



MEDINA CITY COUNCIL

Monday, February 09, 2026

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

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON
MEDINA CITY COUNCIL
SPECIAL AND REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, February 09, 2026 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Joseph Brazen, Laura Bustamante, Harini Gokul, 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 and leave a message before 2PM on the day of the Council meeting; please reference Public Comments for the Council meeting on your correspondence. The City Clerk will call you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit. The city will also accept written comments to Council@medina-wa.gov at any time.

Join Zoom Meeting

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

Meeting ID: 827 4432 1998

Passcode: 311113

One tap mobile

+12532158782 US (Tacoma)

1. STUDY SESSION at 5:00 PM

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

1.1 Council Orientation to ROW Design Standards

Recommendation: Information and Discussion.

Staff Contact: Ryan Osada, Public Works Director

Time Estimate: 50 minutes

The Regular meeting will start at 6:00 PM.

2. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

3. APPROVAL OF MEETING AGENDA

4. PUBLIC COMMENT PERIOD

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

5. PRESENTATIONS

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

Time Estimate: 10 minutes

6. CITY MANAGER'S REPORT

Time Estimate: 30 minutes

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

6.1a City Manager Monthly Report

6.1b Police Monthly Report

6.1c Development Services Monthly Report

6.1d Finance Monthly Report

6.1e Central Services Monthly Report

6.1f Public Works Monthly Report

7. CONSENT AGENDA

Time Estimate: 5 minutes

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

7.1 13th Month - Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance/HR Director

7.2 Approved Planning Commission Meeting Minutes of November 18, 2025

Recommendation: Receive and file.

Staff Contact: Rebecca Bennett, Development Services Coordinator

7.3 Draft City Council Meeting Minutes of:

- a) December 8, 2025; and
- b) January 12, 2026.

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

None.

10. CITY BUSINESS

10.1 Council Committee Assignments - Finance, Personnel, Development Services

Recommendation: Discussion and direction.

Staff Contacts: Jeff Swanson, City Manager and Jessica Rossman, Mayor

Time Estimate: 20 minutes

10.2 Financial Policy Discussion, Key Updates

Recommendation: Discussion and direction.

Staff Contact: Ryan Wagner, Finance/HR Director

Time Estimate: 10 minutes

11. REQUESTS FOR FUTURE AGENDA ITEMS

- a) Requests for future agenda items.

12. PUBLIC COMMENT

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

13. ADJOURNMENT

Next regular City Council Meeting: February 23, 2026, at 5 PM and
Joint Council and Planning Commission Meeting: Tuesday, February 24, 2026, at 6:00 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS AND EVENTS

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

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

Tuesday, February 24, 2026 - Joint Council/Planning Commission Meeting (6:00PM)

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

Monday, March 16, 2026 - Joint Council/Park Board Meeting (5:00PM)

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

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

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

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

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

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

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

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

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

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

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, February 9, 2026, Regular Meeting of the Medina City Council was posted and available for review on Thursday, February 5, 2026, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 9, 2026

<p>Subject/Topic: Council Orientation to ROW Design Standards</p> <p>Dept. Origin: Public Works</p> <p>Category: Study Session</p> <p>Prepared by: Ryan Osada, Public Works Director</p> <p>Attachments:</p> <p>PP – CC Orientation ROW Design Std</p>	<p>Proposed Council Action/Motion:</p> <p><input checked="" type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input checked="" type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p>
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Summary

Before moving forward with a right-of-way design standard project, staff will provide the city council with an overview of Medina's current design standards. There are community design standards, specific chart references and maps in the Comprehensive Plan which was recently updated. Medina also has code sections which pertain to row standards borrowed from other jurisdictions. In addition, work towards the design standard goal was initiated years ago and labeled "Walkable Medina". This project was never completed and lost traction during covid.

Council Priorities

This proposal furthers Council Priorities 1,2,3,4, & 5.

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

Budget/Fiscal Impact: NA

Recommendation: Information & Discussion

City Manager Approval: N/A

Proposed Council Motions: N/A

Time Estimate: 50 Minutes

Council Orientation to ROW Design Standards

What do we currently have?

- Medina Municipal Code
[https://library.municode.com/wa/medina/codes/code_of_ordinances
?nodeId=CD_ORD_TIT12STSIPUPL_CH12.08COST_12.08.030ROB
RCOSTDO](https://library.municode.com/wa/medina/codes/code_of_ordinances?nodeId=CD_ORD_TIT12STSIPUPL_CH12.08COST_12.08.030ROBRCOSTDO)
- <https://wsdot.wa.gov/engineering-standards/all-manuals-and-standards/manuals/standard-specifications-road-bridge-and-municipal-construction>
- Comprehensive Plan https://www.medina-wa.gov/sites/default/files/fileattachments/development_services/page/17713/20241122_2024_city_of_medina_comprehensive_plan_defenitions.pdf
- Past “Walkable Medina”

Medina Code Adopted Design Standards

1/27/26, 2:46 PM

Medina, WA Code of Ordinances

12.08.030. - Road and Bridge Construction Standards—Adopted.

- A. All construction, excavation and other work conducted within the rights-of-way of the city, whether surfaced or un-surfaced, methods and materials shall be governed by the Washington State Department of Transportation Standard Specifications for Road and Bridge Construction, 2010 Edition, together with subsequent amendments, revisions and additions and, to the extent not inconsistent therewith, by the remaining provisions of this chapter.
- B. The engineering construction standards set forth in subsection (A) of this section may be amended, supplemented, and revised by the city engineer to promote uniform and standardized construction over, on, and under any street, highway, sidewalk, alley, avenue, easement made to the city for public use, or other public way or public grounds in the city, and which conform with the goals and policies set forth in the Medina comprehensive plan.
- C. Where there may be a conflict between the requirements in the Standard Specifications, the city engineer's amendments and the code shall prevail.

(Code 1988 § 12.08.030; Ord. No. 857 § 2, 2010; Ord. No. 383 § 1, 1982)

12.08.035. - Interim street design standards.

- A. The engineering street standard details set forth in Attachment A of Ordinance No. 859 are adopted as the interim Medina street design standards.
- B. The city engineer may approve deviations in writing from the engineering standards, provided:
 1. The deviation is necessary due to geotechnical, topographical, or other physical constraints;
 2. The public safety and welfare will not be adversely impacted by the deviation; and
 3. The deviation will not detract from the intent and purpose of this chapter or the engineering standards.
- C. The city engineer may adopt and incorporate by reference into the Medina street design standards other federal, state and local design standards and specifications and other professionally accepted engineering standards and specifications.

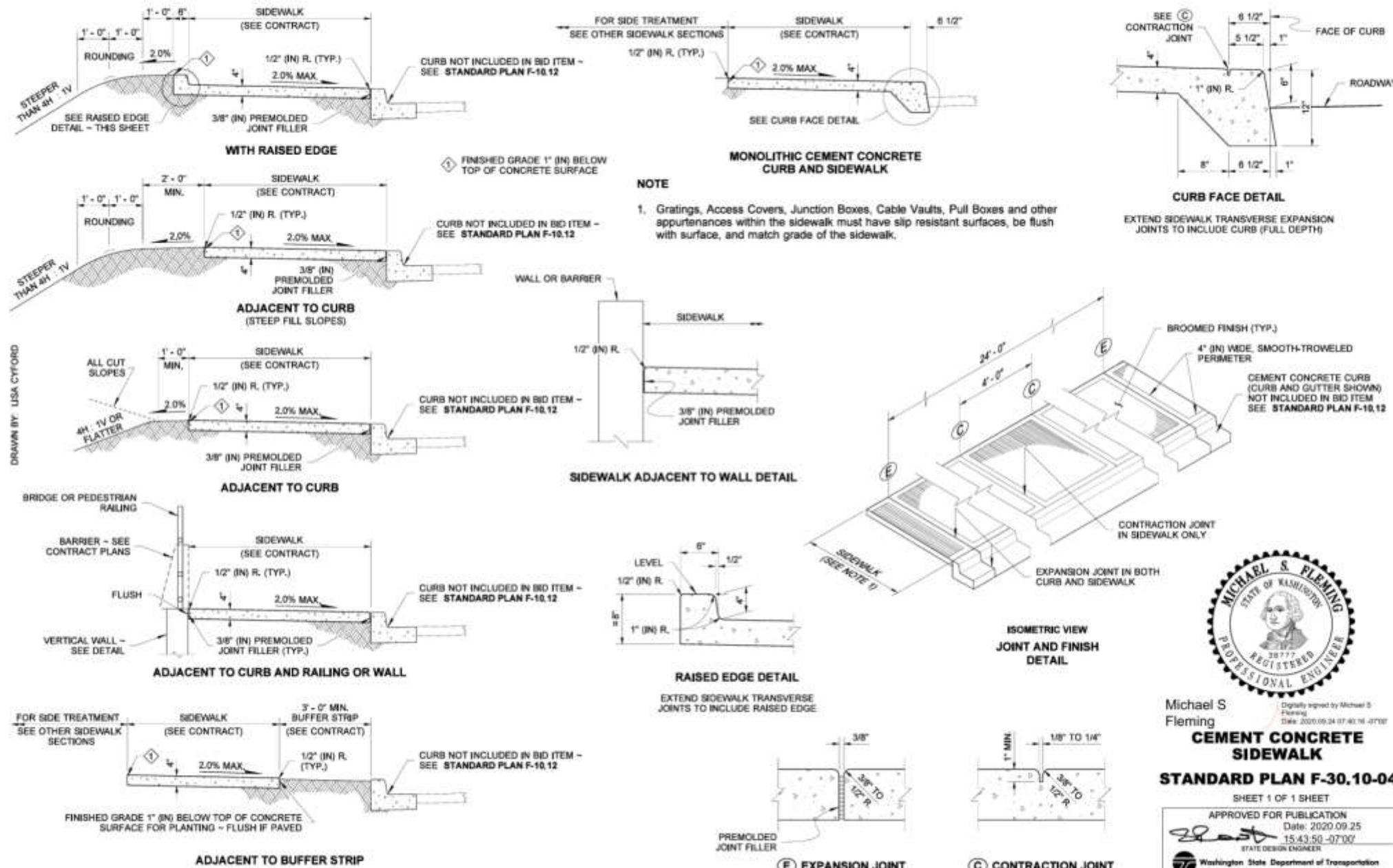
(Code 1988 § 12.08.035; Ord. No. 859 § 1, 2010)

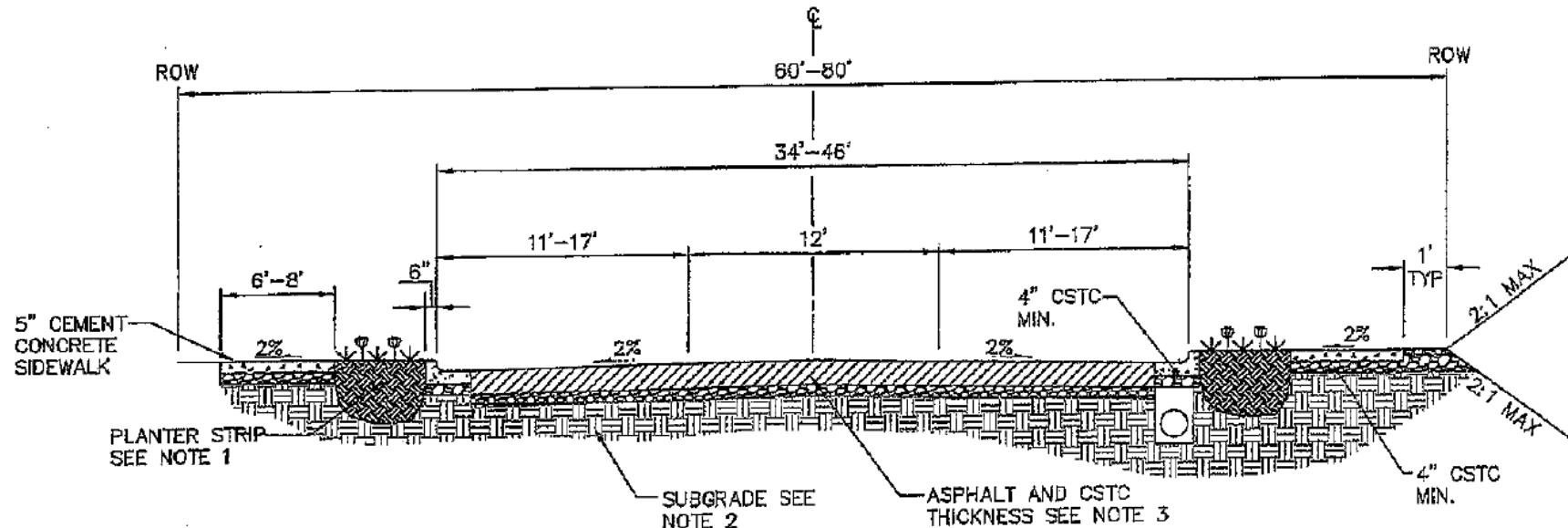


Standard Specifications

FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION
M 41-10

2026





NOTES

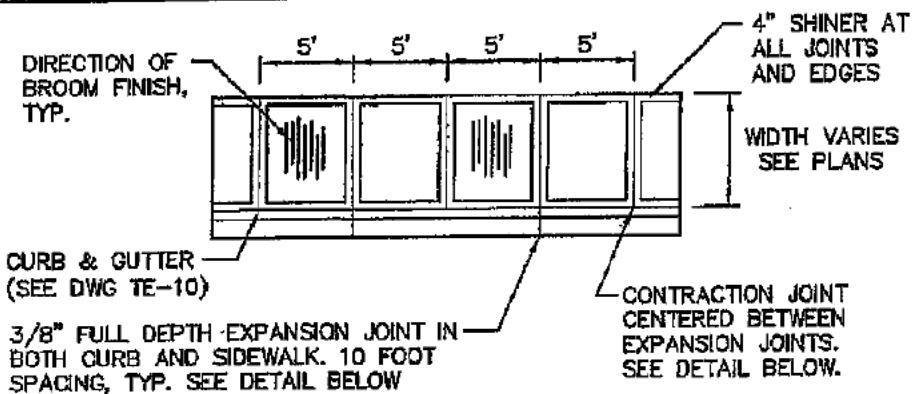
1. LANDSCAPED PLANTER STRIP REQUIREMENTS (WIDTH, LANDSCAPE TYPE, MAINTENANCE, ETC.) WILL BE SPECIFIED BY THE ENGINEER.
2. REQUIRED SUBGRADE MATERIALS (GRAVEL BORROW, ETC.) AND THICKNESS WILL BE SPECIFIED BY THE ENGINEER BASED ON A GEOTECHNICAL REPORT/SOIL ANALYSIS.
3. MINIMUM PAVEMENT THICKNESS WILL BE 4 INCHES OF HOT MIX ASPHALT CLASS $\frac{1}{2}$ " PG 64-22 OVER 6 INCHES OF COMMERCIAL HOT MIX ASPHALT CLASS 1" PG 64-22. REQUIRED PAVEMENT THICKNESS WILL BE SPECIFIED BY THE ENGINEER BASED ON A GEOTECHNICAL REPORT/SOIL ANALYSIS.
4. RIGHT-OF-WAY, SIDEWALK AND TRAVEL LANE WIDTHS SHOWN ARE TYPICAL RANGES. REQUIRED WIDTHS WILL BE SPECIFIED BY THE ENGINEER.
5. ONE FOOT SETBACK DISTANCE REQUIRED FROM ALL SLOPED AREAS AS SHOWN.



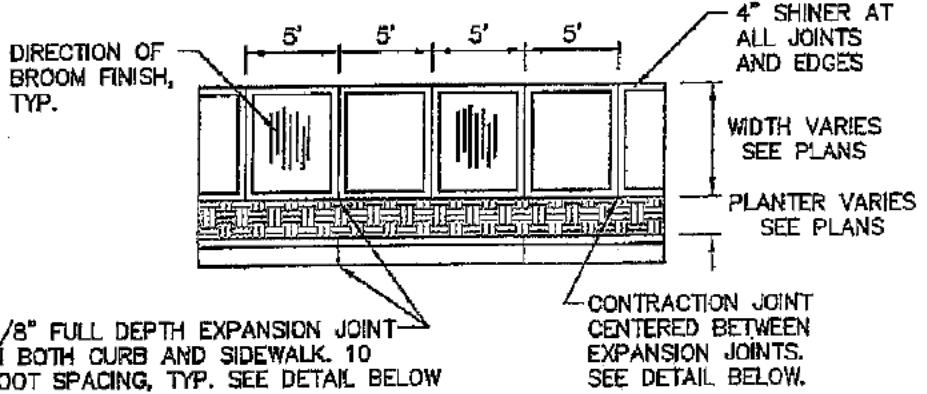
City of
Bellevue

TYPICAL PUBLIC STREET

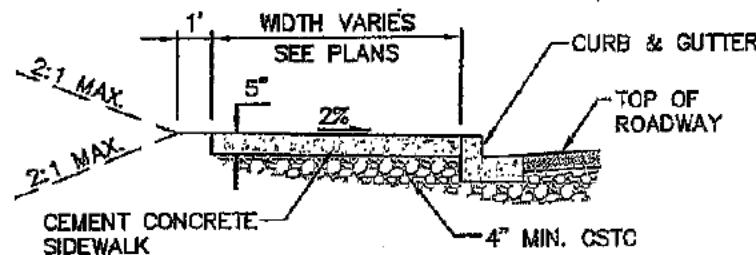
DRAWING NUMBER	DEV-9
SCALE	NONE
REVISION DATE	1/08
DEPARTMENT	TRANS



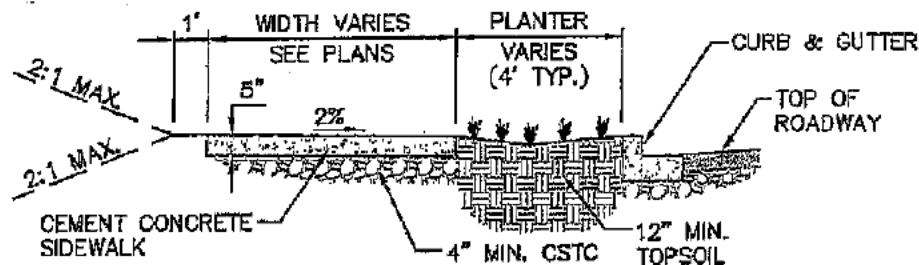
PLAN - CURBSIDE SIDEWALK



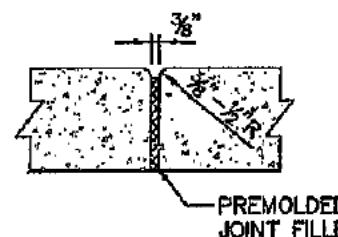
PLAN - SIDEWALK WITH PLANter STRIP



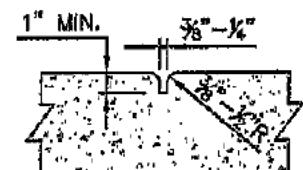
SECTION - CURBSIDE SIDEWALK



SECTION - SIDEWALK WITH PLANter STRIP



FULL DEPTH EXPANSION JOINT DETAIL



CONTRACTION JOINT DETAIL

NOTES:

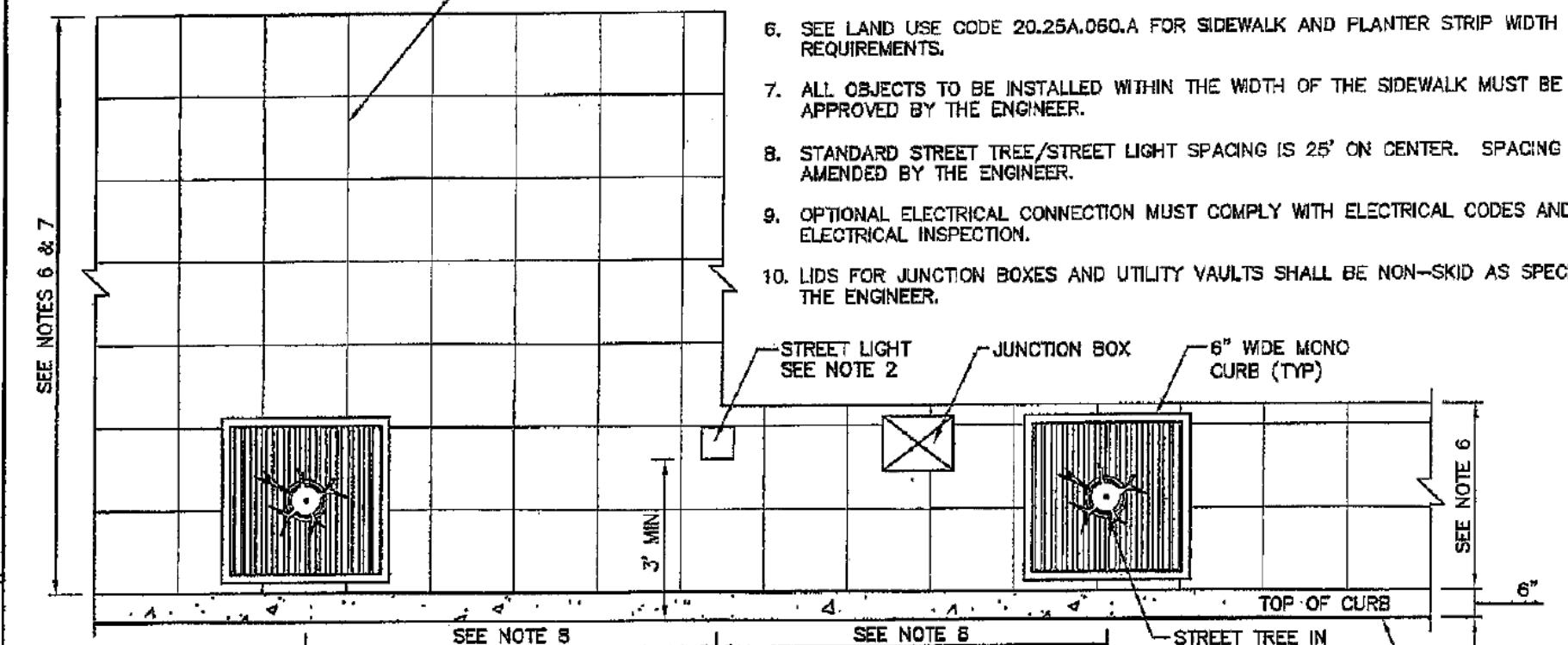
1. CONCRETE SHALL BE AIR ENTRAINED CLASS 3000 PER SECTION 6-02 OF WSDOT STANDARD SPECIFICATIONS.
2. FINISH: LIGHT FINISH WITH A STIFF BROOM PERPENDICULAR TO CURB. FOR GRADES OVER 4%, FINISH WITH A STIPPLE BRUSH.
3. REMOVAL/REPLACEMENT OF CEMENT CONCRETE CURB SHALL BE FROM EXPANSION JOINT TO EXPANSION JOINT UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
4. LIDS FOR JUNCTION BOXES AND UTILITY VAULTS SHALL BE NON-SKID AS SPECIFIED BY THE ENGINEER.



DRAWING NUMBER	TE-11
SCALE	NONE
REVISION DATE	1/09
DEPARTMENT	TRANS

NOTES

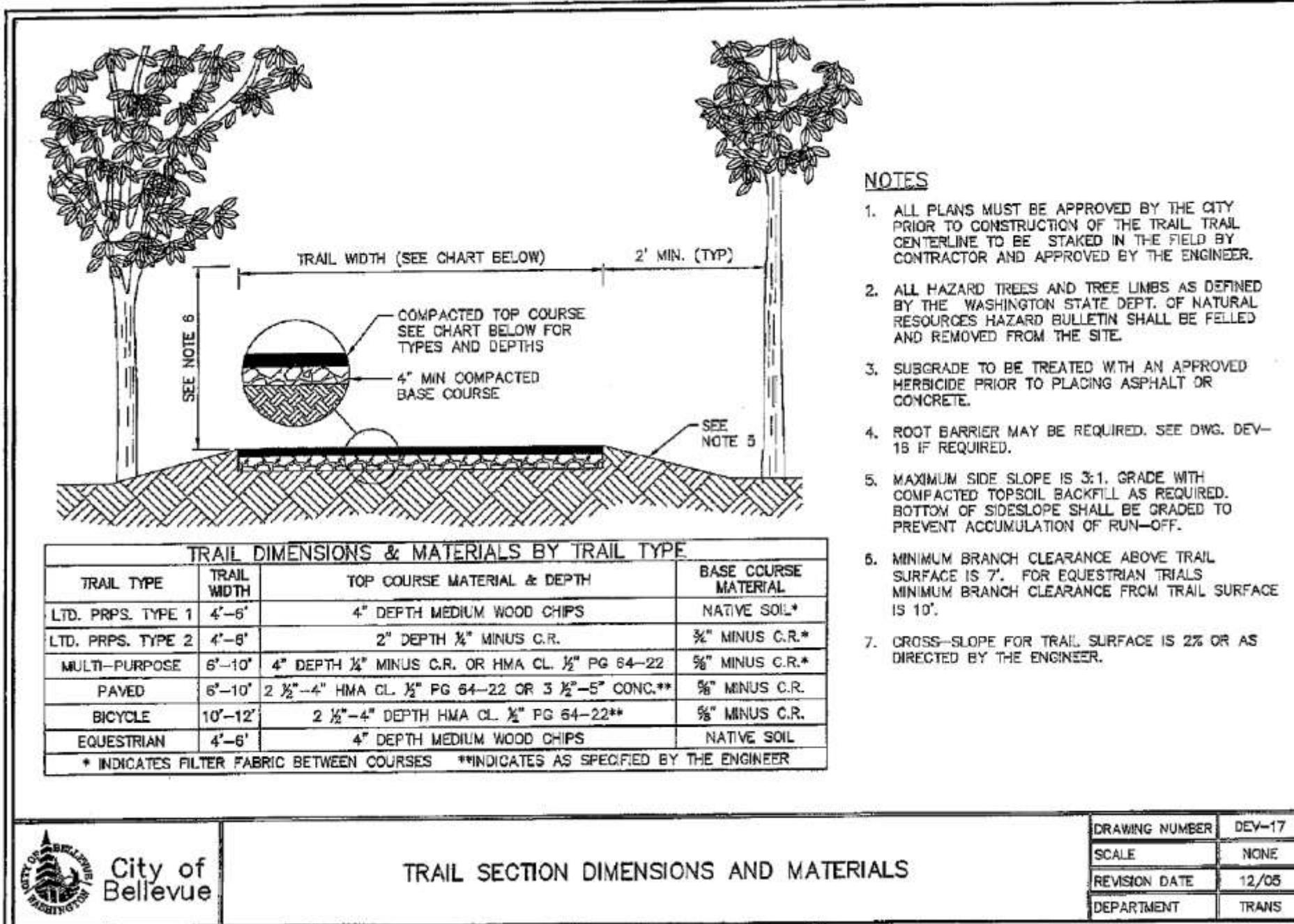
1. VERIFICATION OF UTILITIES BELOW GRADE PRIOR TO INSTALLATION OF ALL FIXED AND BREAKAWAY OBJECTS IS REQUIRED (STREET TREES, STREET LIGHTS, SIGNAL EQUIPMENT, SIGNS, ETC.). RELOCATE UTILITIES WHERE FEASIBLE.
2. SEE DES. STDS. SECTIONS 15 AND 16 FOR CLEAR DISTANCE REQUIREMENTS BETWEEN FIXED AND BREAKAWAY OBJECTS AND THE FACE OF CURB.
3. PORTLAND CEMENT CONCRETE SHALL BE WSDOT CLASS 3000.
4. CONCRETE SIDEWALK TO HAVE A 2' x 2" SCORE PATTERN AND BROOM FINISH ONLY. SEE DWG. TE-11 FOR BROOM FINISH DETAILS
5. SEE LAND USE CODE 20.25A.060.B FOR STREET TREE AND TREE GRATE REQUIREMENTS.
6. SEE LAND USE CODE 20.25A.060.A FOR SIDEWALK AND PLANTER STRIP WIDTH REQUIREMENTS.
7. ALL OBJECTS TO BE INSTALLED WITHIN THE WIDTH OF THE SIDEWALK MUST BE APPROVED BY THE ENGINEER.
8. STANDARD STREET TREE/STREET LIGHT SPACING IS 25' ON CENTER. SPACING MAY BE AMENDED BY THE ENGINEER.
9. OPTIONAL ELECTRICAL CONNECTION MUST COMPLY WITH ELECTRICAL CODES AND PASS ELECTRICAL INSPECTION.
10. LIDS FOR JUNCTION BOXES AND UTILITY VAULTS SHALL BE NON-SKID AS SPECIFIED BY THE ENGINEER.

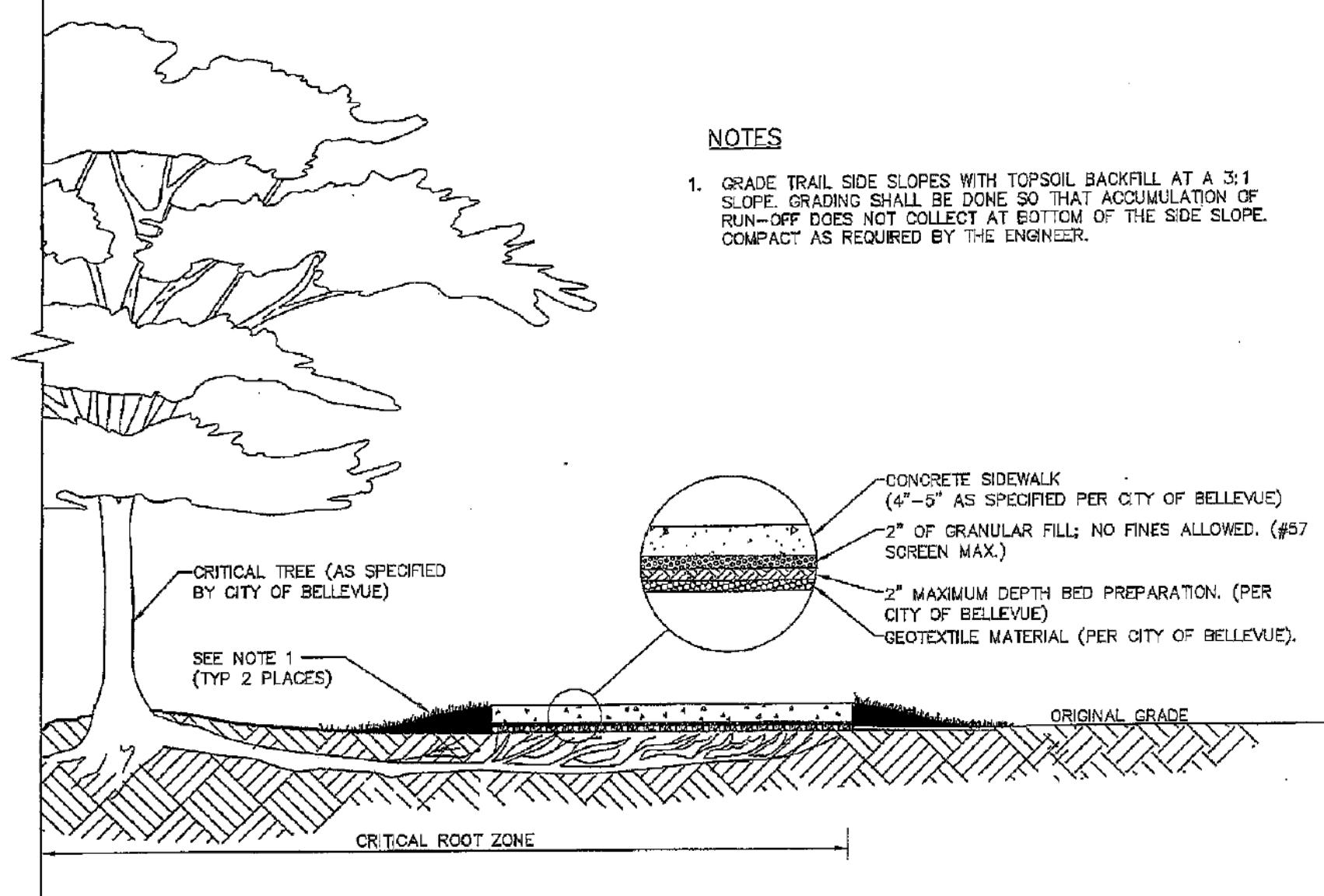


**City of
Bellevue**

DOWNTOWN SIDEWALK

DRAWING NUMBER	DEV-3
SCALE	NONE
REVISION DATE	1/09
DEPARTMENT	TRANS





DRAWING NUMBER	DEV-16
SCALE	NONE
REVISION DATE	12/06
DEPARTMENT	TRANS

Comprehensive Plan

- Community Design Element
- Community Design Map
- Community Design Std Chart

Community Design Element

3. COMMUNITY DESIGN ELEMENT

INTRODUCTION

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

Street Design

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

Vehicular Surfaces and Parking

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

Medina Community Design

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



Community Design Standards				
Standard Designation	Situation	Landscape Requirements		
		Trees	Shrubs	Groundcover
Standard Street ROW	Standard ROW	List A	List C1	List C2
	15' Front Yard	List A	List C1	NA
Restricted ROW (Due to Wires, views, etc.)	Standard ROW	List B	List C1	List C2
	15' Front Yard	List A	List C1	NA
Historic	Golf Course Frontage	List A	List C1	List C2
Historic Tree Frontage	Historic Tree Frontage	Retain, restore with improved species. Obtain easement to retain Obtain easement over 15' of front yard to retain trees.		

Table 2 - Community Design Standards

(Applicable to areas identified in Figure 6 - Community Design Map)

and between neighboring properties. They also have great aesthetic value and significant landscaping, including mature trees, which are always associated with well-designed communities.

It is important that citizens be sensitive to the impact that altering or placing trees may have on neighboring properties. Trees can disrupt existing and potential views and access to sun.

Residents are required to consult with the City and urged to consult with their neighbors on both removal and replacement of trees and tree groupings. This will help to protect views and to prevent potential problems (e.g., removal of an important tree or planting a living fence). Clear cutting is not permitted unless approved through a City issued tree removal permit.

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

- provide a diversity of plant species;
- screen development projects from City streets and from neighboring properties;
- respect the privacy of the neighborhood by encouraging vegetation and landscaping that provides screening;
- respect the scale and nature of plantings in the immediate vicinity;
- recognize restrictions imposed by overhead wires, sidewalks, and street intersections;
- recognize "historical" view corridors; and
- maintain the City's informal, natural appearance.

The Medina Community Design consists of three items:

1. A map diagramming the Community Design for streets and neighborhoods.
2. A chart, "Key to Medina Community Design," which relates the street and neighborhood designations to appropriate trees, shrubs, and groundcover.
3. A List of Suitable Tree Species (separate document).

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

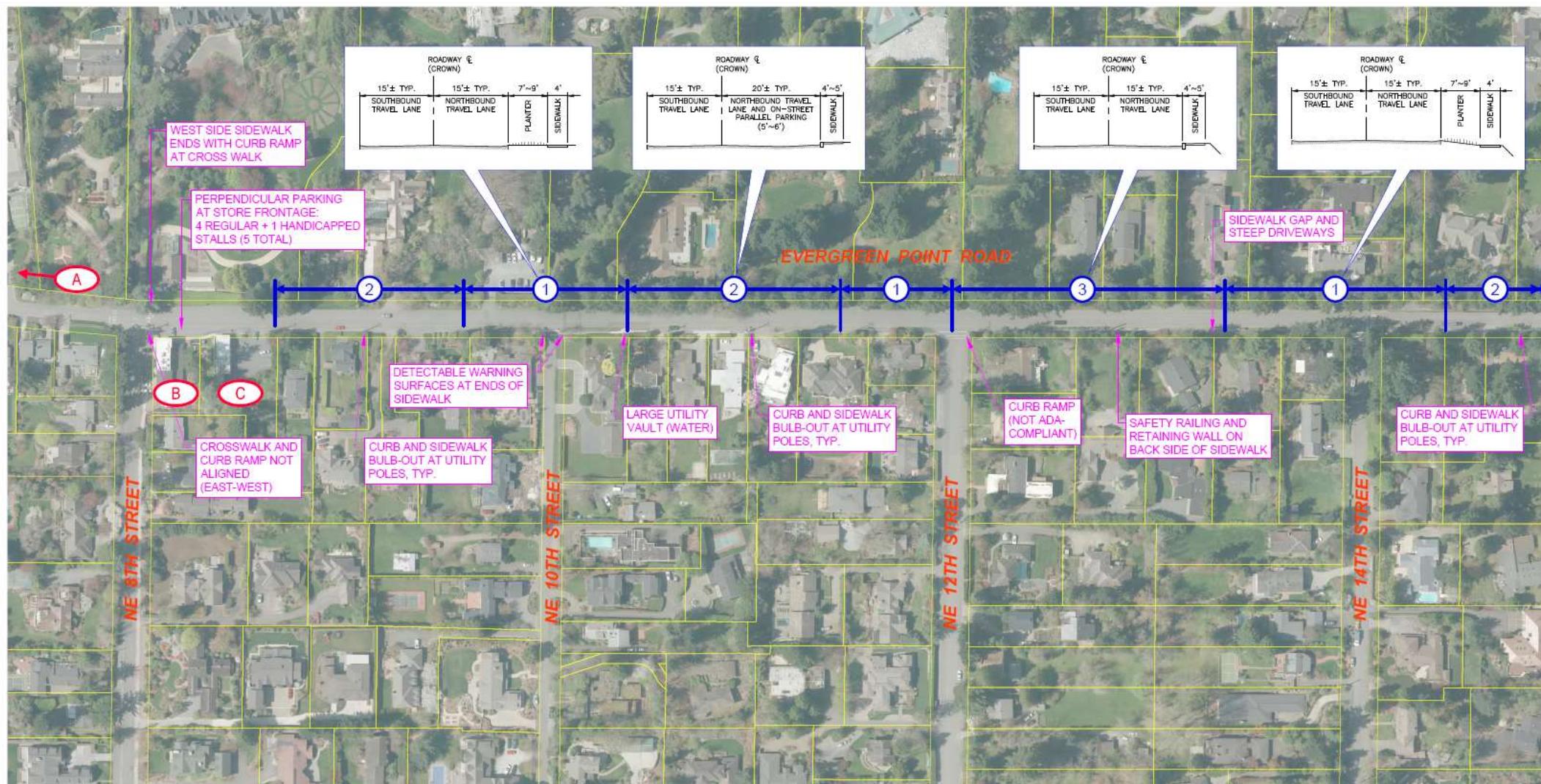
The City's design objective is to maintain the City's natural, low-density, and informal appearance. The City's arterial street rights-of-way should be heavily landscaped with predominantly native trees and shrubs arranged in an informal manner. Where feasible, fences along the right-of-way should be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

EVERGREEN POINT ROAD



Design Objectives:

- Improved sidewalks (shared-use paths)
- Safe crosswalks
- Enjoyable & safe bike route
- Stormwater treatment
- Efficient vehicle access & movement
- Utility upgrades
- Preserved and increased vegetation
- Improved aesthetics & community identity



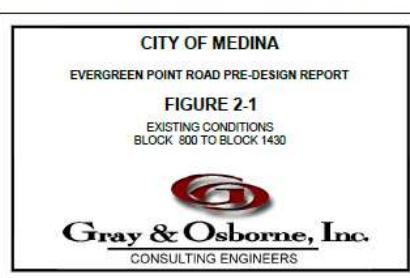
PRIMARY TYPICAL
CROSS SECTION No.
(SEE FIGURE 1)

PEDESTRIAN GENERATORS:

- MEDINA CITY HALL / POLICE STATION
- GROCERY STORE
- POST OFFICE
- MEDINA ELEMENTARY SCHOOL
- MEDINA PARK
- ST. THOMAS SCHOOL AND CHURCH



2012 AERIAL IMAGE





CITY OF MEDINA

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

Date: February 9, 2026

To: Honorable Mayor and City Council

From: Jeff Swanson, City Manager

Subject: City Manager Report

- Bellevue Fire Report – January 2026 **See attachment 1**
- 2026 City Council Calendar – **See attachment 2**
- **AWC Bill Hot Sheet** – February 9, 2026 -will be distributed at the Council Meeting.

ATTACHMENT 1**Incident Types (NERIS) - CC Medina****Dataset: Fire Incidents (NERIS)**

Date of Export: February 02, 2026 at 09:41:59

Created: February 2, 2026 at 08:50:52

Last Updated: February 2, 2026 at 09:41:24

ATTACHMENT 1**Count of Incidents**

Count of Incidents

Count of Incidents

28Count of Exposures **0****Count of Medical Incidents**

Count of Medical Incidents (Primary Core Incident Type)

Count of EMS Calls

11Percent of EMS Calls **39.29%****Count of Fire Incidents**

Count of Fire Incidents (Primary Core Incident Type)

Count of Fire Calls

0Percent of Fire Calls **0%****Count of Other Incidents**

Count of Other Incidents (Primary Core Incident Type)

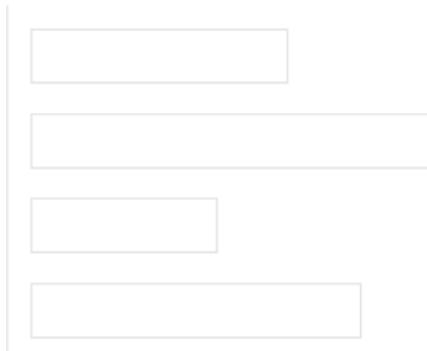
Count of Other Calls

17Percent of Other Calls **60.71%**

Count of Fire Incidents

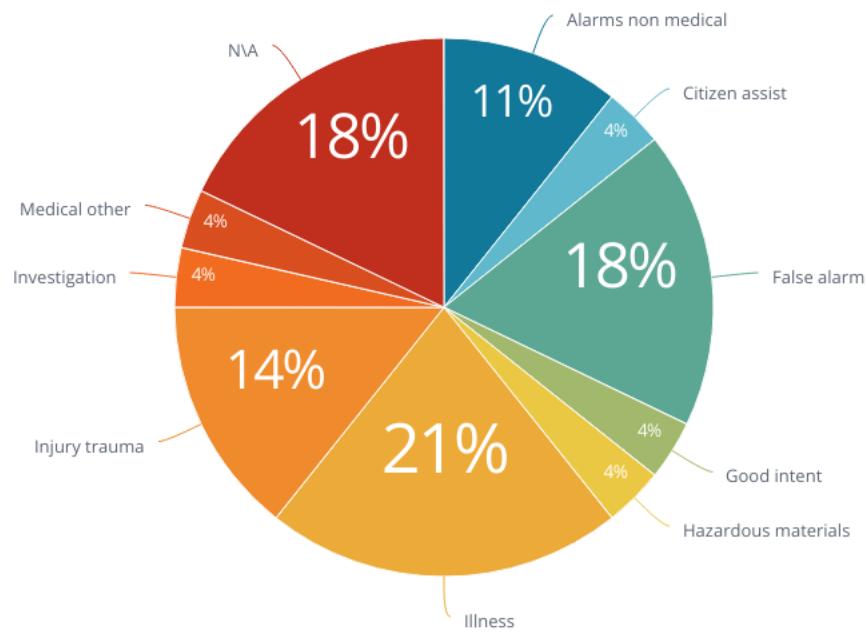
Count of Fire Incidents

No Results



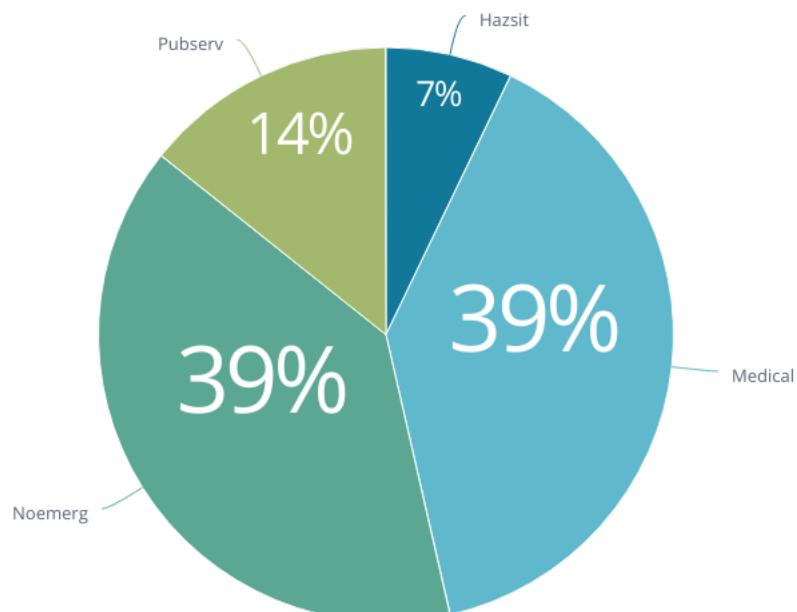
Primary Incident Types by Subcategory

Primary Incident Types by Subcategory



Primary Incident Type by Category

Primary Incident Type by Category



ATTACHMENT 1

Primary Incident Types (by month)

Primary Incident Type	Incidents	
	01/2026	Grand Total
Accidental alarm	4	4
Altered mental status	2	2
Cancelled	5	5
Citizen assist / service call	1	1
Fall	3	3
Fire / smoke alarm	3	3
Gas leak / gas odor	1	1
Malfunctioning alarm	1	1
Medical alarm	1	1
No appropriate choice (medical response)	1	1
No incident found upon arrival / location error	1	1
Other traumatic injury	1	1
Sick case	3	3
Smoke investigation	1	1
Grand Total	28	28

ATTACHMENT 1

Additional Incident Types (by month)

Additional Incident Type	Incidents	
	01/2026	Grand Total
Cancelled	1	1
Citizen assist / service call	1	1
Medical alarm	1	1
Grand Total	3	3



MEDINA CITY COUNCIL

2026 AGENDA/ACTION CALENDAR

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Elections	Mayor/Deputy Mayor			Completed	
Presentation					
City Manager Report	All department reports			Completed	
Consent Agenda	December 2025 Check Register			Approved	
Consent Agenda	CC Minutes November 19, 2025			Adopted	
Legislative Hearing	none				
Public Hearing	none				
City Business	2026 Legislative Schedule	Swanson		Completed	
City Business	ARCH - Interlocal Agreement Amendment ARCH Action Items	Swanson	Adopt Resolutions	Adopted Res. No 455, 456, 457	
Study Session	Council Discussion: 2026-2027 Term	Mayor/Swanson		Completed	
Executive Session	None				

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Draft Capital Project List	Osada	Discussion and direction.	No Action	
Presentation	Introduction of New Assistant Finance Director			Completed	
City Manager Report	State Legislative Update	Swanson		Completed	
Consent Agenda	Code Updates: Council meeting dates and times	Robertson/Swanson	Adopt Ord. No. 1051	Adopted	

ATTACHMENT 2

AGENDA ITEM 6.1a

Legislative Hearing	None			
Public Hearing	Interim Official Lighting Ordinance	Robertson/Wilcox		Completed
City Business	Committee Assignments	Mayor/Council		Discussed
Executive Session	RCW 42.30.110(1)(g)			Completed
Executive Session	RCW 42.30.110(1)(i)			Completed

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Draft Capital Project List	Osada	Discussion and direction.		
Presentation	Boards, Commissions, Committee Reports				
City Manager Report	State Legislative Update and all staff	Swanson/Staff			
Consent Agenda	Check Register - 13th month	Wagner	Approve		
Consent Agenda	PC Minutes	Bennett	Receive and file		
Consent Agenda	Draft Meeting Minutes	Nations	Adopt		
Legislative Hearing	None				
Public Hearing	None				
City Business	Committee Assignments	Mayor/Council			
City Business	Financial Policies Update	Wagner			

Executive Session None

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session					
Presentation					
City Manager Report	State Legislative Update	Swanson			
Consent Agenda	Check Register - January 2026	Wagner	Approve		

ATTACHMENT 2

AGENDA ITEM 6.1a

Consent Agenda	IT Contract - Tentative	Wagner	Approve.	
Consent Agenda				
Consent Agenda				
Legislative Hearing				
Public Hearing				
City Business	CAO - update	Wilcox		
City Business				
City Business				
Executive Session	RCW 42.30.110(1)(i)			
Executive Session	RCW 42.30.110(1)(g)			



MEDINA POLICE DEPARTMENT

DATE: February 9th, 2026

TO: Jeff Swanson, City Manager

FROM: Jeffrey R. Sass, Chief of Police

RE: Police Department Update – January, 2026

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

Follow up:

Nothing to report.

Significant Events:

Nothing to report at this time.

Marine Patrol:

Nothing to report.



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



FELONY CRIMES

MISDEMEANOR CRIMES

Theft	2026-00000004	01/01/2026
Officers were dispatched to the 1000 block of 82 nd Avenue NE for a report of a package having been stolen from a porch. Investigation ongoing.		
Malicious Mischief	2026-00000050	01/03/2026
Officers were dispatched to the 2400 block of Evergreen Point Road for a report of a mailbox that had been damaged likely from a firework explosion. No further investigatory leads available at this time.		
Theft	2026-00000071	01/04/2026
Officers were dispatched to the 2700 block of Evergreen Point Road for a report of a package having been stolen from a porch. Investigation ongoing.		

OTHER

Trespass	2026-00000036	01/02/2026
Officers were dispatched to the 1800 block of 73 rd Avenue NE for a report of an individual on the property without permission. The individual was issued a trespass warning letter and left the area without incident.		
Missing Juvenile	2026-000000105	01/05/2026
Officers were dispatched to the 7600 block of NE 14 th Street for a report of a juvenile who ran away from home following an argument. The juvenile was located safely at the Chevron Gas Station in Medina.		
Violation of Order	2026-00000182	01/10/2026
Officers were dispatched to the 2000 block of 78 th Avenue NE for a report of a violation of a court order.		
Domestic Violence	2026-00000213	01/11/2026
Officers were dispatched to the 7900 block of NE 32 nd Street for a domestic violence incident.		
Violation of Order	2026-00000249	01/14/2026
Officers were dispatched to the 7800 block of NE 8 th Street for a report of a violation of a court order.		
Adult Protective Services	2026-00000485	01/26/2026
Officers were dispatched to the 3600 block of Evergreen Point Road for an Adult Protective Services (APS) investigation.		



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

AGENDA ITEM 6.1b



JANUARY, 2026

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

COMMUNITY POLICING	Current Month	YTD 2026	YTD 2025	Year-End 2025
Drug Violations	0	0	0	1
Community Assists	46	46	91	741
Marine	0	0	0	8
House Watch Checks	74	74	106	859
School Zone	50	50	30	264
Behavioral Health	0	0	0	14
TOTAL	170	170	227	1887

TRAFFIC	Current Month	YTD 2026	YTD 2025	Year-End 2025
Collisions				
Injury	0	0	0	1
Non-Injury	0	0	0	5
Non-Reportable	0	0	0	4
TOTAL	0	0	0	10
Traffic Enforcement				
Criminal Citations	4	4	3	1
Infractions	17	17	15	5
Warnings	192	192	152	4
TOTAL	213	213	170	10

LICENSE PLATE READER EVENTS	Current Month	YTD 2026	YTD 2025	Year-End 2025
LPR alerts that were recovered	0	0	0	8
LPR alerts that were not located	1	1	9	41
LPR alerts that were located, not apprehended	0	0	0	0
TOTAL	1	1	9	49

CALLS FOR SERVICE	Current Month	YTD 2026	YTD 2025	Year-End 2025
Animal	0	0	1	58
Residential Alarms	11	11	18	202
Missing Person	1	1	0	4
Suspicious Activity/Area Checks	62	62	66	749
TOTAL	74	74	85	1013

ADMINISTRATIVE	Current Month	YTD 2026	YTD 2025	Year-End 2025
Public Disclosure Requests Received	12	12	11	94
Concealed Pistol License Applications Processed	3	3	0	33
TOTAL	15	15	11	127

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



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

TOWN OF
HUNTS POINT
Washington

JANUARY, 2026 (through 01/29/2026)

FELONY CRIMES

MISDEMEANOR CRIMES

OTHER



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT

AGENDA ITEM 6.1b

TOW
HUNTS POINT
Washington

JANUARY, 2026 (through 01/29/2026)

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

COMMUNITY POLICING	Current Month	YTD 2026	YTD 2025	Year-End 2025
Drug Violations	0	0	0	0
Community Assists	8	8	12	132
Marine	0	0	1	7
House Watch Checks	9	9	18	90
Behavioral Health	0	0	0	1
TOTAL	17	17	31	230

TRAFFIC	Current Month	YTD 2026	YTD 2025	Year-End 2025
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	0
Non-Reportable	0	0	0	0
TOTAL	0	0	0	0
Traffic Enforcement				
Citations	1	1	0	12
Infractions	7	7	4	104
Warnings	49	49	21	518
TOTAL	57	57	25	634

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

CALLS FOR SERVICE	Current Month	YTD 2026	YTD 2025	Year-End 2025
Animal	0	0	0	5
Residential Alarms	0	0	1	25
Missing Person	0	0	0	0
Suspicious Activity/Area Checks	6	6	4	109
TOTAL	6	6	5	139

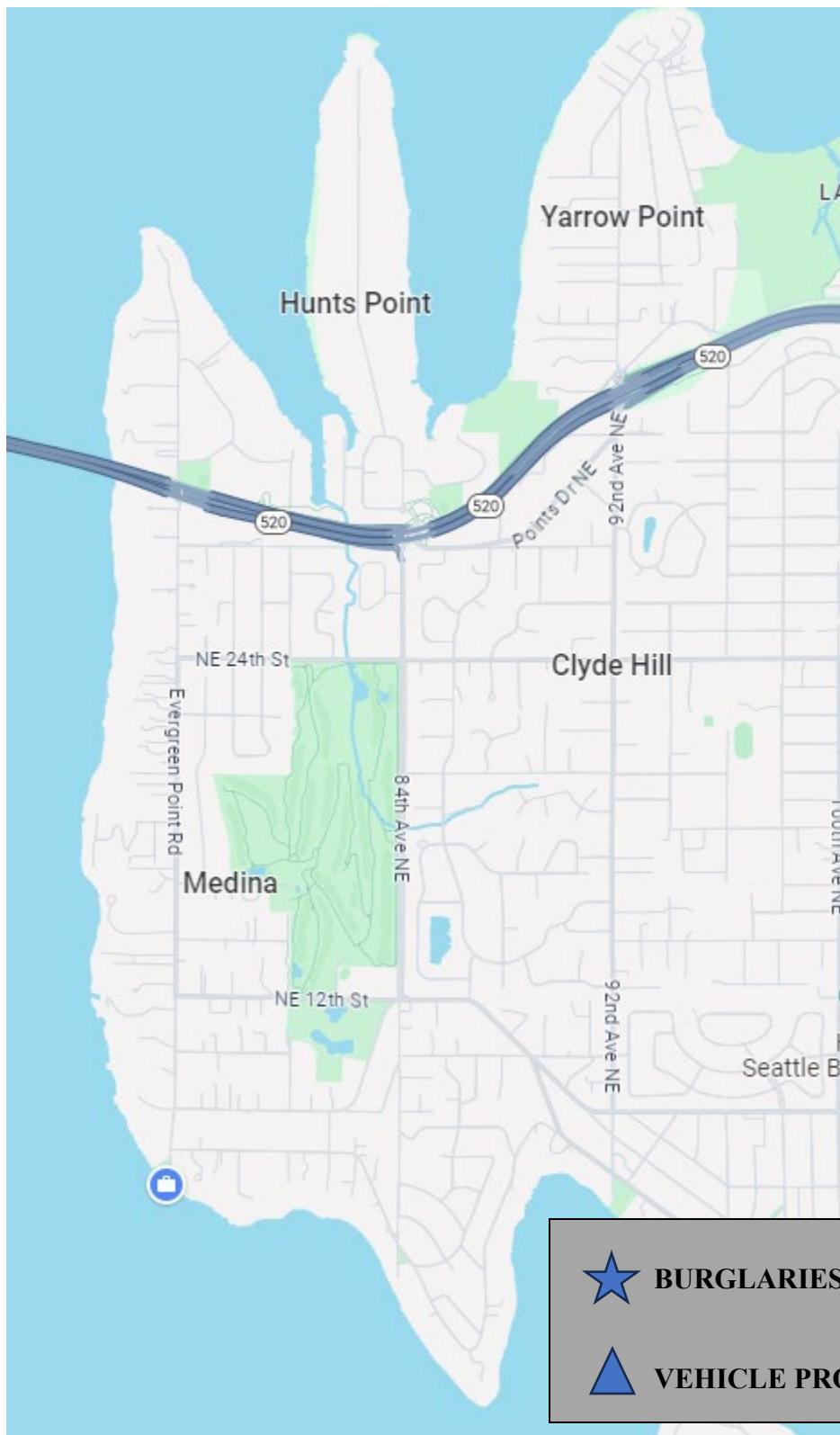
*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.



MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL INCIDENT MAP

JANUARY YEAR-TO-DATE





MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS



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

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

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



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

Date: February 9, 2026

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

Permitting

Please see the attached January 2026 permit reports.

Development permit application quantity and valuation started 2026 slightly ahead of YTD 2025.

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

If Medina development activity continues recent trends, then we will want to evaluate the reasons why and determine if this is a new normal. In years past Medina has had limited new development, and significant re-development. If there is a change in Medina development trends, then the Development Services Department may need to consider changes in operations. The future of government development services departments will involve AI.

Under a 2027 budget request to the Council, I would like to update our Buildable Lands Map. This map update will aid in understanding the development potential within Medina.

Council Work Plan

The February 24, 2026 Planning Commission meeting will be joint with the Council. The topic is the Council Work Plan. It is my understanding that our City Manager has several Work Plan topics to propose.

I have two items that I would like for the Council to consider within the Work Plan. The topic of "bulk" has been discussed by the Council and the Planning Commission in recent years. The term "bulk" has been used to describe large new homes which typically maximize their allowed building envelope creating a flat roofed box shape.

Additional work through code amendments should be considered to address known problems created by large new "bulk" buildings being constructed adjacent to neighboring property. Among the known problems are reduced privacy, noise and light intrusion. Evaluating the full scope of "bulk" and addressing this through Planning Commission and the Council could take considerable time. I propose that the Council direct staff to take one portion of the bulk topic to the Planning Commission for their review and recommendation.

Specifically, I would like the Council to direct staff to have the Planning Commission address privacy, light, and noise impacts created by new homes upon adjacent properties. I am hoping that the Council will make this a Work Plan priority and that the Planning Commission work can be accomplished quickly.

The second Work Plan topic I will offer for the Council's consideration is a review of the current Tree Management Code. Specifically, should the City of Medina consider a new approach to tree management, or not. The answer to this question will not come from the February 24th joint meeting. The answer to whether a new approach to tree management is desired could come from the Council being informed of options and then making decisions based on those.

On the Tree Management Code topic, I will specifically request that I be given a Council Study session to present issues and options. With feedback from this Study Session, it may be found that a second Study Session is warranted. If the Council further directs, I could prepare a 2027 budget request based upon input gained from the Study Sessions. Options of course include doing nothing or amending our existing Tree Management Code.

Planning Commission

Elections

At the January 27th Planning Commission meeting there were required elections to fill the Chair and Vice Chair positions.

Shawn Schubring was elected Chair
 Brian Pao was elected Vice Chair

Vacancy

There are two candidates for the position made open through the departure of Laura Bustamante. The Council Personnel Committee will evaluate the two candidates and bring a recommendation to the Council.

Agenda

On January 27th Planning Commission was introduced to the topic of Outdoor Lighting. Our Planning Consultant Kim Gunderson is leading the Outdoor Lighting discussion. On March 24th the Planning Commission will resume the Outdoor Lighting discussion. The topic on March 24th will be a permanent outdoor lighting ordinance focused on "Dark Sky". Once a recommendation for a permanent ordinance is approved by the Planning Commission the Council will be asked to review the draft and will also be asked to direct staff to forward the document to the State Department of Commerce for their review.

It is likely that another (second) extension of the IOC currently in effect will be required considering process timing.

State Building Code Update

Approximately every three years the state adopts a new building code. Medina is required to adopt the state building code, and the city can add amendments within certain rules.

We currently are operating under the 2021 Edition of the State of Washington Building Code as adopted by the City of Medina. It currently appears that the 2024 Edition of the State Building Code will be mandated for adoption in 2027. Our Building Official is tasked with assuring the code update is completed on time and is amended to meet Medina needs, and those needs of other agencies such as the Bellevue Fire Department.

The Council will receive more information on the 2024 code adoption as the process moves forward.

Critical Areas Ordinance Update Status

Correct process takes time. The Critical Areas Ordinance Update is a mandate by Washington State. Medina had a late start on our CAO update. Because of the late start, the Planning Commission and then the Council had their work on this topic compressed.

The Planning Commission had already scheduled not to meet in August 2025. Our consultant Facet was working on the CAO update in July and August 2025, but the Planning Commission did not first see anything

on the topic until September 2025. The Planning Commission was then asked to meet twice per month in an effort to get a recommendation to the Council by early December, which they did. While all of this was happening staff and Facet conducted two public open houses with forums. Overall, the process was successful, but other work of the Planning Commission was delayed.

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

SEPA review is now completed with no comments received. The Washington State Department of Commerce 60-day review period ends February 8th. The Washington Department of Natural Resources commented on our draft CAO update, but those comments were minor in nature, and DNR gave Medina "kudos". I expect that a final draft of the CAO update will come to the Council for approval on February 23rd.

Critical Areas Map

I am working with our professional consultant Facet towards a Task Order for creation of a new Critical Areas map. This is under Council approved budget for 2026.

This map project follows the recent Critical Areas update. The map will be GIS based and hosted by Medina on our website for public viewing and use.

I expect that this new version of Medina's Critical Areas map will be the most comprehensive, most accurate, and the most accessible the city has ever had. The GIS based map will also be easier to update in the future.

Once the Task Order is completed and approved this will be about a 6-month project.

Right of Way Tree Inventory

The first part of the Medina tree inventory was completed in 2025 and involved parks and other city spaces.

The second part of the inventory is in 2026 and involves trees within the right of way.

We are still working on organizing the project. I would like to inform the public about the inventory to avoid as many questions as possible. We will be having our arborist and his assistants wearing clear identification, Police will be notified, a city-wide email will be sent, social media will inform, and the project is to be broken into specific areas.

The particular areas being inventoried will be shown on a map that is kept on-line during the project. For example, an area will be north of 520. Another area may be between 24th and 520. Evergreen Point Road may be a separate area, etc. With this we can better inform the public about where the inventory is occurring and help reduce the questions and concerns.

Tree Removal Permit Application

PSE regularly needs to trim trees in Medina's right of way. The process to trim trees by PSE is non-administrative meaning the decision goes to the hearing examiner. PSE tree trimming vs. removal are two separate concerns, but the same non-administrative process. Tree removals in the Medina right of way should remain a non-administrative process with hearing examiner decision.

I will be proposing that Medina change the process for PSE tree trimming to an administrative process. The result will be the same. Public noticing will be the same and public comments can still be accepted and considered.

PSE has requested to remove two trees at 247 84th Ave NE and one at 110 84th Ave. NE. These removals have been confirmed as necessary and code conforming by our City Arborist. The trees involved are damaged and

would be replaced with more appropriate ones for the locations. These PSE tree removal permit applications will be evaluated by the hearing examiner.

Medina Population

Annually Medina staff prepare a population report for the Washington State Office of Financial Management (OFM). OFM requires the reporting and gives us two methods of reporting to them. The typical approach is for our staff to complete a form provided which is an estimate. The other method is a "Special City Census" which is a door-to-door approach.

I have asked our Development Services staff to investigate city records to determine how often and when the last door-to-door census occurred.

When I have more information, I will inform the Council.

Attachments:

January 2026 Permits Received Report
January 2026 Permit Issued Report
January 2026 Code Enforcement Report
January 2026 Tree Permit Activity Report

January 2026 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-DEM	01/13/2026	D-26-001		2227 EVERGREEN POINT RD
TOTAL B-DEM:	1		\$0.00	
B-FENCE	01/05/2026	B-26-001	\$40,000.00	3443 Evergreen Pt. Rd.
B-FENCE	01/09/2026	B-26-002	\$40,000.00	8000 NE 16TH ST
B-FENCE	01/30/2026	B-26-004	\$32,282.00	7329 NE 18TH ST
TOTAL B-FENCE:	3		\$112,282.00	
B-GAS	01/02/2026	G-26-001		1686 77th Ave NE
B-GAS	01/20/2026	G-26-002		3210 78TH PL NE
B-GAS	01/30/2026	G-26-003		712 84th AVE NE
TOTAL B-GAS:	3		\$0.00	
B-MECHANICAL	01/15/2026	M-26-002		2038 78th Ave NE
B-MECHANICAL	01/12/2026	M-26-001		1686 77th Ave NE
B-MECHANICAL	01/20/2026	M-26-003		7915 NE 24TH ST
B-MECHANICAL	01/28/2026	M-26-004		3302 78th Pl NE
B-MECHANICAL	01/29/2026	M-26-005		3210 78TH PL NE

TOTAL B-MECHANICAL:	5		\$0.00	
B-PLUMBING	01/09/2026	P-26-001		525 OVERLAKE DR E
B-PLUMBING	01/15/2026	P-26-003		740 OVERLAKE DR E
B-PLUMBING	01/29/2026	P-26-008		1247 Evergreen Point Road
TOTAL B-PLUMBING:	3		\$0.00	
B-ROOF	01/29/2026	B-26-003		7887 NE 10TH ST
TOTAL B-ROOF:	1		\$0.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	01/05/2026	CAP-26-001		7800 NE 28TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	01/06/2026	CAP-26-002		3443 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	01/13/2026	CAP-26-003		2227 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	01/26/2026	CAP-26-004		1049 84th Ave NE
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	4		\$0.00	
P-CODE INTERP	01/20/2026	P-26-004		8445 NE 9TH ST
TOTAL P-CODE INTERP:	1		\$0.00	
P-CRITICAL AREAS REVIEW	01/22/2026	P-26-005		3405 EVERGREEN POINT RD
P-CRITICAL AREAS REVIEW	01/15/2026	P-26-002		2227 EVERGREEN POINT RD
TOTAL P-CRITICAL AREAS REVIEW:	2		\$0.00	

P-NON ADMIN SUBSTANTIAL DEV	01/22/2026	P-26-006		3405 EVERGREEN POINT RD
P-NON ADMIN SUBSTANTIAL DEV	01/28/2026	P-26-007		1201 EVERGREEN POINT RD
TOTAL P-NON ADMIN SUBSTANTIAL DEV:	2		\$0.00	
P-SUBSTANTIAL DEV PERMIT EXEMPTION	01/29/2026	P-26-009		230 OVERLAKE DR E
TOTAL P-SUBSTANTIAL DEV PERMIT EXEMPTION:	1		\$0.00	
PW-RIGHT OF WAY	01/06/2026	PW-ROW-26-001		923 Evergreen Point Road
PW-RIGHT OF WAY	01/06/2026	PW-ROW-26-002		1215 EVERGREEN POINT RD
PW-RIGHT OF WAY	01/07/2026	PW-ROW-26-003		City ROW
PW-RIGHT OF WAY	01/07/2026	PW-ROW-26-004		7816 NE 12TH ST
PW-RIGHT OF WAY	01/09/2026	PW-ROW-26-005		111 84th Ave NE
PW-RIGHT OF WAY	01/09/2026	PW-ROW-26-006		3257 Evergreen Pt. Rd.
PW-RIGHT OF WAY	01/13/2026	PW-ROW-26-007		802 80th Ave NE
PW-RIGHT OF WAY	01/27/2026	PW-ROW-26-009		1247 Evergreen Point Road
PW-RIGHT OF WAY	01/21/2026	PW-ROW-26-008		525 OVERLAKE DR E
PW-RIGHT OF WAY	01/30/2026	PW-ROW-26-010		8000 NE 16th St.
TOTAL PW-RIGHT OF WAY:	10		\$0.00	

TREE-RESTORATION	01/05/2026	TREE-26-001		3419 EVERGREEN POINT RD
TREE-RESTORATION	01/21/2026	TREE-26-002		2425 76TH AVE NE
TREE-RESTORATION	01/22/2026	TREE-26-003		712 84TH AVE NE
TOTAL TREE-RESTORATION:	3		\$0.00	
Total # of Permits	29		\$112,282.00	



January 2026 Issued Permits

Page 1 of 1

Report run on: 02/02/2026 10:45 AM

Construction Value:	January 2026	January 2025	2026 YTM	2025 YTM	Difference
Accessory Structure	\$90,000.00	-	\$90,000.00	-	\$90,000.00
Addition / Alteration	\$1,480,000.00	\$1,175,268.42	\$1,480,000.00	\$1,175,268.42	\$304,731.58
Fence / Wall	-	-	-	-	\$0.00
New Construction	-	-	-	-	\$0.00
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	\$90,000.00	-	\$90,000.00	-	\$90,000.00
Total Value:	\$1,660,000.00	\$1,175,268.42	\$1,660,000.00	\$1,175,268.42	\$484,731.58
Permits Issued:	January 2026	January 2025	2026 YTM	2025 YTM	Difference
New Construction	-	-	-	-	0
Permit Extension	10	5	10	5	5
Accessory Structure	1	-	1	-	1
Addition / Alteration	2	3	2	3	(1)
Construction Activity Permit	4	4	4	4	0
Demolition	-	-	-	-	0
Fence / Wall	-	-	-	-	0
Grading / Drainage	1	-	1	-	1
Mechanical	3	8	3	8	(5)
Other - Moving	-	-	-	-	0
Plumbing / Gas	6	4	6	4	2
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	7	2	7	2	5
Tree Mitigation	2	2	2	2	0
Wireless Comm. Facility	1	-	1	-	1
Total Permits:	37	28	37	28	9
Inspections:	January 2026	January 2025	2026 YTM	2025 YTM	Difference
Building	66	85	66	85	(19)
Engineering/Other	22	21	22	21	1
Tree	5	2	5	2	3
Total Inspections:	96	113	96	113	(17)



January 2026 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2026-001	SIGN VIOLATION	Rob Kilmer	8300 NE 24TH ST	<p>Description: Observed real estate event sign (DH Estates, Compass) along right-of-way that had been left overnight.</p> <p>Action taken: Removed sign and emailed agent with the relevant code section.</p>	None at this time
CC-2026-002	GENERAL	Rob Kilmer	8845 OVERLAKE DR W	<p>Description: Received concern from neighbor regarding vehicles parking along right-of-way.</p> <p>Action Taken: Investigated and determined that the vehicles belong to project owner representatives and the design team and are therefore not in violation.</p> <p>Put neighbor and project Agent in contact with one another so they could address any concerns.</p>	N/A
CC-2026-003	GENERAL	Rob Kilmer	1013 84th Ave NE	<p>Description: Received concern from neighbor regarding a confrontation with workers on site. The neighbor accused the workers of dumping garbage over the property line.</p> <p>Action Taken: Investigated and determined that the workers had dumped raked leaves over a site wall into the area between the wall and the project's property line.</p> <p>Contacted the project Agent to advise them to work with the neighbor.</p>	None at this time
CC-2026-004	STOP WORK ORDER	Rob Kilmer	Parcel: 2425049255	<p>Description: Based on information about the past history of this site, additional information is required before work can continue.</p> <p>Action Taken: Issued Stop Work Order requiring the project's Geotechnical Engineer to provide a report for review by the City.</p>	To be determined based on compliance.
CC-2026-005	FORMAL, WRITTEN WARNING	Rob Kilmer	7649 NE 14TH ST	<p>Description: Observed work-related vehicles parked along the right-of-way.</p> <p>Action Taken: Investigated and determined that the vehicles belonged to a project that has been previously warned. Issued a Formal Warning.</p>	None at this time
CC-2026-006	FORMAL, WRITTEN WARNING	Rob Kilmer	611 EVERGREEN POINT RD	<p>Description: Observed work-related vehicles parked along the right-of-way.</p> <p>Action Taken: Investigated and determined that the vehicles belonged to a project that has been previously warned. Issued a Formal Warning.</p>	None at this time

CC-2026-007	GENERAL	Rob Kilmer	7804 NE 12TH ST	Description: Received concern from the property owner regarding potential damage to their driveway caused by a neighbor.	N/A
				Action taken: Visited the site and observed that an old drain pipe has failed where it crosses from the neighbor's back yard under the first property's driveway. No digging or excavating is apparent on the neighbor's lot, which is undisturbed except for the activities of ground animals. Directed the property owners to work together to resolve the issue.	
CC-2026-008	SIGN VIOLATION	Rob Kilmer	Various	Description: Observed commercial advertising signs (College Hunks) displayed throughout the city within the right-of-way areas.	None at this time
				Action Taken: Removed the signs (6) and contacted the company to inform them of the sign rules in Medina.	

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	Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit. Action Taken: Issued a Notice of Violation Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23. Status: Working through variance process	To be determined based upon compliance
CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	Description: Observed stairway structure being erected on roof of garage up to roof of second story.	To be determined based upon compliance
CC-2024-072	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.	
CC-2024-080	NOTICE OF FINAL ORDER			Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation. Status: Pending Resolution	
CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.	To be determined based upon compliance
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court.	
CC-2025-090	NOTICE OF VIOLATION			Status: Working through zoning process	



Tree Permit Activity Report
January 2026
By Andy Crossett

Issued Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-RESTORATION TREE-26-003	712 84TH AVE NE	1 Bigleaf Maple	30	1	Assessed as "high" risk.

New Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
2	TREE-WITH BUILDING/DEVELOPMENT TREE-25-001	3313 Evergreen Point Rd	1 Japanese Maple	10	8	
3	REVISION TREE-WITH BUILDING/DEVELOPMENT TREE-25-015	7838 NE 14th ST	1 Douglas fir, 2 Western redcedar	24, 26, 36	14	

Photographs

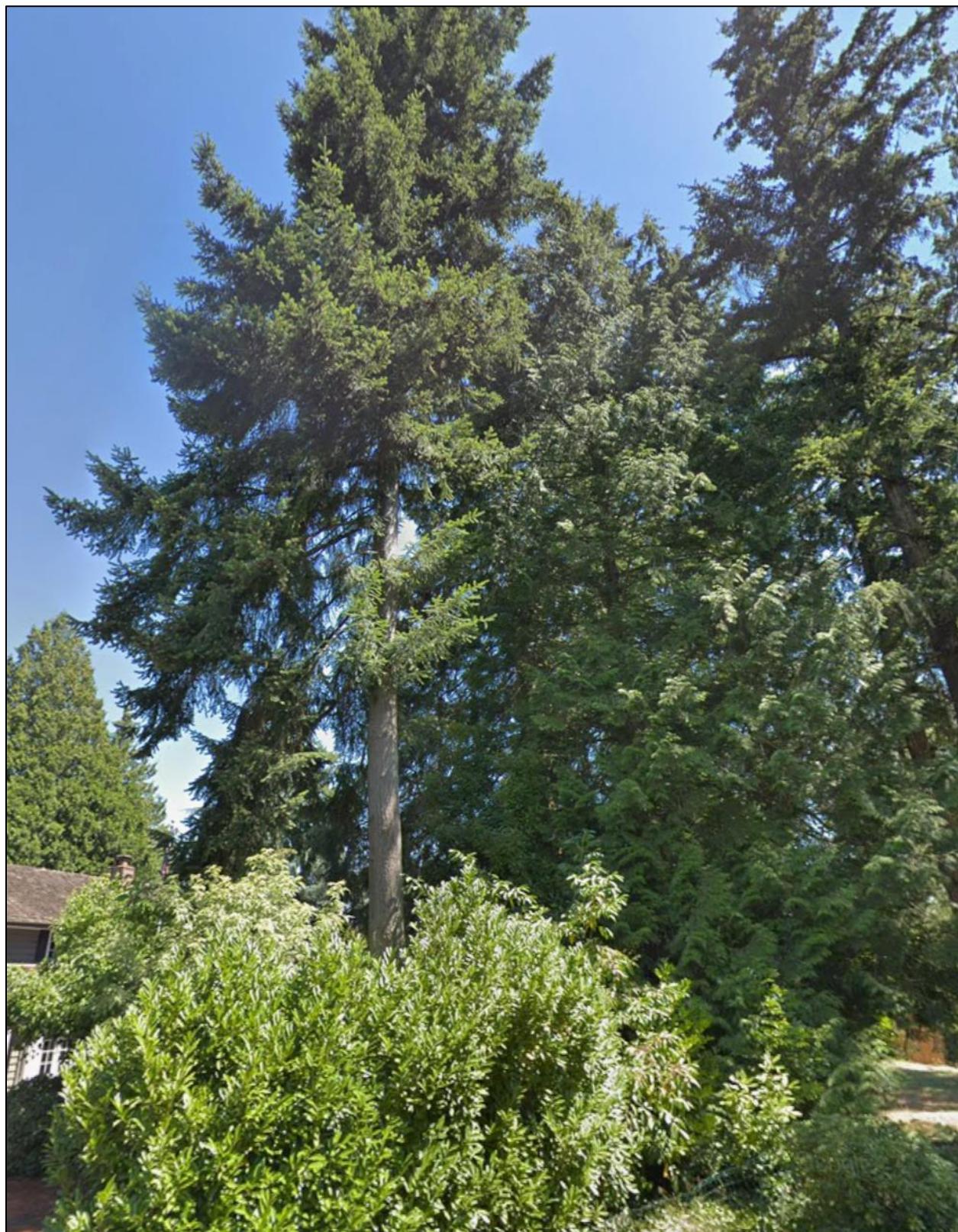
Fig 1. 712 84th Avenue NE. Fungal conks are present on the lower trunk. Very little sound wood remains, and the tree is partially dead.



Fig 2. At 3313 Evergreen Point Road, one (1) 10-inch Japanese maple is proposed for removal. The site was already below tree retention requirements and, as a result, is required to replant eight (8) supplemental trees.



Fig 2. 7838 NE 14th Street was originally approved with removal of only two (2) small Japanese maples. Following permit issuance, a revision was submitted requesting removal of additional trees, including a 24-inch Douglas fir, a 26-inch western redcedar, and a 36-inch legacy western redcedar.





CITY OF MEDINA

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

Date: February 9th, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: 2025 End of Year Financials

The 2025 end of the year report includes:

- 13th Month Key Expenditure Numbers
- December Financial Summaries
- December Cash Statements
- 2025 Financials Year in Review
- 2025 Financials by Account
- December 13th Month 2025, AP Check Register Activity Detail

This report will cover the unaudited end-of-year financials for the City of Medina. The report includes actual spend vs budget for the various city funds and give an update on end of year cash balances. Key revenue and expenditure from each department will be highlighted, and a full breakdown of spending is shown using the city's chart of accounts.

December "13th Month" 2024 Key Expenditures

- \$38K FRN Corp – Tennis Court Rehab Project
- \$15K Inslee Best – December Attorney Services
- \$50K FCI – Buy Down PD Vehicles
- \$12K FCI – Paid Off Residual for PD Car 29
- \$11K Mahoney Planning, LLC – December Current Planning
- \$10K Westmark Construction – CH Deck Project (Retention Release)

Updated December 2025 Financial Summary

REVENUES:	DEC ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$99,698	\$4,585,732	\$4,608,359	99.51%	\$22,627
Sales Tax	\$144,347	\$2,059,543	\$1,964,450	104.84%	(\$95,093)
Affordable & Sup. Housing	\$1,041	\$9,874	\$0	—	(\$9,874)
Criminal Justice	\$8,983	\$105,120	\$111,099	94.62%	\$5,979
B & O Tax: Utility & Franchise Fee	\$1,895	\$1,234,979	\$978,219	126.25%	(\$256,760)
Leasehold Excise Tax	\$0	\$1,154	\$2,000	57.70%	\$846
General Government (includes Hunts Point)	\$92,783	\$454,873	\$365,937	124.30%	(\$88,936)
Passports, General Licenses & Permits	\$5,456	\$119,593	\$46,831	255.37%	(\$72,762)
Fines, Penalties, Traffic Infr.	\$3,769	\$39,466	\$18,000	219.26%	(\$21,466)
Misc. Invest. Facility Leases	\$37,547	\$461,719	\$445,254	103.70%	(\$16,465)
Disposition of Capital Assets	\$0	\$982	\$0	—	(\$982)
General Fund Total	\$395,519	\$9,073,036	\$8,540,149	106.24%	(\$532,887)
Development Services Fund Total	\$69,991	\$881,100	\$915,500	96.24%	\$34,400.48
Development Services Fund Transfers In from G	\$1,648	\$1,648	\$1,648	100.00%	\$0.00
Street Fund Total	\$5,046	\$183,198	\$118,085	155.14%	\$90,446
Street Fund Transfers In	\$49,856	\$544,856	\$544,856	100.00%	\$0
Tree Fund Total	\$0	\$21,000	\$3,075	682.93%	(\$17,925)
Contingency Fund Total	\$0	\$0	\$0	0.00%	\$0
Capital Fund Total	\$81,755	\$2,384,427	\$1,535,000	155.34%	(\$849,427)
Levy Stabilization Fund Total	\$0	\$0	\$0	—	\$0
Levy Fund Transfers In GF	\$23,750	\$285,000	\$285,000	100.00%	\$0
NonRevenue Trust Funds Total	\$4,193	\$36,670	\$0	—	(\$36,670)
Master Investments Total	\$0	\$2,000,000	\$0	—	(\$2,000,000)
Total (All Funds)	\$556,503	\$12,579,430	\$11,111,809	113.21%	(\$1,467,621)
Total (All Funds) Transfers In	\$75,254	\$831,504	\$831,504	100.00%	\$0

EXPENDITURES:	DEC ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$8,299	\$66,205	\$83,000	79.77%	\$16,795
Municipal Court	\$3,701	\$34,052	\$15,000	227.01%	(\$19,052)
Executive	\$32,448	\$416,572	\$441,410	94.37%	\$24,838
Finance	\$19,667	\$566,613	\$614,051	92.27%	\$47,438
Legal	\$57,664	\$480,479	\$495,658	96.94%	\$15,179
Central Services	\$62,847	\$1,056,906	\$1,193,851	88.53%	\$136,945
Police Operations	\$321,668	\$2,905,008	\$2,931,655	99.09%	\$26,647
Fire & Medical Aid	\$0	\$980,309	\$950,544	103.13%	(\$29,765)
Public Housing, Environmental & Mental Health	\$209	\$27,349	\$55,966	48.87%	\$28,617
Fees					
Recreational Services	\$0	\$38,949	\$48,500	80.31%	\$9,551
Long Range Planning	\$0	\$28,708	\$35,000	82.02%	\$6,292
Parks	\$75,766	\$659,488	\$639,034	103.20%	(\$20,454)
General Fund Subtotal	\$582,269	\$7,260,638	\$7,503,669	96.76%	\$243,031
General Fund Transfers Out	\$66,921	\$731,504	\$731,504	100.00%	(\$0)
General Fund Total	\$649,190	\$7,992,142	\$8,235,173	97.05%	\$243,030
Development Services Fund Total	\$154,739	\$1,185,397	\$1,209,711	97.99%	\$24,314
City Street Fund Total	\$74,485	\$561,323	\$652,552	86.02%	\$91,229
Tree Fund Total	\$0	\$320	\$30,000	1.07%	\$29,680
Capital Fund Total	\$121,418	\$702,513	\$750,000	93.67%	\$47,487
Capital Fund Transfers Out	\$8,333	\$100,000	\$100,000	100.00%	\$0
NonRevenue Trust Funds Total	\$0	\$32,431	\$0	0.00%	(\$32,431)
Master Investments Total	\$0	\$1,978,518	\$0	0.00%	(\$1,978,518)
Total (All Funds)	\$932,911	\$9,742,622	\$10,145,932	96.02%	\$403,310
Total (All Funds) Transfers Out	\$75,254	\$831,504	\$831,504	100.00%	\$0

2025 Year in Review Cash Balances by Fund

Fund	Beginning	Beginning	Receipts	Investment	Transfers	Other	Disbursements	Ending	Ending	Ending
	Cash	Investments		Liquidated	In	Transfers		Cash	Investments	Balance
001 General Fund	\$3,647,239.68	(\$5,260.75)	\$9,199,204.81	\$600.00	\$0.00	\$731,504.37	\$7,583,654.32	\$4,531,885.80	(\$5,860.75)	\$4,526,025.05
101 City Street Fund	\$106,103.70	\$0.00	\$189,688.88	\$0.00	\$544,856.37	\$0.00	\$567,814.35	\$272,834.60	\$0.00	\$272,834.60
103 Tree Fund	\$23,492.02	\$0.00	\$21,000.00	\$0.00	\$0.00	\$0.00	\$3,945.75	\$40,546.27	\$0.00	\$40,546.27
302 Contingency Fund	\$1,750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750,000.00	\$0.00	\$1,750,000.00
303 Levy Stabilization Fund	\$2,399,999.99	\$0.00	\$0.00	\$0.00	\$285,000.00	\$0.00	\$0.00	\$2,684,999.99	\$0.00	\$2,684,999.99
307 Capital Projects Fund	\$7,051,176.69	(\$5,260.75)	\$2,374,528.40	\$600.00	\$0.00	\$100,000.00	\$693,214.23	\$8,633,090.86	(\$5,860.75)	\$8,627,230.11
401 Development Services	\$716,488.82	\$0.00	\$1,070,059.79	\$0.00	\$1,648.00	\$0.00	\$1,271,481.44	\$516,715.17	\$0.00	\$516,715.17
631 NonRevenue Trust Funds	\$21.92	\$0.00	\$38,243.31	\$0.00	\$0.00	\$0.00	\$38,243.31	\$0.00	\$0.00	\$0.00
999 Master Investments	(\$13,537,086.10)	\$13,537,086.10	\$0.00	\$2,000,000.00	\$0.00	\$0.00	\$0.00	(\$13,515,604.35)	\$13,515,604.35	\$0.00
	\$2,157,436.72	\$13,526,564.60	\$12,892,725.19	\$2,001,200.00	\$831,504.37	\$831,504.37	\$10,158,353.40	\$4,914,468.34	\$13,503,882.85	\$18,418,351.19

2025 Cash Balance Summary

The year in review below will cover some of the highlights by department and funds, however the overall cash balance for Medina increased by over \$2,000,000 in 2025. This was driven by surpluses both within the General and Capital Funds, which allowed 2026 to start with a cash reserve over the minimum General Fund balance required by state law.

2025 General Fund, Year in Review

General Fund Revenue Highlights

2025 General Fund revenue came in at \$9.07M, which is 6.24% higher than what was budgeted.

Utility and franchise fee revenue was 26% over budget for 2025, which led to over \$256K in additional revenue. With rising costs associated with utilities, the city has adjusted the 2026 budget to better reflect expected actuals in this category.

For the third year in a row, investment interest earnings have outperformed expectations. With high rates, the city recognized \$320K in funds. This surplus was used to cover the city's budget amendments for City Manager recruitment, employee cashouts and CBA negotiations.

In 2025, Medina received \$72K in grants from the Department of Commerce. Also, please note the Q4 payments for the Post Office lease and the Hunts Point Police contract both were received in January 2025, and were recognized this past year.

General Fund Expenditure Highlights

Legal

After budget amendments were added, the City Attorney costs exceeded budget by almost \$73K. Public Defender services also exceeded what was allocated, and with rising monthly retainer costs and an increase in Medina cases, this should continue going forward.

In 2025 Medina only spent 5.36% of the allocation for “Special Counsel”, which covers the overages in the other areas of the legal budget.

Central Services

City Hall building maintenance was 34% over budget in 2025, this was due to the HVAC repairs and extended availability of porta potties for the Medina Beach Park.

The Public Storage costs increased in 2025 and came in \$1684 over budget. Staff uses this unit to store public records, specifically permit related files.

With savings in other areas, the Central Services Department still came in 13.4% under budget from what was allocated in 2025. The main savings came from the hold placed on the Records Management Portal project. The department gave back over \$153K.

Police

In 2025, the Police Department ended the year with a surplus of \$26K. This is less than 2024, however with full staff costs and the need to overspend in a few areas, the PD was still able to give money back.

Police supplies came in over \$12K over budget, The main areas include uniforms and bullet proof vests. With the need to outfit 3 new officers, along with annual gear for remaining staff, this led to going over budget. Recruitment going over budget by nearly \$6K also aligns with the need to hire multiple officers during the calendar year.

Jail costs also were higher than expected in 2025. The city is responsible for any costs associated with jailing or boarding a defendant who is charged with any crime that is less than a felony (DUI for example).

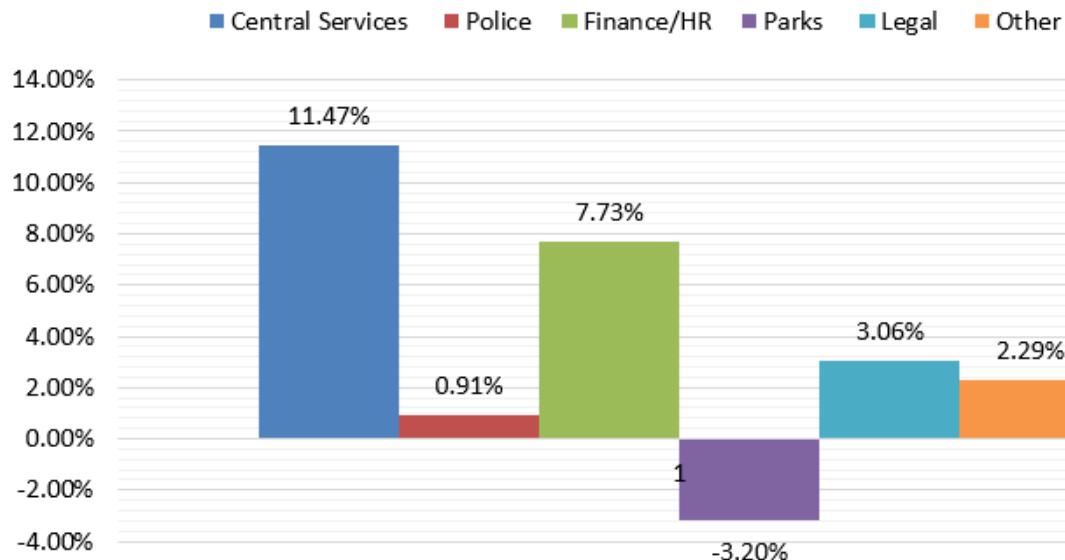
Police department capital expenditures came in over 20K over budget for 2025. With rising lease costs as vehicles are replaced, staff worked with FCI to buy out the remaining residual balance to own a vehicle at year end to help mitigate rising costs for future years. This will hopefully allow for our PD vehicle costs to stay flat in 2026.

Parks/Streets

Utilities are shown at 74% over budget, however this does not show the full picture. Some of the cost is recouped through our interlocal agreement with Clyde Hill, with reimbursement expected for Q4 costs in Q1 2026. However, rising costs and increased water usage should be monitored going forward. Staff were also directed to start watering on 12th this past year as well.

Vehicle and equipment maintenance also came in 74% over expected, driven by high costs to repair the city's aging backhoe. With a new backhoe coming in 2026, expect repairs to decrease on that specific asset.

General Fund Budget Variances by Department (Surplus \$243,031)



Capital Fund Highlights

Revenue

Real Estate Excise Tax (REET) of \$2.02M in 2025, which was 49% over what was budgeted. Please note that the entire surplus came from one major sale within the city and is not an expected trend.

Capital investment interest earnings came in at over \$282K, which was used to fund the deck replacement project at city hall and other internal work. As this is considered non-restricted capital, these funds can also be used for maintenance and street cleaning projects in the future.

Expenditure

The Capital Budget came in at 5% under budget for 2025. With a higher allocation than expected from the KC Park Levy, the city was required to spend these funds.

Development Services Highlights

Revenue

After a promising year in 2023 for permit work within Medina, 2024 and now 2025 saw decreases in fund balance. Even with conservative revenue projections, total revenue came in 9.1% below what was expected. Permit fees decreased for the second year in a row.

This will be a Finance Committee topic in 2026, as rising consultant costs are outpacing the revenue that this fund is bringing in. A transfer of \$100K from the General Fund has been budgeted for 2026 to help cover deficit spending.

Expenditure

Even with lower-than-expected revenue numbers in 2025, fixed costs and consultant expenses led to the department only spending \$24K less than the 2025 budget.

Consulting budget overages,

- Arborist Consultant \$4.8K over budget
- Planning Consultant \$71K over budget
- Engineering Consultant \$65K over budget

With Medina without a Planning Manager, consultants are being utilized to do all the current planning work within the city.

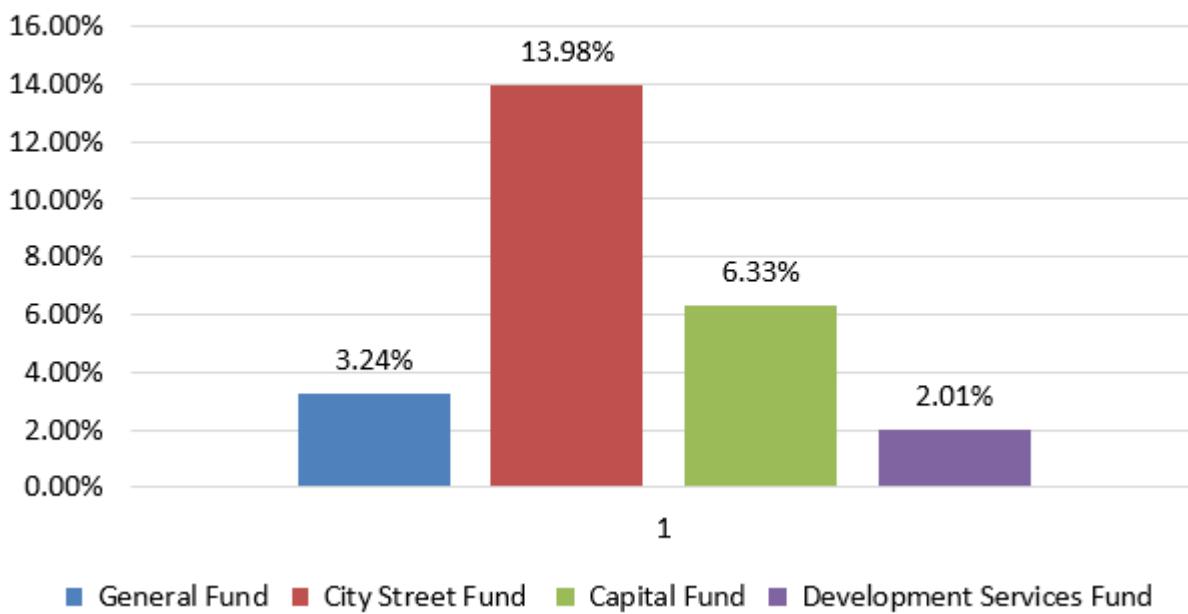
Revenue

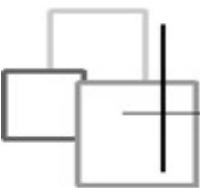
Fund	2024 Actuals	2025 Actuals	Variance	% Change
General Fund	\$ 8,610,541.00	\$9,073,035.84	\$ 462,494.84	5%
Street Fund	\$ 88,421.00	\$183,197.96	\$ 94,776.96	107%
Tree Fund	\$ 888.00	\$21,000.00	\$ 20,112.00	2265%
Development Services Fund	\$ 971,665.00	\$964,002.78	\$ (7,662.22)	-1%
Capital Fund	\$ 2,626,107.00	\$2,384,427.02	\$ (241,679.98)	-9%

Expenditures

Fund	2024 Actuals	2025 Actuals	Variance	% Change
General Fund	\$ 6,932,780.00	\$7,260,638.01	\$ 327,858.01	5%
Street Fund	\$ 609,909.00	\$561,323.43	\$ (48,585.57)	-8%
Tree Fund	\$ 25,853.00	\$319.58	\$ (25,533.42)	-99%
Development Services Fund	\$ 1,202,751.00	\$1,185,397.03	\$ (17,353.97)	-1%
Capital Fund	\$ 2,508,802.00	\$702,512.86	\$ (1,806,289.14)	-72%

2025 Variance by Fund in %





2025 Revenue

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
General Fund						
General Property Taxes						
001-000-000-311-10-00-00	General Property Taxes	\$99,697.84	\$4,585,731.97	\$4,608,359.00	99.51%	\$22,627.03
Total General Property Taxes		\$99,697.84	\$4,585,731.97	\$4,608,359.00	99.51%	\$22,627.03
Retail Sales and Use Taxes						
001-000-000-313-11-00-00	Local Retail Sales & Use Tax	\$144,346.86	\$2,059,543.48	\$1,964,450.00	104.84%	(\$95,093.48)
001-000-000-313-27-00-00	Affordable & Sup. Housing	\$1,041.45	\$9,873.77	\$0.00		(\$9,873.77)
001-000-000-313-71-00-00	Criminal Justice Funding	\$8,982.53	\$105,119.85	\$111,099.00	94.62%	\$5,979.15
Total Retail Sales and Use Taxes		\$154,370.84	\$2,174,537.10	\$2,075,549.00	104.77%	(\$98,988.10)
Utility Tax						
001-000-000-316-41-00-00	Electric	\$0.00	\$336,559.18	\$260,100.00	129.40%	(\$76,459.18)
001-000-000-316-42-00-00	Gas	\$0.00	\$167,894.62	\$145,000.00	115.79%	(\$22,894.62)
001-000-000-316-43-00-00	Water & Sewer	\$0.00	\$295,862.80	\$208,080.00	142.19%	(\$87,782.80)
001-000-000-316-45-00-00	Garbage/Solid Waste	\$0.00	\$71,102.30	\$55,000.00	129.28%	(\$16,102.30)
001-000-000-316-46-00-00	Cable-Television	\$0.00	\$97,736.85	\$85,313.00	114.56%	(\$12,423.85)
001-000-000-316-47-00-00	Telephone	\$1,685.01	\$43,900.84	\$37,454.00	117.21%	(\$6,446.84)
001-000-000-316-49-00-00	Other	\$210.15	\$506.77	\$0.00		(\$506.77)
Total Utility Tax		\$1,895.16	\$1,013,563.36	\$790,947.00	128.15%	(\$222,616.36)
Excise Taxes						
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$1,154.04	\$2,000.00	57.70%	\$845.96
Total Excise Taxes		\$0.00	\$1,154.04	\$2,000.00	57.70%	\$845.96
Franchise Fees						
001-000-000-321-91-00-00	Franchise Fees & Royalties	\$0.00	\$221,415.69	\$187,272.00	118.23%	(\$34,143.69)
Total Franchise Fees		\$0.00	\$221,415.69	\$187,272.00	118.23%	(\$34,143.69)
Licenses and Permits						
001-000-000-322-30-00-00	Animal Licenses	\$0.00	\$230.00	\$400.00	57.50%	\$170.00
001-000-000-322-90-00-00	Gun Permits	\$14.00	\$563.00	\$500.00	112.60%	(\$63.00)

Total Licenses and Permits		\$14.00	\$793.00	\$900.00	88.11%	\$107.00
Intergovernmental						
001-000-000-331-11-00-00	Department of Commerce Grant	\$0.00	\$17,500.00	\$0.00		(\$17,500.00)
001-000-000-334-01-10-00	State Grant-Crim Just Training	\$0.00	\$54,966.46	\$0.00		(\$54,966.46)
001-000-000-336-06-21-00	Mvet-Criminal Justice-Pop.	\$0.00	\$1,176.37	\$1,168.00	100.72%	(\$8.37)
001-000-000-336-06-26-00	Criminal Justice-Special	\$0.00	\$4,117.02	\$4,088.00	100.71%	(\$29.02)
001-000-000-336-06-51-00	DUI/Other Criminal Justice	\$0.00	\$287.65	\$0.00		(\$287.65)
001-000-000-336-06-94-00	Liquor Excise Tax	\$0.00	\$0.00	\$19,155.00	0.00%	\$19,155.00
001-000-000-336-06-95-00	Liquor Control Board Profits	\$4,353.90	\$32,602.15	\$21,520.00	151.50%	(\$11,082.15)
001-000-000-336-06-95-01	Liquor Control Board Profits-Public	\$1,088.48	\$8,150.56	\$0.00		(\$8,150.56)
Total Intergovernmental		\$5,442.38	\$118,800.21	\$45,931.00	258.65%	(\$72,869.21)
Charges for Goods and Services						
001-000-000-341-99-00-00	Passport & Naturalization Fees	\$35.00	\$595.00	\$5,000.00	11.90%	\$4,405.00
001-000-000-342-10-00-00	Law Enforcement Services	\$0.00	\$2,850.50	\$0.00		(\$2,850.50)
001-000-000-342-11-00-00	Hunts Point Police Contract	\$92,747.51	\$451,177.59	\$360,937.00	125.00%	(\$90,240.59)
001-000-000-342-12-00-00	Hunts Point-Add'l Services	\$0.00	\$125.00	\$0.00		(\$125.00)
Total Charges for Goods and Services		\$92,782.51	\$454,748.09	\$365,937.00	124.27%	(\$88,811.09)
Fines and Penalties						
001-000-000-353-10-00-00	Municipal Court-Traffic Infrac	\$3,769.05	\$34,192.73	\$18,000.00	189.96%	(\$16,192.73)
Non-Court Fines, Forfeitures and						
001-000-000-359-90-00-00	Misc. Fines, Penalties, Code	\$0.00	\$5,273.40	\$0.00		(\$5,273.40)
Total Non-Court Fines, Forfeitures and		\$0.00	\$5,273.40	\$0.00		(\$5,273.40)
Total Fines and Penalties		\$3,769.05	\$39,466.13	\$18,000.00	219.26%	(\$21,466.13)
Miscellaneous Revenues						
001-000-000-361-11-00-00	Investment Interest Earnings	\$21,343.83	\$320,104.39	\$318,088.00	100.63%	(\$2,016.39)
001-000-000-361-40-00-00	Sales Interest	\$406.90	\$9,045.24	\$4,500.00	201.01%	(\$4,545.24)
001-000-000-362-00-00-10	Rents & Leases	\$0.00	\$29,493.61	\$30,030.00	98.21%	\$536.39
001-000-000-362-00-00-20	Post Office Facility Lease	\$15,791.66	\$100,951.06	\$88,508.00	114.06%	(\$12,443.06)
001-000-000-369-91-00-00	Other	\$0.00	\$1,940.90	\$3,500.00	55.45%	\$1,559.10
001-000-000-369-91-00-10	Other-Copies	\$0.00	\$0.00	\$75.00	0.00%	\$75.00
001-000-000-369-91-00-15	Other-Fingerprinting	\$0.00	\$105.00	\$400.00	26.25%	\$295.00
001-000-000-369-91-00-35	Other-Notary	\$0.00	\$10.00	\$100.00	10.00%	\$90.00
001-000-000-369-91-00-45	Other-Reports	\$4.50	\$69.00	\$53.00	130.19%	(\$16.00)
Total Miscellaneous Revenues		\$37,546.89	\$461,719.20	\$445,254.00	103.70%	(\$16,465.20)
Non Revenues						
001-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)	(\$10,000.00)	\$40,000.00	\$0.00		(\$40,000.00)
001-000-000-382-10-00-02	Refundable DS Adv Deposit	\$0.00	\$2,500.00	\$0.00		(\$2,500.00)
Total Non Revenues		(\$10,000.00)	\$42,500.00	\$0.00		(\$42,500.00)
Disposition of Capital Assets						
001-000-000-395-10-00-00	Sale Of Equipment/Property	\$0.00	\$350.00	\$0.00		(\$350.00)

001-000-000-395-10-00-20	PD Equipment sale/replacement funds	\$0.00	\$632.05	\$0.00		(\$632.05)
Total Disposition of Capital Assets		\$0.00	\$982.05	\$0.00		(\$982.05)
Total General Fund		\$385,518.67	\$9,115,410.84	\$8,540,149.00	106.74%	(\$575,261.84)
City Street Fund						
Intergovernmental Revenues						
101-000-000-334-03-60-00	WA DOE Nat'l Pollution Discharge Elim	\$0.00	\$130,000.00	\$65,000.00	200.00%	(\$65,000.00)
101-000-000-336-00-71-00	Multimodal Transportation - Cities	\$911.93	\$7,687.05	\$3,241.00	237.18%	(\$4,446.05)
101-000-000-336-00-87-00	Motor Fuel Tax(unrestricted)	\$4,133.64	\$45,510.91	\$49,844.00	91.31%	\$4,333.09
Total Intergovernmental Revenues		\$5,045.57	\$183,197.96	\$118,085.00	155.14%	(\$65,112.96)
Transfers-In						
101-000-000-397-00-10-00	Transfer to Street from General Fund	\$41,523.00	\$444,856.37	\$444,856.37	100.00%	\$0.00
101-000-000-397-00-30-00	Transfer to Street from Capital	\$8,333.37	\$100,000.00	\$100,000.00	100.00%	\$0.00
Total Transfers-In		\$49,856.37	\$544,856.37	\$544,856.37	100.00%	\$0.00
Total City Street Fund		\$54,901.94	\$728,054.33	\$662,941.37	109.82%	(\$65,112.96)
Tree Fund						
103-000-000-345-89-00-00	Tree Replacement fees	\$0.00	\$21,000.00	\$3,075.00	682.93%	(\$17,925.00)
Total Tree Fund		\$0.00	\$21,000.00	\$3,075.00	682.93%	(\$17,925.00)
Levy Stabilization Fund						
303-000-000-397-00-00-02	Transfer to Levy Stab. Fund from GF	\$23,750.00	\$285,000.00	\$285,000.00	100.00%	\$0.00
Total Levy Stabilization Fund		\$23,750.00	\$285,000.00	\$285,000.00	100.00%	\$0.00
Capital Projects Fund						
Other Taxes						
307-000-000-318-34-00-00	Real Estate Excise Tax 1	\$32,051.25	\$1,413,308.80	\$675,000.00	209.38%	(\$738,308.80)
307-000-000-318-35-00-00	Real Estate Excise Tax 2	\$32,051.25	\$606,458.80	\$675,000.00	89.85%	\$68,541.20
Total Other Taxes		\$64,102.50	\$2,019,767.60	\$1,350,000.00	149.61%	(\$669,767.60)
307-000-000-334-06-91-02	Grant-Property II Levy	\$0.00	\$72,379.26	\$50,000.00	144.76%	(\$22,379.26)
307-000-000-361-11-00-00	Investment Interest Earnings	\$21,343.83	\$282,981.53	\$135,000.00	209.62%	(\$147,981.53)
307-000-000-382-20-00-00	Retainage Deposits	(\$3,690.87)	\$9,298.63	\$0.00		(\$9,298.63)
Total Capital Projects Fund		\$81,755.46	\$2,384,427.02	\$1,535,000.00	155.34%	(\$849,427.02)
Development Services Fund						
401-000-000-322-10-00-00	Building Permits	\$68,121.60	\$663,679.73	\$720,000.00	92.18%	\$56,320.27
401-000-000-322-11-00-00	Building Permit - Technology Fee	\$513.50	\$8,581.75	\$10,000.00	85.82%	\$1,418.25
401-000-000-345-81-00-00	Zoning	(\$2,065.00)	\$43,764.26	\$50,000.00	87.53%	\$6,235.74
401-000-000-345-89-00-00	Planning	\$2,150.00	\$143,445.99	\$115,000.00	124.74%	(\$28,445.99)
401-000-000-359-00-00-00	Misc, Fine, Penalties, Code	\$0.00	\$1,480.00	\$500.00	296.00%	(\$980.00)
401-000-000-369-91-00-05	Other-CC Convenience Fees	\$1,270.41	\$20,147.79	\$20,000.00	100.74%	(\$147.79)

401-000-000-382-10-00-02	Refundable DS Advance Deposit	\$12,291.60	\$76,522.16	\$40,000.00	191.31%	(\$36,522.16)
401-000-000-382-10-00-03	Advanced Deposit Used to Fund	\$10,608.40	\$82,903.26	\$145,000.00	57.17%	\$62,096.74
401-000-000-397-00-30-00	Transfer from GF to DS Fund	\$1,648.00	\$1,648.00	\$1,648.00	100.00%	\$0.00
Total Development Services Fund		\$94,538.51	\$1,042,172.94	\$1,102,148.00	94.56%	\$59,975.06

NonRevenue Trust Funds**Agency Type Deposits****State Remittances - Courts****State Remittances - Emergency And**

631-000-000-386-83-08-00	WA ST Emer Med and Trauma Care	\$145.04	\$1,362.23	\$0.00	(\$1,362.23)
631-000-000-386-83-31-00	WA St- Gen Fund 93	\$290.02	\$2,554.10	\$0.00	(\$2,554.10)
631-000-000-386-83-32-00	WA St-Traumatic Brain Inj	\$278.75	\$1,538.97	\$0.00	(\$1,538.97)
Total State Remittances - Emergency		\$713.81	\$5,455.30	\$0.00	(\$5,455.30)

State Remittances - Miscellaneous

631-000-000-386-89-09-00	WA ST Hwy Account	\$4.57	\$36.20	\$0.00	(\$36.20)
631-000-000-386-89-12-00	WA State Access Comm Acct	\$0.00	\$55.55	\$0.00	(\$55.55)
631-000-000-386-89-13-00	WA St-Multi Trans Acct	\$0.00	\$55.55	\$0.00	(\$55.55)
631-000-000-386-89-14-00	WA St. Hwy Safety	\$3.82	\$10.19	\$0.00	(\$10.19)
631-000-000-386-89-15-00	Death Inv Account	\$0.80	\$2.13	\$0.00	(\$2.13)
631-000-000-386-89-16-00	Motor Vehicle Account	\$0.00	\$0.00	\$0.00	\$0.00
631-000-000-386-89-22-00	Congestion Relief Traffic Safety Account	\$0.00	\$0.00	\$0.00	\$0.00
631-000-000-386-89-26-00	Drivers Lic Tech Support	\$160.78	\$160.78	\$0.00	(\$160.78)
Total State Remittances -		\$169.97	\$320.40	\$0.00	(\$320.40)

Total State Remittances - Courts

\$883.78

\$5,775.70

\$0.00

(\$5,775.70)

State Remittances-Courts

631-000-000-386-90-02-00	WA St-State Gen Fund 54	\$0.99	\$26.31	\$0.00	(\$26.31)
631-000-000-386-91-00-00	WA St-State Gen Fund 40	\$1,618.33	\$14,624.64	\$0.00	(\$14,624.64)
631-000-000-386-92-00-20	WA St-State Gen Fund 50	\$951.01	\$8,506.24	\$0.00	(\$8,506.24)

State Remittances - Crime Lab

631-000-000-386-96-03-00	WA St-Lab-Bld/breath	\$1.43	\$15.73	\$0.00	(\$15.73)
Total State Remittances - Crime Lab		\$1.43	\$15.73	\$0.00	(\$15.73)

State Remittances - Judicial

631-000-000-386-97-05-00	WA St-Judicial Info Systems	\$667.29	\$6,262.30	\$0.00	(\$6,262.30)
Total State Remittances - Judicial		\$667.29	\$6,262.30	\$0.00	(\$6,262.30)

631-000-000-386-99-07-00	WA ST Sch Zone Safety	\$0.00	\$73.53	\$0.00	(\$73.53)
Total State Remittances-Courts		\$3,239.05	\$29,508.75	\$0.00	(\$29,508.75)

Total Agency Type Deposits

\$4,122.83

\$35,284.45

\$0.00

(\$35,284.45)

631-000-000-389-30-00-01	WA St-Bldg Code Fee	\$52.00	\$626.40	\$0.00	(\$626.40)
631-000-000-389-30-00-88	Dept of Lic-Gun Permit-\$18/21	\$18.00	\$555.00	\$0.00	(\$555.00)
631-000-000-389-30-00-89	WA ST Patrol-Gun-Fbi (\$24)	\$0.00	\$204.00	\$0.00	(\$204.00)

Total NonRevenue Trust Funds		\$4,192.83	\$36,669.85	\$0.00	(\$36,669.85)
Master Investments					
Revenue					
Nonrevenues					
999-000-000-389-90-00-00					
Total Nonrevenues	Investment Sales	\$0.00	\$2,000,000.00	\$0.00	(\$2,000,000.00)
		\$0.00	\$2,000,000.00	\$0.00	(\$2,000,000.00)
Total Revenue		\$0.00	\$2,000,000.00	\$0.00	(\$2,000,000.00)
Total Master Investments		\$0.00	\$2,000,000.00	\$0.00	(\$2,000,000.00)
Grand Totals		\$644,657.41	\$15,608,954.94	\$12,128,313.37	128.70%
					(\$3,480,641.57)

2025 Expenditures

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
General Fund						
Legislative Services						
001-000-000-511-60-41-00	Professional Services	\$8,233.82	\$9,416.57	\$20,000.00	47.08%	\$10,583.43
001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt	\$0.00	\$5,011.18	\$7,000.00	71.59%	\$1,988.82
001-000-000-511-60-43-00	Travel & Training	\$65.00	\$65.00	\$2,000.00	3.25%	\$1,935.00
001-000-000-511-60-49-00	Miscellaneous	\$0.00	\$5,018.31	\$2,000.00	250.92%	(\$3,018.31)
001-000-000-511-60-49-10	Medina Days	\$0.00	\$46,694.00	\$52,000.00	89.80%	\$5,306.00
Total Legislative		\$8,298.82	\$66,205.06	\$83,000.00	79.77%	\$16,794.94
Municipal Court						
001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf	\$3,700.57	\$34,051.89	\$15,000.00	227.01%	(\$19,051.89)
Total Municipal Court		\$3,700.57	\$34,051.89	\$15,000.00	227.01%	(\$19,051.89)
Executive						
Salaries & Wages						
001-000-000-513-10-11-00	Salaries & Wages	\$18,583.34	\$274,027.59	\$309,215.00	88.62%	\$35,187.41
001-000-000-513-10-11-16	ICMA 457 Plan	\$400.00	\$13,093.54	\$24,000.00	54.56%	\$10,906.46
001-000-000-513-10-11-17	Medical Opt Out	\$0.00	\$11,740.35	\$14,865.00	78.98%	\$3,124.65
Total Salaries &		\$18,983.34	\$298,861.48	\$348,080.00	85.86%	\$49,218.52
Personnel Benefits						
001-000-000-513-10-21-00	Personnel Benefits	\$3,707.48	\$30,617.08	\$22,809.00	134.23%	(\$7,808.08)
001-000-000-513-10-21-50	Auto Allowance	\$708.32	\$6,805.56	\$6,000.00	113.43%	(\$805.56)
Total Personnel		\$4,415.80	\$37,422.64	\$28,809.00	129.90%	(\$8,613.64)
001-000-000-513-10-41-00	Professional Services	\$9,000.00	\$78,052.88	\$61,156.00	127.63%	(\$16,896.88)
001-000-000-513-10-43-00	Travel & Training	\$49.28	\$2,235.44	\$3,000.00	74.51%	\$764.56
001-000-000-513-10-49-01	Dues, Subscriptions	\$0.00	\$0.00	\$365.00	0.00%	\$365.00
Total Executive		\$32,448.42	\$416,572.44	\$441,410.00	94.37%	\$24,837.56
Finance Department						
001-000-000-514-20-11-00	Salaries & Wages	\$15,594.40	\$217,081.40	\$221,084.00	98.19%	\$4,002.60
001-000-000-514-20-11-16	ICMA 457 Plan	\$500.00	\$8,750.00	\$9,000.00	97.22%	\$250.00
001-000-000-514-20-21-00	Personnel Benefits	\$3,207.44	\$60,732.18	\$71,412.00	85.04%	\$10,679.82
001-000-000-514-20-21-17	Opt-Out Of Medical	\$0.00	\$4,861.89	\$5,142.00	94.55%	\$280.11
001-000-000-514-20-41-01	Professional Services	\$0.00	\$42,782.55	\$42,000.00	101.86%	(\$782.55)

001-000-000-514-20-42-00	Intergvtm Prof Serv-Auditors	\$0.00	\$0.00	\$25,000.00	0.00%	\$25,000.00
001-000-000-514-20-43-00	Travel & Training	\$0.00	\$1,042.35	\$1,500.00	69.49%	\$457.65
001-000-000-514-20-46-00	Insurance (WCIA)	\$0.00	\$212,297.89	\$210,913.00	100.66%	(\$1,384.89)
001-000-000-514-20-49-00	Misc-Dues,Subscriptions	\$0.00	\$782.50	\$1,000.00	78.25%	\$217.50
001-000-000-514-20-49-10	Miscellaneous	\$365.27	\$6,055.86	\$15,000.00	40.37%	\$8,944.14
001-000-000-514-40-40-00	Election Services-Voter Regist	\$0.00	\$12,226.61	\$12,000.00	101.89%	(\$226.61)
Total Finance		\$19,667.11	\$566,613.23	\$614,051.00	92.27%	\$47,437.77
Legal Department						
001-000-000-515-41-40-00	City Attorney	\$42,613.97	\$400,383.60	\$327,658.00	122.20%	(\$72,725.60)
001-000-000-515-45-40-00	Special Counsel	\$0.00	\$5,895.27	\$110,000.00	5.36%	\$104,104.73
001-000-000-515-91-40-00	Public Defender	\$7,050.00	\$22,200.00	\$10,000.00	222.00%	(\$12,200.00)
001-000-000-515-93-40-10	Prosecuting Attorney	\$8,000.00	\$52,000.00	\$48,000.00	108.33%	(\$4,000.00)
Total Legal Department		\$57,663.97	\$480,478.87	\$495,658.00	96.94%	\$15,179.13
Central Services						
Salaries & Wages						
001-000-000-518-10-11-00	Salaries & Wages	\$18,037.00	\$317,519.36	\$329,944.00	96.23%	\$12,424.64
001-000-000-518-10-11-11	Longevity	\$830.18	\$9,043.58	\$9,044.00	100.00%	\$0.42
001-000-000-518-10-11-14	Education	\$150.00	\$1,800.00	\$1,800.00	100.00%	\$0.00
001-000-000-518-10-11-16	ICMA 457 Plan	\$250.00	\$7,125.00	\$12,000.00	59.38%	\$4,875.00
001-000-000-518-10-11-17	Opt-Out Medical	\$0.00	\$8,277.29	\$10,426.00	79.39%	\$2,148.71
001-000-000-518-10-12-00	Overtime	\$585.95	\$4,103.95	\$0.00		(\$4,103.95)
Total Salaries &		\$19,853.13	\$347,869.18	\$363,214.00	95.78%	\$15,344.82
Personnel Benefits						
001-000-000-518-10-21-00	Personnel Benefits	\$6,731.70	\$107,458.77	\$125,097.00	85.90%	\$17,638.23
Total Personnel		\$6,731.70	\$107,458.77	\$125,097.00	85.90%	\$17,638.23
Office and Operating						
001-000-000-518-10-31-00	Office And Operating Supplies	\$1,299.01	\$15,351.24	\$35,000.00	43.86%	\$19,648.76
Total Office and		\$1,299.01	\$15,351.24	\$35,000.00	43.86%	\$19,648.76
Other Services						
001-000-000-518-10-41-00	Professional Services	\$2,670.25	\$49,556.53	\$125,000.00	39.65%	\$75,443.47
001-000-000-518-10-41-50	Prof Serv-Computer Tech Serv	\$0.00	\$26.27	\$0.00		(\$26.27)
001-000-000-518-10-42-00	Postage/Telephone	\$210.86	\$1,641.72	\$13,000.00	12.63%	\$11,358.28
001-000-000-518-10-43-00	Travel & Training	\$0.00	\$3,086.20	\$12,000.00	25.72%	\$8,913.80
001-000-000-518-10-44-00	Advertising	\$580.25	\$8,248.25	\$7,500.00	109.98%	(\$748.25)
001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	\$4,198.63	\$24,773.83	\$32,000.00	77.42%	\$7,226.17
001-000-000-518-10-48-00	Repairs & Maint-Equipment	\$0.00	\$429.66	\$500.00	85.93%	\$70.34
001-000-000-518-10-49-10	Miscellaneous	\$0.00	\$5,145.56	\$6,400.00	80.40%	\$1,254.44
001-000-000-518-10-49-20	Dues, Subscriptions	\$249.38	\$636.38	\$700.00	90.91%	\$63.62
001-000-000-518-10-49-30	Postcard, Public information	\$0.00	\$8,878.37	\$20,000.00	44.39%	\$11,121.63
001-000-000-518-10-49-40	Photocopies	\$0.00	\$22.04	\$500.00	4.41%	\$477.96
Total Other Services		\$7,909.37	\$102,444.81	\$217,600.00	47.08%	\$115,155.19

001-000-000-518-20-31-00 Building	Office And Operating Supplies	(\$143.25)	\$169.11	\$0.00	\$169.11
001-000-000-518-30-45-00	Facility Rental	\$516.00	\$5,884.00	\$4,200.00	140.10%
001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	\$9,179.93	\$77,019.32	\$57,500.00	133.95%
Total Building		\$9,695.93	\$82,903.32	\$61,700.00	134.37%
001-000-000-518-80-31-00	IT HW, SW, Operating Supplies	\$264.35	\$768.58	\$1,500.00	51.24%
001-000-000-518-80-41-50	Technical Services, Software Services	\$15,146.96	\$171,024.71	\$188,000.00	90.97%
001-000-000-518-80-41-60	Software Services	\$1,645.99	\$154,194.90	\$132,640.00	116.25%
001-000-000-518-80-48-00	Repairs & Maint., Annual Software Maint.	\$0.00	\$7,661.55	\$18,500.00	41.41%
Total Central Services		\$62,403.19	\$989,846.17	\$1,143,251.00	86.58%
Police Operations Salaries & Wages					
001-000-000-521-20-11-00	Salaries & Wages	\$116,465.90	\$1,375,577.79	\$1,393,733.00	98.70%
001-000-000-521-20-11-11	Longevity	\$3,422.12	\$37,340.55	\$37,475.00	99.64%
001-000-000-521-20-11-14	Education	\$50.00	\$600.00	\$600.00	100.00%
001-000-000-521-20-11-16	ICMA 457 Plan	\$3,025.00	\$46,125.40	\$49,000.00	94.13%
001-000-000-521-20-11-17	Opt-Out Of Medical	\$2,789.67	\$36,670.17	\$40,234.00	91.14%
001-000-000-521-20-11-18	Night Shift Differential	\$1,123.51	\$13,096.72	\$20,202.00	64.83%
001-000-000-521-20-11-19	2% Physical Fitness Incentive	\$1,166.22	\$15,181.74	\$18,860.00	80.50%
001-000-000-521-20-12-00	Overtime	\$3,491.63	\$165,447.35	\$120,000.00	137.87%
001-000-000-521-20-12-01	Merit Pay	\$0.00	\$65,093.62	\$67,500.00	96.43%
001-000-000-521-20-13-00	Holiday Pay	\$961.34	\$62,197.84	\$70,690.00	87.99%
Total Salaries &		\$132,495.39	\$1,817,331.18	\$1,818,294.00	99.95%
Personnel Benefits					
001-000-000-521-20-21-00	Personnel Benefits	\$34,623.24	\$461,806.34	\$495,788.00	93.15%
001-000-000-521-20-21-10	Personnel Benefits-Retirees	\$2,210.50	\$24,703.78	\$25,765.00	95.88%
001-000-000-521-20-22-00	Uniforms	\$7,425.71	\$25,164.71	\$16,000.00	157.28%
001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program	\$0.00	\$5,519.39	\$3,000.00	183.98%
001-000-000-521-20-23-00	Tuition	\$0.00	\$1,257.35	\$7,000.00	0.00%
Total Personnel		\$44,259.45	\$518,451.57	\$547,553.00	94.69%
Supplies					
001-000-000-521-20-31-00	Office Supplies	\$2,725.97	\$20,345.60	\$15,000.00	135.64%
001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K	\$0.00	\$2,262.39	\$6,000.00	37.71%
001-000-000-521-20-31-40	Police Operating Supplies	\$1,868.67	\$18,961.39	\$20,000.00	94.81%
001-000-000-521-20-31-60	Ammo/Range (Targets, etc)	\$757.08	\$7,190.71	\$11,000.00	65.37%
001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	\$2,780.28	\$34,344.92	\$34,000.00	101.01%
001-000-000-521-20-35-20	Firearms (Purchase & Repair)	\$1,091.75	\$2,754.36	\$2,500.00	110.17%
Total Supplies		\$9,223.75	\$85,859.37	\$88,500.00	97.02%
Other Services &					
001-000-000-521-20-41-00	Professional Services	\$233.18	\$3,715.33	\$4,000.00	92.88%
001-000-000-521-20-41-15	Dispatch Services-Norcom Trans	\$0.00	\$92,773.00	\$85,808.00	108.12%
001-000-000-521-20-41-20	Dispatch-EPSCA	\$0.00	\$11,519.04	\$12,000.00	95.99%

001-000-000-521-20-41-40	Marine Patrol Services	\$101,553.00	\$101,553.00	\$108,000.00	94.03%	\$6,447.00
001-000-000-521-20-41-41	Bellevue CARE program	\$0.00	\$8,375.27	\$8,000.00	104.69%	(\$375.27)
001-000-000-521-20-41-50	Recruitment-Background	\$613.00	\$10,802.60	\$5,000.00	216.05%	(\$5,802.60)
001-000-000-521-20-41-55	Jail Service-Prisoner Board	\$8,586.36	\$21,465.33	\$14,000.00	153.32%	(\$7,465.33)
001-000-000-521-20-41-60	Prisoner Transport	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-521-20-42-00	Communications (phone,Pagers)	\$4,241.43	\$18,158.71	\$18,000.00	100.88%	(\$158.71)
001-000-000-521-20-43-00	Travel & Training	\$108.25	\$18,581.88	\$18,000.00	103.23%	(\$581.88)
001-000-000-521-20-45-00	Equipment-Lease & Rentals	\$468.12	\$2,039.24	\$2,000.00	101.96%	(\$39.24)
001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW	\$0.00	\$1,425.39	\$12,000.00	11.88%	\$10,574.61
001-000-000-521-20-48-10	Repairs & Maint-Automobiles	\$3,189.75	\$11,769.57	\$10,000.00	117.70%	(\$1,769.57)
001-000-000-521-20-48-17	Repair & Maint-Police Vehicles	\$0.00	\$495.79	\$0.00		(\$495.79)
001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras	\$0.00	\$788.03	\$0.00		(\$788.03)
001-000-000-521-20-49-40	Dues,Subscriptions,Memberships	\$185.00	\$5,209.85	\$7,000.00	74.43%	\$1,790.15
001-000-000-521-20-49-41	Lexipol Manuals	\$0.00	(\$2,826.95)	\$9,000.00	-31.41%	\$11,826.95
001-000-000-521-20-49-60	Crime Prevention/Public Educ	\$0.00	\$253.01	\$7,500.00	3.37%	\$7,246.99
Total Other Services		\$119,178.09	\$306,098.09	\$320,808.00	95.41%	\$14,709.91
Total Police		\$305,156.68	\$2,727,740.21	\$2,775,155.00	98.29%	\$47,414.79
Fire & Medical Aid						
001-000-000-522-20-41-00	Fire Control Services	\$0.00	\$980,308.91	\$950,544.00	103.13%	(\$29,764.91)
Total Fire & Medical Aid		\$0.00	\$980,308.91	\$950,544.00	103.13%	(\$29,764.91)
Public Housing						
001-000-000-551-10-40-00	Public Housing Services - ARCH	\$0.00	\$10,538.00	\$38,066.00	27.68%	\$27,528.00
Total Public Housing		\$0.00	\$10,538.00	\$38,066.00	27.68%	\$27,528.00
Environmental Services						
001-000-000-553-10-40-00	Land & Water Conservation Resources-KC	\$0.00	\$3,540.68	\$4,400.00	80.47%	\$859.32
001-000-000-553-70-40-00	Pollution Prevention - Puget Sound Clean Air	\$0.00	\$12,430.00	\$12,500.00	99.44%	\$70.00
Total Environmental		\$0.00	\$15,970.68	\$16,900.00	94.50%	\$929.32
Development Services						
Salaries & Wages						
001-000-000-558-60-11-00	Salaries & Wages	\$290.15	\$36,527.49	\$61,222.00	59.66%	\$24,694.51
001-000-000-558-60-11-16	ICMA 457 Plan	\$0.00	\$875.00	\$3,000.00	29.17%	\$2,125.00
001-000-000-558-60-11-17	Opt-Out of Medical	\$0.00	\$1,694.66	\$0.00		(\$1,694.66)
Total Salaries &		\$290.15	\$39,097.15	\$64,222.00	60.88%	\$25,124.85
Personnel Benefits						
001-000-000-558-60-21-00	Personnel Benefits	\$300.93	\$7,004.67	\$36,000.00	19.46%	\$28,995.33
Total Personnel		\$300.93	\$7,004.67	\$36,000.00	19.46%	\$28,995.33
Other Services &						
001-000-000-558-60-41-01	Planning Consultant	\$13,663.25	\$162,176.41	\$150,000.00	108.12%	(\$12,176.41)
001-000-000-558-60-41-56	Tree Canopy and ROW Inventory	\$3,900.00	\$55,271.85	\$65,000.00	85.03%	\$9,728.15

Total Other Services		\$17,563.25	\$217,448.26	\$215,000.00	101.14%	(\$2,448.26)
Total Development		\$18,154.33	\$263,550.08	\$315,222.00	83.61%	\$51,671.92
Mental Health Services						
001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse	\$209.33	\$840.42	\$1,000.00	84.04%	\$159.58
Total Mental Health		\$209.33	\$840.42	\$1,000.00	84.04%	\$159.58
Recreational Services						
001-000-000-571-00-10-00	Salaries & Wages - Lifeguards	\$0.00	\$28,707.79	\$35,000.00	82.02%	\$6,292.21
001-000-000-571-00-20-00	Personnel Benefits - Lifeguards	\$0.00	\$3,570.21	\$4,200.00	85.01%	\$629.79
001-000-000-571-00-30-00	Uniforms - Lifeguards	\$0.00	\$512.67	\$2,000.00	25.63%	\$1,487.33
001-000-000-571-00-31-00	Operating Supplies - Lifeguards	\$0.00	\$239.97	\$0.00		(\$239.97)
001-000-000-571-00-32-00	Miscellaneous - Lifeguards	\$0.00	\$5,137.23	\$7,300.00	70.37%	\$2,162.77
001-000-000-571-00-40-00	Travel & Training - Lifeguards	\$0.00	\$781.10	\$0.00		(\$781.10)
Total Recreational		\$0.00	\$38,948.97	\$48,500.00	80.31%	\$9,551.03
Parks Department						
001-000-000-576-80-10-00	Seasonal Salaries & Wages	\$0.00	\$14,413.73	\$22,089.00	65.25%	\$7,675.27
001-000-000-576-80-11-00	Salaries & Wages	\$26,717.26	\$325,681.14	\$323,229.00	100.76%	(\$2,452.14)
001-000-000-576-80-11-11	Longevity	\$617.59	\$7,632.33	\$7,630.00	100.03%	(\$2.33)
001-000-000-576-80-11-14	Education	\$240.00	\$3,105.00	\$3,240.00	95.83%	\$135.00
001-000-000-576-80-11-16	ICMA 457 Plan	\$900.00	\$10,500.00	\$10,800.00	97.22%	\$300.00
001-000-000-576-80-11-17	Opt-Out Of Medical	\$835.93	\$12,217.98	\$11,036.00	110.71%	(\$1,181.98)
001-000-000-576-80-12-00	Overtime	\$829.18	\$15,233.28	\$17,054.51	89.32%	\$1,821.23
Personnel Benefits						
001-000-000-576-80-21-00	Personnel Benefits	\$9,056.71	\$113,484.51	\$123,255.00	92.07%	\$9,770.49
001-000-000-576-80-22-00	Uniforms	\$328.40	\$1,992.49	\$2,500.00	79.70%	\$507.51
Total Personnel		\$9,385.11	\$115,477.00	\$125,755.00	91.83%	\$10,278.00
Supplies						
001-000-000-576-80-31-00	Operating Supplies	\$19,340.70	\$31,066.82	\$37,000.00	83.96%	\$5,933.18
001-000-000-576-80-32-00	Vehicle Fuel & Lube	\$589.84	\$4,720.76	\$5,000.00	94.42%	\$279.24
Total Supplies		\$19,930.54	\$35,787.58	\$42,000.00	85.21%	\$6,212.42
Other Services &						
001-000-000-576-80-41-00	Professional Services	\$4,008.79	\$15,617.20	\$15,000.00	104.11%	(\$617.20)
001-000-000-576-80-41-04	Professional Services-Misc	\$770.70	\$10,980.39	\$5,000.00	219.61%	(\$5,980.39)
001-000-000-576-80-42-00	Telephone/postage	\$1,173.22	\$8,846.05	\$7,000.00	126.37%	(\$1,846.05)
001-000-000-576-80-43-00	Travel & Training	\$0.00	\$1,023.39	\$3,000.00	34.11%	\$1,976.61
001-000-000-576-80-47-00	Utilities	\$3,600.52	\$48,846.51	\$28,000.00	174.45%	(\$20,846.51)
001-000-000-576-80-48-00	Repair & Maint Equipment	\$0.00	\$13,939.33	\$8,000.00	174.24%	(\$5,939.33)
001-000-000-576-80-49-00	Miscellaneous, annual lease	\$0.00	\$0.00	\$600.00	0.00%	\$600.00
001-000-000-576-80-49-01	Misc-Property Tax	\$0.00	\$348.32	\$600.00	58.05%	\$251.68
Total Other Services		\$9,553.23	\$99,601.19	\$67,200.00	148.22%	(\$32,401.19)
Total Parks Department		\$69,008.84	\$639,649.23	\$630,033.51	101.53%	(\$9,615.72)

001-000-000-591-18-70-00	Central Services Lease Repayment	\$443.85	\$19,837.21	\$0.00		(\$19,837.21)
Capital Expenditures						
001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay	\$0.00	\$46,614.60	\$50,600.00	92.12%	\$3,985.40
001-000-000-594-18-64-00	City Hall Capital >\$5K	\$0.00	\$608.26	\$0.00		(\$608.26)
001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital	\$3,367.98	\$66,971.41	\$66,500.00	100.71%	(\$471.41)
001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	\$12,774.02	\$85,391.54	\$90,000.00	122.55%	\$4,608.46
001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	\$368.87	\$24,904.36	\$0.00		(\$24,904.36)
001-000-000-594-76-30-00	Parks Improvements	\$0.00	\$8,238.30	\$0.00		(\$8,238.30)
001-000-000-594-76-64-00	Parks Capital Outlay	\$6,756.86	\$11,600.46	\$9,000.00	128.89%	(\$2,600.46)
Total Capital		\$23,267.73	\$244,328.93	\$216,100.00	113.06%	(\$28,228.93)
General Operating						
001-000-000-597-00-00-02	Transfer from GF to Levy Stabl. Fund	\$23,750.00	\$285,000.00	\$285,000.00	100.00%	\$0.00
001-000-000-597-00-00-03	Transfer from General to Street	\$41,523.00	\$444,856.37	\$444,856.33	100.00%	(\$0.04)
001-000-000-597-00-30-04	Trans from GF to Dev. Serv. Fund	\$1,648.00	\$1,648.00	\$1,648.00	100.00%	\$0.00
Total General Operating		\$66,921.00	\$731,504.37	\$731,504.33	100.00%	(\$0.04)
Total General Fund		\$667,343.84	\$8,226,984.67	\$8,515,394.84	96.61%	\$288,410.17
City Street Fund						
101-000-000-542-30-10-00	Seasonal worker street	\$0.00	\$9,609.14	\$13,800.00	69.63%	\$4,190.86
101-000-000-542-30-11-00	Salaries & Wages	\$17,780.74	\$216,856.10	\$215,151.00	100.79%	(\$1,705.10)
101-000-000-542-30-11-11	Longevity	\$411.73	\$5,088.24	\$5,089.00	99.99%	\$0.76
101-000-000-542-30-11-14	Education	\$160.00	\$1,990.00	\$2,760.00	72.10%	\$770.00
101-000-000-542-30-11-16	ICMA 457 Plan	\$600.00	\$7,000.00	\$7,200.00	97.22%	\$200.00
101-000-000-542-30-11-17	Opt-Out Of Medical	\$557.28	\$8,145.37	\$7,945.00	102.52%	(\$200.37)
101-000-000-542-30-12-00	Overtime	\$552.78	\$10,155.52	\$11,437.33	88.79%	\$1,281.81
Personnel Benefits						
101-000-000-542-30-21-00	Personnel Benefits	\$6,037.81	\$73,427.48	\$82,170.00	89.36%	\$8,742.52
101-000-000-542-30-22-00	Uniforms	\$0.00	\$3,161.76	\$3,000.00	105.39%	(\$161.76)
Total Personnel		\$6,037.81	\$76,589.24	\$85,170.00	89.93%	\$8,580.76
Supplies						
101-000-000-542-30-31-00	Operating & Maintenance Supplies	\$1,807.39	\$5,466.89	\$6,000.00	91.11%	\$533.11
101-000-000-542-30-35-00	Small Tools/minor Equipment	\$3,671.15	\$7,573.67	\$8,000.00	94.67%	\$426.33
Total Supplies		\$5,478.54	\$13,040.56	\$14,000.00	93.15%	\$959.44
101-000-000-542-30-41-00	Professional Services	(\$1,450.92)	\$67,333.13	\$60,000.00	112.22%	(\$7,333.13)
101-000-000-542-30-41-03	NPDES Grant	\$2,331.00	\$13,646.48	\$50,000.00	27.29%	\$36,353.52
101-000-000-542-30-41-10	Road & Street Maintenance	\$0.00	\$0.00	\$11,000.00	0.00%	\$11,000.00
101-000-000-542-30-45-00	Machine/Facility Rental	\$0.00	\$3,498.85	\$4,000.00	87.47%	\$501.15
101-000-000-542-30-47-00	Utility Services	\$45.90	\$614.77	\$1,000.00	61.48%	\$385.23
101-000-000-542-30-48-00	Equipment Maintenance	\$0.00	\$11,136.19	\$7,000.00	159.09%	(\$4,136.19)
101-000-000-542-40-41-00	Storm Drain Maintenance	\$0.00	\$0.00	\$15,000.00	0.00%	\$15,000.00
Traffic And Pedestrian						

101-000-000-542-63-41-00	Street Light Utilities	\$1,643.94	\$19,246.28	\$24,000.00	80.19%	\$4,753.72
101-000-000-542-64-41-00	Traffic Control Devices	\$3,123.07	\$12,467.41	\$10,000.00	124.67%	(\$2,467.41)
101-000-000-542-66-41-00	Snow & Ice Removal	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
101-000-000-542-67-41-00	Street Cleaning	\$32,505.15	\$69,619.95	\$78,000.00	89.26%	\$8,380.05
Total Traffic And		\$37,272.16	\$101,333.64	\$114,000.00	88.89%	\$12,666.36
Roadside						
101-000-000-542-70-40-00	Street Irrigation Utilities	\$4,707.74	\$12,429.37	\$23,000.00	54.04%	\$10,570.63
Total Roadside		\$4,707.74	\$12,429.37	\$23,000.00	54.04%	\$10,570.63
Capital Expenditures						
101-000-000-594-42-64-00	Street Capital Equipment	\$0.00	\$2,856.83	\$5,000.00	57.14%	\$2,143.17
Total Capital		\$0.00	\$2,856.83	\$5,000.00	57.14%	\$2,143.17
Total City Street Fund		\$74,484.76	\$561,323.43	\$652,552.33	86.02%	\$91,228.90
Tree Fund						
103-000-000-558-60-41-50	Professional Services/Landscape Consultant	\$3,626.17	\$3,626.17	\$0.00		(\$3,626.17)
103-000-000-558-60-49-10	Miscellaneous-Tree Replacement	\$0.00	\$319.58	\$30,000.00	1.07%	\$29,680.42
Total Tree Fund		\$3,626.17	\$3,945.75	\$30,000.00	13.15%	\$26,054.25
Capital Projects Fund						
307-000-000-582-20-00-00	Refund of Retainage Deposits	\$0.00	\$37,478.72	\$0.00		(\$37,478.72)
307-000-000-594-18-60-00	Building Improvements	\$54,144.73	\$149,757.67	\$150,000.00	99.84%	\$242.33
307-000-000-594-76-63-20	Park Improvements	\$39,569.51	\$93,976.66	\$50,000.00	187.95%	(\$43,976.66)
307-000-000-595-30-63-01	Street Improvements, Overlays	\$20,963.21	\$170,197.68	\$100,000.00	170.20%	(\$70,197.68)
307-000-000-595-30-63-02	Storm Sewer Improvements	\$0.00	\$193,895.41	\$250,000.00	77.56%	\$56,104.59
307-000-000-595-30-63-10	Sidewalk Improvements	\$5,669.58	\$54,399.77	\$200,000.00	27.20%	\$145,600.23
307-000-000-595-30-63-18	Medina Park Ponds	\$1,071.44	\$2,806.95	\$0.00		(\$2,806.95)
Transfer Out						
307-000-000-597-44-30-00	Transfer from Capital to Street	\$8,333.33	\$99,999.96	\$100,000.00	100.00%	\$0.04
Total Transfer Out		\$8,333.33	\$99,999.96	\$100,000.00	100.00%	\$0.04
Total Capital Projects Fund		\$129,751.80	\$802,512.82	\$850,000.00	94.41%	\$47,487.18
Development Services Fund						
401-000-000-555-50-41-08	Sound Testing Consultant	\$420.00	\$2,310.00	\$0.00		(\$2,310.00)
401-000-000-558-50-03-00	Insurance Allocation (WCIA)	\$0.00	\$38,865.00	\$38,865.00	100.00%	\$0.00
401-000-000-558-50-04-00	City Attorney, Dev. Serv.	\$520.00	\$5,213.90	\$35,000.00	14.90%	\$29,786.10
401-000-000-558-50-05-00	Technical Services, Software Services	\$2,381.29	\$28,575.47	\$25,000.00	114.30%	(\$3,575.47)
401-000-000-558-50-41-06	Building Inspector Contract	\$605.00	\$965.00	\$6,000.00	16.08%	\$5,035.00
401-000-000-558-50-41-07	Engineering Consultant	\$24,637.11	\$121,012.99	\$55,900.00	216.48%	(\$65,112.99)
401-000-000-558-50-41-50	Arborist	\$8,287.50	\$54,801.00	\$50,000.00	109.60%	(\$4,801.00)
401-000-000-558-50-41-55	Shoreline Consultant	\$3,928.20	\$30,430.50	\$34,000.00	89.50%	\$3,569.50
401-000-000-558-60-11-00	Salaries & Wages	\$32,009.86	\$412,911.29	\$459,096.00	89.94%	\$46,184.71
401-000-000-558-60-11-11	Longevity	\$149.44	\$448.32	\$450.00	99.63%	\$1.68
401-000-000-558-60-11-14	Education	\$624.00	\$2,773.44	\$1,200.00	231.12%	(\$1,573.44)

401-000-000-558-60-11-16	ICMA 457 Plan	\$1,250.00	\$15,875.00	\$15,000.00	105.83%	(\$875.00)
401-000-000-558-60-11-17	Opt-Out of Medical	\$796.82	\$8,093.80	\$7,900.00	102.45%	(\$193.80)
401-000-000-558-60-12-00	Overtime	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
401-000-000-558-60-21-00	Personnel Benefits	\$9,403.19	\$121,623.40	\$142,000.00	85.65%	\$20,376.60
401-000-000-558-60-31-00	Operating Supplies	\$0.00	\$135.95	\$2,000.00	6.80%	\$1,864.05
401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.	\$57.29	\$1,233.26	\$500.00	246.65%	(\$733.26)
401-000-000-558-60-41-00	Professional Services	\$43,200.00	\$65,205.00	\$94,000.00	69.37%	\$28,795.00
401-000-000-558-60-41-01	Planning Consultant	\$22,567.50	\$221,154.75	\$150,000.00	147.44%	(\$71,154.75)
401-000-000-558-60-41-02	Hearing Examiner	\$1,492.63	\$25,130.58	\$20,000.00	125.65%	(\$5,130.58)
401-000-000-558-60-42-00	Communications	\$0.00	\$2,800.29	\$3,800.00	73.69%	\$999.71
401-000-000-558-60-43-00	Travel & Training	\$0.00	\$1,861.45	\$6,000.00	31.02%	\$4,138.55
401-000-000-558-60-49-00	Dues, Subscriptions, Memberships	\$109.00	\$2,010.58	\$3,000.00	67.02%	\$989.42
401-000-000-558-60-49-10	Miscellaneous	\$2,300.13	\$22,996.81	\$27,000.00	85.17%	\$4,003.19
401-000-000-582-10-00-01	Refund of PGB/CMP Deposits (DS)	\$10,000.00	\$10,000.00	\$0.00		(\$10,000.00)
401-000-000-582-10-00-02	Refund of DS Adv Deposits	\$0.00	\$27,242.93	\$40,000.00	68.11%	\$12,757.07
401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay	\$0.00	\$19,306.63	\$30,000.00	64.36%	\$10,693.37
401-000-000-594-60-64-05	Vehicle	\$0.00	(\$1,030.75)	\$0.00		\$1,030.75
Total Development Services		\$164,738.96	\$1,241,946.59	\$1,249,711.00	99.38%	\$7,764.41

NonRevenue Trust Funds**Expenditure****Non-Expenditures****Agency Type**

631-000-000-586-00-01-00	WA St-Auto Theft Protection	\$0.00	\$2,264.08	\$0.00	(\$2,264.08)
631-000-000-586-00-02-00	WA ST Traumatic Brain Injury	\$0.00	\$1,260.22	\$0.00	(\$1,260.22)
631-000-000-586-00-03-00	WA St-State Highway Safety	\$0.00	\$6.37	\$0.00	(\$6.37)
631-000-000-586-00-04-00	WA ST Death Inv Account	\$0.00	\$1.33	\$0.00	(\$1.33)
631-000-000-586-83-08-00	WA St -Emer Med and Trauma	\$0.00	\$1,217.19	\$0.00	(\$1,217.19)
631-000-000-586-89-09-00	WA ST Highway Account	\$0.00	\$31.63	\$0.00	(\$31.63)
631-000-000-586-89-12-00	WA St-Accessible Communities	\$0.00	\$55.55	\$0.00	(\$55.55)
631-000-000-586-89-13-00	WA St-MultiModal Transportation	\$0.00	\$55.55	\$0.00	(\$55.55)
631-000-000-586-90-02-00	WA State Gen Fund 54	\$0.00	\$25.32	\$0.00	(\$25.32)
631-000-000-586-91-00-00	WA St-State Gen Fund 40	\$0.00	\$13,006.31	\$0.00	(\$13,006.31)
631-000-000-586-92-00-00	WA St-State Gen Fund 50	\$0.00	\$7,555.23	\$0.00	(\$7,555.23)
631-000-000-586-96-03-00	WA St-Lab-Bld/breath	\$0.00	\$14.30	\$0.00	(\$14.30)
631-000-000-586-97-05-00	WA St-JIS	\$0.00	\$5,595.01	\$0.00	(\$5,595.01)
631-000-000-586-99-07-00	WA ST Sch Zone Safety	\$0.00	\$73.53	\$0.00	(\$73.53)
Total Agency Type		\$0.00	\$31,161.62	\$0.00	(\$31,161.62)
631-000-000-589-30-01-00	Dept Of Lic-Gun Permit	\$0.00	\$480.00	\$0.00	(\$480.00)
631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi	\$0.00	\$315.00	\$0.00	(\$315.00)
631-000-000-589-30-03-00	WA St-Bldg Code Fee	\$0.00	\$474.50	\$0.00	(\$474.50)
Total Non-Expenditures		\$0.00	\$32,431.12	\$0.00	(\$32,431.12)

Total Expenditure

Total NonRevenue Trust		\$0.00	\$32,431.12	\$0.00	(\$32,431.12)
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Master Investments

Expenditure					
Nonexpenditures					
999-000-000-589-90-00-00	Investment Purchases	\$0.00	\$1,978,518.25	\$0.00	(\$1,978,518.25)
Total Nonexpenditures		\$0.00	\$1,978,518.25	\$0.00	(\$1,978,518.25)
Total Expenditure		\$0.00	\$1,978,518.25	\$0.00	(\$1,978,518.25)
Total Master Investments		\$0.00	\$1,978,518.25	\$0.00	(\$1,978,518.25)
Grand Totals		\$1,039,945.53	\$12,847,662.63	\$11,297,658.17	113.72% (\$1,550,004.46)



CITY OF MEDINA

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

Date: February 9, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Dawn Nations, Acting City Clerk
Subject: Central Services Department Monthly Report

FEBRUARY AND MARCH PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
City Council Meeting	Feb. 9	5:00 pm	In-Person/Online
Presidents' Day- City Hall Closed	Feb. 16		
City Council Meeting	Feb. 23	5:00 pm	In-Person/Online
Joint Council/Planning Commission Meeting	Feb. 24	6:00 pm	In-Person/Online
City Council Meeting	March 9	5:00 pm	In-Person/Online
Joint Council/Park Board Meeting	March 16	5:00 pm	In-Person/Online
City Council Meeting	March 23	5:00 pm	In-Person/Online
Planning Commission Meeting	March 24	6:00 pm	In-Person/Online
Medina Annual Easter Egg Hunt	March 28	10:00 am	Medina Park

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: In January 2026 the city sent 18 bulletins to 215,080 recipients.

RECORDS REQUESTS

During the month of January 16 public records requests were received by Central Services. See **Attachment 1**.

**ATTACHMENT 1**

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

DATE: February 9, 2026

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: January 2026, Public Records Request Tracking

In January 2026, Central Services staff received **16** new public records requests. These requests required approximately **4.5 hours** of Central Services and Development Services staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$360**

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In January 2026, the Police Department received **12** new records requests. These requests required approximately **8.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits, is approximately **\$600**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

January 2026 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
26-28	Parcel 326230-0685 , Permit B-22-106 Thanks! David	David McCourt	1/30/2026	Development Services	Dawn Nations
26-27	<p>What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] Psychology Today as an American news media outlet which had on (or around) November 21st 2010 (i) sardonically noted how <i>“once upon a time, a strange thing happened at the Ionia State Hospital in Michigan: a diagnosis of schizophrenia exited the body of a white housewife, flew across the hospital, and landed on a young Black man from the housing projects of Detroit, burrowing into his body and stubbornly refusing to leave;”</i> (ii) recognized that before the 1950s, <i>“the overwhelming majority of those diagnosed with schizophrenia were white women;”</i> (iii) recognized that the <i>“schizophrenia”</i> diagnosis underwent a <i>“rhetorical transformation from an illness of white feminine docility to one of Black male hostility”</i> as a direct consequence of the civil rights movement of the 1960s; [2] Michael A. Ayele (a.k.a) W as Black Bachelor of Arts (B.A) Degree graduate of Westminster College (Fulton, Missouri) and a former Missouri state government employee (listed on Missouri’s Accountability Portal) who has witnessed his written content being subjected to frenzy before it was filtered and distorted on internet search engines (ISE) such as AOL, Bing/MSN, Google and Yahoo following his decision to recognize that (i) the <i>“schizophrenia”</i> diagnosis has historically been associated with white women prior to the 1960s; (ii) the <i>“schizophrenia”</i> diagnosis is intricately linked with the now discredited <i>“dрапетомания”</i> diagnosis; (iii) Blacks and African Americans are five to seven times more likely than white people to be erroneously and wrongfully diagnosed with <i>“schizophrenia”</i> when living in the territory of the U.S.A; (iv) there’s very probably some type of fraud at play whenever an unsolicited white psychologist and/or psychiatrist (whose expertise have not been sought) declares a Black person to be <i>“schizophrenic;</i></p>	Michael A. Ayele (a.k.a) W	1/29/2026	Human Resources	Dawn Nations

ATTACHMENT 1

AGENDA ITEM 6.1e

I would like to request the geotechnical report and all comments from the geotechnical firm hired by Medina to evaluate all structures including the swimming pool at 3217 Evergreen Point Rd. Medina.

Please include correspondence from the geotechnical firm hired by Medina regarding swimming pool and all structures being built or repaired at 3217 Evergreen Point Rd. Thank you!

26-26	Sherri Del Bene	Development Services	Dawn Nations
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26-25	Pete Vall-Spinosa	Central Services	Dawn Nations
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26-24	We're looking for the following plans for new construction: Parcel 242504-9249 / Permit B-24-011 302530-0170 / B-23-059 302530-0165 B-25-012 242504-9197 B-25-002 Thanks! David	David McCourt	Development Services	Dawn Nations
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26-21	Hello, looking for any and all information on permits related to 3602 Evergreen Point Rd, Medina. Specifically, looking at any information submitted regarding structure or the building itself for a potential remodel. Thanks!	Matt Mamiya	Development Services	Dawn Nations
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26-18	All communication between June 1, 2024, up the present date that reference Medina Viewpoint Park, its parking spaces, or discussions about the parking spaces from the following committees, boards, or individuals including the parks and recreation board, the city manager (past and present), the city council, the chief of police, the mayor, and council person Heija Nunn. Such communication should include documents, email, texts, and other records.	Steven Wells	Development Services	Dawn Nations
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ATTACHMENT 1

26-15	<p>What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] Michael Francis Moore as a Michigan born internationally renowned film producer who had in Calendar Year 2016 released a documentary depicting how (i) the carceral system in Norway neither incited nor encouraged violence; (ii) the carceral system in Norway actively sought to break the cycle of violence; (iii) the carceral system in Norway actively sought to rehabilitate people even if they were convicted of serious crimes such as murder; (iv) individuals in Norway convicted of murder have access to knives, Television, computers, the latest Xbox consoles (as well as other goods and services) while in prison; (v) the prison conditions in the United States of America (U.S.A) are very much encouraging and inciting of violence because of systemic racism; (vi) the carceral system in the U.S.A (in contrast to that of Norway) is not interested in breaking the cycle of violence; (vii) the carceral system in the U.S.A (in contrast to that of Norway) is very much focused on retribution, punishment and the settling of personal scores instead of rehabilitation; (viii) violence committed against Black people in American prisons should be viewed as inherently suspect; [ii] [2] the National Council on Disability (NCD) as a federal agency of the United States government which had on (or around) January 20th 2000 published a report recognizing that (i) "the manner in which American society treats people with psychiatric disabilities constitutes a national emergency and a national disgrace;"</p>	Michael A. Ayele (a.k.a) W	Central Services 1/20/2026	Dawn Nations
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26-14	<p>Requesting a report of all issued and pending building permits for residential & commercial properties from 11/1/2025 to 12/31/2025. 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 Braden the original permits would be more than adequate.</p>	Braden Mineer	Development Services 1/19/2026	Dawn Nations
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ATTACHMENT 1

Property Insight is reaching out for open improvement district data for the 2026 year. As a background, Property Insight is a subsidiary of the Fidelity National Financial brand of underwriters. We provide automated title research software to our family brands and their agencies. Our sole use for these records would be for title research purposes. We do not resell acquired records in bulk form—only transactionally to the real estate title industry through online systems under long term contracts. We do not sell to the public through the internet. I am reaching out about request for any active (if present) LID/ULID/RID/SID/BIA improvement districts. If the city no longer collects LIDs, please confirm so and if possible, note the last date/year the LIDs were closed/cancelled. If you are collecting LIDs, Property Insight would like to request an electronic copy of the current/active 2026 billed LID Reports. Ideally, we would like to receive this information via email in excel/cvs format. If this format is not available, please indicate the available formats and provide a sample (if available). Here's a list of the different local improvement we are interested in. LID Local Improvement District ULID Utility Local Improvement Districts RID Road Improvement Districts SID Sewer Improvement Districts BIA Business Improvement Area If this information is available through your office, please provide the cost and forward any pertinent information you need from Property Insight for this request.

- Cost
- Request Form (s)
- LID Name (s)

We hope to receive the following information (if available):

- LID Name
- LID/Account #
- Owner's Name
- Assessor Parcel #
- Situs Address
- Principal Amount Billed
- Principal Amount Balance
- Penalty Billed
- Total Amount Due

26-13	Leena Alsalem	1/16/2026	Finance	Dawn Nations
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26-12	8601 NE 12th St - Building Permits - Install electric gate to front of property - Can the permit be reinstated & fee as there was prior approval?	John Michael Higgins	Development Services	Dawn Nations
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ATTACHMENT 1

AGENDA ITEM 6.1e

26-8	This is in relation to request 25-194. Has there been any additions or updates to the accounting ledger of claims and judgements filed against the City of Medina? I sent an email on 12/16/25 requesting this information and never received a response. Requesting any updates or edits to this ledger. If there have not been any new claims or judgements and all past info was correct then there is no need submit the same form just respond that document is still current.	Walter Krom	1/15/2026 Finance	Dawn Nations
26-7	RE: 7649 ne 14th street medina, wa for the above referenced project, i would like to request a copy of the final approved building and site work permits	BRENT JACKSON	Development Services	Dawn Nations
26-6	Please provide historical documentation for 7935 Overlake Drive West including issued permits and approved plans for the house and dock.	Hilary Schanck	Development Services	Dawn Nations
26-5	Hello, I'd like to request any communication, documents, notes, and correspondence related to the project at 3217 Evergreen Point Road (Permit B-24-011). This request should include any communication between the Development Services Department and the property owner, McCullough Architects and communication internal to the department and external including with any 3rd Party Reviewers. Please provide the requested information from 11/7/2025 - present. If you have any questions, please don't hesitate to ask.	Aaron Smith	Development Services	Dawn Nations

ATTACHMENT 1

AGENDA ITEM 6.1e

What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] the Department of Education (DoED) as a federal agency of the United States government which has on (or around) February 16th 2021 processed the FOIA request they had assigned Case No.: 21 – 00103 – F by (i) refusing to deny that Michael A. Ayele (a.k.a) W was 18 (eighteen) years of age (in the month of January 2010) when he was for the first time of his life informed what constitutes affirmative and effective consent in healthy sexual relationships on the campus of Westminster College (Fulton, Missouri); (ii) refusing to deny that Michael A. Ayele (a.k.a) W was (in the month of January 2010) told of the April 05th 1986 rape and murder of Jeanne Ann Clery before being informed what constitutes affirmative and effective consent in healthy sexual relationships; (iii) refusing to deny that American colleges and universities that receive Title IX funding have a legal obligation to inform their freshmen undergraduate students what constitutes affirmative and effective consent at the very beginning of their undergraduate academic career; (iv) refusing to deny that American colleges and universities that receive Title IX funding have a legal obligation to inform their freshmen undergraduate students of the April 05th 1986 rape and murder of Jeanne Ann Clery; (v) confirming to Michael A. Ayele (a.k.a) W that they've previously held conversations with Lehigh University on Jeanne Clery's time as an undergraduate student between August 1985 and April 1986;

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

1/6/2026 Finance

Dawn
Nations

26-4



CITY OF MEDINA

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

Date: February 9, 2026

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

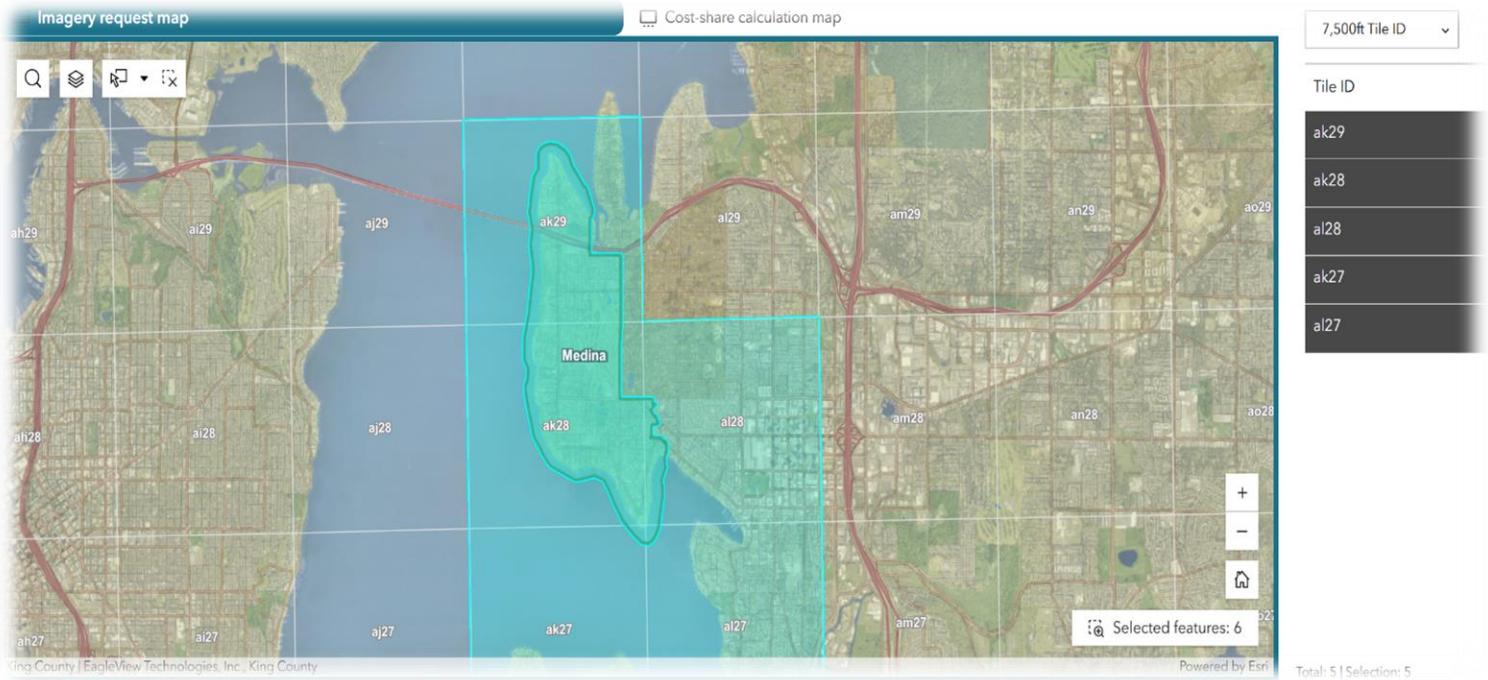
- 1. CITY HALL ROOF REPAIRS** – Over the last year, City Hall has shown signs of a water leak on the west side building. A roofing contractor was hired to inspect the areas for potential leaks and propose repairs. Three areas were identified and recommended for removal and replacement of new sheathing, underlayment and shingles. These areas have since been repaired. The contractor also noted that the existing roof is nearing the end of its life.



2. 2026 KING COUNTY BRIDGE INSPECTION – King County Bridge Inspectors and the city's consulting structural engineers recently met on site at the Overlake Drive bridges to confirm the findings from the May 2025 inspection. During the site visit, they reviewed deficiencies, including pier cap deterioration, discussed the structural impacts and evaluated proposed repair options. The purpose of the meeting was to verify the inspection conclusions and to identify repair methods that would allow the bridges to safely reinstate load ratings.



3. **2025 KING COUNTY AERIAL IMAGERY** – King County acquires high-resolution aerial imagery on a biannual basis and shares it with local public agencies and jurisdictions through a cost-share program. The City of Medina participates in King County's Aerial Imagery Program which allows us to obtain imagery at a reasonable cost and helps King County to continue its' program. Medina's portion of the cost is approximately \$2,000 every other year.



4. **PUBLIC WORKS MAINTENANCE** – Last month, the Puget Sound region saw a brief cold snap where icy conditions existed on the roadways. Public Works staff sprayed de-icer on the streets, typically in the late afternoon, to reduce icy conditions the following morning. They also continued to focus on storm-related maintenance due to the unusually heavy rainfall over the past couple months.



5. PROJECT UPDATES -

STREETS:

2026 Overlake Drive Bridge Repairs 1014C – draft plans completed
78th PL NE Asphalt Overlay - design

SIDEWALK:

Resurface Gravel Sidewalk OLDr & Points Loop Trail - design
Pedestrian Improvements Design - EPR & Overlake Drive – Study Session

PARKS:

Fairweather Invasive Species Removal - Goats - scheduling
Fairweather Nature Preserve Foot Bridge Improvements
Post Office Pocket Park Ph 1 - Design
Medina Beach Park Tree Planting *trees purchased in 2025

STORMWATER:

2026 Localized Improvements - 78th PL NE + three locations - design
2025 Medina Park North Pond Vegetation Removal – permitting and design
Citywide Stormwater System Mapping – on going

BUILDING:

2026 Post Office Interior Painting -
Public Works Carport & Storage -
City Hall Backup Generator Inlet Plug -
City Hall Security, Lobby Design & Space Planning -
City Hall Water Filler Station -

OTHER:

Points Loop Trail - QR Code Sign – waiting for new signs
Beach & Medina Park Restroom Automated Locks – in process
2026 Hazardous Tree Removal & Planting Program – on going

December 2025 Check Register - 13th Month

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	5394404	QB0709935010220	\$924.25	67353	1/23/2026	001-000-000-518-80-41-50	Technical Services, Software Services
8X8, Inc.	5345121	QB0709935010220	\$925.09	67327	1/16/2026	001-000-000-518-80-41-50	Technical Services, Software Services
			\$1,849.34				
911 Supply Inc	INV-2-57906	SO-2-44893	\$92.58	67299	1/12/2026	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57509	SO-2-44650	\$30.86	67299	1/12/2026	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57907	SO-2-44023	\$142.16	67299	1/12/2026	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57905	SO-2-44547	\$224.76	67299	1/12/2026	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57510	SO-2-44631	\$553.12	67299	1/12/2026	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57507	SO-2-44632	\$209.38	67299	1/12/2026	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57508	SO-2-44645	\$35.26	67299	1/12/2026	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57506	SO-2-44764	\$374.64	67299	1/12/2026	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-57909	SO-2-44632	\$534.38	67299	1/12/2026	001-000-000-521-20-22-00	Uniforms
			\$2,197.14				
Amazon Capital Services	13LF- KN7Y- 7H1T	PD Uniform	\$68.72	67354	1/23/2026	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1F6W - JPQD - QR9M	PD Uniforms	\$20.92	67354	1/23/2026	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1GTH - 94GK - RHTC	PD Uniforms	\$15.42	67354	1/23/2026	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1QVC - PCV4 - 3XV9	Credit Memo	(\$103.63)	67354	1/23/2026	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	11HJ - TWKD - TQHQ	Office Supplies	\$14.75	67354	1/23/2026	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1JJP - JFLV - VR39	Booster Cables	\$84.92	67354	1/23/2026	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1MR6-JRHJ-JM6L	Logitech Keyboard	\$219.19	67354	1/23/2026	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1LLM6 - YTWL - FWYL	NARCAN Officers	\$385.70	67354	1/23/2026	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1G1Q - 3W1W - HHXK	PD Office Supplies	\$23.57	67354	1/23/2026	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1YCT - 1M4J - QR64	Cable Connectors	\$64.45	67354	1/23/2026	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	13CD-JDKN - PPRQ	Coffee Maker	\$515.74	67354	1/23/2026	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1GRV - 1LMF - TLH7	Business Card Holder	\$31.95	67354	1/23/2026	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	16T1 - HPFY - FFK4	First Aid Supplies	\$182.42	67354	1/23/2026	001-000-000-521-20-31-40	Police Operating Supplies
			\$1,524.12				
AT&T Mobility	287287975246X12272025	PD Cell Phones	\$835.65	67300	1/12/2026	001-000-000-521-20-42-00	Communications (phone,Pagers)
AT&T MOBILITY	287290584494X12132025	58090613	\$444.83	67328	1/16/2026	001-000-000-576-80-42-00	Telephone/postage
AT&T MOBILITY	287290584494X01132026	58090613	\$420.65	67328	1/16/2026	001-000-000-576-80-42-00	Telephone/postage
			\$1,701.13				
Autonation Ford Bellevue 209	586195	T6080	\$132.51	67329	1/16/2026	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$132.51				
Bellevue City Treasurer - Water	Oct 2025 - Dec 2025 2000960	Medina park	\$2,093.77	67330	1/16/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Oct 2025 - Dec 2025 2000957	View Pt Park	\$81.61	67330	1/16/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Oct 2025 - Dec 2025 2000961	Fairweather Park Irrigation	\$144.42	67330	1/16/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Oct 2025 - Dec 2025 2000959	Medina Beach park	\$244.29	67330	1/16/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Oct 2025 - Dec 2025 200958	Medina Beach park	\$832.33	67330	1/16/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Sept 2025 - Nov 2025 2019971	View Point Water	\$81.61	67330	1/16/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Oct 2025 - Dec 2025 2000963	NE 24th and 84th	\$594.12	67330	1/16/2026	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Oct 2025 - Dec 2025 2000962	Street Irrigation	\$144.42	67330	1/16/2026	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$4,216.57				
Brightly Software, Inc.	INV-294896	1469981	\$3,957.29	67331	1/16/2026	001-000-000-576-80-41-00	Professional Services
			\$3,957.29				
Buenavista Services, Inc	13246	December 2025	\$1,053.29	67332	1/16/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	13247	December 2025	\$1,852.50	67332	1/16/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$2,905.79				
Cedar Grove Composting Inc	0000903577	010483	\$1,189.61	67333	1/16/2026	001-000-000-576-80-31-00	Operating Supplies
			\$1,189.61				
Centurylink	Dec 2025 Century Link	334151282	\$225.26	67301	1/12/2026	001-000-000-521-20-42-00	Communications (phone,Pagers)
Centurylink	Nov 2025 Century Link	333641535	\$210.86	67301	1/12/2026	001-000-000-521-20-42-00	Communications (phone,Pagers)
			\$436.12				
Coffman Engineers	24124471	Nov 2025 Prof Services	\$420.00	67334	1/16/2026	401-000-000-555-50-41-08	Sound Testing Consultant
			\$420.00				
Comcast	Dec 25 2025 - Jan 24th 2026 PW nternet	PW Internet	\$146.37	67335	1/16/2026	001-000-000-576-80-42-00	Telephone/postage
			\$146.37				
Crystal And Sierra Springs-PW	5291929 112925	Medina Drinking Water	\$130.04	67302	1/12/2026	001-000-000-576-80-31-00	Operating Supplies
			\$130.04				

CWA Consultants	25-221		\$4,050.00	67355	1/23/2026	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-225		\$405.00	67355	1/23/2026	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-222		\$4,590.00	67355	1/23/2026	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-220	City of Medina	\$4,320.00	67355	1/23/2026	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-224		\$810.00	67355	1/23/2026	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-223		\$3,780.00	67355	1/23/2026	401-000-000-558-60-41-00	Professional Services
			\$17,955.00				
Dunn Lumber	5306159	NuRay Metals	\$6,756.86	67326	1/16/2026	001-000-000-594-76-64-00	Parks Capital Outlay
			\$6,756.86				
Facet/DCG/Watershed	0069062	Medina CAO Update 2025	\$7,710.75	67336	1/16/2026	001-000-000-558-60-41-01	Planning Consultant
Facet/DCG/Watershed	0068923	Medin CAO Update 2025	\$5,952.50	67303	1/12/2026	001-000-000-558-60-41-01	Planning Consultant
Facet/DCG/Watershed	0067921	Mindy Hill Tree Assessment	\$3,626.17	67303	1/12/2026	103-000-000-558-60-41-50	Professional Services/Landscape Consultant
Facet/DCG/Watershed	0068552	Medina Park Pond Clearing	\$137.50	67303	1/12/2026	307-000-000-595-30-63-18	Medina Park Ponds
			\$17,426.92				
Farallon Consulting	0058452	03362-001.00	\$3,928.20	67337	1/16/2026	401-000-000-558-50-41-55	Shoreline Consultant
			\$3,928.20				
FCI - Custom Police Vehicles	17306	Car 29 Residual Payout	\$11,937.23	67400	2/3/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
	17306	Car 29 Residual Payout	\$0.00	67400	2/3/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
First Responder Outfits, Inc.	25676-3	41-3	\$536.12	67356	1/23/2026	001-000-000-521-20-22-00	Uniforms
First Responder Outfits, Inc.	25678-3	41-3	\$660.65	67356	1/23/2026	001-000-000-521-20-22-00	Uniforms
			\$1,196.77				
Ford Credit Municipal Finance	1782205	19631000	\$836.79	67304	1/12/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
Ford Credit Municipal Finance	1782205	19631000	\$368.87	67304	1/12/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			\$1,205.66				
FRN Corp	1426	City of Medina Restoration	(\$1,795.35)	67305	1/12/2026	307-000-000-382-20-00-00	Retainage Deposits
FRN Corp	1426	City of Medina Restoration	\$39,569.51	67305	1/12/2026	307-000-000-594-76-63-20	Park Improvements
			\$37,774.16				
G.W. Gunarama Wholesale, Inc.	1313054	432003	\$123.74	67338	1/16/2026	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
			\$123.74				
Gray & Osborne, Inc.	Dec 2025 Grading and Drainage	Dec Services Medina	\$7,088.36	67339	1/16/2026	401-000-000-558-50-41-07	Engineering Consultant
			\$7,088.36				
Home Depot Credit Services	2544225		\$164.72	EFT Payment 2/4/2026 12:12:19 PM - 1	12/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Home Depot Credit Services	2544224		\$338.69		12/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Home Depot Credit Services	7622883		\$145.66	EFT Payment 2/4/2026 12:12:19 PM - 1	12/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$649.07				
Horizon	3M573026	3M647335	\$648.56	67357	1/23/2026	001-000-000-576-80-31-00	Operating Supplies
Horizon	3M572736	3M646957	\$2,975.69	67306	1/12/2026	001-000-000-576-80-31-00	Operating Supplies
			\$3,624.25				
Inslee Best Doezie & Ryder, P.S.	451108	December 2025 City Attorney	\$15,447.75	67307	1/12/2026	001-000-000-515-41-40-00	City Attorney
			\$15,447.75				
KC Office of Finance	11016611	Medina INET	\$375.00	67308	1/12/2026	001-000-000-518-80-41-50	Technical Services, Software Services
			\$375.00				
Kirkland Municipal Court	DEC25MED	City of Medina	\$1,494.29	67309	1/12/2026	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
			\$1,494.29				
Kirkland, City of	KPD2025-085	Inmate Housing Medina Nov	\$4,290.00	67310	1/12/2026	001-000-000-521-20-41-55	Jail Service-Prisoner Board
Kirkland, City of	KPD2025-079	Inmate Housing Medina Oct	\$2,431.00	67310	1/12/2026	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			\$6,721.00				
Konica Minolta Premier Finance	59584399	City of Medina	\$0.00	EFT Payment 2/3/2026 5:07:04 PM - 1	12/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	59584399	City of Medina	\$234.06		12/31/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals
			\$234.06				
LexisNexis Risk Management - Account	1100237070	1011660	\$131.59	67311	1/12/2026	001-000-000-521-20-41-00	Professional Services
1011660							

Mahoney Planning, LLC	25-12	December Planning	\$131.59	\$10,922.50	67340	1/16/2026	401-000-000-558-60-41-01	Planning Consultant
Michael's Fine Dry Cleaning	523	PD Dry Cleaning	\$10,922.50	\$89.27	67341	1/16/2026	001-000-000-521-20-22-00	Uniforms
Moberly & Roberts, PLLC	1278	Dec Medina	\$89.27	\$4,000.00	67358	1/23/2026	001-000-000-515-93-40-10	Prosecuting Attorney
Navia Benefit Solutions	11052117	Medina Dec 2025	\$4,000.00	\$100.00	67342	1/16/2026	001-000-000-514-20-49-10	Miscellaneous
Olbrechts and Associates, PLLC	Dec 2026 Hearing Examiner	Dec 2026 Hearing Examiner Medina	\$1,492.63	\$1,492.63	67359	1/23/2026	401-000-000-558-60-41-02	Hearing Examiner
PC Specialists, Inc.	5619061	1149412	\$843.03	\$843.03	67343	1/16/2026	001-000-000-518-80-41-60	Software Services
PC Specialists, Inc.	5618522	1149068	\$859.56	\$859.56	67343	1/16/2026	001-000-000-518-80-41-60	Software Services
PC Specialists, Inc.	5618856	58960	\$1,872.40	\$1,872.40	67360	1/23/2026	001-000-000-518-80-41-60	Software Services
Premier Painting Solutions LLC	0000112	Medina Final Phase + Change Order	\$3,574.99	(\$469.89)	67325	1/12/2026	307-000-000-382-20-00-00	Retainage Deposits
Premier Painting Solutions LLC	0000112	Medina Final Phase + Change Order	\$10,356.39	\$10,356.39	67325	1/12/2026	307-000-000-594-18-60-00	Building Improvements
Pro-shred	92039	12/18 Executive Console	\$9,886.50	\$79.05	67361	1/23/2026	001-000-000-518-10-41-00	Professional Services
Pro-shred	92843	1/15 Executive Console	\$158.10	\$79.05	67361	1/23/2026	001-000-000-518-10-41-00	Professional Services
Pro-Vac LLC	254302	12/30 Sweeping	\$1,891.03	\$1,891.03	67344	1/16/2026	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254296	12/9 Sweeping	\$2,281.97	\$2,281.97	67344	1/16/2026	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254298	12/16 Sweeping	\$2,672.90	\$2,672.90	67344	1/16/2026	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254297	12/17 Sweeping	\$1,772.84	\$1,772.84	67344	1/16/2026	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254295	Medina Sweeping	\$2,542.59	\$2,542.59	67344	1/16/2026	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	254301	12/29 Sweeping	\$13,443.30	\$2,281.97	67344	1/16/2026	101-000-000-542-67-41-00	Street Cleaning
Public Safety Testing, Inc.	PST25-1556	Q4 Dues	\$163.00	\$163.00	67345	1/16/2026	001-000-000-521-20-41-50	Recruitment-Background
Puget Sound Energy	CH October.Nov 2025 Power	CH Power	\$4,198.63	\$4,198.63	EFT Payment 2/3/2026 5:07:04 PM - 2	12/31/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$1,001.87	\$1,001.87	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-511-60-41-00	Professional Services
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$182.25	\$182.25	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$209.38	\$209.38	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-518-10-49-20	Dues, Subscriptions
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$143.25	(\$143.25)	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-518-20-31-00	Office And Operating Supplies
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$516.00	\$516.00	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-518-30-45-00	Facility Rental
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$264.35	\$264.35	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-518-80-31-00	IT HW, SW, Operating Supplies
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$365.46	\$365.46	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-521-20-22-00	Uniforms
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$754.91	\$754.91	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-521-20-31-00	Office Supplies
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$241.71	\$241.71	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-521-20-31-40	Police Operating Supplies
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$818.46	\$818.46	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp	December 2025 Ramp Payment Stmtament	Dec Statement	\$409.20	\$409.20	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-521-20-35-20	Firearms (Purchase & Repair)

Ramp	December 2025 Ramp Payment Statament	Dec Statement	\$101.59	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-521-20-41-00	Professional Services
Ramp	December 2025 Ramp Payment Statament	Dec Statement	\$110.00	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
Ramp	December 2025 Ramp Payment Statament	Dec Statement	\$328.40	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-576-80-22-00	Uniforms
Ramp	December 2025 Ramp Payment Statament	Dec Statement	\$51.50	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	001-000-000-576-80-41-00	Professional Services
Ramp	December 2025 Ramp Payment Statament	Dec Statement	\$424.00	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	401-000-000-558-60-11-14	Education
Ramp	December 2025 Ramp Payment Statament	Dec Statement	\$109.00	EFT Payment 2/4/2026 12:12:19 PM - 2	12/31/2025	401-000-000-558-60-49-00	Dues, Subscriptions, Memberships
			\$5,744.83				
SAFEBuilt, LLC	3117454	Building Inspections	\$605.00	67346	1/16/2026	401-000-000-558-50-41-06	Building Inspector Contract
			\$605.00				
SCORE	9120	Medina	\$1,865.36	67362	1/23/2026	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			\$1,865.36				
Seattle Times, The	80955		\$255.75	67363	1/23/2026	001-000-000-518-10-44-00	Advertising
			\$255.75				
Sound View Strategies, LLC	3716	Dec 2025	\$3,000.00	67347	1/16/2026	001-000-000-513-10-41-00	Professional Services
			\$3,000.00				
Staples Business Advantage	6052057648	LA 1516800	\$259.70	67364	1/23/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6052057650	LA 1516800	\$736.02	67364	1/23/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6052057646	LA 1516800	\$59.06	67364	1/23/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6052997241	LA 1516800	(\$51.99)	67364	1/23/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6052057652	LA 1516800	\$247.27	67364	1/23/2026	001-000-000-521-20-31-00	Office Supplies
			\$1,250.06				
Supply Source Inc., The	2503921	2503717	\$462.56	67312	1/12/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$462.56				
Tree Frog LLC	INV-0039	Medina Inventory Project	\$3,900.00	67313	1/12/2026	001-000-000-558-62-41-00	Special Planning Projects
Tree Frog LLC	INV-0042	Arborist Services	\$2,962.50	67313	1/12/2026	401-000-000-558-50-41-50	Arborist
Tree Frog LLC	INV-0025	Nov Arborist Services	\$5,325.00	67313	1/12/2026	401-000-000-558-50-41-50	Arborist
			\$12,187.50				
US Bank	JE # 2305 Bank Fees and CC		\$165.27	EFT Payment 2/3/2026 5:07:04 PM - 3	12/31/2025	001-000-000-514-20-49-10	Miscellaneous
US Bank	JE # 2305 Bank Fees and CC		\$2,300.13	EFT Payment 2/3/2026 5:07:04 PM - 3	12/31/2025	401-000-000-558-60-49-10	Miscellaneous
US Bank	US Bank CC December 2025 Statement	Dec 2025 CC	\$40.00	EFT Payment 2/4/2026 12:12:19 PM - 3	12/31/2025	001-000-000-518-10-49-20	Dues, Subscriptions
US Bank	US Bank CC December 2025 Statement	Dec 2025 CC	\$1,158.32	EFT Payment 2/4/2026 12:12:19 PM - 3	12/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$3,663.72				
Utilities Underground Location Ctr	5110188	MEDINA1	\$45.90	67314	1/12/2026	101-000-000-542-30-47-00	Utility Services
			\$45.90				
Valley Defenders	Q4 2025 Public Defender Services	Q4 Public Defender Services	\$7,050.00	67348	1/16/2026	001-000-000-515-91-40-00	Public Defender
			\$7,050.00				
Voyager Systems	Dec 2025 Voyager 1.08.2026 Closing		\$1,881.67	EFT Payment 2/3/2026 5:07:04 PM - 4	12/31/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$1,881.67				
WA ST Dept of Transportation	*FB91017006261	916010170	\$589.84	67365	1/23/2026	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation	FB91017005261	916010170	\$32.89	67315	1/12/2026	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
WA ST Dept of Transportation	*FB91017006261	916010170	\$24.40	67365	1/23/2026	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			\$647.13				
Westmark Construction	24107206	CH Desk Project	\$10,274.33	67324	1/12/2026	307-000-000-382-20-00-00	Retainage Deposits
Westmark Construction	24107206-1	24-C072	\$7,564.30	67349	1/16/2026	307-000-000-594-18-60-00	Building Improvements
			\$17,838.63				
Willard's Pest Control	429577	0	\$192.50	67316	1/12/2026	001-000-000-576-80-41-04	Professional Services-Misc

Willard's Pest Control	432717	432717	\$192.85	67316	1/12/2026	001-000-000-576-80-41-04	Professional Services-Misc
Willard's Pest Control	430189	430189	\$192.85	67316	1/12/2026	001-000-000-576-80-41-04	Professional Services-Misc
Willard's Pest Control	430350	430350	\$192.50	67316	1/12/2026	001-000-000-576-80-41-04	Professional Services-Misc
			\$770.70				
WSP Global Inc	40288851	Third Party Review Medina	\$2,510.50	67317	1/12/2026	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40299536	City of Medina 3rd Party Review	\$2,521.25	67366	1/23/2026	401-000-000-558-50-41-07	Engineering Consultant
			\$5,031.75				
Zumar Industries, Inc.	54817	270480	\$643.57	67350	1/16/2026	101-000-000-542-64-41-00	Traffic Control Devices
Zumar Industries, Inc.	55172	270917	\$2,479.50	67350	1/16/2026	101-000-000-542-64-41-00	Traffic Control Devices
			\$3,123.07				
			\$268,328.49		Total		

Payroll	Dec 2025 Payroll	Payroll	\$2,036.74	12/31/2025	001-000-000-513-10-11-00
Payroll	Dec 2025 Payroll	Payroll	\$1,445.41	12/31/2025	001-000-000-514-20-11-00
Payroll	Dec 2025 Payroll	Payroll	\$2,148.49	12/31/2025	001-000-000-518-10-11-00
Payroll	Dec 2025 Payroll	Payroll	\$15,271.07	12/31/2025	001-000-000-521-20-11-00
Payroll	Dec 2025 Payroll	Payroll	\$0.00	12/31/2025	001-000-000-571-00-11-00
Payroll	Dec 2025 Payroll	Payroll	\$3,336.13	12/31/2025	001-000-000-576-80-11-00
Payroll	Dec 2025 Payroll	Payroll	\$2,224.09	12/31/2025	101-000-000-542-30-11-00
Payroll	Dec 2025 Payroll	Payroll	\$3,578.40	12/31/2025	401-000-000-558-60-11-00
			\$30,040.33		Payroll Total

\$298,368.82 **Grand Total**



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Tuesday, November 18, 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 6:01pm.

PRESENT

Commission Chair Laura Bustamante
 Commission Vice-Chair Shawn Schubring
 Commissioner Julie Barrett
 Commissioner Evonne Lai
 Commissioner Mark Nelson
 Commissioner Brian Pao

ABSENT

Commissioner Li-Tan Hsu

STAFF

Bennett, Findlay-Reitan, Nickle, Swanson, Wilcox, Yormick

2. APPROVAL OF MEETING AGENDA

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

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of October 28, 2025

Recommendation: Adopt Minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion to approve the meeting minutes as amended. Motion passed 6-0.

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

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

None were heard.

5. PUBLIC COMMENT PERIOD

None were heard.

6. PUBLIC HEARING

6.1 Public Hearing - Proposed Amendments to the Critical Areas Ordinance

Hold a public hearing, to take public testimony on the Critical Areas Ordinance

Staff Contact: Steven Wilcox, Development Services Director

Facet gave PowerPoint presentation on the Critical Areas Ordinance. Planning Commission Vice Chair Schubring opened the public comment period. Public comment was made by Medina resident Margaret Maxwell. Vice Chair Schubring closed the public comment period.

7. 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.

Planning Commission adjourned to executive session at 6:50pm for 30 minutes for discussion under RCW 42.30.110(1)(i).

8. PLANNING COMMISSION BUSINESS

8.1 Concerns of the Commission

None were heard.

8.2 Critical Areas Ordinance Update

Recommendation: Approval of the Draft CAO Update Ordinance as Recommendation to the Council

Staff Contact: Steven Wilcox, Development Services Director with Staff from our consultant Dan Nickel and Douglas Yormick

Commissioners discussed and asked questions.

ACTION: Motion to recommend approval of the Critical Areas Ordinance update and to direct staff to forward the Planning Commission's recommendation to the City Council with MMC 16.72.060 and MMC 16.50.050 having consistency. Approved 6-0.

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

9. **ADJOURNMENT**

Meeting adjourned at 7:46pm.

ACTION: Motion to adjourn. Approved 6-0.

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



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, December 08, 2025 – 5:00 PM

MINUTES

1. STUDY SESSION

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

PRESENT

Mayor Jessica Rossman
 Deputy Mayor Randy Reeves
 Councilmember Joseph Brazen
 Councilmember Harini Gokul (on-line)
 Councilmember Mac Johnston
 Councilmember Michael Luis
 Councilmember Heija Nunn

STAFF

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

1.1 Records Management Project - Laserfiche

Ryan Wagner, Finance/HR Director gave a presentation/demonstration on the Records management project. Council asked questions and staff responded.

2. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 6:06 pm.

PRESENT

Mayor Jessica Rossman
 Deputy Mayor Randy Reeves
 Councilmember Joseph Brazen
 Councilmember Harini Gokul (on-line)
 Councilmember Mac Johnston
 Councilmember Michael Luis
 Councilmember Heija Nunn

STAFF

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

3. APPROVAL OF MEETING AGENDA

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

4. PUBLIC COMMENT PERIOD

Mayor Jessica Rossman opened the public comment period. There were no speakers, and the public comments was closed. Haley Mowat emailed a letter to council on behalf of her dad. The letter was added to packet for record.

5. PRESENTATIONS

5.1 SPLASHForward Endorsement - Photo OP

Susan Pappalardo, President and Co-Founder of SPLASHForward addressed the council. She thanked council for their support and endorsement of SPLASHForward's mission and effort to develop a once-in-a-generation best-in-class regional public aquatic center in Bellevue. She gave a brief overview of the current program and new project. Council members and Susan took a photo for their endorsement.

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

Ryan Osada announced the Christmas ships will be at Medina Beach Park on December 22 at 5:35pm.

Laura Bustamante Planning Commission Chair informed the council that planning commission approved the draft Critical areas ordinance for review by City Council which will be reviewed at the meeting tonight. The December 16th meeting will be cancelled.

Councilmember Nunn reported she attended the SCA annual meeting. Councilmember Nunn and Future councilmember Laura Bustamante attended the AWC training at Bothell City Hall. She reported they had training on Public Records Act and met many members from other communities. Council asked questions regarding any items for voting and Council member Nunn reported no action needed.

5.3 Recognition for Outgoing Councilmember Mac Johnston

Mayor Rossman and council members addressed outgoing council member Mac Johnston and thanked him for his contributions while on council. They offered much praise and kind words towards Mr. Johnston.

6. EXECUTIVE SESSION 1

The Council entered Executive Session at 6:25 PM for an estimated time of 30 minutes to discuss matters as authorized under the following RCW 42.30.110 (1)(i).

ACTION: No action was taken following the Executive Session.

The City Attorney Jennifer Robertson was present during the Executive Session.

The council reconvened the regular meeting at 6:59 PM.

7. CITY MANAGER'S REPORT

City Manager Jeff Swanson gave a brief overview regarding Flock cameras and reporting. He reported the City does not share data with other agencies and reported the only requests for information have come in via public records requests. Council members asked questions and Swanson replied.

Police Chief Jeff Sass reported it has been a great year. He reported that the newest officer will go to training at the academy in January and will graduate in May. Councilmember Nunn commented she participated in the Independent Force Investigation Team (IFIT) interview for Officer Roman Scott to add him as a detective. Council member Nunn is one of the representatives which is required by state law to have 2 representatives that represent the city. Chief Sass gave brief overview of the IFIT team.

Development Service Director Steve Wilcox answered questions regarding the Tree Management project. He reported the anticipated tree inventory will be completed in early 2026. This will set the framework going forward to what the city can do with the current tree code and can open further discussions on direction from council on next steps regarding budgeting for this project. Director Wilcox reported construction activities are down, and staff are researching current processes.

Finance/HR Director Ryan Wagner gave a brief overview of final financials for 2025 which will be presented in February 2026. He announced he is currently hiring for the open assistant position.

Acting City Clerk Dawn Nations announced the Annual Team Appreciation luncheon and outgoing councilmember recognition will take place on December 11, 2025, at Overlake Golf & Country Club. This is great event to thank staff, council, boards/commissions for the efforts to make Medina a great place to work and live.

Public Works Director Ryan Osada reported on the Pond Improvement Project. He informed council the city is working on getting permits. The pond area is deemed a critical area, and the process is lengthy to go through all required agencies. Stormwater catch basins are required to be inspected each year and records are documented. Council asked questions and staff responded.

8. CONSENT AGENDA

ACTION: Councilmember Johnston moved to approve the Consent Agenda. The motion was Seconded by Councilmember Luis and carried by a vote of 7-0.

- 8.1 November 2025, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance/HR Director
- 8.2 Approved Park Board Minutes of September 15, 2025
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Acting City Clerk
- 8.3 Planning Commission Meeting Minutes of:
a) September 23, 2025;
b) October 14, 2025; and

c) October 28, 2025.

Recommendation: Receive and file.

Staff Contact: Rebecca Bennett, Development Services Coordinator

8.4 Draft City Council Meeting Minutes of November 10, 2025

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

8.5 Lighting Ordinance – Interim Official Control (Extension)

Recommendation: Adopt Ordinance No. 1050 to extend and renew the interim official control, which was adopted on June 23, 2025, under Ordinance No. 1043.

Staff Contact(s): Jennifer S. Robertson, City Attorney and Steve Wilcox, Development Services Director

8.6 Approval of Second Amendment to Independent Force Investigations Team (IFIT) Interlocal Agreement

Recommendation: Approve.

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

8.7 Updated Eastside Transportation Partnership Agreement

Recommendation: Approve.

Staff Contact: Jeff Swanson, City Manager

9. LEGISLATIVE HEARING

None.

10. PUBLIC HEARING

10.1 Critical Areas Update

Recommendation: Hold a public hearing, discuss the critical areas code update and provide input to staff regarding the draft, including directing staff to initiate the SEPA process and to send the code to the Department of Commerce to begin the 60-day review.

Staff Contact(s): Jennifer S. Robertson, City Attorney and Steve Wilcox, Development Services Director

Mayor Rossman opened the public hearing for the Critical Areas Update and gave a brief introduction to the purpose of the hearing.

Development Services Director Steve Wilcox opened the presentation with a brief introduction and timeline of the process (including meetings, open houses, information signage placed in the city) for the Critical areas Ordinance update, then introduced Facet Consultant Doug Yormick and Dan Nickel. Doug Yormick provided an overview of the Critical Areas Ordinance Update, growth management act requirements, major changes (key areas of consideration, public and agency comments. Following the presentations, Council members asked questions, which staff responded.

Mayor Rossman opened the public hearing comment period. The following individual addressed the Council:

Haley Mowat made a comment regarding the discussion regarding the disconnected buffer and lot structure regarding yard and landscaping could fully disconnect the lot

further from the stream and asked for clarification. City attorney Jennifer Robertson stated that Facet noted that property line changes do not disconnect buffer structures existing road do.

There were no additional speakers without objection, Mayor Rossman closed the public hearing.

ACTION: Motion made to direct staff to submit the draft critical areas code to the Department of Commerce for review to initiate the SEPA process by Councilmember Johnston Seconded by Councilmember Nunn and carried by a vote of 7-0.

11. CITY BUSINESS

11.1 2025 Budget Amendments

Recommendation: Adopt Ordinance No. 1048.

Staff Contact: Ryan Wagner, Finance & HR Director

Finance Director Ryan Wagner gave a brief overview of 2025 budget amendments and announced no further changes from the last meeting. Council did not have any additional questions for staff.

ACTION: Motion made to adopt Ordinance No. 1048 amending the 2025 budget and salary schedule with approved, listed changes by Councilmember Johnston Seconded by Councilmember Luis and carried by a vote of 7-0.

11.2 Vegetation Management Reimbursement Policy

Recommendation: Adopt Ordinance No. 1049.

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

Public Works Director Ryan Osada gave an update on the changes as the council requested at the last meeting and presented the new flow chart for the process. Council asked questions and staff responded.

ACTION: Council directed staff to change flow chart to 90-120 days.

ACTION: Motion made to adopt Ordinance No. 1049 Vegetation Reimbursement Policy by Deputy Mayor Reeves, Seconded by Councilmember Gokul. and carried by a vote of 7-0.

12. REQUESTS FOR FUTURE AGENDA ITEMS

a) Requests for future agenda items.

Councilmember Nunn requested to add View corridors to future agenda seconded by Councilmember Johnston.

13. PUBLIC COMMENT

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

14. EXECUTIVE SESSION 2

The Council entered Executive Session at 9:03 PM for an estimated time of 10 minutes to discuss matters as authorized under the following RCW 42.30.110 (1)(g) and RCW 42.30.140(4).

The council reconvened the regular meeting at 9:14 PM.

ACTION: Motion to authorize the mayor to sign an amendment to the City Manager Contract relating to certain benefits made by Councilmember Johnston, Seconded by Councilmember Nunn and carried by a vote of 7-0.

Assistant City Attorney Charlotte Archer was present (on-line) during the Executive Session.

15. EXECUTIVE SESSION 3

The Council entered Executive Session at 9:15 PM to discuss matters as authorized under the following RCW 42.30.110 (1)(i).

ACTION: No action will be taken; and the meeting will adjourn directly from Executive Session.

Jennifer Robertson, City Attorney, was in attendance during this Executive Session.

16. ADJOURNMENT

Council adjourned from Executive Session.

Meeting minutes taken by Dawn Nations, Acting City Clerk



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person

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

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Acting City Clerk Dawn Nations called the regular meeting of the Medina City Council to order in the Council Chambers at 5:01 pm.

PRESENT

Councilmember Jessica Rossman
Councilmember Randy Reeves
Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Laura Bustamante
Councilmember Michael Luis
Councilmember Heija Nunn

STAFF

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

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

Acting City Clerk Dawn Nations opened the public comment period.

Mark Nelson extended his congratulations to new councilmember Bustamante and returning councilmembers for their time and commitment to serve the community. He addressed the council regarding the upcoming agenda for the year and its challenges. Mr. Nelson gave his recommendation to re-elect Jessica Rossman as Mayor.

Jesse Hong addressed the council regarding street parking. He expressed his concerns regarding large size vehicles (RV, Trailer) parking.

With no further comments, the Acting City Clerk closed the public comment period.

4. PRESENTATIONS

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

Acting City Clerk Dawn Nations administered the Oath of Office to incoming Councilmember Laura Bustamante and re-elected Councilmembers Heija Nunn, Randy Reeves and Jessica Rossman.

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

Acting City Clerk Dawn Nations opened the nomination period and called for nominations for Mayor.

ACTION: Council Member Joseph Brazen nominated Heija Nunn for Mayor

ACTION: Council Member Harini Gokul nominated Jessica Rossman for Mayor

ACTION: Council Member Heija Nunn nominated Randy Reeves for Mayor

With no other nominations, the nomination period closed.

The Acting City Clerk provided and opportunity for nominators and nominees to speak to their nominations. Councilmember Randy Reeves declined his nomination.

ACTION: By a 4:3 vote; Council elected Councilmember Rossman as Mayor

Mayor Rossman opened the nomination period and called for nominations for Deputy Mayor.

ACTION: Council Member Joseph Brazen nominated Heija Nunn for Deputy Mayor.

ACTION: Council Member Harini Gokul nominated Randy Reeves for Deputy Mayor.

ACTION: Council Member Heija Nunn nominated Michael Luis for Deputy Mayor.

With no other nominations, the nomination period closed.

Mayor Rossman provided and opportunity for nominators and nominees to speak to their nominations.

ACTION: By a 4:3 vote; Council elected Councilmember Reeves as Deputy Mayor

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

Christmas Ships event was a great event and well attended even with wet weather. Council extended thanks to the Park Board Members.

Mark Nelson gave brief statement regarding the importance of appointing a new Planning Commissioner.

Councilmember Gokul gave input on behalf of the Foster School of Business continued interest in working with Medina

Mayor Rossman gave update regarding the Regional Water Quality Committee work plan.

5. CITY MANAGER'S REPORT

City Manager Jeff Swanson gave a brief overview of the reports included in his report. He gave an overview of council business and staff workload for 2025 and how to prioritize and work more efficiently in 2026. Council asked questions and staff responded.

Police Chief Jeff Sass thanked council for their professionalism. He gave a brief overview of the past years and how well the officers have done. He is very proud of the officers. He reported on the amount of crime in Medina is down. Deputy Mayor Reeves thanked the Police Department for their service. Council asked questions and staff responded.

Development Services Director Steve Wilcox gave a brief overview for his department. The development service staff has stepped up in the absence of a staff vacancy. He addressed the big projects that were completed for the year. Council asked questions and staff responded.

Finance/HR Director Ryan Wagner gave update on the open position in the final stages of the interview process. The state audit for 2024. He invited all council to attend the entrance meeting. He gave an overview of 2025 and the main report for 2025 will be presented at the February 2026 meeting. Highlighted projects completed were implementing business licenses and improvements to the budget planning process. Council asked questions and staff responded.

Acting City Clerk Dawn Nations highlighted the end of year celebration luncheon. It was a huge success, and we received positive feedback from all attendees. There will be a more comprehensive report for Central Services presented at a later date.

Public Works Director Ryan Osada highlighted private storm water plan. It was another successful year. He gave credit to Rob Kilmer, Building Official and his hard work with this project. He discussed the reason for the break in 2024 for Easter Egg hunt and reported the 2025 event was a huge success. Bellevue A/C watermain replacement project has been communicated to the residents who will be impacted. He spoke about

the scope of this project and how the city can benefit from these projects. Council asked questions and staff responded.

6. CONSENT AGENDA

ACTION: Motion made by Deputy Mayor Reeves Seconded by Councilmember Gokul and carried by a 7:0 vote. The consent agenda was approved as presented.

6.1 December 2025, Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance and HR Director

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

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

7. LEGISLATIVE HEARING

None.

8. PUBLIC HEARING

None.

9. CITY BUSINESS

9.1 DRAFT 2026 City Council Legislative Schedule

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

Staff Contact: Jeff Swanson, City Manager

City Manager Jeff Swanson discussed the council legislative schedule. He combined all the meeting dates in one place. He asked for council direction on meeting date changes.

ACTION: Council discussed and made the following proposals:

- 1) Council will meet on time in August on August 24, 2026.
- 2) Move the November 23 council meeting to November 16.
- 3) Cancel the second December meeting.
- 4) Retreat dates were discussed and will be coordinated with council via email.

The agenda calendar will be populated with agenda items now that the meeting dates are set. The City Attorney Jennifer Robertson will update the council guidelines to reflect meeting date/time changes and will bring back on a consent agenda.

9.2 ARCH Action Items

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

Staff Contact: Jeff Swanson, City Manager

City Manager Jeff Swanson gave an overview of ARCH business. The 3 action items are:

- 2025 ARCH Housing Trust Fund award recommendations

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

ACTION: Motion made to adopt Resolution No. 455 authorizing the duly-appointed Administering agency for ARCH to execute all documents necessary to enter into Agreements for the funding of affordable housing projects, as recommended by the ARCH Executive Board, utilizing funds from the City's Public Housing Services – ARCH Account by Councilmember Luis Seconded by Deputy Mayor Reeves and carried by a 7:0 vote.

ACTION: Motion made to adopt Resolution No. 456 approving revisions to the House Key Plus ARCH (East King County) Down Payment Assistance Program, authorizing execution of related agreements, and ratifying prior actions taken in support of said program, all as recommended by the Executive Board for A Regional Coalition for Housing (ARCH) by Deputy Mayor Reeves Seconded by Councilmember Bustamante and carried by a 7:0 vote

ACTION: Motion made to adopt Resolution No. 457 authorizing the City of Bellevue to administer certain housing project agreements on behalf of the City of Medina, consistent with the Amended and Restated Interlocal Agreement for ARCH – A Regional Coalition for Housing by Councilmember Gokul Seconded by Deputy Mayor Reeves and carried by a 7:0 vote.

10. REQUESTS FOR FUTURE AGENDA ITEMS

- a) Requests for future agenda items.

Councilmember Nunn asked for parking lot agenda items to be prioritized. These items will be discussed at the council retreats.

Interim Official Control – Outdoor Lighting – Public Hearing will be on January 26, 2026. Council asked questions and staff responded.

11. PUBLIC COMMENT

Mayor Jessica Rossman opened the public comment period. The following individual addressed the council:

Michael Nix addressed the council with his interest in joining the Planning Commission. He submitted his application.

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

12. STUDY SESSION AND ROLL CALL

Council convened for the study session at 7:37 PM.

PRESENT

Councilmember Jessica Rossman
Councilmember Randy Reeves
Councilmember Harini Gokul
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn

ABSENT

Councilmember Joseph Brazen

STAFF

Swanson, Nations, Robertson

12.1 Council Discussion 2026-2027 Term

Recommendation: Discussion.

Staff Contact: Jeff Swanson, City Manager

City Manager Jeff Swanson led the council discussion regarding the 2026-2027 term and discussion for process for council meetings are conducted. Council discussed, asked questions and staff responded.

13. ADJOURNMENT

By consensus the meeting was adjourned at 9:00 PM.

Meeting minutes taken by Dawn Nations, Acting City Clerk



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 9, 2026

<p>Subject/Topic: Council Committee Assignments – Finance, Personnel, Development Services</p> <p>Dept. Origin: Council</p> <p>Category: City Business</p> <p>Prepared by: Jessica Rossman, Mayor</p> <p>Attachments: None</p>	<p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input checked="" type="checkbox"/> Discuss</p> <p><input checked="" type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input type="checkbox"/> Adopt/Approve</p>
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Summary

At our last meeting on January 26th, Council discussed committees and preferences for committee assignments. This is the next step in finalizing arrangements for Committee work.

City of Medina Council Committees.

Here are the committee assignments, consistent with the preferences stated:

- Development Services Committee: Councilmember Joseph Brazen, Councilmember Heija Nunn, Mayor Jessica Rossman
- Finance Committee: Councilmember Laura Bustamante, Councilmember Michael Luis, Mayor Jessica Rossman
- Personnel Committee: Councilmember Harini Gokul, Deputy Mayor Randy Reeves, Mayor Jessica Rossman

Proposed Council Action.

At the February 9th meeting, I'll be proposing the following update to the Council rules for these Committees:

- Each Committee should select a Chair from among the Councilmembers present at its first meeting of the new two-year term.
- The Committee Chair would call for Committee meetings as needed, at least once quarterly, with respect for the needs and constraints of staff.
- The Chair would work with the Committee's lead staff to collaborate on meeting agendas and arrangements.
- The Chair would be responsible for reporting the Committee's activities to the full Council.

Currently, most Committees are chaired by a responsible staff member. I believe changing to Councilmember Chairs would make Medina's operations more consistent with how many other

cities operate and could improve Council's ability to delegate matters to Committees effectively and efficiently (without inadvertently putting staff in an uncomfortable position). The City Manager is in agreement with this proposal, and I've also had positive responses from directors who will be committee liaisons going forward. An alternative would be to assign the Mayor to chair the committees, but I believe the proposed distributed leadership model would provide more stability for the City, make better use of Councilmembers' skills and strengths, and better empower the Council as a team.

Other Committees we discussed forming would be Committees of the Whole, with full Council participation.

Representing Medina on External Committees.

Acting City Clerk Dawn Nations will be sending out an email soliciting Councilmember interest in representing the City on external committees. Councilmembers are not required to volunteer for any of these opportunities and are encouraged to volunteer only for those meetings they can commit to attending regularly on behalf of the City.

A good goal for the City would be to have different Councilmembers attending different meetings, so that the City benefits from different Councilmember perspectives on the issues. To that end, Dawn is asking for each Councilmember's top two choices. Council can then review the interest list and distribute assignments amongst the interested Councilmembers.

Here is the list:

Sound Cities Association Public Issues Committee (PIC)

Meetings: Monthly, 2nd Wednesdays at 7:00 (online and in person)

"The SCA Public Issues Committee (PIC) was established by SCA in 1995 as a standing board committee. Per SCA Bylaws, the PIC "shall review and evaluate policy positions and recommend to the Board what, if any, action should be taken on such policy positions"; Governed by SCA Bylaws (adopted by membership as a whole at Annual Meetings), SCA Board Policies (adopted by Board), and PIC Operating Policies (adopted by PIC). The PIC includes a representative of each city in SCA. Each SCA member has a seat and equal vote at the PIC. It is the body responsible for making recommendations on policies and committee appointments to the Board. The PIC is SCA's vehicle for bringing policies to member cities, and for member cities to bring policies to SCA." <https://soundcities.org/aboutpic/>

WRIA-8: Local partners working together to conserve and restore salmon habitat.

Meetings: Unlisted (Randy Reeves currently attends)

"Chinook Salmon (also known as King Salmon) are listed as *threatened* under the Endangered Species Act. In WRIA 8 local governments, community organizations, scientists, businesses, and state and federal agency partners are working together to protect and restore salmon habitat guided by a science-based salmon conservation plan. Funding from the [28 local government](#) partners and the state of Washington support salmon recovery in the watershed." <https://www.govlink.org/watersheds/8/>

Eastside Transportation Partnership (ETP) — Some coordination required: one of two seats on behalf of Small Cities Coalition (Beaux Arts, Clyde Hill, Hunts Point, Medina, Yarrow Point)

Meetings: Monthly, 2nd Fridays 8:00-9:00 a.m. (in person quarterly, otherwise online)

"The Eastside Transportation Partnership (ETP) provides an Eastside forum for inter-jurisdictional cooperation to implement coordinated, prioritized transportation plans and programs through leadership, education, and advocacy." <https://kingcounty.gov/en/dept/metro/about/transportation-boards/eastside-transportation-partnership>

Sound Cities Association Small Cities Workgroup

Meetings: TBD, starting March 2026

"Convene small cities in King County (those with a population under 10,000) to engage in knowledge-sharing, collaboration, and action on local and regional policy issues. This will include both: (1) identifying shared challenges, resources, and potential solutions and (2) elevating small cities' unique voice to other SCA member cities, King County, and the state government. The Workgroup provides a convening space for small cities to build partnerships and engage on shared policy priorities. While this is focused on small cities, our hope is that some of this work may generate ideas that help all of our cities." Email from SCA Director, 1/13/26.

ARCH Elected Officials *Some coordination required: one of two seats on behalf of Points Communities (Clyde Hill, Hunts Point, Medina, Yarrow Point)*

Meetings: First meeting tentatively March 26th from 5-7pm; regular meeting schedule TBD

"East King County is home to dozens of elected officials who champion affordable housing. The Council of Elected Officials will bring these leaders together to build shared understanding, strengthen relationships, and support coordinated action to create and preserve affordable housing. Over the course of 2026, Council members will serve as a sounding board for the ARCH Executive Board and staff, exchange best practices, and learn more about complex housing policies." <https://www.archhousing.org/news/arch-launches-pilot-council-of-elected-officials-to-advance-affordable-housing>

Council Priorities

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

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

Budget/Fiscal Impact: N/A

Recommendation: Discussion and direction.

City Manager Approval:



Proposed Council Motions: N/A

Time Estimate: 20 minutes



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 9th 2026

<p>Subject/Topic: Financial Policy Discussion, Key Updates</p> <p>Dept. Origin: Finance/HR</p> <p>Category: Policy Update</p> <p>Prepared by: Ryan Wagner – Finance Director</p> <p>Attachments: 2026 Recommended Financial Policy Updates</p>	<p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input checked="" type="checkbox"/> Discuss</p> <p><input checked="" type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p>
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Proposed Council Action

Discussion and Direction

Summary

The City's Financial Policies were last updated in September of 2023. The purpose of this discussion is to receive feedback from the City Council on the following three recommended updates.

Per-Diem

Employee Per-Diem is to cover meals and other miscellaneous expenses when traveling. Staff recommends adopting the General Services Administration ("GSA") standard to apply a flat rate for daily use. If any meal(s) is/are provided at no cost to the employee as part of their travel, that meal will be subtracted from the total daily per diem rate. If the area you are traveling to is not listed by the GSA, the standard rate will be applied.

Purchasing Policy – Food and Beverage

The City currently does not have any policy language that specifies General Fund spend for community and city business.

The purpose of this procedure is to provide guidance regarding when purchases of meals and refreshments by the city are reasonable, allowable and related to the conduct of City business or services.

External Payment Verification

An external payment verification policy outlines the procedures for confirming the legitimacy of transactions and the identity of the parties involved when processing payments from outside sources. It is a critical component of a company's fraud management strategy and is required for compliance in many industries.

This recommendation is made by our insurance risk pool to ensure we qualify for cyber security coverage.

Any changes to the Financial Policies must be approved by Council via a resolution. The attached document describes the existing procedures and controls, alongside the new recommendations. Upon Council approval, it will be inserted into the Financial Policy manual.

Please note the recommended policy changes have been reviewed by the cities labor attorney, Charlotte Archer.

If you would like to review the current Financial Policies for the city, they can be found on the website in the following location.

[Financial Policies | Medina Washington](#)

Council Priorities

This proposal furthers Council Priorities 1 and 3.

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

Budget/Fiscal Impact: Minimal

Recommendation: Discussion and Direction.

City Manager Approval:



Proposed Council Motions: N/A

Time Estimate: 10 Minutes

Per Diem Update

Current Language

Actual meal costs must be documented by an itemized receipt, listing what was purchased, not just the total. Alcohol charges are prohibited. Total meal costs should not exceed sixty dollars (\$60.00) per day including tip. Additional amounts may be approved by the City Manager, where required in high-cost areas. Tips may not exceed twenty percent (20%) of the service bill. If meal costs are for persons other than the employee, those persons must be entitled to reimbursement and shall be listed by name and title, along with the nature of the topic of discussion, or purpose of the meeting.

New Language

Employee Per-Diem is to cover meals and other miscellaneous expenses when traveling. Medina will use the General Services Administration (“GSA”) standard to apply a flat rate for daily use. If any meal(s) is/are provided at no cost to the employee as part of their travel, that meal will be subtracted from the total daily per diem rate. If the area you are traveling to is not listed by the GSA, the standard rate will be applied.

The General Services Administration (GSA) establishes per diem rates for federal employees traveling within the continental United States (CONUS) to cover meals and incidental expenses. These rates are updated annually, typically in mid-August, for the upcoming fiscal year, which begins October 1st. The GSA's per diem policy ensures fair and equitable reimbursement for federal travelers.

Per-Diem reimbursement is not taxable and will be processed within two weeks of your travel.

Food and Beverage Purchasing

1. PURPOSE: The purpose of this procedure is to provide guidance regarding when purchases of meals and refreshments by the City are reasonable, allowable and related to the conduct of City business or services.

2. PROCEDURES:

The following is a list of situations in which the reasonable cost of food and beverage items and supplies are allowable City expenses:

- Working lunches where staff are expected to attend and the meeting is scheduled during a meal period.
- Working meals attended by the City Manager and elected officials or executives from other states and local agencies and jurisdictions.
- Meals or refreshments provided at City Council meetings, City Council study session meetings, City Council retreats and other meetings for

elected officials and/or staff members and others required to attend such meetings

- Meals provided during recruitment of key City positions and for interview panels.
- Meals provided at staff appreciation and recognition events.
- Refreshments for ceremonies, receptions and special events sponsored by the city.
- Meals or refreshments provided for working lunch or dinner meetings of commissions, committees, and task forces.
- Light refreshments at meetings such as training sessions, committee and commission meetings, regional meetings and staff meetings.
- Meals or refreshments provided for city employees and others responding to emergency situations (e.g., weather-related event or other event requiring use of emergency coordination center).
- Meals or refreshments provided to seasonal employees attending their department orientation.

Alcoholic beverages are prohibited at City functions and are not allowed as reimbursable expense.

The purchasing employee or department must have sufficient budget authority to fund the expense.

Purchases are to be processed for approval according to City policy, work rules, or practices:

External Payment Verification

An external payment verification policy outlines the procedures for confirming the legitimacy of transactions and the identity of the parties involved when processing payments from outside sources. It is a critical component of a company's fraud management strategy and is required for compliance in many industries.

Employee Direct Deposit – For employee direct deposit verification, employees are required to submit a paper copy of their request directly to either the Finance Director, or the Assistant Finance Director. No form will be accepted electronically by email.

City Vendors – For all other vendors, the City requires that every change to a company's bank account information or mailing address shall be verified by either the Finance Director or the Assistant Finance Director by phone with a trusted point of contact and never by email alone.

For new vendors that are processed by ACH, the pre-note process may be utilized to ensure banking information is accurate prior to payment.