchange of information.

**CPS** **2025-00004568** **08/20/2025**  
 Officers were dispatched to the 8100 block of NE 24<sup>th</sup> Street to investigate allegations reported initially to Child Protective Services.

**Death Investigation****2025-00004607****08/22/2025**

Officers were dispatched to Medina Beach Park at 501 Evergreen Point Road for a report of a paddleboarder who went underwater and did not resurface. Rescue efforts were made but emergency services personnel were unable to resuscitate the adult male paddleboarder.

**Traffic Collision****2025-00004705****08/27/2025**

Officers were dispatched to the Evergreen Point Road Park and Ride for a report of a two-vehicle, non-injury, reportable traffic collision.

**Missing Juvenile****2025-00004730****08/28/2025**

Officers were dispatched to Medina Park for a report of a juvenile who ran away from home. Officers were able to locate the juvenile shortly after being dispatched at Medina Elementary School and provided the juvenile with a ride back home to their parents.

**Order Service****2025-00004739****08/29/2025**

Officers were dispatched to the 7800 block of NE 8<sup>th</sup> Street to serve a court order.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT



AGENDA ITEM 7.1b

### AUGUST, 2025

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	1	4	1	6
Vehicle Prowl	0	0	12	17
Vehicle Theft	0	1	0	1
Theft (mail & all other)	0	7	21	31
ID Theft/Fraud	1	6	7	14
Malicious Mischief (Vandalism)	0	4	8	9
Domestic Violence	2	5	9	15
Disturbance, Harassment & Non-DV Assault	1	2	12	15
<b>TOTAL</b>	<b>5</b>	<b>29</b>	<b>70</b>	<b>108</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	1	1	1
Community Assists	64	533	288	474
Marine	2	7	10	10
House Watch Checks	59	592	534	955
School Zone	0	151	157	258
Behavioral Health	1	9	3	13
<b>TOTAL</b>	<b>126</b>	<b>1293</b>	<b>993</b>	<b>1711</b>

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	2	2
Non-Injury	1	2	1	5
Non-Reportable	1	3	2	3
<b>TOTAL</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>10</b>
Traffic Enforcement				
Criminal Citations	3	17	22	28
Infractions	15	218	314	418
Warnings	150	1415	1295	2175
<b>TOTAL</b>	<b>168</b>	<b>1650</b>	<b>1631</b>	<b>2621</b>

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	1	8	8	13
LPR alerts that were not located	1	31	48	77
LPR alerts that were located, not apprehended	0	0	3	4
<b>TOTAL</b>	<b>2</b>	<b>39</b>	<b>59</b>	<b>94</b>

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	1	33	17	29
Residential Alarms	21	147	138	221
Missing Person	1	3	2	3
Suspicious Activity/Area Checks	89	524	435	639
<b>TOTAL</b>	<b>112</b>	<b>707</b>	<b>592</b>	<b>892</b>

ADMINISTRATIVE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Public Disclosure Requests Received	6	51	40	72
Concealed Pistol License Applications Processed	3	27	21	25
<b>TOTAL</b>	<b>9</b>	<b>78</b>	<b>61</b>	<b>97</b>

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



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



**JULY, 2025**

**FELONY CRIMES**

**MISDEMEANOR CRIMES**

**OTHER**

**Order Service**

**2025-00003937**

**07/14/2025**

Officers were dispatched to the 3000 block of Fairweather Place for the service of a court order.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT

AGENDA ITEM 7.1b

TOW  
HUNTS POINT  
Washington

**JULY, 2025**

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	0	0	0
Vehicle Prowl	0	0	2	2
Vehicle Theft	0	0	1	1
Theft (mail & all other)	0	0	1	2
ID Theft/Fraud	0	2	2	3
Malicious Mischief (Vandalism)	0	0	1	3
Domestic Violence	1	3	9	11
Disturbance, Harassment & Non-DV Assault	0	0	4	5
<b>TOTAL</b>	<b>1</b>	<b>5</b>	<b>20</b>	<b>27</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	0
Community Assists	2	90	35	76
Marine	0	2	1	1
House Watch Checks	6	56	20	65
Behavioral Health	1	1	1	1
<b>TOTAL</b>	<b>9</b>	<b>149</b>	<b>57</b>	<b>143</b>

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	1	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
Traffic Enforcement				
Citations	0	4	7	9
Infractions	16	67	43	73
Warnings	26	271	287	467
<b>TOTAL</b>	<b>42</b>	<b>342</b>	<b>337</b>	<b>549</b>

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

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	0	3	8	13
Residential Alarms	0	13	40	61
Missing Person	0	0	2	2
Suspicious Activity/Area Checks	13	75	46	82
<b>TOTAL</b>	<b>13</b>	<b>91</b>	<b>96</b>	<b>158</b>

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



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



**AUGUST, 2025**

**FELONY CRIMES**

**MISDEMEANOR CRIMES**

**OTHER**

<b>Marine Incident</b>	<b>2025-00004240</b>	<b>08/02/2025</b>
Mercer Island Marine Patrol was dispatched to the 3600 block of Hunts Point Road for a report of loud music from a boat in the water.		

<b>Disturbance</b>	<b>2025-00004549</b>	<b>08/18/2025</b>
Officers were dispatched to the 3000 block of Fairweather Place for a disturbance.		

<b>Marine Incident</b>	<b>2025-00004618</b>	<b>08/23/2025</b>
Mercer Island Marine Patrol was dispatched to the 4500 block of Hunts Point Road for an area check after a cell phone called 911 with no response from the caller. The caller was identified and confirmed that no emergency existed.		

<b>Marine Incident</b>	<b>2025-00004639</b>	<b>08/24/2025</b>
Officers were dispatched to the 3400 block of Hunts Point Road for a report of loud music from a boat in the water.		



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT

AGENDA ITEM 7.1b

TOW  
HUNTS POINT  
Washington

**AUGUST, 2025**

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	0	0	0
Vehicle Prowl	0	0	2	2
Vehicle Theft	0	0	1	1
Theft (mail & all other)	0	0	1	2
ID Theft/Fraud	0	2	2	3
Malicious Mischief (Vandalism)	0	0	2	3
Domestic Violence	0	3	9	11
Disturbance, Harassment & Non-DV Assault	1	1	5	5
<b>TOTAL</b>	<b>1</b>	<b>6</b>	<b>22</b>	<b>27</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	0
Community Assists	11	101	38	76
Marine	3	5	1	1
House Watch Checks	6	62	27	65
Behavioral Health	0	1	1	1
<b>TOTAL</b>	<b>20</b>	<b>169</b>	<b>67</b>	<b>143</b>

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	1	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
Traffic Enforcement				
Citations	2	6	8	9
Infractions	11	78	47	73
Warnings	53	324	313	467
<b>TOTAL</b>	<b>66</b>	<b>408</b>	<b>368</b>	<b>549</b>

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

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	0	3	9	13
Residential Alarms	2	15	42	61
Missing Person	0	0	2	2
Suspicious Activity/Area Checks	7	82	57	82
<b>TOTAL</b>	<b>9</b>	<b>100</b>	<b>110</b>	<b>158</b>

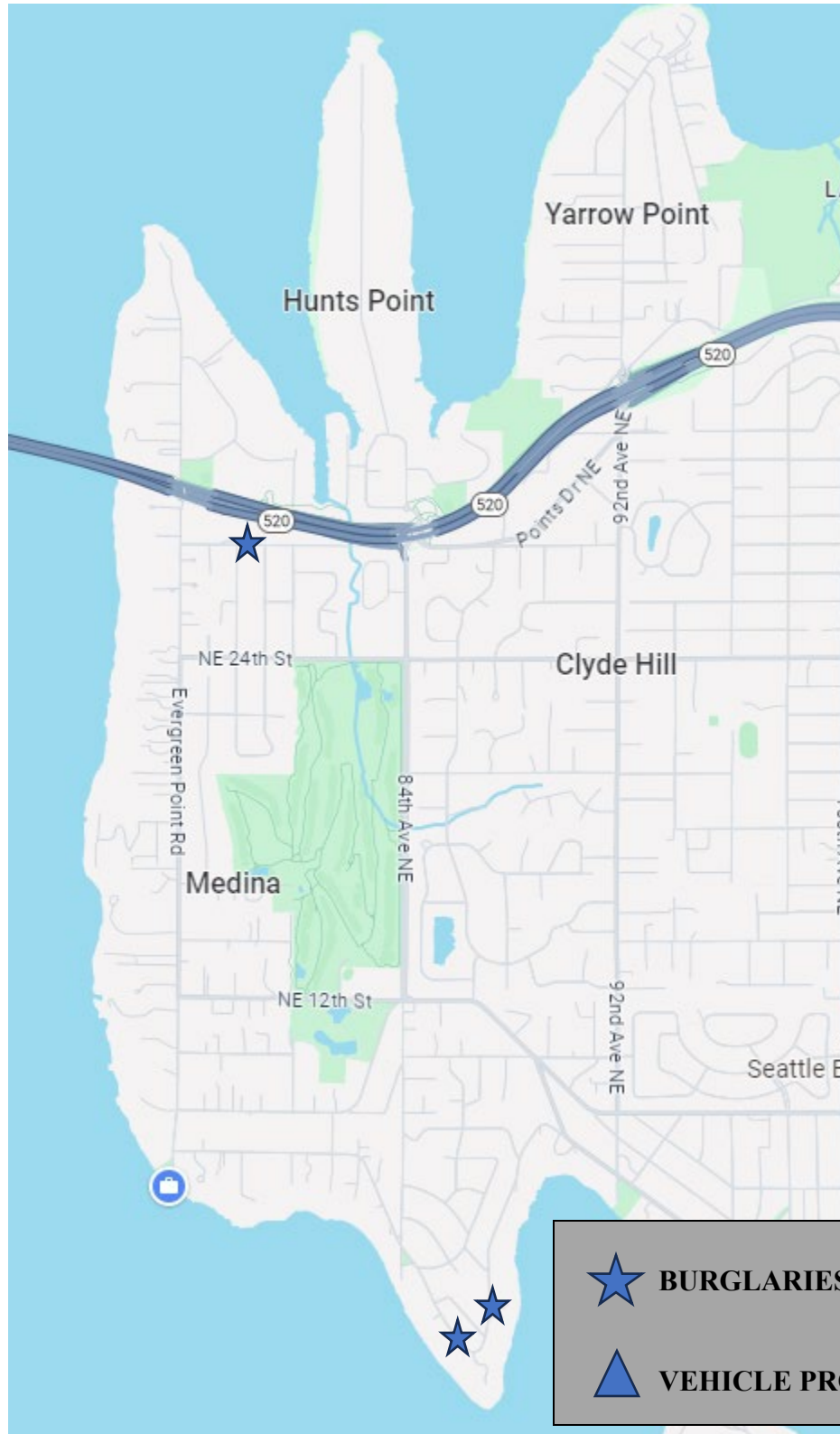
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# MEDINA POLICE DEPARTMENT

## BURGLARY & MOTOR VEHICLE PROWL INCIDENT MAP

JULY YEAR-TO-DATE





## AUGUST YEAR-TO-DATE



# MEDINA POLICE DEPARTMENT

## MONTHLY REPORTING STANDARDS



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

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

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



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

**Date:** September 8, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** Development Services Department Monthly Report

## Permitting

Attached are the permit reports for August. The Permits Issued report shows that permit applications is down significantly over last year.

We do have pre-application meeting scheduled which means we will likely see additional larger project permit activity.

2025 may become one of the slowest years since we started tracking in 2006.

## Permit Applications of Interest

### American Tower Company (ATC)

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

The matter of the electric meters remains with the applicants representative for response. We have not heard anything on this for about 2-months.

ATC has also contacted us about re-negotiating their lease of the second floor of the Medina Public Works building. ATC has leased this space since at lease 2011 and would like a renewal. I am working with a local commercial real estate broker to identify value, and our attorney's office towards the lease renewal. The second floor is use for telecommunications base equipment.

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

I met with OGCC staff and architect for a pre-application meeting in early August. OGCC is considering improvements to their existing tennis court. I asked OGCC for additional information and am waiting to hear back. There are no permit applications.

## Tree Inventory

The 2025 portion of the city tree inventory project is nearly complete.

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

I am requesting that the Council approve funds necessary to complete the city tree inventory in 2026.

With a completed inventory in 2026, Medina will be able to manage public trees as a forest rather than as a collection of unidentified individual trees as we have traditionally. All data will be on-line for use by anyone and will also be updated as changes occur. Council and residents will be able to visualize the urban forest and can use inventory collected data to better plan the future. Medina Council's will be able to create and revise policy using managed tree inventory data.

These inventories are a tool for managing public trees only and do not involve any private trees.

## Critical Area Ordinance Update

Attached is the two-sided postcard that is being prepared for mailing to all Medina residents. This is an invitation to learn about the Critical Areas Ordinance update (CAO). The postcard will be mailed on September 17th.

The postcard identifies two important dates:

Open House (and Forum)  
Tuesday October 7<sup>th</sup>

Planning Commission Special Meeting  
Tuesday October 14<sup>th</sup>

There is the possibility of a public hearing at the October 14th Planning Commission (PC) meeting.

The Planning Commission will see the CAO update at their regular September 23, 2025 meeting. This will be an introduction to the topic and will be a review of the first draft of an ordinance. We will notice the September 23<sup>rd</sup> PC meeting by public posting, email delivery, and A-frame notices similar to other public meetings.

Our consultant and staff are currently working on identifying the over 150 properties potentially impacted by critical areas and the update. I will draft a letter to be sent to be mailed to the identified properties informing them about the CAO update, potential for impact and important dates. The letter will be sent ahead of the September 23<sup>rd</sup> PC meeting and provide invitation to the Planning Commission meetings, Open House/Forum, and associated Council meetings. An issue we know about is that there will be properties we mail to but with absent owners.

Between the September 23<sup>rd</sup> PC meeting and the October 14<sup>th</sup> PC meeting there will be a second Open House and Forum on October 7th.

There is a possibility that PC will need to see the CAO update again at their October 28<sup>th</sup> meeting. I am adding placeholders to Council meetings for the first read of a PC draft ordinance.

First Council review of a PC recommendation and routing for Department of Commerce reviews (as authorized by the Council) are of course pending completion of work by Planning Commissioners.

Considering the timing involved for process, and upcoming holidays, the CAO update likely will not be back to Council from Department of Commerce until sometime in January.

To date our consultant has assisted us with the first Open House, identified Best Available Science (state required first step), performed a gap analysis, and provided a draft ordinance. Our attorney's office now has the draft ordinance.

### **Outdoor Lighting**

Planning Commission will get an introduction to the Outdoor Lighting topic at their September 23<sup>rd</sup> meeting.

The depth of the discussion will depend on the CAO update discussion length. In any case Planning Commissioners will receive written information and be able to begin forming ideas and opinions.

The Interim Official Control which the Council approved is valid for 6-months. It is not likely that the new Outdoor Lighting Ordinance will be completed with approval by the Council before the 6-month period expires. I intend on asking the Council for an extension of the 6-months when the time is appropriate to do so.

### **Affordable Housing**

I attended an on-line regional seminar regarding affordable housing. This was an 8-hour seminar over 2-days presented by an organization called Living Future.

The specifics of the seminar presentations and discussions had little to do with a city Medina's size. The benefit of the seminar was in hearing various broad perspectives from larger jurisdictions.

Another benefit of the seminar was in hearing about fundamental aspects of affordable housing, although this was a larger jurisdiction discussion. Understanding the affordable housing topic on a broad, regional basis will eventually assist Medina as we tailor legislation to meet state requirements.

If I had one word to describe the Living Future affordable housing seminar it is "advocates".

## August 2025 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	08/19/2025	B-25-055	\$175,000.00	2307 Evergreen Pt Rd.
B-ADD/ALT	08/06/2025	B-25-052	\$3,000.00	8335 OVERLAKE DR W
B-ADD/ALT	08/07/2025	B-25-053	\$79,173.00	2233 79TH AVE NE
B-ADD/ALT	08/17/2025	B-25-054	\$200,000.00	410 Overlake Dr E.
B-ADD/ALT	08/22/2025	B-25-057	\$23,906.00	7820 NE 10TH ST
<b>TOTAL B-ADD/ALT:</b>	<b>5</b>		<b>\$481,079.00</b>	
B-DEM	08/25/2025	D-25-012		1076 LAKE WASHINGTON BLVD NE
<b>TOTAL B-DEM:</b>	<b>1</b>		<b>\$0.00</b>	
B-FENCE	08/01/2025	B-25-051	\$5,001.00	7652 NE 12th St.
<b>TOTAL B-FENCE:</b>	<b>1</b>		<b>\$5,001.00</b>	
B-MECHANICAL	08/05/2025	M-25-071		7329 NE 18TH ST
B-MECHANICAL	08/05/2025	M-25-072		1555 77th PI NE
B-MECHANICAL	08/07/2025	M-25-073		2562 Medina Cir
B-MECHANICAL	08/19/2025	M-25-074		617 Evergreen Pt Rd.
B-MECHANICAL	08/25/2025	M-25-075		1081 80th PI NE

<b>TOTAL B-MECHANICAL:</b>	<b>5</b>		<b>\$0.00</b>	
B-PLUMBING	08/20/2025	P-25-030		3217 EVERGREEN POINT RD
B-PLUMBING	08/25/2025	P-25-031		1081 80TH PL NE
<b>TOTAL B-PLUMBING:</b>	<b>2</b>		<b>\$0.00</b>	
B-SFR	08/20/2025	B-25-056	\$940,128.80	1076 LAKE WASHINGTON BLVD NE
<b>TOTAL B-SFR:</b>	<b>1</b>		<b>\$940,128.80</b>	
CAP - CONSTRUCTION ACTIVITY PERMIT	08/05/2025	CAP-25-035		7652 NE 12TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	08/08/2025	CAP-25-036		2233 79TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	08/12/2025	CAP-25-037		8000 NE 16th St.
CAP - CONSTRUCTION ACTIVITY PERMIT	08/19/2025	CAP-25-038		2307 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	08/20/2025	CAP-25-039		410 OVERLAKE DR E
CAP - CONSTRUCTION ACTIVITY PERMIT	08/22/2025	CAP-25-040		7820 NE 10TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	08/25/2025	CAP-25-041		1076 LAKE WASHINGTON BLVD NE
<b>TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:</b>	<b>7</b>		<b>\$0.00</b>	
ENG-GRADING/DRAINAGE	08/06/2025	ENG-GD-25-022		8000 NE 16TH ST
ENG-GRADING/DRAINAGE	08/22/2025	ENG-GD-25-023		1076 LAKE WASHINGTON BLVD NE
<b>TOTAL ENG-GRADING/DRAINAGE:</b>	<b>2</b>		<b>\$0.00</b>	

P-CRITICAL AREAS REVIEW	08/11/2025	P-25-029		3313 Evergreen Pt Rd.
<b>TOTAL P-CRITICAL AREAS REVIEW:</b>	<b>1</b>		<b>\$0.00</b>	
PW-RIGHT OF WAY	08/06/2025	PW-ROW-25-049		NE 28th ST, 79th AVE NE
PW-RIGHT OF WAY	08/10/2025	PW-ROW-25-050		1636 73rd Ave NE
<b>TOTAL PW-RIGHT OF WAY:</b>	<b>2</b>		<b>\$0.00</b>	
TREE-HAZARD EVALUATION	08/18/2025	TREE-25-052		7863 NE 10TH ST
<b>TOTAL TREE-HAZARD EVALUATION:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-PERFORMANCE	08/04/2025	TREE-25-049		2555 MEDINA CIR
TREE-PERFORMANCE	08/04/2025	TREE-25-050		2555 MEDINA CIR
<b>TOTAL TREE-PERFORMANCE:</b>	<b>2</b>		<b>\$0.00</b>	
TREE-WITH BUILDING/DEVELOPMENT	08/12/2025	TREE-25-051		8000 NE 16TH ST
TREE-WITH BUILDING/DEVELOPMENT	08/22/2025	TREE-25-053		1076 LAKE WASHINGTON BLVD NE
<b>TOTAL TREE-WITH BUILDING/DEVELOPMENT:</b>	<b>2</b>		<b>\$0.00</b>	
<b>Total # of Permits</b>	<b>32</b>		<b>\$1,426,208.80</b>	



## August 2025 Issued Permits

Page 1 of 1

Report run on: 08/26/2025 08:44 AM

<b>Construction Value:</b>	<b>August 2025</b>	<b>August 2024</b>	<b>2025 YTM</b>	<b>2024 YTM</b>	<b>Difference</b>
Accessory Structure	-	-	\$30,000.00	-	\$30,000.00
Addition / Alteration	\$33,906.00	\$60,000.00	\$7,768,304.42	\$10,315,974.33	(\$2,547,669.91)
Fence / Wall	\$33,976.00	\$45,000.00	\$275,937.66	\$599,713.16	(\$323,775.50)
New Construction	-	\$9,979,553.50	\$2,500,000.00	\$43,634,613.50	(\$41,134,613.50)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	\$30,000.00	-	\$30,000.00
<b>Total Value:</b>	<b>\$67,882.00</b>	<b>\$10,084,553.50</b>	<b>\$10,604,242.08</b>	<b>\$54,550,300.99</b>	<b>(\$43,946,058.91)</b>
<b>Permits Issued:</b>	<b>August 2025</b>	<b>August 2024</b>	<b>2025 YTM</b>	<b>2024 YTM</b>	<b>Difference</b>
New Construction	-	3	1	16	(15)
Permit Extension	8	2	31	26	5
Accessory Structure	-	-	1	-	1
Addition / Alteration	2	1	16	17	(1)
Construction Activity Permit	4	3	32	34	(2)
Demolition	1	3	2	13	(11)
Fence / Wall	2	1	14	11	3
Grading / Drainage	1	3	11	22	(11)
Mechanical	6	5	69	72	(3)
Other - Moving	-	-	-	-	0
Plumbing / Gas	2	10	36	49	(13)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	4	9	44	70	(26)
Tree Mitigation	3	6	30	45	(15)
Wireless Comm. Facility	-	-	1	-	1
<b>Total Permits:</b>	<b>33</b>	<b>46</b>	<b>288</b>	<b>375</b>	<b>(87)</b>
<b>Inspections:</b>	<b>August 2025</b>	<b>August 2024</b>	<b>2025 YTM</b>	<b>2024 YTM</b>	<b>Difference</b>
Building	51	126	645	752	(107)
Engineering/Other	7	20	131	140	(9)
	2	6	21	34	(13)
Tree	1	10	26	45	(19)
<b>Total Inspections:</b>	<b>61</b>	<b>162</b>	<b>823</b>	<b>971</b>	<b>(148)</b>



## August 2025 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2025-066	FORMAL, WRITTEN WARNING	Rob Kilmer	328 OVERLAKE DR E	<p>Description: Observed construction related vehicles parked along the right-of-way.</p> <p>Action Taken: Issued Formal Warning to project Agent.</p>	N/A
CC-2025-067	GENERAL	Rob Kilmer	8208 OVERLAKE DR W	<p>Description: Received concern regarding two structures built within rear setback of property.</p> <p>Action Taken: Wrote letter to property owner to begin investigation into the issue.</p>	N/A
CC-2025-068	GENERAL	Rob Kilmer	7914 NE 26TH ST	<p>Description: Observed regrading, wall, and fence that appear to be in violation of the Medina Municipal Code.</p> <p>Action Taken: Wrote letter to owner to begin investigation.</p>	N/A
CC-2025-069	STOP WORK ORDER	Rob Kilmer	7329 NE 18TH ST	<p>Description: Observed work occurring in violation of the project's grading &amp; drainage and right-of-way permit requirements requirements.</p> <p>Action Taken: Issued Stop Work Order and list of required corrections.</p>	N/A
CC-2025-070	GENERAL	Rob Kilmer	Parcel 2425049255	<p>Description: Received information regarding broken side-sewer at a vacant, unaddressed site (Parcel 2425049255).</p> <p>Action Taken: (8/13/25) An investigation has begun to determine the scope of the issue and what is required to address it. (8/14/25) City of Bellevue has investigated the site and determined that it is currently a private property issue to be worked through. King County Public Health agrees.</p>	N/A
CC-2025-071	GENERAL	Rob Kilmer	501 EVERGREEN POINT RD	<p>Description: Observed a broken irrigation line releasing water into the park.</p> <p>Action Taken: Located and shut off water valve. Informed Public Works Department of the issue.</p>	N/A
CC-2025-072	GENERAL	Rob Kilmer	2405 EVERGREEN POINT RD	<p>Description: Observed vehicle near worksite, obstructing roadway adjacent to intersection. The driver appeared slumped over in a manner as if they weren't okay.</p> <p>Action Taken: Approached driver's open window and observed that they were bent over the console, texting on their phone. Ensured that they were okay and asked if they could move to a safer location. They drove further along the street and pulled into a driveway apron with their flashers on. Driver appeared unrelated to the nearby worksite so no further action was taken.</p>	N/A

Case Number(s)	Case Type	Past Code Enforcement Cases Still Open			Fine Amount
		Assigned To	Address	Case Text	
CC-2023-152	NOTICE OF VIOLATION	Rob Kilmer	7838 NE 8TH ST	<p>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.</p> <p>Action Taken: Issued a Notice of Violation</p> <p>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.</p> <p>Status: Working through variance process</p>	To be determined based upon compliance
CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	<p>Description: Observed stairway structure being erected on roof of garage up to roof of second story.</p>	To be determined based upon compliance
CC-2024-072	NOTICE OF VIOLATION			<p>Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.</p>	
CC-2024-080	NOTICE OF FINAL ORDER			<p>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.</p> <p>Status: Pending Resolution</p>	
CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	<p>Description: Met onsite with homeowner to discuss a sport court that had been installed.</p>	To be determined based upon compliance
CC-2024-114	NOTICE OF VIOLATION			<p>Action Taken: Directed homeowner that permits are required for a sport court.</p> <p>Status: Working through zoning process</p>	

# Tree Permit Activity Report

## August 2025

### By Andy Crossett

#### Tree Inventory Update:

Work at Medina Park and the adjacent wetlands, along with Fairweather Park, has been completed. Remaining time will be used to address smaller City-owned areas.

**Issued Non-Development Tree Permit Activity Table**

Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-PERFORMANCE TREE-25-048	2205 78TH AVE NE	2 Cottonwood	24, 26"	2	Trees met requirements to be considered 'High' risk.

**New Non-Development Tree Permit Activity Table**

Picture #	Permit Type	Address	# Trees Proposed to be Removed	Removed Tree (Size)	Supplemental Required	Description
2	TREE-ADMIN ROW TREE REMOVAL TREE-25-047	7920 NE 32ND ST	1 Austrian Pine, 2 Norway Spruce	27, 18, 21"	3 + contribution to tree fund	Application under review.

**Issued Development Tree Permit Activity Table**

Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
3	TREE-WITH BUILDING/DEVELOPMENT TREE-25-044	2618 80TH AVE NE	2 Flowering cherries	6, 6"	5	N/A
4	TREE-WITH BUILDING/DEVELOPMENT TREE-25-037	2427 79TH AVE NE	2 Katsura, 2 Sitka spruce, 3 Japanese Maple, 1 Juniper, 1 Apple, 1 Plum	10, 12, 18, 15, 13, 7, 13, 10, 9, 9	3	N/A

New Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Proposed to be Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Picture 1. 2205 78TH AVE NE – Two high-risk cottonwoods.**



Picture 2. 7920 NE 32ND ST – Right-of-way trees proposed to be removed.



**Picture 3. 2618 80TH AVE NE – Two small ornamental cherry trees are to be removed, and five supplemental trees are required to be planted.**



Picture 4. 2427 79TH AVE NE





The City of Medina invites you to  
two upcoming events to learn about an  
update to the

## Critical Areas Ordinance

### EVENT DETAILS

FOR  
YOUR  
CALENDAR!

Open House  
Tuesday, October 7th, 2025  
from 6:00-8:00pm



Medina City Hall  
Council Chambers  
501 Evergreen Point Rd  
Medina, WA 98039

Planning Commission  
Special Meeting  
Tuesday, October 14th, 2025  
from 6:00-8:00pm



Medina City Hall  
Council Chambers  
501 Evergreen Point Rd  
Medina, WA 98039

Washington State requires that communities update their existing critical areas ordinances.

**PROPOSED CHANGES TO MEDINA'S CRITICAL AREAS ORDINANCE MAY IMPACT ABILITY TO DEVELOP YOUR PROPERTY.**

You will have opportunities to learn about Medina's Critical Areas Ordinance update.

Visit the City of Medina website via the QR Code or the link below.

[www.medina-wa.gov/cao2025](http://www.medina-wa.gov/cao2025)



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SEATTLE, WA  
PERMIT NO. 4



# CITY OF MEDINA

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

**Date:** September 8th, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** 2025 August Financial Report

The 2025 report includes:

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

## August Key Revenue

- \$185K Local Sales and Use Tax
- \$154K REET – Retail Excise Tax (July Sales)
- \$128K Utility and Franchise Fees/Taxes
- \$56K Building Permit Revenue
- \$46K Investment Earnings
- \$21K Property Taxes
- \$11K Criminal Justice Training Grant

## August Key Expenditures

- \$25K Facet – Tree Canopy Study/Critical Area Ordinance Review
- \$23K LDC Consultants – July Current Planning
- \$15K TIG – July IT Services
- \$13K Western Display Fireworks – Medina Days Firework Show
- \$6K Mahoney Planning – July Planning Current

## 2025 Potential Budget Amendment Items

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

In January of this year, City Manager Burns announced his retirement after over 10 years working for the City of Medina. The City has signed a contract with the recruiting firm GMP Consultants, totaling \$19,500. With advertising, background and travel costs, the total expense was \$25,156.13. An additional \$27,657.50 has been spent through June to our City Attorney's office for the recruitment process.

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

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

### 3) Teamsters CBA Contract - \$25K Estimate

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

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

## 2025 Cash Position and Investment Summary

<u>2025 Cash Balance, 7/31/2025</u>		<u>2025 Cash Balance, 8/31/2025</u>	
TOTAL CASH & INVESTMENTS		TOTAL CASH & INVESTMENTS	
Period Ending: 7/31/2025		Period Ending: 8/31/2025	
WA ST INV POOL	\$ 12,372,677	WA ST INV POOL	\$ 12,621,274
OTHER INVESTMENTS*	4,790,922	OTHER INVESTMENTS*	4,790,922
CHECKING	<u>707,597</u>	CHECKING	<u>261,192</u>
	\$ 17,871,196		\$ 17,673,388
		Outstanding Checks	<u>\$137,092</u>
			<u>\$ 17,536,296</u>

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

## August 2025 Financial Summary

REVENUES:	AUG ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$20,820	\$2,627,343	\$4,608,359	57.01%	\$1,981,016
Sales Tax	\$184,843	\$1,265,768	\$1,964,450	64.43%	\$698,682
Affordable & Sup. Housing	\$1,599	\$3,159	\$0	—	(\$3,159)
Criminal Justice	\$9,462	\$68,768	\$111,099	61.90%	\$42,331
B & O Tax: Utility & Franchise Fee	\$127,925	\$894,926	\$978,219	91.49%	\$83,293
Leasehold Excise Tax	\$0	\$0	\$2,000	0.00%	\$2,000
General Government (includes Hunts Point)	\$11,488	\$369,969	\$406,868	90.93%	\$36,899
Passports, General Licenses & Permits	\$189	\$1,217	\$5,900	20.63%	\$4,683
Fines, Penalties, Traffic Infr.	\$0	\$27,672	\$18,000	153.73%	(\$9,672)
Misc. Invest. Facility Leases	\$53,069	\$331,087	\$262,166	126.29%	(\$68,921)
Disposition of Capital Assets	\$0	\$982	\$0	—	(\$982)
<b>General Fund Total</b>	<b>\$409,395</b>	<b>\$5,590,892</b>	<b>\$8,357,061</b>	<b>66.90%</b>	<b>\$2,766,169</b>
<b>Development Services Fund Total</b>	<b>\$61,661</b>	<b>\$461,129</b>	<b>\$915,500</b>	<b>50.37%</b>	<b>\$454,371.33</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	—	\$0.00
<b>Street Fund Total</b>	<b>\$6,069</b>	<b>\$164,366</b>	<b>\$118,085</b>	<b>139.19%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$45,000	\$360,000	\$540,000	66.67%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$21,000</b>	<b>\$3,075</b>	<b>682.93%</b>	<b>(\$17,925)</b>
<b>Contingency Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>Capital Fund Total</b>	<b>\$178,745</b>	<b>\$1,769,779</b>	<b>\$1,535,000</b>	<b>115.30%</b>	<b>(\$234,779)</b>
<b>Levy Stabilization Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>—</b>	<b>\$0</b>
Levy Fund Transfers In GF	\$23,750	\$190,000	\$285,000	66.67%	\$95,000
<b>NonRevenue Trust Funds Total</b>	<b>\$64</b>	<b>\$29,688</b>	<b>\$0</b>	<b>—</b>	<b>(\$29,688)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>—</b>	<b>(\$1,500,000)</b>
<b>Total (All Funds)</b>	<b>\$655,933</b>	<b>\$8,036,853</b>	<b>\$10,928,721</b>	<b>73.54%</b>	<b>\$2,891,868</b>
Total (All Funds) Transfers In	\$68,750	\$550,000	\$825,000	66.67%	\$275,000

EXPENDITURES:	AUG ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	\$13,741	\$43,136	\$83,000	51.97%	\$39,864
Municipal Court	\$5,843	\$17,777	\$15,000	118.51%	(\$2,777)
Executive	\$28,414	\$306,761	\$308,736	99.36%	\$1,975
Finance	\$25,366	\$459,868	\$614,051	74.89%	\$154,183
Legal	\$4,000	\$310,956	\$468,000	66.44%	\$157,044
Central Services	\$94,259	\$775,911	\$1,186,277	65.41%	\$410,366
Police Operations	\$219,897	\$1,856,108	\$2,931,655	63.31%	\$1,075,547
Fire & Medical Aid	\$0	\$497,356	\$950,544	52.32%	\$453,188
Public Housing, Environmental & Mental Health	\$0	\$25,702	\$55,966	45.92%	\$30,264
<b>Fees</b>					
Recreational Services	\$13,522	\$34,129	\$48,500	70.37%	\$14,371
Long Range Planning	\$27,565	\$146,968	\$315,222	46.62%	\$168,254
Parks	\$58,093	\$404,403	\$630,355	64.15%	\$225,952
<b>General Fund Subtotal</b>	<b>\$490,701</b>	<b>\$4,879,074</b>	<b>\$7,607,306</b>	<b>64.14%</b>	<b>\$2,728,232</b>
General Fund Transfers Out	\$60,417	\$483,333	\$725,000	66.67%	\$241,667
<b>General Fund Total</b>	<b>\$551,117</b>	<b>\$5,362,407</b>	<b>\$8,332,306</b>	<b>64.36%</b>	<b>\$2,969,899</b>
<b>Development Services Fund Total</b>	<b>\$88,489</b>	<b>\$745,440</b>	<b>\$1,208,063</b>	<b>61.71%</b>	<b>\$462,623</b>
<b>City Street Fund Total</b>	<b>\$40,905</b>	<b>\$329,953</b>	<b>\$647,696</b>	<b>50.94%</b>	<b>\$317,743</b>
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$320</b>	<b>\$30,000</b>	<b>1.07%</b>	<b>\$29,680</b>
<b>Capital Fund Total</b>	<b>\$15,868</b>	<b>\$379,124</b>	<b>\$750,000</b>	<b>50.55%</b>	<b>\$370,876</b>
Capital Fund Transfers Out	\$8,333	\$66,667	\$100,000	66.67%	\$33,333
<b>NonRevenue Trust Funds Total</b>	<b>\$126</b>	<b>\$21,344</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$21,344)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$1,478,518</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$1,478,518)</b>
<b>Total (All Funds)</b>	<b>\$636,088</b>	<b>\$7,833,774</b>	<b>\$10,243,065</b>	<b>76.48%</b>	<b>\$2,409,2</b>
Total (All Funds) Transfers Out	\$68,750	\$550,000	\$825,000	66.67%	\$275,000



# CITY OF MEDINA

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

**Date:** September 8, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, City Manager  
**From:** Dawn Nations, Acting City Clerk  
**Subject:** Central Services Department Monthly Report

## SEPTEMBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
City Council Meeting	Sept. 8	5:00 pm	In-Person/Online
Park Board Meeting	Sept. 15	5:00 pm	In-Person/Online
Emergency Preparedness Meeting	Sept. 17	4:00 pm	In-Person
City Council Meeting	Sept. 22	5:00 pm	In-Person/Online
Planning Commission Meeting	Sept. 23	6:00 pm	In-Person/Online

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

## COMMUNICATION TO OUR COMMUNITY

**E-Notice Program:** During the month of July, the City issued 30 bulletins amounting to a total of 275,685 bulletins delivered to subscribers; approximately 13% were opened. During the month of August, the City issued 15 bulletins amounting to a total of 194,646 bulletins delivered to subscribers; approximately 15% were opened.

As of August 31 the city had 21,839 subscribers (change in total subscribers **-104**), with a combined total of 192,970 subscriptions (change in total subscriptions **+10**).

## RECORDS REQUESTS

During the month of July and August 20 public records requests were received by Central Services. See **Attachment 1**.

## REMINDER – Launch of CivicReady Communications Platform

Central Services has launched CivicReady, the City's new mass communications platform designed to improve how we communicate with residents. This upgrade replaces the previous GovDelivery system and provides enhanced capabilities for delivering timely, relevant updates.

**Key Features of CivicReady:**

- Residents can receive alerts via text message, phone call, or email, based on their preferences.
- The platform includes geo-targeted messaging, allowing the City to send location-specific updates such as road closures, detours, or emergency notifications.
- CivicReady will result in an estimated annual cost savings of \$9,202 for the City.

**Implementation Timeline**

- Go-Live Date: Wednesday, July 9, 2025
- Transition Period: July 9 – August 30, 2025  
During this time, City staff will distribute communications through both **GovDelivery** and **CivicReady** to ensure a smooth transition and help residents become familiar with the new platform.

**Resident Sign-Up Instructions**

Residents can sign up for CivicReady in two easy ways:

- Visit [www.medina-wa.gov](http://www.medina-wa.gov) and click the “Subscribe” button.
- Or, text **MedinaWA to 38276**.

Residents are encouraged to enter their home address during signup to receive geo-targeted alerts specific to their neighborhood.

**ATTACHMENT 1**

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

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DATE: September 8, 2025

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: July and August 2025, Public Records Request Tracking

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In July and August 2025, Central Services staff received **20** new public records requests. These requests required approximately **9 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall July and August 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 July and August 2025, the Police Department received **20** new records requests. These requests required approximately **18 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall July and August cost, which includes staff hourly rate plus benefits, is approximately **\$1300**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

## ATTACHMENT 1

## July and August 2025 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
25-157	7641 Northeast 12th Street. Client is wondering if there is any stuff in their file regarding some of the previous work they've done on the house.	Joseph Brazen	8/21/2025	Development Services	Dawn Nations
25-155	Property survey/lines of 8226 Overlake Drive W	Loren F Cole	8/20/2025		Dawn Nations
25-153	<p>The Data Branch is hereby submitting a commercial records request. We seek a spreadsheet containing all purchase orders from January 1, 2021, to present day. Requested Information: Spreadsheet containing all purchase orders from January 1, 2021, to present day. If easily accessible, please provide the following details for each purchase order: - Purchase order number or equivalent -Purchase date -Vendor ID or equivalent -Vendor name -Line item details -Line item quantity -Line item unit price -Line item total price Format &amp; Delivery: We understand systems and formats may vary. These records generally live in your ERP, and a spreadsheet export of that may be easiest. We would appreciate it if you replied in this email thread if possible. However, if this is not possible, please feel free to send them in any format you prefer, including: -Spreadsheet (Preferred) -PDF -Word -Existing reports from your ERP -Any readily available, already existing records resembling purchasing records (even if missing some requested columns) Note on Commercial Nature &amp; Scope: This request is for research and informational purposes. We recognize it as a commercial request and will comply with all relevant policies. We appreciate your time as well as your team and are happy to work with you to narrow or clarify the request if needed.</p>	Woo Park	8/18/2025	Finance	Dawn Nations
25-150	<p>Requesting a report of all issued and pending building permits for residential &amp; commercial properties from 7/1/2025 to 7/31/2025. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.</p>	Braden Mineer	8/11/2025	Development Services	Dawn Nations

## ATTACHMENT 1

25-148	Parcel 252504-9197 / 7848 NE 10th ST Major renovation with addition. No permits located.	David McCourt	8/5/2025	Development Services	Dawn Nations
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What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] the legal and financial obligations that your local/state government would incur in the event a female employee in your local/state government is sexually harassed for wearing her hair in the form of a bun; [2] Charlotte Bennett as a Bachelor of Arts (B.A) Degree graduate of Hamilton College (Clinton, New York) who has on (or around) May 26th 2021 given sworn testimony to deputized legal representatives of the New York Attorney General attesting that she was (i) previously "yelled at" by Stephanie Benton, Melissa DeRosa, Anabel Walsh, Dani Lever and Jill DesRosiers during her employment within the New York Executive Chamber (that was headed by former Governor Andrew Cuomo); (ii) very strongly encouraged to be unpleasant towards people who were working under her supervision if they did not meet the deadlines and the standards set by the New York Executive Chamber (that was headed by former Governor Andrew Cuomo); (iii) at times unpleasant towards people who were working under her supervision when they did not meet the deadlines and the standards set by the New York Executive Chamber (that was headed by former Governor Andrew Cuomo);[iii] (iv) derogatorily referred to as "bun" during the months of November and December 2019; (v) very profoundly affected by the sexual harassment she experienced during the months of November and December 2019 following her decision to wear her hair in the form of a bun.

25-146		Michael A. Ayele (a.k.a) W	8/4/2025	Human Resources	Dawn Nations
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I'm writing to submit a public records request for all contracts associated with janitorial and/or custodial services for the City of Medina, WA. Specifically, for each contract, I'd like to request a copy of the current contract, a copy of all changes/addendum, a copy of all wage/bill rates, a copy of all evaluation documentation, and a copy of all proposals submitted. If there's anything I can do to clarify or expedite this request, please let me know. Thank you in advance for your help.

25-144		Maryll Betzold	7/28/2025	Public Works	Dawn Nations
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## ATTACHMENT 1

25-143	<p>I respectfully request access to and copies of records pertaining to INFORMATION TECHNOLOGY SERVICES. Specifically, I am requesting the following information: Technical and cost proposals submitted by the awarded vendors. Bid tabulation or evaluation score sheets used in the selection process. If the records are available in electronic format, I would prefer to receive them via email. I respectfully request a waiver of all fees associated with this request, as the release of this information would significantly contribute to the public's understanding of government operations and is not primarily in the commercial interest of my organization. Please confirm receipt of this request. If any part of this request is unclear or if further clarification is needed, I would be happy to provide additional information. Thank you for your time and assistance.</p>	Sanskriti Bhardwaj	7/25/2025	Dawn Nations
25-142	<p>I respectfully request access to and copies of records pertaining to CLOUD BASED POWER BI REPORTING PLATFORM. Specifically, I am requesting the following information: Technical and cost proposals submitted by the awarded vendors. Bid tabulation or evaluation score sheets used in the selection process. If the records are available in electronic format, I would prefer to receive them via email. I respectfully request a waiver of all fees associated with this request, as the release of this information would significantly contribute to the public's understanding of government operations and is not primarily in the commercial interest of my organization. Please confirm receipt of this request. If any part of this request is unclear or if further clarification is needed, I would be happy to provide additional information. Thank you for your time and assistance.</p>	Sanskriti Bhardwaj	7/25/2025	Dawn Nations
25-141	<p>Hello, May I please have a copy of any architectural drawings, elevations, tree removal permits and/or site construction proposals for project B-25-010, 7838 NE 14th Street, Medina, WA? Thank you, Caroline Williams</p>	Caroline Williams	7/22/2025	Dawn Nations

## ATTACHMENT 1

25-140	<p>8457 NE 7th St, Medina I am looking for building permit &amp; plans information on this address, from an addition done to the home in 2015. I am also looking for any site maps/surveys that may have been included with these permits....the purpose is so we can put together information for a future pre-application meeting on this home! I have a buyer that is under contract to purchase this home, and am assisting them in obtaining information thank you in advance for your time.</p>	Julia Krill	7/21/2025		Dawn Nations
25-138	<p>Searching for Geotechnical and Structural engineering documents, reports and drawings pertaining to 1611 Evergreen pt rd. Medina WA between 1980 and present. Any documents submitted to the city of medina. We know that permits were applied for and granted. Shoring work on the hillside moved forward after a significant landslide about 10 years ago.</p> <p>What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] the legal and financial obligations that your local/state government would incur in the event a female employee is murdered on the job after being sexually harassed during the performance of her duties; [2] Walgreens as a for-profit drugstore corporation, which has never issued a press release (i) recognizing that Riley Whitelaw was on (or around) June 11th 2022 murdered as an employee of Walgreens after being sexually harassed during the performance of her job duties; (ii) affirming that it would initiate contact with the Colorado Civil Rights Division, the Department of Labor and/or the Equal Employment Opportunity Commission (EEOC) to invite them to launch an honest and thorough investigation in order to assess whether there's a systemic form of sexism in their workplace environments that ultimately led to the June 11th 2022 employment related murder of Riley Whitelaw; [3] Riley Whitelaw as a former female employee of Walgreens who (i) was found by the courts of the Colorado government to have been murdered after being sexually harassed during the performance of her job duties at Walgreens;[iii] (ii) had prior to her June 11th 2022 murder filed a sexual harassment complaint against the person who would go on to murder her; (iii) was prior to her June 11th 2022 employment related murder attending Air Academy High School (Colorado Springs, Colorado)</p>	Ben Berkman	7/18/2025	Development Services	Dawn Nations
25-137		Michael A. Ayele (a.k.a) W	7/18/2025	Human Resources	Dawn Nations

## ATTACHMENT 1

25-136	Please provide a copy of the SEPA checklist for the determination of nonsignificance that was issued on March 9, 2012 or the shoreline master program update.	Evan Wehr	7/17/2025	Development Services	Dawn Nations
25-135	We would like to see the permit requests made by 1636 NE 73rd Street, Medina regarding development work on the steep hillside behind their house and where things stand in that process.	jan whitsitt	7/16/2025	Public Works; Development Services	Dawn Nations
25-133	i would like to get a copy of the updated tree permit application for pending development at 7649 NE 14th Street	BRENT JACKSON	7/12/2025	Development Services	Dawn Nations
25-132	Requesting a report of all issued and pending building permits for residential & commercial properties from 6/1/2025 to 6/30/2025. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Braden Mineer	7/10/2025	Development Services	Dawn Nations
25-130	I am the owner of 530 Upland Rd, Medina. This morning an excavator started knocking down the house at 525 Overlake Dr which is adjacent to my lot. I would like to see the architectural plans submitted to the city to see what is being planned for construction. I was not previously notified - perhaps because I have been using a PO box while my house was being constructed. I moved in recently.	John Wherry	7/8/2025		Dawn Nations
25-124	Approved permit documents related to application PL-16-013 at 8000 NE 16th Street.	Mike Bartolome	7/1/2025	Development Services	Dawn Nations
25-123	Approved permit documents related to application B-18-034 at 8000 NE 16th Street.	Mike Bartolome	7/1/2025	Development Services	Dawn Nations



## CITY OF MEDINA

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

**Date:** September 8, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Ryan Osada, Public Works Director  
**Subject:** Public Works Monthly Report

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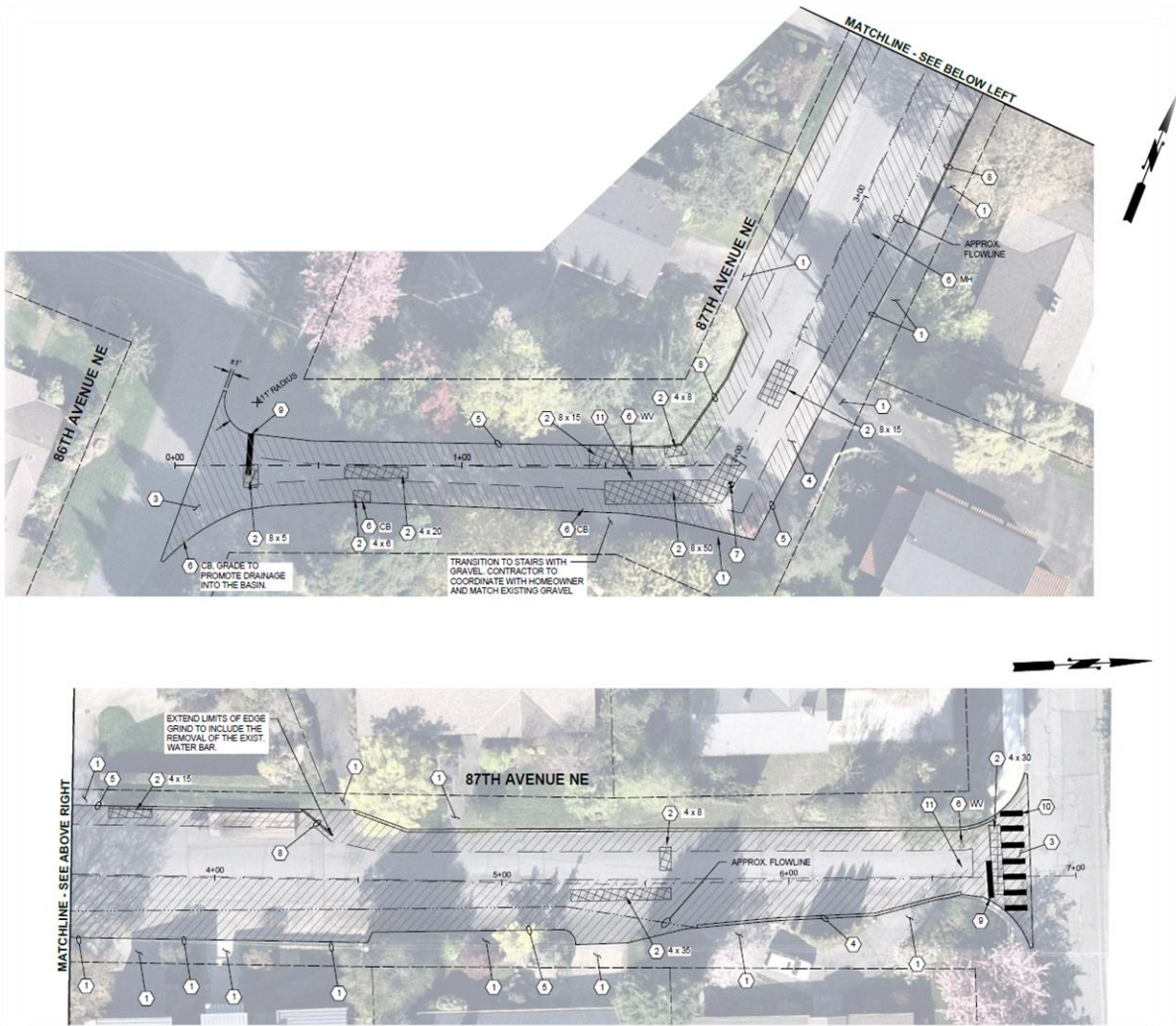
- 1. FAIRWEATHER NATURE PRESERVE GOATS** – The goats were back in Medina as part of Fairweather Nature Preserve’s ongoing efforts to manage invasive species. By targeting dense growths of blackberry, ivy, and other invasive plants, the goats help clear vegetation that threaten native habitat while reducing the need for herbicides or machinery. Managed through rotational grazing and temporary fencing, this natural approach improves access for restoration, enriches the soil, and uses an environmentally friendly solution to manage the nature preserve area. Visitors to the preserve can see the goats at work which engages the community and provides support for conservation.



2. **BATTERY POWERED LEAF BLOWERS** – Public Works recently purchased a commercial-grade battery-powered leaf blower from Stihl. Similar to the Toro unit currently being tested, the technology is showing continued improvements and offers a potential alternative to gas-powered equipment. Although performance is not at the level of traditional gas blowers, staff have noted the convenience and ease of battery operation. However, the added weight and limited runtime remain challenges.



3. **87<sup>TH</sup> AVE NE OVERLAY** – The 87th Avenue NE Overlay Project is currently out for bid, with sealed proposals scheduled to be publicly opened on Thursday, September 4. The contract scope includes approximately 1,900 square yards of pavement grinding and the placement of 340 tons of asphalt overlay. Associated work will include pavement markings, utility casting adjustments, and traffic control.



4. **PUBLIC WORKS MAINTENANCE** – Last month, Public Works staff were busy supporting Seafair events and Medina Days. Medina Beach Park has become a popular viewing location for the Blue Angels, drawing hundreds of visitors. Over the weekend, staff provided assistance alongside Police and lifeguards to help with parking, crowd control and garbage. In addition, Public Works is starting to focus on roadside trimmings along Evergreen Point Road.



## 5. PROJECT UPDATES -

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

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

**SROF\_Medina Park Stormwater Pond Imp.** – permitting, meeting schedule with the city

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

**City Hall Deck Repair** – complete

**City Hall & Post Office Exterior Painting** – scheduling for Sept.

**2025 Hazardous Tree Removal** – as needed

**Points Loop Trail Signs** – in progress

**87<sup>th</sup> Ave NE\_86<sup>th</sup> Ave NE to NE 10<sup>th</sup> St Overlay** – bidding

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

**Tennis Court Resurfacing** – complete

**Fairweather Nature Preserve Goats** – complete

**2025 Stormwater Improvements** – design

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

**Public Works Carport Canopy** – design

2025 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
<b>STREETS:</b>					
87th Ave NE - 86th Ave NE to NE 10th ST	Aug-25	1 week	\$ -	\$ 100,000.00	\$ 100,000.00
<b>SIDEWALK:</b>					
Resurface Gravel Sidewalk OLDr & Points Loop Trail	Aug-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
<b>PARKS:</b>					
Medina Park & Fairweather Tennis Court Resurfacing	Jun-25	3 weeks	\$ 37,644.32	\$ 37,644.32	\$ -
Fairweather Invasive Species Removal - Goats	Aug-25	3 weeks		\$ 15,000.00	\$ 15,000.00
Medina Beach Park Tree Planting	TBD	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
<b>STORMWATER:</b>					
2025 Localized Improvements	Aug-25	3 weeks	\$ -	\$ 250,000.00	\$ 250,000.00
2025 Medina Park North Pond Vegetation Removal	Sep-25	4 weeks	\$ 200,000.00	\$ 200,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2025	TBD	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
<b>BUILDING:</b>					
City Hall Interior Painting	Sep-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
Public Works Canopy / Carport	Aug-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
City Hall & Post Office Exterior Painting	Sep-25	3 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
<b>OTHER:</b>					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2025 Hazardous Tree Removal Program	2025	NA	\$ -	\$ 25,000.00	\$ 25,000.00

\*UPDATED 9/2/2025

**TOTALS**

\$ 287,644.32	\$ 892,644.32	\$ 655,000.00
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July 2025

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Hoffner, Audrey	Hoffner, Audrey Lifeguard Recertification	Hoffner, Audrey Lifeguard Recertification	\$175.00	EFT Payment 8/4/2025 11:15:22 AM - 1	7/31/2025	001-000-000-571-00-40-00	Travel & Training - Lifeguards
			<b>\$175.00</b>				
8X8, Inc.	5078719	CH Phones	\$922.84	66841	7/8/2025	001-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$922.84</b>				
ADP, Inc.	JE 2274 ADP Fees	ADP Fees	\$2,448.65	20101121	7/31/2025	001-000-000-514-20-41-01	Professional Services
			<b>\$2,448.65</b>				
Amazon Capital Services	1LX9-M747-RYNW	PD Office Supplies	\$38.56	66842	7/8/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	167K-C4C3-TRFW	Medina Seafair Days	\$424.24	66842	7/8/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1VC6-41TC-W6D1	PD Office Supplies	\$132.07	66842	7/8/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1XC3-YLLY-1CD6	PD Office Supplies	\$14.22	66842	7/8/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1LN7-WRGR-LLFN	Zip ties-Property Room	\$26.44	66842	7/8/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1FYK-1PHQ-Y9PJ	Weights for canopy	\$35.74	66842	7/8/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1GN3-NKG9-L1CX	Trailer hitch cover- PD Veh	\$65.25	66842	7/8/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Amazon Capital Services	16XV-9WRC-L7F6	Screen Protector	\$7.67	66842	7/8/2025	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Amazon Capital Services	1RNK-4QF6-G3VD	Lifeguard supplies	\$77.38	66842	7/8/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			<b>\$821.57</b>				
AT&T Mobility	287287975246X06272025	PD Patrol Cars	\$1,030.37	66882	7/22/2025	001-000-000-521-20-42-00	Communications (phone,Pagers)
AT&T MOBILITY	287290584494X07132025	PW Cell Phones	\$429.67	66883	7/22/2025	001-000-000-576-80-42-00	Telephone/postage
			<b>\$1,460.04</b>				
Bellevue City Treasurer - Water	Service from 4/2/25 to 5/28/25 501 Evergreen Point	CH Water	\$758.99	66843	7/8/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Bellevue City Treasurer - Water	Service from 4/2/25 to 5/28/25 1000 80th Ave NE	Medina Park Irrigation	\$1,541.91	66843	7/8/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 4/2/25 to 5/28/25 7801 NE 32nd	Fairweather Park Irrigation	\$144.42	66843	7/8/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 4/2/25 to 5/28/25 506 Evergreen Point	Beach Park Irrigation	\$244.29	66843	7/8/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Services from 3/27/25-5/20/25 Cntr R W of 84th	Street Irrigation 84th/24th	\$279.33	66884	7/22/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Services from 4/3/25-5/28/25 84th Ave NE	Street Irrigation	\$144.42	66884	7/22/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
			<b>\$3,113.36</b>				
Bendiksen & Ball Polygraph	MPD1	Polygraph-Abbott	\$300.00	66906	7/29/2025	001-000-000-521-20-41-50	Recruitment-Background
			<b>\$300.00</b>				
Buenavista Services, Inc	12725	Janitorial Services-Post Office	\$1,852.50	66844	7/8/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	12724	Janitorial Services @ Parks	\$1,053.29	66844	7/8/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$2,905.79</b>				
Car Wash Enterprises	May25-59	PD Car Washes	\$30.00	66845	7/8/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$30.00</b>				
Centurylink	Services from 6/18/25 to 7/17/25 425-637-3933	PD/CH Emergency Lines	\$212.79	66846	7/8/2025	001-000-000-521-20-42-00	Communications (phone,Pagers)
Centurylink	Services from 7/8/25 - 8/7/25	CC Terminal	\$195.79	66885	7/22/2025	001-000-000-518-10-42-00	Postage/Telephone
			<b>\$408.58</b>				
CivicPlus, LLC	340912	Website migration & redesign	\$5,510.00	66847	7/8/2025	001-000-000-518-80-41-60	Software Services
CivicPlus, LLC	342320	Fix (Medina Connect) 9/20/25-9/19/26	\$5,467.30	66907	7/29/2025	001-000-000-518-80-41-60	Software Services
			<b>\$10,977.30</b>				
Coffman Engineers	241138867	Mechanical Equipment Sound Testing	\$630.00	66848	7/8/2025	401-000-000-555-50-41-08	Sound Testing Consultant
			<b>\$630.00</b>				
Comcast	Services from Jun 25, 2025 - Jul 24, 2025	PW Internet	\$146.37	66849	7/8/2025	001-000-000-576-80-42-00	Telephone/postage
			<b>\$146.37</b>				
Crystal And Sierra Springs-Admin	11037150 071225	CH Drinking Water	\$55.06	66886	7/22/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$55.06</b>				
Crystal And Sierra Springs-PW	5291929 061425	PW Drinking Water	\$85.90	66850	7/8/2025	001-000-000-576-80-31-00	Operating Supplies
Crystal And Sierra Springs-PW	5291929 071225	PW Drinking Water	\$45.70	66887	7/22/2025	001-000-000-576-80-31-00	Operating Supplies
			<b>\$131.60</b>				
CWA Consultants	25-104	Building Permit Review	\$270.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-107	Building Permit Review	\$540.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-105	Building Permit Review	\$270.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-103	Building Permit Review	\$810.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-098	Building Permit Review	\$4,860.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-108	Building Permit Review	\$405.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-106	Building Permit Review	\$1,080.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-099	Building Permit Review	\$270.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-100	Building Permit Review	\$3,510.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-101	Building Permit Review	\$675.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-102	Building Permit Review	\$405.00	66888	7/22/2025	401-000-000-558-60-41-00	Professional Services
			<b>\$13,095.00</b>				
Department of Licensing	JE 2274 Gun Permit Fee	JE 2274 Gun Permit Fee	\$90.00	20101122	7/31/2025	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			<b>\$90.00</b>				
Exigy Consulting	1287	Jun/July CM Fee	\$19,293.51	66908	7/29/2025	001-000-000-513-10-11-00	Salaries & Wages
			<b>\$19,293.51</b>				
FCI - Custom Police Vehicles	16783	Lease MPD Car 29	\$1,160.83	66909	7/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16786	Lease MPD Car 33	\$827.82	66909	7/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16784	Lease MPD Car 30 & 31	\$2,112.44	66909	7/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16782	Lease MPD Car 28	\$962.00	66909	7/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16785	Lease MPD Car 32	\$579.71	66909	7/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost

FCI - Custom Police Vehicles	16786	Interest PD Veh	\$535.31	66909	7/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16785	Interest PD Veh	\$381.92	66909	7/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16783	Interest PD Veh	\$208.13	66909	7/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16784	Interest PD Veh	\$592.36	66909	7/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16782	Interest PD Veh	\$119.08	66909	7/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			<b>\$7,479.60</b>				
Goldrock INVT LLC	973SP039-0002	Retention Goldrock INVT LLC, 2025 Tennis Court Resurfacing	(\$1,708.00)	66910	7/29/2025	307-000-000-382-20-00-00	Retainage Deposits
Goldrock INVT LLC	973SP039-0002	2025 Tennis Court Resurfacing	\$37,644.32	66910	7/29/2025	307-000-000-594-76-63-20	Park Improvements
			<b>\$35,936.32</b>				
Gray & Osborne, Inc.	Project No: 25421.00 Invoice No: 4	NpDES Assistance	\$3,123.42	66851	7/8/2025	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	Project No: 24541.00 Invoice No: 5	Medina Park N Pond Improvements	\$212.21	66851	7/8/2025	307-000-000-595-30-63-18	Medina Park Ponds
Gray & Osborne, Inc.	Project No: 25427.02 Invoice No: 2	Project No: 25427.02 Invoice No: 2	\$337.40	66851	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.01 Invoice No: 4	Project No: 24427.01 Invoice No: 4	\$273.38	66851	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.09 Invoice No: 3	Project No: 25427.09 Invoice No: 3	\$479.34	66851	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.11 Invoice No: 1	Project No: 24427.11 Invoice No: 1	\$473.76	66851	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.14 Invoice No: 1	Project No: 25427.14 Invoice No: 1	\$473.76	66851	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.00 Invoice No: 6	Project No: 25427.00 Invoice No: 6	\$741.54	66851	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.08 Invoice No: 6	Project No: 24427.08 Invoice No: 6	\$392.22	66851	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.04 Invoice No: 6	Project No: 22427.04 Invoice No: 6	\$267.08	66851	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.15 Invoice No: 1	Project No: 25427.15 Invoice No: 1	\$236.88	66851	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
			<b>\$7,010.99</b>				
Hermanson Company, LLP	INV-WA-40745	Receiver Maint	\$780.36	66852	7/8/2025	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Camaras
			<b>\$780.36</b>				
Home Depot Credit Services	6/30/25 Blinds for Shop Office	6/30/25 Blinds for Shop Office	\$56.16	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	6/26/25 Fencing for new tree in park	6/26/25 Fencing for new tree in park	\$576.87	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	6/26/25 Safety Glasses & Gloves	Early Pay Discount	(\$1.30)	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	6/26/25 Fencing for new tree in park	Early Pay Discount	(\$10.47)	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	6/30/25 Blinds for Shop Office	Early Pay Discount	(\$1.02)	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	6/26/25 Safety Glasses & Gloves	6/26/25 Safety Glasses & Gloves	\$71.54	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	6/30/25 Tire Repair Kit	Early pay discount	(\$0.24)	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Home Depot Credit Services	6/26/25 Supplies	6/26/25 Supplies	\$51.28	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Home Depot Credit Services	6/30/25 Tire Repair Kit	6/30/25 Tire Repair Kit	\$13.14	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Home Depot Credit Services	6/26/25 Supplies	Early Pay Discount	(\$0.93)	EFT Payment 7/15/2025 9:26:35 AM - 1	7/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			<b>\$755.03</b>				
Honey Bucket	171490	Medina Days/Seafair Toilets	\$8,322.00	66911	7/29/2025	001-000-000-511-60-49-10	Medina Days
Honey Bucket	0554933861	Credit for Beach Restroom Project	(\$114.43)	66911	7/29/2025	307-000-000-594-18-60-00	Building Improvements
			<b>\$8,207.57</b>				
Horizon	3M554354	Irrigation supplies/Fertilizer	\$846.38	66853	7/8/2025	001-000-000-576-80-31-00	Operating Supplies
			<b>\$846.38</b>				
Horticultural Elements, Inc.	10086	24th St Clean Up	\$4,200.00	66854	7/8/2025	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	10087	24th St Mulch	\$1,600.00	66854	7/8/2025	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	10045	84/24th & 84th Median Maintenance	\$4,490.00	66854	7/8/2025	101-000-000-542-30-41-00	Professional Services
			<b>\$10,290.00</b>				
Inslee Best Doezie & Ryder, P.S.	440946	City Attorney	\$33,202.87	66912	7/29/2025	001-000-000-515-41-40-00	City Attorney
			<b>\$33,202.87</b>				
JR Mailing Services, Inc.	24352	Newsletter Mailing	\$910.98	66889	7/22/2025	001-000-000-518-10-49-30	Postcard, Public information
			<b>\$910.98</b>				
KC Finance-DCHS, Behavioral Health & Recovery Divisor	2167603	Q1 KC DCHS Behavior Health & Recovery	\$208.31	66913	7/29/2025	001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse
			<b>\$208.31</b>				
KC Finance-Roads	142997-142997	Bridge Insp Services	\$1,487.03	66890	7/22/2025	101-000-000-542-30-41-00	Professional Services
			<b>\$1,487.03</b>				
KC Office of Finance	11016046	KC Inet	\$375.00	66891	7/22/2025	001-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$375.00</b>				
Kirkland Municipal Court	Jun25MED	Filing Fees	\$2,058.20	66855	7/8/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
Kirkland Municipal Court	JUL25MED	Filing Fees	\$2,720.70	66892	7/22/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
			<b>\$4,778.90</b>				
Kirkland, City of	KPD2025-043	Inmate Housing	\$429.00	66856	7/8/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			<b>\$429.00</b>				
Konica Minolta Premier Finance	591055720	PW Printer	\$90.85	EFT Payment 8/4/2025 11:15:22 AM - 2	7/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	591055742	PD Copier	\$123.40	EFT Payment 8/4/2025 11:15:22 AM - 2	7/31/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals
Konica Minolta Premier Finance	591055720	PD Copier	\$530.39	EFT Payment 8/4/2025 11:15:22 AM - 2	7/31/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	591055742	PD Copier	\$161.29	EFT Payment 8/4/2025 11:15:22 AM - 2	7/31/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
			<b>\$906.93</b>				
LDC Corp	38614	Current Planning	\$23,361.50	66857	7/8/2025	401-000-000-558-60-41-01	Planning Consultant
			<b>\$23,361.50</b>				
LexisNexis Risk Management -	1100165293	Investigative Tool	\$127.75	66893	7/22/2025	001-000-000-521-20-41-00	Professional Services
			<b>\$127.75</b>				
Message Watcher, LLC	8RNRHSV9-0015	Email/SM/Web Archiving	\$355.30	66858	7/8/2025	001-000-000-518-80-41-60	Software Services
Message Watcher, LLC	H4JGCOJUL-0006	Email/SM/Web Archiving	\$337.90	66858	7/8/2025	001-000-000-518-80-41-60	Software Services
			<b>\$693.20</b>				
MG Consulting Services LLC	25044	LF/RM Project	\$2,012.50	66859	7/8/2025	001-000-000-518-10-41-00	Professional Services

Michael's Fine Dry Cleaning	370	PD Dry Cleaning	<b>\$2,012.50</b>				
			\$267.76	66894	7/22/2025	001-000-000-521-20-22-00	Uniforms
			<b>\$267.76</b>				
Michelle Torgerson	Refund Request G-25-005	Refund Request G-25-005	\$106.09	20101112	7/31/2025	401-000-000-322-10-00-00	Building Permits
			<b>\$106.09</b>				
Moberly & Roberts, PLLC	1248	Prosecuting Attorney	\$4,000.00	66860	7/8/2025	001-000-000-515-93-40-10	Prosecuting Attorney
Moberly & Roberts, PLLC	1242	Prosecuting Attorney	\$4,000.00	66860	7/8/2025	001-000-000-515-93-40-10	Prosecuting Attorney
			<b>\$8,000.00</b>				
Navia Benefit Solutions	10985102	Navia Fees	\$100.00	66861	7/8/2025	001-000-000-514-20-49-10	Miscellaneous
Navia Benefit Solutions	10977662	Navia Fees	\$100.00	66895	7/22/2025	001-000-000-514-20-49-00	Misc-Dues,Subscriptions
			<b>\$200.00</b>				
Ogden Murphy Wallace	911563	City Attorney	\$103.50	66862	7/8/2025	001-000-000-515-41-40-00	City Attorney
			<b>\$103.50</b>				
Original Watermen, Inc.	98507	Lifeguard Uniforms	\$1,499.72	66863	7/8/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			<b>\$1,499.72</b>				
Pitney Bowes Global Financial	3320867885	Postage Machine Annual Lease	\$443.46	66864	7/8/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
			<b>\$443.46</b>				
Pro-shred	86762	CH Shredding Services	\$58.10	66865	7/8/2025	001-000-000-518-10-41-00	Professional Services
Pro-shred	86548	CH Shredding Services	\$58.10	66865	7/8/2025	001-000-000-518-10-41-00	Professional Services
Pro-shred	81556	CH Shredding Services	\$58.10	66914	7/29/2025	001-000-000-518-10-41-00	Professional Services
Pro-shred	87186	CH Shredding Services	\$79.05	66914	7/29/2025	001-000-000-518-10-41-00	Professional Services
			<b>\$253.35</b>				
Public Safety Testing, Inc.	2025-015	Q2 Dues	\$163.00	66896	7/22/2025	001-000-000-521-20-41-50	Recruitment-Background
			<b>\$163.00</b>				
Puget Sound Emergency Radio	2230	Public Safety Radio Q3 Dues	\$2,879.76	66866	7/8/2025	001-000-000-521-20-41-20	Dispatch-EPSCA
			<b>\$2,879.76</b>				
Puget Sound Energy	Services from 5/22/25-6/20/25 84th Ave NE	View Pt Pk Power	\$17.13	66867	7/8/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 5/21/25-6/19/25 1050 82nd Ave NE	Five Corners Power	\$43.24	66867	7/8/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 5/21/25-6/19/25 1000 80th Ave NE	PW Shop Power	\$704.99	66867	7/8/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 5/21/25-6/19/25	CH Utilities	\$1,911.19	20101113	7/31/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 5/31/25-6/30/25 77th Ave NE & 79th Ave NE	Street Light Power	\$162.95	66897	7/22/2025	101-000-000-542-63-41-00	Street Light Utilities
	NE						
Puget Sound Energy	Services from 5/31/25-6/30/25 TIB LED Conversion	Street Light Power	\$1,344.32	66897	7/22/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 6/3/25-7/1/25 80th Ave NE & NE 10th	Street Light Power	\$12.07	66897	7/22/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 6/3/25-7/1/25 515 Evergreen Point Rd	Street Light Power	\$41.97	66897	7/22/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 6/3/25-7/1/25	Street Light Power	\$38.34	66897	7/22/2025	101-000-000-542-63-41-00	Street Light Utilities
			<b>\$4,276.20</b>				
Ramp	July 2025 Ramp Credit Card Statement	July 2025 Ramp Credit Card Statement	\$168.61	20101124	7/31/2025	001-000-000-521-20-22-00	Uniforms
Ramp	July 2025 Ramp Credit Card Statement	July 2025 Ramp Credit Card Statement	\$951.09	20101124	7/31/2025	001-000-000-521-20-31-00	Office Supplies
Ramp	July 2025 Ramp Credit Card Statement	July 2025 Ramp Credit Card Statement	\$1,039.93	20101124	7/31/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp	July 2025 Ramp Credit Card Statement	July 2025 Ramp Credit Card Statement	\$495.79	20101124	7/31/2025	001-000-000-521-20-48-17	Repair & Maint-Police Vehicles
Ramp	July 2025 Ramp Credit Card Statement	July 2025 Ramp Credit Card Statement	\$256.67	20101124	7/31/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			<b>\$2,912.09</b>				
Republic Services, Inc. dba Rabanaco,	0172-009964071	PW Debris Removal	\$15.96	66868	7/8/2025	001-000-000-576-80-41-04	Professional Services-Misc
			<b>\$15.96</b>				
Robert Half International Inc. dba	64868416	Temp Dev Services April 2025	\$2,081.20	66898	7/22/2025	401-000-000-558-60-11-00	Salaries & Wages
			<b>\$2,081.20</b>				
SCJ Alliance Consulting Services	81565	Middle Housing Consultant	\$2,787.05	66869	7/8/2025	001-000-000-558-60-41-01	Planning Consultant
			<b>\$2,787.05</b>				
Seattle Times, The	73045	Legal Notices	\$602.25	66899	7/22/2025	001-000-000-518-10-44-00	Advertising
Seattle Times, The	73045	Hiring Posting	\$5,140.80	66899	7/22/2025	001-000-000-521-20-41-50	Recruitment-Background
			<b>\$5,743.05</b>				
Sound View Strategies, LLC	3565	Lobbyist	\$3,000.00	66870	7/8/2025	001-000-000-513-10-41-00	Professional Services
			<b>\$3,000.00</b>				
Spot-On Print & Design	61823	Trail Map	\$35.64	66871	7/8/2025	307-000-000-594-76-63-20	Park Improvements
Spot-On Print & Design	61801	Coroplast Signs	\$97.28	66871	7/8/2025	307-000-000-594-76-63-20	Park Improvements
Spot-On Print & Design	61893	Summer Newsletter	\$805.01	66915	7/29/2025	001-000-000-518-10-49-30	Postcard, Public information
			<b>\$937.93</b>				
Staples Business Advantage	6036982744	CH Office Supplies	\$287.16	66916	7/29/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6036982740	CH Office Supplies	\$107.53	66916	7/29/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6036982742	PD Office Supplies	\$167.28	66916	7/29/2025	001-000-000-521-20-31-00	Office Supplies
			<b>\$561.97</b>				
Statewide Security	230406	Quarterly Cell Phone Svc on Panic Alarm	\$1,098.35	66872	7/8/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$1,098.35</b>				
Supply Source Inc., The	2502318	Janitorial Supplies	\$283.54	66917	7/29/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$283.54</b>				
TIG Technology Integration Group	69437	IT Services	\$12,922.62	66873	7/8/2025	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	5604623	Azure subscription May and Jun 2025	\$3,742.98	66873	7/8/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5604573	Anti Malware Jun 2025	\$870.58	66873	7/8/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	69437	IT Services	\$2,381.29	66873	7/8/2025	401-000-000-558-50-05-00	Technical Services, Software Services
TIG Technology Integration Group	5605408	Duo Subscription Jun 2025	\$76.04	66900	7/22/2025	001-000-000-518-80-41-60	Software Services

			<b>\$19,993.51</b>				
Tiki Car Wash	2353	PD Car Washes	\$110.95	66874	7/8/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Tiki Car Wash	2356	PD Car Washes	\$184.92	66918	7/29/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$295.87</b>				
Tree Frog LLC	2104	Arborist Services	\$4,200.00	66901	7/22/2025	401-000-000-558-50-41-50	Arborist
			<b>\$4,200.00</b>				
US Bank	JE 2274 Bank Fees	JE 2274 Bank Fees	\$425.30	20101123	7/31/2025	001-000-000-514-20-49-10	Miscellaneous
US Bank	JE 2274 Bank Fees	JE 2274 Bank Fees	\$2,498.48	20101123	7/31/2025	401-000-000-558-60-49-10	Miscellaneous
US Bank	Jul 2025 Nations, Dawn US Bank CC	Easels for the Chambers	\$684.25	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-511-60-49-00	Miscellaneous
US Bank	Jul 2025 Redeemed Points	Jul 2025 Redeemed Points	(\$8,933.71)	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-513-10-41-00	Professional Services
US Bank	Jul 2025 Wagner US Bank CC	Annual PO Box Fee	\$498.00	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-514-20-49-10	Miscellaneous
US Bank	Jul 2025 Nations, Dawn US Bank CC	Post it flags for Steve Wilcox	\$13.77	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Jul 2025 Nations, Dawn US Bank CC	Food for council meeting	\$175.29	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Jul 2025 Nations, Dawn US Bank CC	Paper pads for easels for chambers	\$13.21	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Jul 2025 Nations, Dawn US Bank CC	Tape and gift bags	\$11.09	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Jul 2025 Nations, Dawn US Bank CC	Office supplies- door stoppers for CH	\$43.95	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Jul 2025 Nations, Dawn US Bank CC	Misc office supplies	\$9.23	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Jul 2025 Nations, Dawn US Bank CC	Privacy shade for office for employee use	\$16.90	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Jul 2025 Kellerman, Aimee US Bank CC	Beverages Burns Retirement Party	\$122.69	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Jul 2025 Nations, Dawn US Bank CC	Food Steve Burns Retirement	\$813.02	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Jul 2025 Nations, Dawn US Bank CC	Food Steve Burns Retirement	\$271.01	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Jul 2025 Wagner US Bank CC	Council Meeting Dinner	\$266.33	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Jul 2025 Kellerman, Aimee US Bank CC	Retirement Plaque -Burns	\$165.30	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Jul 2025 Wagner US Bank CC	Lunch for CM Interviews	\$213.77	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Jul 2025 Wagner US Bank CC	Water for Council Meeting	\$31.37	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Jul 2025 Wagner US Bank CC	Catered lunch for CM Interviews	\$1,563.18	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Jul 2025 Kellerman, Aimee US Bank CC	Public Storage	\$413.00	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-30-45-00	Facility Rental
US Bank	Jul 2025 Kellerman, Aimee US Bank CC	Zoom Storage	\$40.00	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	Jul 2025 Wagner US Bank CC	Lifeguard Scheduling	\$27.49	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
US Bank	Jul 2025 Wagner US Bank CC	Recruitment for Lifeguards	\$335.57	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
US Bank	Jul 2025 Crickmore US Bank CC		\$3,094.41	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	001-000-000-576-80-31-00	Operating Supplies
US Bank	Jul 2025 Wilcox US Bank CC	Firestone	\$119.65	EFT Payment 8/6/2025 2:04:32 PM - 1	7/31/2025	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			<b>\$2,932.55</b>				
Utilities Underground Location Ctr	50660185	Utility Locate Services	\$85.05	66902	7/22/2025	101-000-000-542-30-47-00	Utility Services
			<b>\$85.05</b>				
Valley Defenders	April-June 2025	Q2 Public Defender Services	\$5,450.00	66875	7/8/2025	001-000-000-515-91-40-00	Public Defender
			<b>\$5,450.00</b>				
Valvoline, Inc.	127387	PD Oil Changes	\$147.60	66876	7/8/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$147.60</b>				
Vision Municipal Solutions, LLC	09-16157	Vision Annual Conference	\$580.00	66903	7/22/2025	001-000-000-518-10-43-00	Travel & Training
			<b>\$580.00</b>				
Voyager Systems	869362426528	PD Fuel	\$1,650.81			001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$1,650.81</b>				
WA Assoc of Sheriffs & Police Chief	INV032822	WASPC Conference	\$800.00	66877	7/8/2025	001-000-000-521-20-43-00	Travel & Training
			<b>\$800.00</b>				
WA ST Dept of Transportation	RE *FB91017012251	PW Fuel	\$66.48	66878	7/8/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation	RE *FB91017012251	Bldg Insp Veh Fuel	\$33.65	66878	7/8/2025	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			<b>\$100.13</b>				
WA ST Patrol	I2506310	Solicitor Backgrounds	\$55.00	66904	7/22/2025	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			<b>\$55.00</b>				
WA ST Treasurer's Office	Q2 2025 City A8		\$18.27	66905	7/22/2025	631-000-000-386-89-16-00	Motor Vehicle Account
WA ST Treasurer's Office	Q1 2025 City A8		\$19.23	66905	7/22/2025	631-000-000-386-89-16-00	Motor Vehicle Account
WA ST Treasurer's Office	Q2 2025 City A8		\$6.09	66905	7/22/2025	631-000-000-386-89-22-00	Congestion Relief Traffic Safety Account
WA ST Treasurer's Office	Q1 2025 City A8		\$6.41	66905	7/22/2025	631-000-000-386-89-22-00	Congestion Relief Traffic Safety Account
WA ST Treasurer's Office	Q1 2025 City A8		\$344.93	66905	7/22/2025	631-000-000-386-89-26-00	Drivers Lic Tech Support
WA ST Treasurer's Office	Q2 2025 City A8		\$527.67	66905	7/22/2025	631-000-000-386-89-26-00	Drivers Lic Tech Support
WA ST Treasurer's Office	Q2 2025 City A8		\$910.52	66905	7/22/2025	631-000-000-586-00-01-00	WA St-Auto Theft Protection
WA ST Treasurer's Office	Q1 2025 City A8		\$618.53	66905	7/22/2025	631-000-000-586-00-01-00	WA St-Auto Theft Protection
WA ST Treasurer's Office	Q1 2025 City A8		\$297.46	66905	7/22/2025	631-000-000-586-00-02-00	WA ST Traumatic Brain Injury
WA ST Treasurer's Office	Q2 2025 City A8		\$452.38	66905	7/22/2025	631-000-000-586-00-02-00	WA ST Traumatic Brain Injury
WA ST Treasurer's Office	Q2 2025 City A8		\$2.55	66905	7/22/2025	631-000-000-586-00-03-00	WA St-State Highway Safety
WA ST Treasurer's Office	Q2 2025 City A8		\$0.53	66905	7/22/2025	631-000-000-586-00-04-00	WA ST Death Inv Account
WA ST Treasurer's Office	Q1 2025 City A8		\$309.35	66905	7/22/2025	631-000-000-586-83-08-00	WA St -Emer Med and Trauma
WA ST Treasurer's Office	Q2 2025 City A8		\$455.45	66905	7/22/2025	631-000-000-586-83-08-00	WA St -Emer Med and Trauma
WA ST Treasurer's Office	Q2 2025 City A8		\$3.06	66905	7/22/2025	631-000-000-586-89-09-00	WA ST Highway Account
WA ST Treasurer's Office	Q1 2025 City A8		\$55.55	66905	7/22/2025	631-000-000-586-89-12-00	WA St-Accessible Communities
WA ST Treasurer's Office	Q1 2025 City A8		\$55.55	66905	7/22/2025	631-000-000-586-89-13-00	WA St-MultiModal Transportation
WA ST Treasurer's Office	Q2 2025 City A8		\$5.52	66905	7/22/2025	631-000-000-586-90-02-00	WA State Gen Fund 54
WA ST Treasurer's Office	Q1 2025 City A8		\$16.85	66905	7/22/2025	631-000-000-586-90-02-00	WA State Gen Fund 54
WA ST Treasurer's Office	Q1 2025 City A8		\$3,479.31	66905	7/22/2025	631-000-000-586-91-00-00	WA St-State Gen Fund 40
WA ST Treasurer's Office	Q2 2025 City A8		\$5,136.02	66905	7/22/2025	631-000-000-586-91-00-00	WA St-State Gen Fund 40
WA ST Treasurer's Office	Q1 2025 City A8		\$1,878.18	66905	7/22/2025	631-000-000-586-92-00-00	WA St-State Gen Fund 50

WA ST Treasurer's Office	Q2 2025 City A8		\$3,078.17	66905	7/22/2025	631-000-000-586-92-00-00	WA St-State Gen Fund 50
WA ST Treasurer's Office	Q1 2025 City A8		\$4.29	66905	7/22/2025	631-000-000-586-96-03-00	WA St-Lab-Bld/breath
WA ST Treasurer's Office	Q2 2025 City A8		\$5.72	66905	7/22/2025	631-000-000-586-96-03-00	WA St-Lab-Bld/breath
WA ST Treasurer's Office	Q2 2025 City A8		\$2,088.20	66905	7/22/2025	631-000-000-586-97-05-00	WA St-JIS
WA ST Treasurer's Office	Q1 2025 City A8		\$1,407.51	66905	7/22/2025	631-000-000-586-97-05-00	WA St-JIS
WA ST Treasurer's Office	Q2 2025 City A8		\$70.14	66905	7/22/2025	631-000-000-586-99-07-00	WA ST Sch Zone Safety
WA ST Treasurer's Office	Q1 2025 City A8		\$175.50	66905	7/22/2025	631-000-000-589-30-03-00	WA St-Bldg Code Fee
WA ST Treasurer's Office	Q2 2025 City A8		\$169.00	66905	7/22/2025	631-000-000-589-30-03-00	WA St-Bldg Code Fee
			<b>\$21,597.94</b>				
Washington State Patrol	I2507470	Lifeguard Background Checks	\$44.00	66879	7/8/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			<b>\$44.00</b>				
Willard's Pest Control	438400	City Hall Pest Services	\$230.04	66919	7/29/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$230.04</b>				
WSP Global Inc	40207432	Geotechnical Eng Svcs	\$1,390.00	66880	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40210566	Geotechnical Eng Svcs	\$1,836.25	66880	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40211773	Geotechnical Eng Svcs	\$1,832.00	66880	7/8/2025	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40219344	Geotechnical Eng Svcs	\$2,711.75	66920	7/29/2025	401-000-000-558-50-41-07	Engineering Consultant
			<b>\$7,770.00</b>				
Zumar Industries, Inc.	52667	Signs and sign posts	\$223.50	66881	7/8/2025	101-000-000-542-64-41-00	Traffic Control Devices
Zumar Industries, Inc.	52704	Signs and sign posts	\$741.44	66881	7/8/2025	101-000-000-542-64-41-00	Traffic Control Devices
			<b>\$964.94</b>				
			<b>301,315.31</b>	AP Total			
Payroll	Jul 2025 Payroll	Payroll	\$10,918.71		7/31/2025	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Jun 2025 Payroll	Payroll	\$23,939.72		7/31/2025	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Jul 2025 Payroll	Payroll	\$41,344.96		7/31/2025	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Jul 2025 Payroll	Payroll	\$187,797.59		7/31/2025	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Jul 2025 Payroll	Payroll	\$16,885.64		7/31/2025	001-000-000-571-00-11-00	Salaries, Wages & Benefits
Payroll	Jul 2025 Payroll	Payroll	\$43,370.96		7/31/2025	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Jul 2025 Payroll	Payroll	\$28,792.03		7/31/2025	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Jul 2025 Payroll	Payroll	\$43,686.55		7/31/2025	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			<b>\$396,736.16</b>	Payroll Total			
			<b>\$698,051.47</b>	Grand Total			

August 2025

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Schuler, Bryce	Lifeguard Training Reimbursement	Lifeguard Training Reimbursement	\$303.05	20250817	8/31/2025	001-000-000-571-00-40-00	Travel & Training - Lifeguards
			<b>\$303.05</b>				
8X8, Inc.	5130271	CH Phones	\$922.84	66923	8/5/2025	001-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$922.84</b>				
911 Supply Inc	INV-2-54733	Abbott Equipment	\$1,159.18	66956	8/19/2025	001-000-000-521-20-31-40	Police Operating Supplies
			<b>\$1,159.18</b>				
ADP, Inc.	JE 2283 Bank & ADP Fees	ADP Processing Fee	\$2,559.99	EFT Payment 9/3/2025 10:56:11 AM - 1	8/31/2025	001-000-000-514-20-41-01	Professional Services
			<b>\$2,559.99</b>				
Amazon Capital Services	1VG9-MKDR-RFXH	PD Office Supplies	\$123.91	66924	8/5/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1W1Q-RKT7-6N1Q	Pepper Spray Holder	\$39.22	66957	8/19/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	14J9-FXWP-NY94	Glove pouch	\$15.25	66957	8/19/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	17LP-FYPT-4WQOR	Pepper Spray Holster	\$22.02	66957	8/19/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1VP4-N9NY-THWM	Radio Pouch Holster	\$12.53	66957	8/19/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1JR1-WN4T-MHCK	PD Equipment	\$49.34	66957	8/19/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	136W-DV49-HNFX	USB-C Adapter	\$10.46	66957	8/19/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1LRJ-MDWC-HPN6	PD Office Supplies	\$109.10	66957	8/19/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1J7T-KHVV-RFLV	Window Tool	\$26.94	66957	8/19/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1FDT-K9P4-9CKW	Lifeguard Supplies	\$42.57	66957	8/19/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
Amazon Capital Services	1F3V-K9GG-19QQ	PD Office Supplies	\$18.72	66993	8/26/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	11Y3-Y9PD-79PC	PD Office Supplies	\$147.54	66993	8/26/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1YD4-VVVY-43VG	PD Office Supplies	\$23.79	66993	8/26/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1LJ7-6FDY-7C7F	PD Office Supplies	\$26.44	66993	8/26/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1W13-CHW3-7Y13	PD Office Supplies	\$41.83	66993	8/26/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1DFF-QF9J-94MF	PD Office Supplies	\$352.60	66993	8/26/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	143L-PCYK-6RQR	PD Office Supplies	\$252.36	66993	8/26/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	17MM-YHJL-JHQR	PD Office Supplies	\$164.19	66993	8/26/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
			<b>\$1,478.81</b>				
Anasis Family Trust	Advance Deposit Return for DEP00208	Advance Deposit Return for DEP00208	\$1,244.28	66988	8/19/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
Anasis Family Trust	Advance Deposit Return for DEP00215	Advance Deposit Return for DEP00215	\$610.08	67000	8/26/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$1,854.36</b>				
AT&T Mobility	287287975246X07272025	PD Cell Phones	\$1,030.37	66925	8/5/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
AT&T MOBILITY	287290584494X08132025	PW Cell Phones	\$414.73	66958	8/19/2025	001-000-000-576-80-42-00	Telephone/postage
			<b>\$1,445.10</b>				
Attorney & Notary Supply of WA Inc	Commission Order Form for Craig Fischer	Commission Order Form for Craig Fischer	\$112.48	66994	8/26/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$112.48</b>				
Au-Yeung, David	Refund request for TREE-25-048	Refund request for TREE-25-048	\$450.00	20250813	8/12/2025	401-000-000-345-89-00-00	Planning
			<b>\$450.00</b>				
Avidex	151334	Annual council chambers AV Support Agreement	\$4,709.95	66926	8/5/2025	001-000-000-518-80-48-00	Repairs & Maint., Annual Software Maint.
			<b>\$4,709.95</b>				
Bellevue City Treasurer - Water	Service from 4/24/25 - 6/19/25 100 84th Ave NE	View Point Park	\$81.61	66927	8/5/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 4/24/25 - 6/25/25 8401 Overlake Dr W	View Point Park Irrigation	\$501.33	66927	8/5/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Services from 5/15/25-7/16/25 1078 Lk Washington Blvd	Lk WA Blvd Irrigation	\$81.61	66959	8/19/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
			<b>\$664.55</b>				
Bellevue, City of	53217	Q2 Bellevue Cares	\$1,569.00	66960	8/19/2025	001-000-000-521-20-41-41	Bellevue CARE program
			<b>\$1,569.00</b>				
Blake, Kristine	Advance Deposit Return fro DEP00131	Advance Deposit Return fro DEP00131	\$729.32	20250814	8/12/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$729.32</b>				
Buenavista Services, Inc	12799	Janitorial Services @ Post Office	\$1,852.50	66928	8/5/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	12800	Janitorial Services @ Parks	\$1,053.29	66928	8/5/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$2,905.79</b>				
Centurylink	Services from 7/18/25-8/17/25 PD/CH Lines	PD/CH Emergency Lines	\$210.19	66929	8/5/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	Services from 8/5/25 - 9/7/25 425-451-7838	PD/CH Emergency Lines	\$207.77	66995	8/26/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
			<b>\$417.96</b>				
Clyde Hill, City of	2025-15	84th St Irrigation	\$855.75	66930	8/5/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
			<b>\$855.75</b>				
Coffman Engineers	24117480	Mechanical Equipment Sound Testing	\$315.00	66996	8/26/2025	401-000-000-555-50-41-08	Sound Testing Consultant
			<b>\$315.00</b>				
Comcast	Services from 7/25/25 - 8/24/25	PW Internet	\$146.37	66931	8/5/2025	001-000-000-576-80-42-00	Telephone/postage
			<b>\$146.37</b>				
Crystal And Sierra Springs-Admin	11037150 080925	CH Drinking Water	\$262.72	66961	8/19/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$262.72</b>				
Daily Journal of Commerce	3411847	IT Support Services RFP	\$148.40	66932	8/5/2025	001-000-000-518-10-44-00	Advertising
			<b>\$148.40</b>				
Dapper Plumbing	36318947	2025 Police EV Charger	\$6,427.12	66933	8/5/2025	307-000-000-594-18-60-00	Building Improvements
Dapper Plumbing	37504484	Condensate Pump Replacement	\$1,528.47	66933	8/5/2025	307-000-000-594-18-60-00	Building Improvements
			<b>\$7,955.59</b>				
Department of Licensing	JE 2283 Bank & ADP Fees	Gun Permits	\$54.00	20250827	8/31/2025	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			<b>\$54.00</b>				
Facet/DCG/Watershed	0064834	Critical Areas Ord. Update	\$10,701.00	66962	8/19/2025	001-000-000-558-60-41-01	Planning Consultant
Facet/DCG/Watershed	0063782	Tree Canopy Study	\$3,048.75	66962	8/19/2025	001-000-000-558-60-41-56	Tree Canopy and ROW Inventory

Facet/DCG/Watershed	0065857	Tree Canopy Study	\$9,776.00	66962	8/19/2025	001-000-000-558-60-41-56	Tree Canopy and ROW Inventory
Facet/DCG/Watershed	0064779	Tree Canopy Study	\$1,338.75	66962	8/19/2025	001-000-000-558-60-41-56	Tree Canopy and ROW Inventory
			<b>\$24,864.50</b>				
FCI - Custom Police Vehicles	16863	Lease MPD Veh 33	\$833.00	66963	8/19/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16860	Lease MPD Veh 29	\$1,165.66	66963	8/19/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16862	Lease MPD Car 32	\$583.33	66963	8/19/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16859	Lease MPD Veh 28	\$966.01	66963	8/19/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16861	Lease MPD Car 30 & 31	\$2,123.01	66963	8/19/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16859	Interest PD Veh	\$115.07	66963	8/19/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16862	Interest PD Veh	\$378.30	66963	8/19/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16861	Interest PD Veh	\$581.79	66963	8/19/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16863	Interest PD Veh	\$530.13	66963	8/19/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16860	Interest PD Veh	\$203.30	66963	8/19/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16867	Veh 33 Equipment	\$4,914.96	66997	8/26/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			<b>\$12,394.56</b>				
Ford Credit Municipal Finance	1781267	Lease MPD Car 34	\$813.52	66934	8/5/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
Ford Credit Municipal Finance	1781267	Interest PD Veh	\$392.14	66934	8/5/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			<b>\$1,205.66</b>				
Gray & Osborne, Inc.	Project No: 25421.00 Invoice No: 5	NPDES Assistance	\$801.93	66935	8/5/2025	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	Project No: 25483.00 Invoice No: 1	2025 Overlay	\$7,618.69	66935	8/5/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	Project No: 24541.00 Invoice No: 6	Medina Park N Pond Improvements	\$293.22	66935	8/5/2025	307-000-000-595-30-63-18	Medina Park Ponds
Gray & Osborne, Inc.	Project No: 25427.13 Invoice No: 1	Project No: 25427.13 Invoice No: 1	\$254.16	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.27 Invoice No: 13	Project No: 21427.27 Invoice No: 13	\$286.40	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.05 Invoice No: 6	Project No: 24427.05 Invoice No: 6	\$144.45	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.04 Invoice No: 11	Project No: 23427.04 Invoice No: 11	\$223.20	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.08 Invoice No: 7	Project No: 24427.08 Invoice No: 7	\$208.50	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.00 Invoice No: 7	Project No: 25427.00 Invoice No: 7	\$417.00	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.11 Invoice No: 3	Project No: 25427.11 Invoice No: 3	\$510.30	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.17 Invoice No: 7	Project No: 23427.17 Invoice No: 7	\$223.20	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.02 Invoice No: 4	Project No: 24427.02 Invoice No: 4	\$338.88	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.14 Invoice No: 2	Project No: 25427.14 Invoice No: 2	\$293.40	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.14 Invoice No: 9	Project No: 23427.14 Invoice No: 9	\$69.50	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.11 Invoice No: 2	Project No: 24427.11 Invoice No: 2	\$254.16	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.26 Invoice No: 5	Project No: 23427.26 Invoice No: 5	\$294.80	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.09 Invoice No: 5	Project No: 23427.09 Invoice No: 5	\$363.60	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.16 Invoice No: 1	Project No: 25427.16 Invoice No: 1	\$338.88	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.15 Invoice No: 9	Project No: 23427.15 Invoice No: 9	\$508.32	66964	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant
			<b>\$13,442.59</b>				
Greenwood Heating and AC	Refund Request for M-25-070	Refund Request for M-25-070	\$55.50	20250815	8/12/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$55.50</b>				
Gunjan Sood	Advance Deposit Return for DEP00217	Advance Deposit Return for DEP00217	\$45.00	66965	8/19/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$45.00</b>				
Horizon	3M559547	Irrigation Supplies/Fertilizer	\$260.69	66966	8/19/2025	001-000-000-576-80-31-00	Operating Supplies
Horizon	3M500593	Irrigation Supplies/Fertilizer	(\$12.68)	66966	8/19/2025	001-000-000-576-80-31-00	Operating Supplies
Horizon	3M485108	Irrigation Supplies/Fertilizer	(\$316.82)	66966	8/19/2025	001-000-000-576-80-31-00	Operating Supplies
Horizon	3M556674	Irrigation Supplies/Fertilizer	\$749.46	66966	8/19/2025	001-000-000-576-80-31-00	Operating Supplies
Horizon	3M500532	Irrigation Supplies/Fertilizer	(\$64.80)	66966	8/19/2025	001-000-000-576-80-31-00	Operating Supplies
			<b>\$615.85</b>				
Horticultural Elements, Inc.	10133	84/24th & 84th Median Maintenance	\$4,490.00	66936	8/5/2025	101-000-000-542-30-41-00	Professional Services
			<b>\$4,490.00</b>				
JayMarc Custom Homes LLC	Advance Deposit Return for DEP00205, Furukawa Gary & Della	Advance Deposit Return for DEP00205, Furukawa Gary & Della	\$1,373.02	66989	8/19/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
JayMarc Custom Homes LLC	Advance Deposit Return for DEP00204, Kirkwood Company	Advance Deposit Return for DEP00204, Kirkwood Company	\$491.60	66989	8/19/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$1,864.62</b>				
Jiang, Sok	Advance Deposit Return for DEP00163	Advance Deposit Return for DEP00163	\$403.24	66990	8/19/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$403.24</b>				
KC Office of Finance	11016142	KC Inet	\$375.00	66968	8/19/2025	001-000-000-518-80-41-50	Technical Services, Software Services
KC Office of Finance	143724-143724	Bridge Insp Svcs	\$849.43	66967	8/19/2025	101-000-000-542-30-41-00	Professional Services
			<b>\$1,224.43</b>				
Kirkland Municipal Court	MAR25MED	Filing Fees	\$1,832.61	66998	8/26/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
Kirkland Municipal Court	AUG25MED	Filing Fees	\$4,010.61	66998	8/26/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
			<b>\$5,843.22</b>				
Kirkland, City of	KPD2025-053	Inmate Housing	\$143.00	66969	8/19/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			<b>\$143.00</b>				
Konica Minolta Premier Finance	5034989821	PW Printer	\$18.74	66937	8/5/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5035138819	CH Printer	\$183.65	66937	8/5/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5034939848	CH Copier	\$48.03	66937	8/5/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5034559141	CH Copier	\$48.03	66937	8/5/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5035308821	CH Copier	\$48.03	66937	8/5/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5034638115	PW Printer	\$17.38	66937	8/5/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5034638115	PW Printer	\$89.80	66937	8/5/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	5034939848	CH Copier	\$470.94	66937	8/5/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	5034989821	PW Printer	\$89.80	66937	8/5/2025	001-000-000-591-18-70-00	Central Services Lease Repayment

Konica Minolta Premier Finance	5035308821	CH Copier	\$470.94	66937	8/5/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	5034559141	CH Copier	\$470.94	66937	8/5/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	591436077	PD Copier	\$90.85	EFT Payment 8/19/2025 12:16:53 PM - 1	8/19/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	591435945	PD Copier	\$74.20	EFT Payment 8/19/2025 12:16:53 PM - 1	8/19/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals
Konica Minolta Premier Finance	591436077	PW Printer	\$530.39	EFT Payment 8/19/2025 12:16:53 PM - 1	8/19/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Konica Minolta Premier Finance	591435945	PW Printer	\$161.29	EFT Payment 8/19/2025 12:16:53 PM - 1	8/19/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
			<b>\$2,813.01</b>				
Kumar Mehta	Advance Deposit Return for DEP00201	Advance Deposit Return for DEP00201	\$765.73	66970	8/19/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$765.73</b>				
LDC Corp	39070	Current Planning	\$22,942.50	66938	8/5/2025	401-000-000-558-60-41-01	Planning Consultant
			<b>\$22,942.50</b>				
LexisNexis Risk Management - Account	1100149863	Investigative Tool	\$127.75	66971	8/19/2025	001-000-000-521-20-41-00	Professional Services
LexisNexis Risk Management - Account	1100177693	Investigative Tool	\$127.75	66971	8/19/2025	001-000-000-521-20-41-00	Professional Services
			<b>\$255.50</b>				
Mahoney Planning, LLC	2025-07	Current Planning-Decisions	\$5,950.00	66972	8/19/2025	401-000-000-558-60-41-01	Planning Consultant
			<b>\$5,950.00</b>				
Message Watcher, LLC	65262	Email/SM/Web Archiving	\$355.30	66939	8/5/2025	001-000-000-518-80-41-60	Software Services
			<b>\$355.30</b>				
Michael's Fine Dry Cleaning	390	PD Dry Cleaning	\$348.71	66973	8/19/2025	001-000-000-521-20-22-00	Uniforms
			<b>\$348.71</b>				
Moberly & Roberts, PLLC	1250	Prosecuting Attorney	\$4,000.00	66974	8/19/2025	001-000-000-515-93-40-10	Prosecuting Attorney
			<b>\$4,000.00</b>				
Navia Benefit Solutions	10992155	Navia Fees	\$100.00	66940	8/5/2025	001-000-000-514-20-49-10	Miscellaneous
			<b>\$100.00</b>				
Occupational Health Centers of Washington,	87545620	Medical Exam- Abbott	\$1,259.00	66975	8/19/2025	001-000-000-521-20-41-50	Recruitment-Background
			<b>\$1,259.00</b>				
Original Watermen, Inc.	99970	Lifeguard Uniforms	\$395.34	66941	8/5/2025	001-000-000-571-00-30-00	Uniforms - Lifeguards
			<b>\$395.34</b>				
Overlake Golf & Country Club	Advance Deposit Return for DEP00259	Advance Deposit Return for DEP00259	\$1,537.44	20250816	8/12/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
Overlake Golf & Country Club	Advance Deposit Return for DEP00254	Advance Deposit Return for DEP00254	\$982.73	66976	8/19/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
Overlake Golf & Country Club	Refund request for B-24-038	Refund request for B-24-038	\$56.94	87001	8/26/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$2,577.11</b>				
Parnassa LLC	Advance Deposit Return for DEP00223	Advance Deposit Return for DEP00223	\$351.80	66991	8/19/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$351.80</b>				
Precision Turf Equipment, LLC	6100	Electric Blower with Charger/Batteries	\$4,843.60	66977	8/19/2025	001-000-000-594-76-64-00	Parks Capital Outlay
			<b>\$4,843.60</b>				
Pro-shred	87611	CH Shredding Services	\$79.05	66942	8/5/2025	001-000-000-518-10-41-00	Professional Services
			<b>\$79.05</b>				
Pro-Vac LLC	245711	Street Cleaning	\$2,151.66	66943	8/5/2025	101-000-000-542-67-41-00	Street Cleaning
			<b>\$2,151.66</b>				
Puget Sound Energy	Service from 6/20/25-7/21/25 1000 80th Ave NE	PW Shop Power	\$800.66	66944	8/5/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 6/20/25-7/21/25 1050 82nd Ave NE	Five Corners Power	\$46.27	66944	8/5/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 6/21/25-7/23/25 84th Ave NE	View Pt Pk Power	\$17.98	66944	8/5/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 6/20/25-7/21/25	CH Utilities	\$2,148.78	20250818	8/31/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	Services from 7/1/25-7/31/25 77th Ave NE & 79th Ave NE	Street Light Power	\$162.97	66978	8/19/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 7/2/25-8/1/25 80th Ave NE & NE 10th St	Street Light Power	\$12.07	66978	8/19/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 7/2/25-8/1/25 515 Evergreen Point Rd	Street Light Power	\$41.98	66978	8/19/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 7/1/25-7/31/25 TIB LED Conversion	Street Light Power	\$1,345.27	66978	8/19/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 7/2/25-8/1/25 88th Ave NE	Street Light Power	\$38.35	66978	8/19/2025	101-000-000-542-63-41-00	Street Light Utilities
			<b>\$4,614.33</b>				
Ramp	Aug 2025 Ramp Credit Card Statement	Aug 2025 Ramp Credit Card Statement	\$51.25	20250826	8/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Ramp	Aug 2025 Ramp Credit Card Statement	Aug 2025 Ramp Credit Card Statement	\$176.32	20250826	8/31/2025	001-000-000-521-20-22-00	Uniforms
Ramp	Aug 2025 Ramp Credit Card Statement	Aug 2025 Ramp Credit Card Statement	\$2,112.41	20250826	8/31/2025	001-000-000-521-20-31-00	Office Supplies
Ramp	Aug 2025 Ramp Credit Card Statement	Aug 2025 Ramp Credit Card Statement	\$1,143.24	20250826	8/31/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp	Aug 2025 Ramp Credit Card Statement	Aug 2025 Ramp Credit Card Statement	\$1,584.96	20250826	8/31/2025	001-000-000-521-20-43-00	Travel & Training
Ramp	Aug 2025 Ramp Credit Card Statement	Aug 2025 Ramp Credit Card Statement	\$1,520.17	20250826	8/31/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			<b>\$6,588.35</b>				
Republic Services, Inc. dba Rabanco, Ltd.	0172-009987280	PW Debris Removal	\$1,005.59	66945	8/5/2025	001-000-000-576-80-41-04	Professional Services-Misc
Republic Services, Inc. dba Rabanco, Ltd.	0172-010009529	PW Debris Removal	\$810.25	66979	8/19/2025	001-000-000-576-80-41-04	Professional Services-Misc
			<b>\$1,815.84</b>				
Seattle Times, The	74448	Legal Notices	\$656.15	66946	8/5/2025	001-000-000-518-10-44-00	Advertising
			<b>\$656.15</b>				
Sound View Strategies, LLC	3589	Lobbyist	\$3,000.00	66980	8/19/2025	001-000-000-513-10-41-00	Professional Services
			<b>\$3,000.00</b>				
Spot-On Print & Design	62017	Postcard Vegetation PW	\$189.54	66981	8/19/2025	001-000-000-518-10-49-30	Postcard, Public information
			<b>\$189.54</b>				
ST2115 LLC	Advance Deposit Return for DEP00195	Advance Deposit Return for DEP00195	\$264.11	66992	8/19/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$264.11</b>				
Staples Business Advantage	6038742160	PD Office Supplies	\$185.94	66982	8/19/2025	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	6039732525	CH Office Supplies	\$441.25	66999	8/26/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6039732524	CH Office Supplies	\$107.53	66999	8/26/2025	001-000-000-518-10-31-00	Office And Operating Supplies

Supply Source Inc., The	2502286	Janitorial Supplies	<b>\$734.72</b>					
			\$1,080.79	66947	8/5/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	
Swanson, Jeff	Exp Reimbursement WA City/County Mgmt Assoc Summer Conference	Exp Reimbursement WA City/County Mgmt Assoc Summer Conference	<b>\$1,080.79</b>					
			\$1,641.71	20250819	8/31/2025	001-000-000-513-10-43-00	Travel & Training	
			<b>\$1,641.71</b>					
TIG Technology Integration Group	5607139	Azure Subscription	\$1,869.50	66948	8/5/2025	001-000-000-518-80-41-60	Software Services	
TIG Technology Integration Group	69627	IT Services	\$12,922.62	66983	8/19/2025	001-000-000-518-80-41-50	Technical Services, Software Services	
TIG Technology Integration Group	5607988	Anti Malware	\$870.58	66983	8/19/2025	001-000-000-518-80-41-60	Software Services	
TIG Technology Integration Group	5607951	Duo Subscription	\$76.04	66983	8/19/2025	001-000-000-518-80-41-60	Software Services	
TIG Technology Integration Group	69627	DS IT Services	\$2,381.29	66983	8/19/2025	401-000-000-558-50-05-00	Technical Services, Software Services	
			<b>\$18,120.03</b>					
Tree Frog LLC	2121	Tree Inventory Project	\$2,700.00	66949	8/5/2025	001-000-000-558-60-41-56	Tree Canopy and ROW Inventory	
			<b>\$2,700.00</b>					
US Bank	JE 2283 Bank & ADP Fees	Merchant Fees	\$532.80	20250828	8/31/2025	001-000-000-514-20-49-10	Miscellaneous	
US Bank	JE 2283 Bank & ADP Fees	Merchant Fees	\$1,533.32	20250828	8/31/2025	401-000-000-558-60-49-10	Miscellaneous	
US Bank	Aug 2025 Wagner US Bank Credit Card Statement		\$187.89	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-511-60-49-00	Miscellaneous	
US Bank	Aug 2025 Nations US Bank Credit Card Statement		\$59.34	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-511-60-49-00	Miscellaneous	
US Bank	Aug 2025 Nations US Bank Credit Card Statement		\$369.17	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-511-60-49-00	Miscellaneous	
US Bank	Aug 2025 Nations US Bank Credit Card Statement		\$10.48	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-518-10-42-00	Postage/Telephone	
US Bank	Aug 2025 Nations US Bank Credit Card Statement		\$165.30	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-518-10-49-10	Miscellaneous	
US Bank	Aug 2025 Wagner US Bank Credit Card Statement	Late fees and Interest	\$231.75	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-518-10-49-10	Miscellaneous	
US Bank	Aug 2025 Kellerman US Bank Credit Card Statement		\$413.00	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-518-30-45-00	Facility Rental	
US Bank	Aug 2025 Kellerman US Bank Credit Card Statement		\$40.00	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-518-80-41-50	Technical Services, Software Services	
US Bank	Aug 2025 Wagner US Bank Credit Card Statement	Scheduling Tool	\$27.49	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards	
US Bank	Aug 2025 Crickmore US Bank Credit Card Statement		\$394.52	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-576-80-22-00	Uniforms	
US Bank	Aug 2025 Crickmore US Bank Credit Card Statement		\$2,956.47	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-576-80-31-00	Operating Supplies	
US Bank	Aug 2025 Crickmore US Bank Credit Card Statement		\$754.88	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube	
US Bank	Aug 2025 Crickmore US Bank Credit Card Statement		\$229.17	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube	
US Bank	Aug 2025 Osada US Bank Credit Card Statement		\$5.58	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	001-000-000-576-80-42-00	Telephone/postage	
US Bank	Aug 2025 Wilcox US Bank Credit Card Statement		\$9.68	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	401-000-000-558-60-42-00	Communications	
US Bank	Aug 2025 Wilcox US Bank Credit Card Statement		\$5.58	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	401-000-000-558-60-42-00	Communications	
US Bank	Aug 2025 Wilcox US Bank Credit Card Statement		\$150.00	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	401-000-000-558-60-49-00	Dues, Subscriptions, Memberships	
US Bank	Aug 2025 Wilcox US Bank Credit Card Statement		\$22.77	EFT Payment 9/3/2025 10:51:41 AM - 1	8/31/2025	401-000-000-558-60-49-10	Miscellaneous	
			<b>\$8,099.19</b>					
Valvoline, Inc.	94057008	PD Oil Changes	\$208.03	66950	8/5/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	
			<b>\$208.03</b>					
Viva Capital Funding, LLC F/B/O Cascade Engineering Services, Inc.	ML-25072824781	PD Vehicle Calibration	\$90.00	66951	8/5/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles	
			<b>\$90.00</b>					
Voyager Systems	8.69362E+12	PD Fuel	\$1,515.83	EFT Payment 9/3/2025 11:24:58 AM - 1	8/19/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	
			<b>\$1,515.83</b>					
WA ST Dept of Transportation	*FB91017001261	PW Fuel	\$425.04	66984	8/19/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube	
WA ST Dept of Transportation	*FB91017001261	DS Fuel	\$32.95	66984	8/19/2025	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.	
			<b>\$457.99</b>					
WA State Dept of Ecology	26-WAG994640-1	Aquatic Permit	\$530.00	66985	8/19/2025	101-000-000-542-30-41-03	NPDES Grant	
			<b>\$530.00</b>					
Washington State Patrol	I2600074	CPL Backgrounds	\$72.00	66952	8/5/2025	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi	
			<b>\$72.00</b>					
Wei, Liu Li	Advance Deposit Return for DEP00058	Advance Deposit Return for DEP00058	\$1,587.41	67002	8/26/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits	
			<b>\$1,587.41</b>					
Western Display Fireworks	25-7689 3rd Installment	Medina Days Fireworks	\$13,125.00	66953	8/5/2025	001-000-000-511-60-49-10	Medina Days	
			<b>\$13,125.00</b>					
WSP Global Inc	40230888	Geotechnical Eng Svcs	\$6,777.25	66986	8/19/2025	401-000-000-558-50-41-07	Engineering Consultant	
			<b>\$6,777.25</b>					
Zumar Industries, Inc.	53296	CH Parking Signs	\$212.62	66954	8/5/2025	101-000-000-542-64-41-00	Traffic Control Devices	
			<b>\$212.62</b>					
<b>Grand Total</b>			<b>\$220,881.58</b>	<b>AP Total</b>				
Payroll	Aug 2025 Payroll	Payroll	\$23,772.61		8/31/2025	001-000-000-513-10-11-00	Salaries, Wages & Benefits	
Payroll	Aug 2025 Payroll	Payroll	\$22,173.45		8/31/2025	001-000-000-514-20-11-00	Salaries, Wages & Benefits	
Payroll	Aug 2025 Payroll	Payroll	\$61,398.54		8/31/2025	001-000-000-518-10-11-00	Salaries, Wages & Benefits	
Payroll	Aug 2025 Payroll	Payroll	\$190,168.87		8/31/2025	001-000-000-521-20-11-00	Salaries, Wages & Benefits	
Payroll	Aug 2025 Payroll	Payroll	\$12,753.37		8/31/2025	001-000-000-571-00-11-00	Salaries, Wages & Benefits	
Payroll	Aug 2025 Payroll	Payroll	\$44,042.82		8/31/2025	001-000-000-576-80-11-00	Salaries, Wages & Benefits	
Payroll	Aug 2025 Payroll	Payroll	\$29,331.13		8/31/2025	101-000-000-542-30-11-00	Salaries, Wages & Benefits	
Payroll	Aug 2025 Payroll	Payroll	\$61,398.54		8/31/2025	401-000-000-558-60-11-00	Salaries, Wages & Benefits	
			<b>\$445,039.33</b>	<b>Payroll Total</b>				

<u>\$665,920.91</u>	Grand Total
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# MEDINA, WASHINGTON

## PARK BOARD SPECIAL AND REGULAR MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, May 19, 2025 – 4:30 PM**

### MINUTES

#### **1. PARK BOARD TOUR at 4:30 PM / ROLL CALL**

Board Chair Collette McMullen called the meeting to order at 4:30pm. Park Board members and City Staff met at the open space area next to the Medina Post Office. The purpose of the tour was to view the space and bring ideas to the meeting to discuss future renovations in this public area. No action was taken.

##### **PRESENT**

Board Chair Collette McMullen  
Board Vice Chair Barbara Moe  
Board Member Katie Surbeck  
Board Member Mary Nelson  
Emeritus Member Penny Martin

##### **ABSENT**

Board Member Dana Brekke  
Board Member India Fitting-Koh  
Board Member Michelle Lei  
Board Member Gretchen Stengel

##### **STAFF**

Osada, Crickmore, Nations, Swanson

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

The Park Board regular meeting was called to order by Chair Collette McMullen at 5:00 PM.

##### **PRESENT**

Board Chair Collette McMullen  
Board Vice Chair Barbara Moe  
Board Member Katie Surbeck  
Board Member Michelle Lei (on-line)  
Board Member Mary Nelson  
Emeritus Member Penny Martin

##### **ABSENT**

Board Member Dana Brekke  
Board Member India Fitting-Koh  
Board Member Gretchen Stengel

##### **STAFF**

Osada, Crickmore, Nations, Glenn, Swanson

### **3. ANNOUNCEMENTS**

None.

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

#### **4.1 Meeting Minutes of March 17, 2025**

**Recommendation:** Adopt minutes

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

**ACTION:** Motion made by Board Chair Moe, Seconded by Board Vice Chair Surbeck and carried by 5:0 vote; the board adopted the March 17, 2025, meeting minutes as presented.

### **5. PUBLIC COMMENT**

None.

### **6. PARK BOARD BUSINESS**

#### **6.1 Easter Egg Hunt Recap**

Chair McMullen gave a brief update on the Easter Egg hunt and presented a list of notes and details for future events. Board members and staff reported the hunt was a great success and the changes made for a positive/successful event.

#### **6.2 Arbor Day Recap**

Public Works reported it was great event and beautiful day. It was reported staff will order more seedlings for next year.

#### **6.3 Spring Clean Up Recap**

The weeding on 24<sup>th</sup> was a good start to maintaining these planters. It was discussed to wear yellow vests to help slow traffic down. Public works reported they appreciated the help.

#### **6.4 Capital Improvement Project (CIP) Discussion by Ryan Osada**

Ryan Osada, Public Works Director gave a brief update on the CIP Projects. He reported the invasive species project was started by adding goats to Fairweather park and will continue through 2027. The tennis courts will be resurfaced in July 2025. Tennis court fencing will be added. He asked board members for input on what to add to Park project funding. The board gave direction to add the pocket park project for the open space beside the Medina Post Office. Osada reported this can be added as a 3-phase plan. He will update the board at the July 21, 2025, meeting after he discusses it was council. Board members asked questions and staff responded.

#### **6.5 NE 12th Street Planter Update by Ryan Osada**

Ryan Osada gave an update on what council direction was add native plants to the planters along NE12th street. Public works will do the watering for the new plants. The maintenance funds for NE12th will be redirected to the 84<sup>th</sup> street planter cleanup.

6.6 Park Donation Policy Update by Ryan Osada

Public Works Director Ryan Osada gave a brief update that he will draft a policy and present to the Park Board at the July 21, 2025, meeting for input and direction.

6.7 Medina Days Pet Parade Planning Discussion

Board members discussed the pet parade. They formed a sub-committee to discuss ideas and present the details at the July 21, 2025, meeting. The pet parade will be on Saturday, August 9, 2025.

**7. PARK BOARD ROUNDTABLE**

None.

**8. PARK REPORTS**

Fairweather & Lid – McMullen reported weeding needs to be done. Public Works will be adding wood chips.

Points Loop Trail – McMullen reported the bamboo is growing fast and Public Works will address the issue.

Lake Lane- No Report.

Medina Beach Park- Public works reported the seasonal staff will be working on weeding and mole issues.

Medina Park – All reported looks great.

Viewpoint Park – Public works reported the panels will be removed. Osada contacted the property owner.

**9. ADJOURNMENT**

By consensus, the meeting was adjourned at 5:45 PM.

Meeting minutes taken by Dawn Nations, Deputy City Clerk



# MEDINA, WASHINGTON

## PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person  
 Medina City Hall - Council Chambers  
 501 Evergreen Point Road, Medina, WA 98039  
**Wednesday, May 28, 2025 – 6:00 PM**

### MINUTES

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

Planning Commission Chair Laura Bustamante called the Planning Commission meeting to order in the Medina Council Chambers at 6:00 p.m.

##### PRESENT

Commission Chair Laura Bustamante  
 Commission Vice-Chair Shawn Schubring  
 Commissioner Julie Barrett  
 Commissioner Li-Tan Hsu  
 Commissioner Evonne Lai (online) (offline at 6:35 p.m.)  
 Commissioner Mark Nelson  
 Commissioner Brian Pao (in at 6:11 p.m.)

##### STAFF

Swanson, Kesler, Wilcox, Peterson (Consultant) and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

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

#### 3. APPROVAL OF MINUTES

##### 3.1 Planning Commission Meeting Minutes of April 22, 2025

**Recommendation:** Adopt minutes.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk

Commissioner Nelson requested clarification regarding the absence of Commission Vice Chair Schubring and Commissioner Barrett during the vote on the Minutes at the April 22, 2025, Planning Commission meeting. Although the attendance record showed them as late, Commissioner Nelson inquired whether the Minutes should explicitly note that they were absent for the vote.

City Clerk Aimee Kellerman confirmed that both individuals were indeed absent for the vote. However, she explained that the Minutes accurately reflected their late arrival and correctly noted that they did not participate in the vote. As a result, no changes will be made to the Minutes.

**ACTION:** Motion to approve the meeting minutes, with the understanding that Vice Chair Schubring and Commissioner Barrett were absent for the vote on the Minutes at the April 22, 2025, Planning Commission meeting. Motion passed 6-0.

Motion made by Commission Vice Chair Schubring, Seconded by Commissioner Hsu.

Voting Yea: Commission Chair Bustamante, Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson.

Absent: Commissioner Pao

#### 4. **ANNOUNCEMENTS**

##### 4.1 Staff/Commissioners

Chair Bustamante noted the upcoming City Manager candidate reception and wanted to ensure the Commission was aware of the details. The event was initially scheduled at St. Thomas School on June 5, 2025, from 6:00 PM to 7:30 PM; however, City Clerk Aimee Kellerman and Commissioner Mark Nelson clarified that the correct location is St. Thomas Church.

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

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

#### 6. **DISCUSSION**

##### 6.1 Concerns of the Commission

Chair Bustamante asked about the progress of Affordable Housing and next steps. Planning Manager Jonathan Kesler responded that Affordable Housing will be covered under Agenda Item 6.2.

##### 6.2 Middle Housing Update and Next Steps for Medina

**Recommendation:** Discussion.

**Staff Contacts:** Jonathan Kesler, AICP, Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Planning Manager Jonathan Kesler provided a presentation on the Middle Housing update and next steps. He reported that the City Council gave final approval to the Middle Housing Ordinance and Zero Lot-Line Subdivision, with a vote of 6-1-0.

Kesler also gave a brief overview of comments received from the Department of Commerce.

Finally, he noted that staff will bring a proposal on affordable housing issues to the City Council at its June 9, 2025 meeting.

Commissioners asked questions, and Kesler responded.

**ACTION:** Discussion only; no action taken.

6.3 Critical Areas Ordinance (CAO) Update

**Recommendation:** Discussion.

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler gave a presentation on the upcoming update to the Critical Areas Ordinance (CAO). He explained that the Director of Development Services is leading the project and has retained the consulting firm Facet (formerly DSG/Watershed) to carry out the work.

Following an initial kickoff meeting between staff and Facet, the consultant will provide the City with a detailed project management plan. The Planning Manager will oversee the project and will develop a project calendar to track key milestones and deliverables.

The Commission asked questions and Kesler responded.

**ACTION:** Discussion only; no action taken.

7. **ADJOURNMENT**

Motion Hsu second Nelson, the Commission adjourned the regular meeting at 6:55 p.m.

Meeting minutes taken by Aimee Kellerman, City Clerk



# MEDINA, WASHINGTON

## PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person  
 Medina City Hall - Council Chambers  
 501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, June 24, 2025 – 6:00 PM**

### MINUTES

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

Planning Commission Vice Chair Shawn Schubring called the Planning Commission meeting to order in the Medina Council Chambers at 6:04p.m.

##### PRESENT

Commission Chair Laura Bustamante (online)  
 Commission Vice-Chair Shawn Schubring  
 Commissioner Li-Tan Hsu  
 Commissioner Mark Nelson  
 Commissioner Brian Pao (arrived at 6:07p.m.)

##### ABSENT

Commissioner Julie Barrett  
 Commissioner Evonne Lai

##### STAFF

Bennett, Swanson, Wilcox

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

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

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

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

##### **3.1 Planning Commission Meeting Minutes of May 28, 2025**

**Recommendation:** Adopt Minutes.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk

**ACTION:** Motion to approve the meeting minutes. Motion passed 4-0.

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

Commissioner Hsu, Commissioner Nelson  
Absent: Commissioner Pao

#### **4. ANNOUNCEMENTS**

##### **4.1 Staff/Commissioners**

Development Services Director, Steve Wilcox, announced that last night, Monday, June 23rd, 2025, City Council passed interim ordinance for outdoor lighting. Interim City Manager, Jeff Swanson, announced that Chair Bustamante is running for City Council. Swanson also announced that we no longer have a Planning Manager.

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

Vice Chair Schubring opened the public comment period. There were no speakers. Subsequently, public comments was closed.

#### **6. DISCUSSION**

- 6.1 An Introduction to Middle Housing Phase II: Density Mitigations  
**Recommendation:** Presentation and discussion; no action needed.  
**Staff Contacts:** Jeff Swanson, Interim City Manager and Steve Wilcox, Development Services Director

Time Estimate: 45 Minutes

Swanson gave PowerPoint presentation. Commissioners discussed and asked questions.

- 6.2 Critical Areas Ordinance Update  
**Recommendation:** Discussion item only; no action needed.  
**Staff Contact:** Steven Wilcox, Development Services Director

Wilcox provided information about the Critical Areas Ordinance Update. Commissioners Discussed and asked questions. An additional Planning Commission Special Meeting is to be held on Tuesday, September 9th, 2025.

#### **7. ADJOURNMENT**

Meeting adjourned at 7:26p.m.

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

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

Meeting Minutes taken by Rebecca Bennett, Development Services Coordinator



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

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

### MINUTES

#### 1. STUDY SESSION

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

##### PRESENT

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

##### ABSENT

Councilmember Harini Gokul  
Councilmember Heija Nunn

##### STAFF

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

#### 1.1 Complete Streets Ordinance Discussion

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

#### 1.2 Vegetation Management Reimbursement Policy

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

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

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

### PRESENT

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

### ABSENT

Councilmember Harini Gokul  
Councilmember Heija Nunn

### STAFF

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

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

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

## 4. **PUBLIC COMMENT PERIOD**

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

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

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

## 5. **PRESENTATIONS**

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

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

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

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

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

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

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

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

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

## 7. **CONSENT AGENDA**

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

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

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

## 8. **LEGISLATIVE HEARING**

None.

## 9. **PUBLIC HEARING**

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

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

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

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

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

**ACTION:** Motion Councilmember Mac Johnston

## 10. **CITY BUSINESS**

None.

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

None.

## 12. **PUBLIC COMMENT**

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

Deputy Mayor Randy Reeves opened public hearing. There were no speakers. Subsequently, the public hearing was closed.

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

## 13. **EXECUTIVE SESSION**

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

RCW 42.30.110 (1)(i)

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

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

**ACTION:** No action was taken following the Executive Session.

**14. ADJOURNMENT**

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

Meeting minutes taken by Aimee Kellerman, City Clerk

DRAFT



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, July 28, 2025 – 5:00 PM**

### MINUTES

#### 1. STUDY SESSION

Mayor Rossman called the study session to order in the Council Chambers at 5:00 p.m.

##### **PRESENT**

Mayor Jessica Rossman  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Michael Luis

##### **ABSENT**

Deputy Mayor Randy Reeves  
Councilmember Heija Nunn

##### **STAFF**

Swanson, Osada, Wilcox (on-line), Wagner, Nations, Sass, Archer

#### 1.1 Gas Powered Leaf Blower Discussion by Ryan Osada, Public Works Director

Public Works Director Ryan Osada provided an overview of the gas leaf blower discussion. He provided comparisons of gas vs. electric blowers. Council discussed, asked questions and staff responded.

#### 1.2 Council Values and Rules of Procedure by Jeff Swanson, City Manager

City Manager Jeff Swanson provided introductory remarks and an overview of the Council Values and Rules to initiate the discussion. Council discussed, asked questions and staff responded.

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

Mayor Rossman called the regular meeting to order in the Council Chambers at 6:05 p.m.

**PRESENT**

Mayor Jessica Rossman  
 Councilmember Harini Gokul  
 Councilmember Mac Johnston  
 Councilmember Michael Luis  
 Councilmember Heija Nunn (in person at 6:37 p.m.)

**ABSENT**

Deputy Mayor Randy Reeves  
 Councilmember Joseph Brazen

**STAFF**

Swanson, Osada, Wilcox (on-line), Wagner, Nations, Sass, Archer

**3. APPROVAL OF MEETING AGENDA**

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

**4. PUBLIC COMMENT PERIOD**

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

**5. PRESENTATIONS**

None.

**6. CITY MANAGER'S REPORT**

None.

**7. CONSENT AGENDA****7.1 Exigy Consulting Invoice Approval – Interim City Manager**

**Recommendation:** Approval of the Invoice for Payment

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

**ACTION:** Motion by Councilmember Michael Luis to approve the Consent Agenda as presented. This was seconded by Councilmember Harini Gokul and carried by a vote of 4-0.

**8. LEGISLATIVE HEARING**

None.

**9. PUBLIC HEARING****9.1 Lighting Ordinance – Interim Official Control**

**Recommendation:** Conduct public hearing and receive public testimony.

**Staff Contact(s):** Charlotte Archer, Assistant City Attorney and Steve Wilcox, Development Services Director

Mayor Rossman opened the public hearing. Assistant City Attorney Charlotte Archer gave a presentation on the recently passed Interim Official Control Ordinance making modifications to development regulations. The ordinance refers to dark sky lighting. The public hearing is required, and the purpose is to receive public testimony. Staff and elected officials can work together to integrate feedback into the long-term lightning regulations. Council also directed the Planning Commission to review and give input on the regulations. Council asked questions and staff responded. The following individuals gave public testimony:

M3 Sweatt 2233 79<sup>th</sup> Avenue NE - addressed the council on lighting requirements and expressed his concerns regarding lighting wattage. He expressed his appreciation to council for looking into the lighting requirements for Medina.

Rosalie Gann – NE 14<sup>th</sup> Street – addressed the council on the outdoor lightning and expressed her support for this ordinance. She expressed her appreciation to council.

With no additional questions or comments the public hearing was closed.

**ACTION:** Received testimony and discussion only; no action was taken.

## 10. **CITY BUSINESS**

- 10.1 Medina Complete Streets Ordinance  
**Recommendation:** Discussion and adopt Ordinance No. 1044.  
**Staff Contact:** Ryan Osada, Public Works Director

Public Works Director Ryan Osada gave an overview of the proposed complete streets ordinance. The purpose of the ordinance is to establish a complete streets policy regarding roadways being designed with all users in mind this includes transit, pedestrians, and cyclists using design standards. This will also allow Medina to apply for Grant funding. Council asked questions and staff responded.

**ACTION:** Council gave direction to staff to update the ordinance language and tailor the ordinance to cross reference the components of the Comprehensive Plan for Medina. The updated ordinance will be brought back to council on September 8, 2025, council meeting for review and potential adoption.

- 10.2 Business License Ordinance Update  
**Recommendation:** Discussion item only.  
**Staff Contact(s):** Ryan Wagner, Finance/HR Director

Finance Director Ryan Wagner gave update on the Business License Ordinance changes council requested and the updated timeline. He asked council to reach out with procedural changes before the next meeting. Council discussed, asked questions and staff responded.

**ACTION:** Public Hearing will be scheduled for September 8, 2025.

## 10.3 Middle Housing Phase II - Mitigations

**Recommendation:** Presentation and discussion.

**Staff Contact(s):** Steve Wilcox, Development Services Director; Jeff Swanson, City Manager

City Manager Jeff Swanson gave a presentation on the Middle Housing Phase II: Density Mitigations. This presentation was also presented to the Planning Commissioners, and input received from Commissioners. Swanson proposed the city conduct a Transportation System Plan study to update chapters 3 and 4 of the Comprehensive Plan. He went over a list of projects that will need to be addressed in the future and addressed the list of projects that are currently being worked on. The next steps were discussed regarding updating workplans to prioritize projects. Council discussed, asked questions and staff responded.

**ACTION:** Discussion only; no action taken.

## 10.4 Animal Control Discussion

**Recommendation:** Discussion and direction.

**Staff Contact:** Jeffrey R. Sass, Chief of Police

Mayor Rossman extended a thank you to Police Chief Jeff Sass for his efforts with this project. Chief Sass gave an overview of the reasons to partner with King County Animal Control. Council discussed, asked questions and staff responded.

**ACTION:** Councilmember Heija Nunn made a motion to direct staff to pursue an interlocal agreement with King County Animal Control Services as suggested by the Chief of Police; and to prepare a communications outline for residents, Seconded by Councilmember Gokul and carried by a vote of 5-0.

11. **REQUESTS FOR FUTURE AGENDA ITEMS**

Councilmember Johnston to add Bicycle traffic and e-bikes for Police discussion to a future agenda. This was Seconded by Councilmember Nunn.

12. **PUBLIC COMMENT**

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

13. **ADJOURNMENT**

By consensus, the regular meeting adjourned at 8:24 p.m.

Meeting minutes taken by Dawn Nations, Deputy City Clerk



# MEDINA, WASHINGTON

## AGENDA BILL

September 8, 2025

**Subject:** On-Call Professional Services Agreement - Transpo Group

**Category:** Consent

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

### **Summary**

The City's previous on-call Traffic Engineering contract has reached its expiration date. In response, Public Works reviewed anticipated service needs and prepared a revised scope of services to align with current and future project requirements. To secure qualified professional services, Public Works initiated a competitive solicitation process by issuing a Request for Proposals (RFP) through the MRSC Small Works Roster, ensuring compliance with procurement regulations and promoting fair and open competition among eligible firms. We received two proposals which were evaluated in accordance with the criteria outlined in the RFP, including relevant technical experience, demonstrated understanding of the scope, proposed approach, qualifications of key personnel, and capacity to perform the required work within established timelines. The evaluation process was conducted by Jeff Swanson and Ryan Osada who are both familiar with traffic engineering and procurement procedures. Following the scoring and ranking of submittals, the highest-rated firm was identified for recommendation to City Council for contract award.

### **Attachment(s)**

DRAFT\_TRANSPO\_ On-call Professional Services Contract\_09032025

**Budget/Fiscal Impact:** TBD

**Staff Recommendation:** Approve.

**City Manager Approval:**

**Proposed Council Motion:** I move to authorize the City Manager to negotiate and enter into an agreement with Transpo Group to provide On-Call Professional Services

## ON-CALL PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MEDINA AND TRANSPO GROUP

**THIS ON-CALL PROFESSIONAL SERVICES AGREEMENT** (this “**Agreement**”) is entered into by and between the City of Medina, Washington, a municipal corporation (the “**City**”) and Transpo Group, a corporation organized under the laws of the State of Washington, located and doing business in Kirkland, WA (hereinafter, the “**Consultant**”). The City and the Consultant are sometimes referred to individually as a “**Party**” and collectively as the “**Parties.**”

### RECITALS:

**WHEREAS**, the City desires to have certain work performed; and

**WHEREAS**, the City has selected the Consultant to perform such services pursuant to certain terms and conditions as set forth herein; and

**NOW, THEREFORE**, in consideration of the mutual benefits and conditions set forth below, the Parties agree as follows:

### AGREEMENT:

#### 1. Scope of Services to be Performed by Consultant.

The Consultant shall perform the work as assigned by the City, which may include the services described in **Exhibit A** of this Agreement, which is attached hereto and incorporated herein by this reference as if set forth in full. Additional work may be assigned by the City, however, this Agreement does not obligate the City to assign any specific work or any work to the Consultant. Any changes to the scope of services provided hereunder shall be in writing and signed by both parties. In performing the services, the Consultant shall comply with all federal, state, and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

The City shall pay the Consultant for services rendered according to the rates set forth in **Exhibit B**. The Consultant shall submit to the City a voucher or invoice for services rendered. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval. However, if the City objects to all or any portion of an invoice, it shall notify Consultant and reserves the option to only pay that portion of the invoice not in dispute. In that event, the Parties will immediately make every effort to settle the disputed portion. No payment shall be made for any service rendered by the Consultant except for services identified and set forth in this Agreement.

2. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing on the date the last Party executes this Agreement for a period of three (3) years with an option to extend one (1) year, unless sooner terminated under the provisions of this Agreement or extended by mutual agreement of the Parties. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

Professional Services Agreement

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Updated Template (IBDR) - August 2024

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### 3. **Ownership and Use of Documents.**

A. *Ownership.* Any records, files, documents, drawings, specifications, data, or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

B. *Records preservation.* Consultant understands that this Agreement is with a government agency and thus all records created or used in the course of Consultant's work for the City are considered "public records" and may be subject to disclosure by the City under the Public Records Act, Chapter 42.56 RCW ("the Act"). Consultant agrees to safeguard and preserve records in accordance with the Act. The City may be required, upon request, to disclose the Agreement, and the documents and records submitted to the City by Consultant, unless an exemption under the Public Records Act applies. If the City receives a public records request and asks Consultant to search its files for responsive records, Consultant agrees to make a prompt and thorough search through its files for responsive records and to promptly turn over any responsive records to the City's public records officer at no cost to the City.

4. **Independent Consultant.** The Parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or sub-consultants of the Consultant. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives, and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

5. **Indemnification.** Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, agents, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorneys' fees brought against the City, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW

4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties.

The provisions of this section shall survive the expiration or termination of this Agreement.

**6. Insurance.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. *Minimum Scope of Insurance.* Consultant shall obtain insurance of the types described below:

- i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent Consultants and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
- iii. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- iv. Professional Liability insurance appropriate to the Consultant's profession.

B. *Minimum Amounts of Insurance.* Consultant shall maintain the following insurance limits:

- i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

- ii. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- iii. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. *Other Insurance Provision.* The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

D. *Acceptability of Insurers.* Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-VII.

E. *Verification of Coverage.* The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. At the City's discretion, the verification described above may be attached to this Agreement as **Exhibit C**.

F. *Notice of Cancellation.* The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. *Failure to Maintain Insurance.* Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

H. *No Limitation.* Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

## **7. Record Keeping and Reporting.**

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all

funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

**8. City's Right of Inspection and Audit.**

A. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

B. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement. All work products, data, studies, worksheets, models, reports, and other materials in support of the performance of the service, work products, or outcomes fulfilling the contractual obligations are the products of the City.

**9. Consultant to Maintain Records to Support Independent Contractor Status.** On the effective date of this Agreement (or shortly thereafter), the Consultant shall comply with all federal and state laws applicable to independent contractors including, but not limited to the maintenance of a separate set of books and records that reflect all items of income and expenses of the Consultant's business, pursuant to the Revised Code of Washington (RCW) Section 51.08.195, as required to show that the services performed by the Consultant under this Agreement shall not give rise to an employer-employee relationship between the Parties which is subject to RCW Title 51, Industrial Insurance.

**10. Work Performed at the Consultant's Risk.** The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and sub-consultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

**11. Termination.**

A. The City reserves the right to terminate or suspend this Agreement at any

time, with or without cause, upon seven (7) days' prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports, or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended by the City, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled by the City immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement, or if the key professionals providing the services are no longer able to provide services to the City under this Agreement, or if Consultant fails to comply with any other provisions of this Agreement, and the Consultant fails to correct such noncompliance within five (5) business days' of written notice from the City to correct such breach.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid by the City within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

**12. Force Majeure.** Notwithstanding anything to the contrary in this Agreement, any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, acts of war, terrorist acts, inability to obtain services, labor, or materials or reasonable substitutes therefor, governmental actions, governmental laws, regulations or restrictions, civil commotions, Casualty, actual or threatened public health emergency (including, without limitation, epidemic, pandemic, famine, disease, plague, quarantine, and other significant public health risk), governmental edicts, actions, declarations or quarantines by a governmental entity or health organization, breaches in cybersecurity, and other causes beyond the reasonable control of the Party obligated to perform, regardless of whether such other causes are (i) foreseeable or unforeseeable or (ii) related to the specifically enumerated events in this paragraph (collectively, a "**Force Majeure**"), shall excuse the performance of such Party for a period equal to any such prevention, delay or stoppage. To the extent this Agreement specifies a time period for performance of an obligation of either Party, that time period shall be extended by the period of any delay in such Party's performance caused by a Force Majeure. Provided, however, that the current COVID-19 pandemic shall not be considered a Force Majeure unless constraints on a Party's performance that result from the pandemic become substantially more onerous after the effective date of this Agreement. In order to claim Force Majeure, the Party claiming must provide notice to the other Party within fourteen (14) days of the event which constitutes Force Majeure, or such claim shall be waived for any period in which notice was due.

**13. Discrimination Prohibited.** The Consultant shall not discriminate against any

employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance, except for a bona fide occupational qualification.

**14. Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City. The City reserves the right to reject, without cause, any such assignment. Any assignment made without the prior approval of the City is void.

**15. Conflict of Interest.** The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in **Exhibit A**. In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

**16. Confidentiality.** All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

**17. Non-Appropriation of Funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

**18. Employment of State Retirees.** The City is a “DRS-covered employer” which is an organization that employs one or more members of any retirement system administered by the Washington State Department of Retirement Systems (DRS). Pursuant to RCW 41.50.139(1) and WAC 415-02-325(1), the City is required to elicit on a written form if any of the Consultant’s employees providing services to the City retired using the 2008 Early Retirement Factors (ERFs), or if the Consultant is owned by an individual who retired using the 2008 ERFs, and whether the nature of the service and compensation would result in a retirement benefit being suspended. Failure to make this determination exposes the City to significant liability for pension overpayments. As a result, before commencing work under this Agreement, Consultant shall determine whether any of its employees providing services to the City or any of the Consultant’s owners retired using the 2008 ERFs, and shall immediately notify the City and shall promptly complete the form provided by the City after this notification is made. This notification to DRS could impact the payment of retirement benefits to employees and owners of Consultant. Consultant shall indemnify, defend, and hold harmless the City from any and all claims, damages, or other liability, including attorneys’ fees and costs, relating to a claim by DRS of a pension overpayment caused by or resulting from Consultant’s failure to comply with the terms of this provision. This provision shall survive termination of this Agreement.

**19. Entire Agreement.** This Agreement contains the entire agreement between the Parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the Parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibit, then the terms and conditions of this Agreement shall prevail over the exhibit. Either Party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

**20. Notices.** All notices or other communications required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, in which case the notice or communication shall be deemed given on the date of receipt at the office of the addressee; (b) sent by registered or certified mail, postage prepaid, return receipt requested, in which case the notice or communication shall be deemed given three (3) business days after the date of deposit in the United States mail; or (c) sent by overnight delivery using a nationally recognized overnight courier service, in which case the notice or communication shall be deemed given one business day after the date of deposit with such courier. In addition, all notices shall also be emailed, however, email does not substitute for an official notice. Notices shall be sent to the following addresses:

Notices to the City of Medina shall be sent to the following address:

Ryan Osada  
Public Works Director  
PO Box 144  
Medina, Washington 98039  
rosada@medina-wa.gov  
425-233-6439

With a copy to the City Clerk at the same address.

Notices to the Consultant shall be sent to the following address:

Transpo Group  
12131 113th Ave NE #203  
Kirkland, WA 98034  
[jon.pascal@transpogroup.com](mailto:jon.pascal@transpogroup.com)  
425.896.5230

**21. Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the Parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

**22. Compliance with Laws.** The Consultant agrees to comply with all federal, state, and

municipal laws, rules, and regulations that are now effective or in the future become applicable to Consultant’s business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those operations.

**23. Authorized Signatures.** By their signatures below, each Party represents that they are fully authorized to sign for and on behalf of the named principal above.

**24. Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

**25. Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

**IN WITNESS WHEREOF,** the City and the Consultant have executed this Agreement as of the dates listed below.

**CITY OF MEDINA**

**TRANSCO GROUP**

\_\_\_\_\_  
Jeff Swanson  
City Manager

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
Dawn Nations  
City Clerk

**APPROVED AS TO FORM**

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

Professional Services Agreement

Page 9 of 11

Updated Template (IBDR) - August 2024

10915004.1 - 371096 - 0012



## EXHIBIT A

### Scope of Services:

The firm works under the general direction of the Public Works Director and additional specific assignments. The firm may be asked to provide services including, but not limited to:

- Engineering / Surveying
- Traffic impact studies and analysis
- Traffic signal warrant studies and design
- Intersection capacity analysis
- Roadway safety assessments
- Parking studies
- Traffic calming analysis and recommendations
- Preparation of plans, specifications, and estimates (PS&E) for traffic-related projects
- Grant support and funding applications related to transportation
- Public meeting presentations and technical assistance

**EXHIBIT B**  
**Rates of Service**  
**See attached**



### Transpo Billing Rate Range Schedule

Rates are effective June 28, 2025 through June 26, 2026

Category	Billing Rate Range	
	Min	Max
Engineer/Planner/Analyst/Principal/Director - Level 7	\$260	\$355
Engineer/Planner/Analyst/Assoc Prin/Proj Adm - Level 6	\$230	\$280
Engineer/Planner/Analyst/Tech/Proj Adm - Level 5	\$200	\$250
Engineer/Planner/Analyst/Tech/Proj Adm - Level 4	\$155	\$210
Engineer/Planner/Analyst/Tech/Proj Adm - Level 3	\$135	\$180
Engineer/Planner/Analyst/Tech/Proj Adm - Level 2	\$125	\$160
Engineer/Planner/Analyst/Tech/Proj Adm/Intern - Level 1	\$50	\$150



# MEDINA, WASHINGTON

## AGENDA BILL

September 8, 2025

**Subject:** Medina Parking Fine Ordinance – Amending MMC 10.40.070

**Category:** Consent

**Staff Contact(s):** Jeff Sass, Police Chief and Jennifer Robertson, City Attorney

### **Summary**

Chapter 10.40 MMC establishes the parking limitations and prohibitions in Medina. The fines for violating the parking code are set forth in MMC 10.40.070 and have been set at \$45 for many years. Medina Police Department recommends increasing the fine to \$75 which is more consistent with other jurisdictions in the area. In addition, under state law, the fine for disabled parking violations is typically \$200 or more depending on the violation. Therefore, it is recommended that the code also be updated with a reference to RCW 46.19.050.

Other area cities charge the following rates for standard parking violations:

Hunts Point	\$75
Clyde Hill	\$50
Yarrow Point	\$50
Seattle	\$44-78
Bellevue	\$54
Kirkland	\$30-35
Redmond	\$20-250

This project meets and supports Council's priorities 3 and 4:

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

### **Attachment(s)**

Medina Parking Fee Ordinance No. 1045 amending MMC 10.40.070.

**Budget/Fiscal Impact:** n/a

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

**City Manager Approval:**

**Proposed Council Motion:** I move to adopt Ordinance No. 1045 amending Section 10.40.070 of the Medina Municipal Code to increase the fine amount for parking violations; providing for severability and corrections; and establishing an effective date.



## CITY OF MEDINA, WASHINGTON

## Ordinance No. 1045

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, REGARDING PARKING, AMENDING SECTION 10.40.070 OF THE MEDINA MUNICIPAL CODE TO INCREASE THE FINE AMOUNT FOR PARKING VIOLATIONS; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Medina has code provisions restricting or limiting parking in the City; and

**WHEREAS**, Chapter 10.40 MMC sets forth the parking requirements and limitations on public property and public streets; and

**WHEREAS**, the parking fine set forth in MMC 10.40.070 has not been updated for many years and the Police Department recommend an increase in this penalty; and

**WHEREAS**, the Council deems it in the public interest to update the fine for parking in violation of Chapter 10.40 MMC to ensure that it has the effect of dissuading vehicle drivers from parking in violation of the Medina Municipal Code; **NOW, THEREFORE**,

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

**Section 1.** Section 10.40.070 of the Medina Municipal Code is hereby amended to read as follows:

**10.40.070. - Infraction—Fine—Failure to appear—Penalty.**

A. Any person violating any section of this chapter shall be fined in the amount of ~~\$45.00~~75.00, except that the fine for violating disabled parking privileges shall be as set forth in RCW 46.19.050.

B. There shall be a penalty of \$25.00 for any person failing to pay the fine or to appear for any court proceedings scheduled in response to an infraction for a parking violation.

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

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

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

**Section 5. Effective Date.** This ordinance shall be effective five days after publication as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 8TH DAY OF SEPTEMBER 2025 BY A VOTE OF \_\_\_\_ FOR, \_\_\_\_ AGAINST, AND \_\_\_\_ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 8TH DAY OF SEPTEMBER 2025.**

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

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

Attest:

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

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

PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.:1045 / AB



# MEDINA, WASHINGTON

## AGENDA BILL

Monday September 8th, 2025

**Subject:** Business License Ordinance

**Category:** Public Hearing

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

### **Summary**

The public hearing gives the community a space to provide comments and feedback on the draft ordinance. No new changes have been made since the second July meeting, where it was discussed during City Business.

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

### **Background**

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

### **Attachments:**

- 1) Business License Discussion Information
- 2) Drafted Business License Ordinance

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

**Recommendation:** N/A

**City Manager Approval:** N/A

**Proposed Council Motions:** N/A

*Estimated Time Limit:* 15 Minutes .

## Medina Business Licenses

Coming to Medina, starting March 26, 2026

Let's consider the impact on Medina and local business



### WHY PURSUE LICENSES?

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

### WHAT IS THE PROCESS?

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

### HOW WILL WE NOTICE AND EDUCATE?

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

## BUSINESS LICENSE REQUIREMENTS

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

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

### Business License Types



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

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## WHAT ARE THE LICENSING PROCEDURES?

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

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## WHAT INFORMATION DO BUSINESSES PROVIDE?

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

## WHEN DO YOU NEED TO RENEW?

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

## WORK SESSION TOPICS – DIRECTION GIVEN

### 1) Fee Type and Amount

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

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

- ☐ At the May work session, the Council gave direction to staff not to move forward with any late or non-compliance related fees regarding Business Licenses.
- ☐ Please note, the below RCW lists the potential for a delinquency fee to be charged by the Department of Revenue, for failure to renew or terminate an endorsement.

- ☐ [RCW 19.02.085](#)(1) Licensing fees—Business license delinquency fee—Rate—Disposition.

- (1) To encourage timely renewal by applicants, a business license delinquency fee is imposed on licensees who fail to renew by the business license expiration date. The business license delinquency fee must be the lesser of one hundred fifty dollars or fifty percent of a base comprised of the licensee's renewal fee minus corporate licensing taxes, corporation annual report fee, and any interest fees or penalties charged for late taxes or corporate renewals. The business license delinquency fee must be added to the renewal fee and paid by the licensee before a business license is renewed. The delinquency fee must be deposited in the business license account.

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

#### Language from the draft ordinance

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

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

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

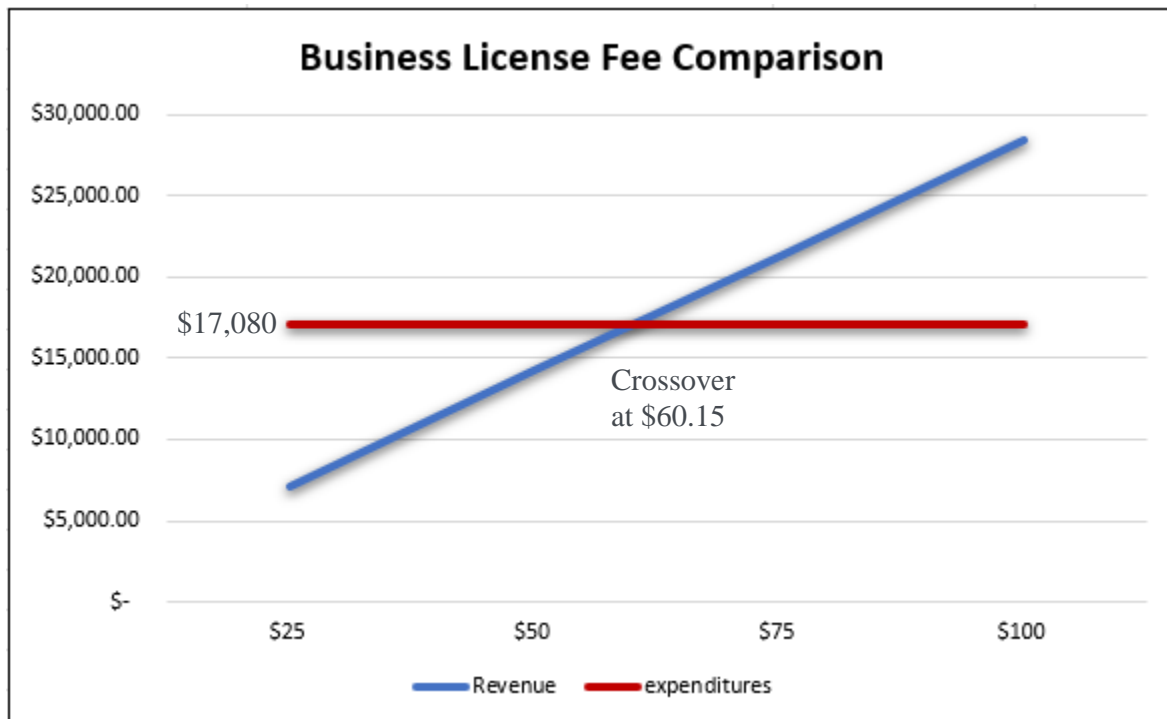
**Estimated Annual Hours for Staff:** 150 Hours - \$10,080 at exempt rate

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

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

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

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



## CITY OF MEDINA, WASHINGTON

## Ordinance No. xxx

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

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

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

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

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

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

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

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

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

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

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

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

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

**Chapter 5.02 GENERAL BUSINESS LICENSES**

**Sections:**

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

**5.02.010 Generally.**

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

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

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

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

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

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

#### **5.02.030 Definitions.**

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

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

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

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

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

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

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

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

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

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

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

#### D. D Definitions:

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

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

#### E. E Definitions:

"Engaging in business"

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

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

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

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

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

c. Soliciting sales.

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

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

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

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

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

f. Conducting advertising through the mail.

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

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

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

#### F. F Definitions:

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

#### G. G Definitions:

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

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

#### H. H Definitions:

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

I. I Definitions: *reserved*.

J. J Definitions: *reserved*.

K. K Definitions: *reserved*.

L. L Definitions:

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

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

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

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

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

M. M Definitions:

"MMC" means the Medina Municipal Code.

N. N Definitions: *reserved*.

O. O Definitions: *reserved*.

P. P Definitions:

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

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

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

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

Q. Q Definitions: *reserved*.

R. R Definitions:

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

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

S. S Definitions:

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

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

T. T Definitions:

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

U. U Definitions: *reserved*.

V. V Definitions:

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

W. W Definitions: *reserved*.

X. X Definitions: *reserved*.

Y. Y Definitions: *reserved*.

Z. Z Definitions: *reserved*.

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

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

#### **5.02.050 Application.**

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

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

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

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

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

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

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

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

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

If the Finance Director determines that the licenses shall not be approved, the Finance Director shall notify BLS of such denial. Any applicant denied a license, or any person objecting to the issuance of any such license, shall, within ten days after the issuance or denial of such license, appeal said ruling by filing a written notice of appeal. Such notice shall clearly state the grounds that the appeal is based on and be timely filed with the City Clerk. Following expiration of the appeal period, the City Clerk shall then set a date for the hearing of such appeal before the Hearing Examiner of the City. The appeal shall be governed by Chapter 2.72 MMC. The City Clerk shall notify the applicant in the case of a denial, and the objector and applicant in the case of issuance, by mail, of the time and place of hearing.

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

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

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

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

#### **5.02.110 Renewal.**

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

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

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

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

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

### **5.02.120 Exemptions**

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

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

1. Exemption Amount. The gross proceeds or gross income of a business for the purposes of this subsection "A" shall be no greater than \$4,000. This exemption amount shall be adjusted periodically as follows:
  - a. This exemption amount will be adjusted every forty-eight (48) months, on January 1, starting January 1, 2030, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30, as published by the United States Department of Labor Bureau of Labor Statistics or successor agency.
  - b. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight (48) months) CPI increase using each 12-month period ending on June 30 of each prior year and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five percent (5%), a five percent (5%) increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight (48) month period, a zero percent (0%) increase will be used in computing the annual basis.

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

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

conduct other business activities than only their core religious activities those other activities will be subject to all licensing requirements of this chapter.

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

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

other activities in or with the city but the following, it need not register and obtain a business license:

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

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

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

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

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

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

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

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

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

#### **5.02.140 Refunds.**

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

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

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

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

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

1. The registration was procured by fraud or false representation of fact, including, but not limited to, the existence of owners who were not identified on the application.
2. The licensee has failed to comply with any provisions of this title.
3. The licensee has failed to comply with any provisions of the MMC.

4. The licensee is in default in any payment of any license fee or tax under Title 5.

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

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

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

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

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

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

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

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

No suspension or revocation, under this subsection, of a license or registration issued shall take effect until ten days after the mailing or hand delivery of the notice

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **5.02.220 Severability.**

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

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

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

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

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

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

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

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

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

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

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

**5.08.030 Franchise grant.**

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

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

**16.31.010 Home business.**

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

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

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

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

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

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

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

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

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

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

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

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE XX DAY OF XX 2025 BY A VOTE OF X FOR, X AGAINST, AND X ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE XX DAY OF XX 2025.**

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

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

Attest:

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

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

PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.: / AB

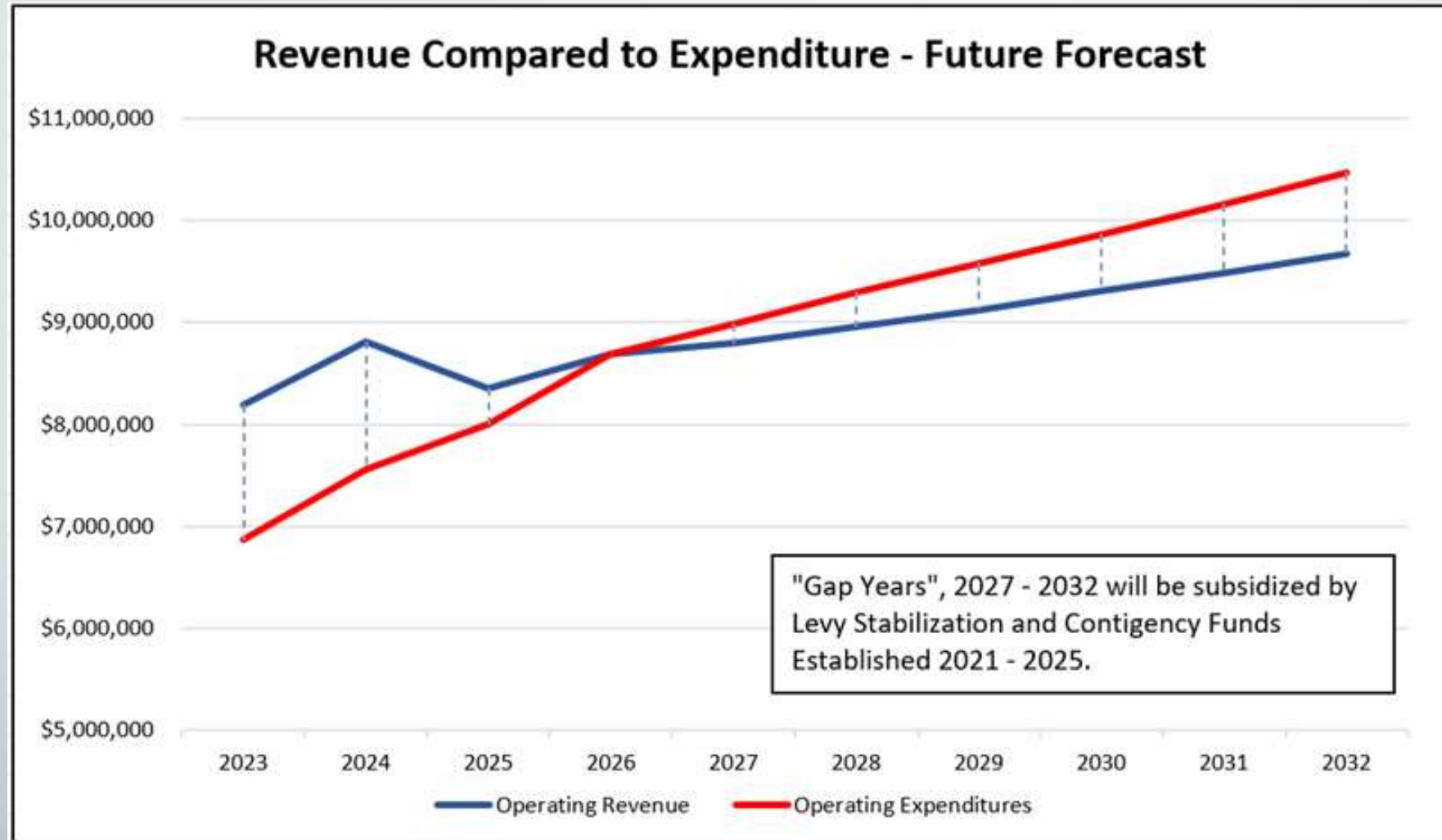
# City of Medina 2026 Preliminary Budget Presentation

Medina City Council

September 8th, 2025

# 2019 Levy Lid Lift Election Overview

- 10 Year Long Term Financial Plan for City of Medina (2020-2029)
  - Provide Sustainable Level of Funding
  - Maintain 2019 Level of Service Going Forward
  - Levy Stabilization Fund to Maintain Level of Service 2026-2029
  - \$2,685,000 will be the fund balance of the stabilization fund by 12/31/2025
    - 2021 – Deposited \$500,000 into Fund
    - 2022 – Deposited \$500,000 into Fund
    - 2023 – Deposited \$1,000,000 into Fund
    - 2024 – Deposited \$400,000 into Fund
    - 2025 – Depositing \$285,000 into Fund



City of Medina 2025 Budget - General Fund			
General Fund	2025 Budget	2026 Budget	Variance
Revenue	\$ 8,357,061	\$ 8,691,985	\$ 334,924
Expenditures	8,332,306	8,450,761	\$ 118,455
Capital Fund	2025 Budget	2026 Budget	Variance
Revenue	\$ 1,535,000.00	\$ 1,395,000.00	\$ (140,000.00)
Expenditures	\$ 850,000.00	\$ 900,000.00	\$ 50,000.00
Development Services Fund	2025 Budget	2026 Budget	Variance
Revenue	\$ 1,060,050.00	\$ 816,500.00	\$ (243,550.00)
Expenditures	\$ 1,208,513.00	\$ 937,028.00	\$ (271,485.00)

# 2026 Budget Summary

# 2026 Department Asks

- Police Department
  - Axon Body Cam Translator - \$4,500/year
- Public Works
  - Replacement Backhoe - Estimated Cost \$100,000
  - Electric 60 Inch Deck Ride on Mower – \$72,000
- Long Range Planning/Streets
  - Transportation Systems Plan (TSP) Update - Estimated Cost \$100,000 in 2026

# Key Medina Revenue Sources

- General Fund
  - Property Taxes
    - Will be covered in greater detail during the second public hearing on October 13th
  - Sales and Use Tax
  - Utility and Franchise Fees
  - Investment Income
- Capital Fund
  - REET 1 and REET 2
  - Grants
  - Investment Income

# Local Retail Sales and Use Tax

- 2026 budgeted amount - \$2,025,000
- 13% of General Fund Revenue - second largest
- Medina's tax is 10.2%
  - 6.5% State and 3.7% Local
  - includes online orders along with the purchase of physical goods within city limits

# Utility and Franchise Fees

- 2026 budgeted amount - \$1,155,000
- 13% of General Fund Revenue - third largest
- Utilities included at a 6% rate
  - Electricity, Gas, Water and Sewer, Garbage and Solid Waste, Cable, Telephone
  - Additional 4% Franchise Fee for Water/Sewer and Cable

# Investment Income

- Two sources of Investment Income, LGIP and Bond Portfolio
- LGIP is a state-mandated local government investment program that pools to provide safe but competitive returns.
- Medina's bond portfolio follows a ladder approach, with various investment spread at six-month intervals through March of 2029.

## REET 1 and REET 2

- Restrictive revenue source that is the primary funding source for major capital projects within the city.
- REET 1, or the “first quarter percent” – a 0.25% REET which may be imposed by any city, town, or county primarily for capital projects and limited maintenance;
- REET 2, or the “second quarter percent” – an additional 0.25% REET which may be imposed by any city, town, or county fully planning under the Growth Management Act, to be used primarily for capital projects and limited maintenance;

# Future Dates of Note

- September 11th, 2025 – Preliminary Budget Provided to City Council
- September 22nd, 2025 – City Council Study Session on Budget (Deep Dive)
- October 2025 – Budget Open House Event – Date TBD
- October 13th, 2025 – Second Public Hearing on Proposed Budget With Property Tax Breakdown
- November 10th, 2025 – Final Public Hearing on Proposed Budget, sets property tax levy to KC Assessors Office
- November 10th, 2025 – Council Votes to Adopt 2026 Budget

# Questions?

## Revenue Breakdown – For More Information Please Follow the below Links to the MRSC website

### Property Taxes

- The primary source of revenue for the City of Medina comes from property taxes. This makes up approximately 54% of all funds collected annually to be used within our General Fund. With the 2019 Levy lid lift increase ending in 2025, the total allowable levy increase will return to 1% for 2026. If you would like to learn more about how Washington State Property Taxes are calculated, please follow this link.

[MRSC - Property Tax Basics](#)

### Local Retail and Use Tax

- The second largest source of revenue for Medina comes from local retail and use tax. This makes up approximately 23% of our annual budget. Medina's tax rate is 3.7% and includes online orders along with the purchase of physical goods within city limits. If you would like to learn more about how sales and use tax impacts our local government and our residents, please follow this link.

<https://mrsc.org/explore-topics/finance/revenues/sales-taxes>

### Utility and Franchise Fees

- Making up around 13% of Medina's General Fund revenue, utility and franchise fees allow the city to collect a six percent fee on the following utilities.
  - Electricity, Gas, Water and Sewer, Garbage and Solid Waste, Cable, Telephone
- An additional 4% through a "Franchise Fee" can be collected from the following,
  - Water and Sewer, Cable
- To learn more about utility taxes, please follow the link below.

<https://mrsc.org/explore-topics/finance/revenues/utility-tax>

## Investment Income

- The city receives investment income from two sources, the LGIP Investment Pool and through Medina's bond portfolio. Investment income is split between the General Fund and the Capital Fund, which allows for less restrictive spend on certain projects when compared to the next revenue source.

## REET 1 and REET 2

- The City's various capital infrastructure projects are primarily funded through Real Estate Excise Tax or REET. Medina collects a quarter percent for REET 1 and a quarter percent for REET 2 for a total of a half percent per property sale. REET however is a restricted use form of revenue, and in most cases can only be used for major capital projects. REET 1 and REET 2 also have slightly different rules for use, more information on REET can be found below.

<https://mrsc.org/explore-topics/finance/revenues/real-estate-excise-tax>

- If you have more questions on what these funds can be used for, maybe the article below can help.

<https://mrsc.org/stay-informed/mrsc-insight/june-2024/reet-funds>

## Capital infrastructure Grants

- While not usually a budgeted form of revenue, Grant funding can help Medina pay for projects that might exceed Medina's current financial ability or supplement current CIP projects to reduce city costs.
- Most of the grants awarded to the city come at the state or county level, and in the past few years have helped pay for park improvements, street overlays, and sidewalk installation.



# MEDINA, WASHINGTON

## AGENDA BILL

September 8, 2025

**Subject:** Medina Complete Streets Ordinance

**Category:** City Business

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

### **Summary**

The state legislature passed the Complete Streets Act in 2011 (codified in RCW 47.04.320-.340), encouraging local governments to adopt their own complete streets ordinances that would provide safe access to all “including bicyclists, pedestrians, motorists, and public transportation users.”

RCW 47.04.320 establishes a grant program to help cities, towns, and counties pay for complete streets projects. To be eligible for a grant, RCW 47.04.320(2)(b) requires local governments to adopt a jurisdiction-wide complete streets ordinance. Note that the statute specifically refers to an ordinance, so it is unclear whether jurisdictions that adopt a complete streets policy by resolution will be eligible. The grant program is managed by the Washington State Transportation Improvement Board (TIB).

This project meets and supports Council's priorities 2-5:

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

*\*Complete Streets Ord will be inserted in chapter 12.01*

### **Attachment(s)**

Complete Streets Ordinance No. 1044

**Budget/Fiscal Impact:** n/a

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

**City Manager Approval:**

**Proposed Council Motion:** I move to adopt the Medina Complete Streets Ordinance No. 1044.

**Time Estimate:** 15 minutes

**CITY OF MEDINA, WA  
ORDINANCE NO. 1044**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
MEDINA, WASHINGTON ADOPTING A COMPLETE STREETS  
POLICY, AND ADDING A NEW CHAPTER 12.01 TO THE MEDINA  
MUNICIPAL CODE "COMPLETE STREETS POLICY".**

WHEREAS, pursuant to RCW 47.04.320(1), the Washington State Transportation Improvement Board ("TIB") has established a complete streets grant program, the purpose of which is to encourage local governments to adopt urban arterial retrofit street ordinances that are designed to provide safe access to all users, including bicyclists, pedestrians, motorists, and public transportation users; and

WHEREAS, the goals of the TIB's complete streets grant program are to (1) promote healthy communities by encouraging walking, bicycling, and using public transportation, (2) improving safety by designing major arterials to include features such as wider sidewalks, dedicated bicycle facilities, medians, and pedestrian streetscape features, including trees where appropriate, (3) protecting the environment and reducing congestion by providing safe alternatives to single-occupancy driving, and (4) preserving community character by involving local citizens and stakeholders in planning and design decisions; and

WHEREAS, the TIB is authorized to award complete streets grant program funds to local governments that have adopted a jurisdiction-wide complete streets ordinance which plans for the needs of all users and is consistent with sound engineering principles; and

WHEREAS, the TIB is authorized to award complete streets grant program funds only to eligible projects, as defined in RCW 47.04.320(2), that are designed consistent with sound engineering principles; and

WHEREAS, the City Council desires to adopt a complete streets ordinance to satisfy the purpose and goals of the TIB's complete streets grant program and to qualify for an award of funds from the complete streets grant program;

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

Section 1. Adoption of Complete Streets Policy. The City Council adopts a Complete Streets Policy, in chapter 12 of the Medina Municipal Code as set forth in Attachment A, attached hereto and incorporated herein by reference.

Section 2. Effective Date. This ordinance shall become effective five days after the date of its publication by summary.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 8TH DAY OF  
SEPTEMBER 2025 BY A VOTE OF \_\_\_\_ FOR, \_\_\_\_ AGAINST, AND \_\_\_\_ ABSTAINING, AND IS  
SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 8TH DAY OF SEPTEMBER 2025.**

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

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

Attest:

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

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

PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.: 1044/ AB

## EXHIBIT A

### Chapter 12.01 Complete Streets Policy

#### Sections:

- 12.01.010 Vision - Purpose
- 12.01.020 General Policy
- 12.01.030 Projects
- 12.01.040 Exceptions
- 12.01.050 Intergovernmental Cooperation
- 12.01.060 Design Criteria
- 12.01.070 Community Context
- 12.01.080 Network
- 12.01.090 Performance Measures
- 12.01.100 Implementation

#### **12.01.010 Vision - Purpose**

Promoting pedestrian, bicycle, and public transportation travel reduces negative environmental impacts, promotes healthy living, advances the well-being of travelers, supports the goal of compact development, and meets the needs of the diverse populations that comprise the community. The vision of the city is a community in which all residents and visitors, regardless of their age, ability, or financial resources, can safely and efficiently use the public right-of-way to meet their transportation needs regardless of their preferred mode of travel.

#### **12.01.020 General Policy**

The city will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that will meet the needs of motorists, pedestrians, bicyclists, wheelchair users, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities. Transportation facilities that support the concept of complete streets include, but are not limited to pavement markings and signs; street and sidewalk lighting; sidewalk and pedestrian safety improvements; Americans with Disabilities Act and Title VI compliance; transit accommodations; bicycle accommodations including appropriate signage and markings; and as appropriate streets capes that appeal to and promote pedestrian use. The system's design will be consistent with and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost-effective manner.

#### **12.01.030 Projects**

Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible roadways.

### **12.01.040 Exceptions, Exemptions, and Considerations**

The city shall evaluate and carry out projects as follows, and the City Manager or city council may authorize exceptions and exemptions to this chapter as follows:

- A. Where a street project would require the inclusion of street uses prohibited by law **or by local code**, the street project may exclude such street uses.
- B. For ordinary maintenance activities, such as mowing, snowplowing, sweeping, spot repair, joint or crack sealing, or pothole filling, the elements of this Chapter shall be applied only to such activities.
- C. For ordinary maintenance paving projects, the city should evaluate the conditions of existing facilities supporting alternate transportation modes and appropriate modification of existing pavement markings and signage related to such alternate transportation modes.
- D. For street reconstruction projects and maintenance paving projects that involve widening of pavement, elements of this Chapter may be excluded when the accommodation of a specific use is expected to:
  - 1. Require more space than is physically available;
  - 2. Be located where both current and future demand is proven to be absent;
  - 3. Drastically increase project costs and equivalent alternatives are available within close proximity;
  - 4. Cause adverse impacts on environmental resources, such as streams, wetlands floodplains, or on historic structures or sites, over and above the impacts of the existing infrastructure; or
  - 5. Result in cost that is disproportionate to the current need or probable future use.
- E. For street projects, sidewalks may be excluded outside of areas identified as appropriate for sidewalks in an adopted sidewalk policy.
- F. Where **Transportation Plans and/or the Comprehensive Plan do not recommend facilities to support a particular mode or modes of transportation.**

### **12.01.050 Intergovernmental Cooperation**

The city will cooperate with other transportation agencies, including the Washington State Department of Transportation and King County, to ensure the principles and practices of complete streets are embedded within their planning, design, construction, and maintenance activities. The city will specifically cooperate to ensure that the transportation network flows seamlessly between jurisdictions in accordance with local and regional road, transit, bicycle and pedestrian plans.

### **12.01.060 Design Criteria**

The city, through its public works department, or engineer, shall maintain design criteria, standards and guidelines based upon recognized best practices in street design, construction and operation as identified in state statutes and Title 12 of this code. To the greatest extent possible, the city shall adopt the same standards, with particular

emphasis on pedestrian and bicycle markings and wayfinding signage (as permitted through this code). Resources to be referenced in developing these standards shall include, but shall not necessarily be limited to, the latest editions of:

American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Washington State Department of Transportation Design Manual, the Manual on Uniform Traffic Control Devices, and the **City of Medina Comprehensive Plan**

#### **12.01.070 Community Context**

The implementation of this Chapter shall be guided by the goal of preserving, maintaining and enhancing the City of Medina's community character, with particular attention to the surrounding built and natural environments.

#### **12.01.080 Network**

Appropriate attention should be given to projects which enhance the overall transportation system and its connectivity for access to parks or recreation areas, schools, shopping/commercial areas, public transportation, existing pedestrian or bicycle networks, or regional bicycle pedestrian plans prepared by other associated groups, such as King County and WSDOT.

#### **12.01.090 Performance Measures**

The City Manager or designee shall report to the city council on an annual basis on the transportation projects undertaken within the prior year and planned within the coming six-year period and the extent to which each of these projects has met the objectives of this Chapter.

#### **12.01.100 Implementation**

This Chapter will be primarily implemented through developing bike and pedestrian network plans on a regional basis within the city and in conjunction with King County's regional plans. These plans shall specify the type and location of improvements and shall be implemented as funding becomes available. Special emphasis shall be placed on those elements of these plans that can be accomplished with little or no additional expense, such as providing bike lanes where existing pavement is adequate or where road shoulders are sufficient to allow for safe bicycle use.