



## MEDINA CITY COUNCIL

Monday, July 14, 2025

5:00 PM – STUDY SESSION

6:00 - REGULAR MEETING

## AGENDA

### VISION STATEMENT

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

### MISSION STATEMENT

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



# **MEDINA, WASHINGTON**

## **MEDINA CITY COUNCIL**

### **SPECIAL AND REGULAR MEETING**

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

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## **AGENDA**

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

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

**INTERIM CITY MANAGER** | Jeff Swanson

**CITY ATTORNEY** | Jennifer S. Robertson

**CITY CLERK** | Aimee Kellerman

### **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 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message before 2PM on the day of the Council meeting; please reference Public Comments for the Council meeting on your correspondence. The City Clerk will call you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit. The city will also accept written comments to [Council@medina-wa.gov](mailto:Council@medina-wa.gov) at any time.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVy9jdmmtelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

## **Study Session Information**

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

### **1. STUDY SESSION**

#### **1.1** Complete Streets Ordinance Discussion

Time Estimate: 25 minutes

#### **1.2** Vegetation Management Reimbursement Policy

Time Estimate: 25 minutes

The regular meeting will start at 6:00 PM.

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

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

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

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

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@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** Farewell Tribute Honoring Departing City Clerk, Aimee Kellerman

Time Estimate: 5 minutes

#### **5.2** 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** Interim City Manager Monthly Report

- City Hall Parking

- [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](#) June 2025, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance/HR Director

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

**8. LEGISLATIVE HEARING**

None.

**9. PUBLIC HEARING**

- [9.1](#) 2026-2031 Six Year Capital Improvement Plan (CIP), Transportation Improvement Plan (TIP) and Non-TIP  
**Recommendation:** Conduct public hearing, receive public comments for discussion and approve.  
**Staff Contact:** Ryan Osada, Public Works Director

Time Estimate: 30 minutes

**10. CITY BUSINESS**

None.

**11. REQUESTS FOR FUTURE AGENDA ITEMS**

- a) Requests for future agenda items.

**12. PUBLIC COMMENT**



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

**13. EXECUTIVE SESSION**

Time Estimate 20 minutes

RCW 42.30.110 (1)(i)

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

Council may take action following the Executive Session.

**14. ADJOURNMENT**

Next regular City Council Meeting: July 28, 2025, at 5 PM.

### **ADDITIONAL INFORMATION**

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

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

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

### **UPCOMING MEETINGS AND EVENTS**

Monday, July 28, 2025 - City Council Meeting (5:00PM)

***Monday, August 11, 2025 - City Council Meeting - Dark No Meeting***

***Monday, August 25, 2025 - City Council Meeting - Dark No Meeting***

***Monday, September 1, 2025 - Labor Day - City Hall Closed***

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

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

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

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

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

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

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

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

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

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

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

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

### **CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, July 14, 2025, Regular Meeting of the Medina City Council was posted and available for review on Thursday, July 10, 2025, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](http://www.medina-wa.gov).

CITY OF MEDINA, WA  
ORDINANCE NO. ##

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON ADOPTING A COMPLETE STREETS POLICY, AND ADDING A NEW CHAPTER #### TO THE MEDINA MUNICIPAL CODE "COMPLETE STREETS POLICY".

WHEREAS, pursuant to RCW 47.04.320(1), the Washington State Transportation Improvement Board ("TIB") has established a complete streets grant program, the purpose of which is to encourage local governments to adopt urban arterial retrofit street ordinances that are designed to provide safe access to all users, including bicyclists, pedestrians, motorists, and public transportation users; and

WHEREAS, the goals of the TIB's complete streets grant program are to (1) promote healthy communities by encouraging walking, bicycling, and using public transportation, (2) improving safety by designing major arterials to include features such as wider sidewalks, dedicated bicycle facilities, medians, and pedestrian streetscape features, including trees where appropriate, (3) protecting the environment and reducing congestion by providing safe alternatives to single-occupancy driving, and (4) preserving community character by involving local citizens and stakeholders in planning and design decisions; and

WHEREAS, the TIB is authorized to award complete streets grant program funds to local governments that have adopted a jurisdiction-wide complete streets ordinance which plans for the needs of all users and is consistent with sound engineering principles; and

WHEREAS, the TIB is authorized to award complete streets grant program funds only to eligible projects, as defined in RCW 47.04.320(2), that are designed consistent with sound engineering principles; and

WHEREAS, the City Council desires to adopt a complete streets ordinance to satisfy the purpose and goals of the TIB's complete streets grant program and to qualify for an award of funds from the complete streets grant program;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Adoption of Complete Streets Policy. The City Council adopts a Complete Streets Policy, which is a new chapter ### of the Medina Municipal Code as set forth in Attachment A, attached hereto and incorporated herein by reference.

Section 2. Effective Date. This ordinance shall become effective five days after the date of its publication by summary.

ADOPTED by the City Council and APPROVED by the Mayor this\_\_\_\_day of

ATTEST:

Date of Publication:

Effective Date:

## EXHIBIT A

Chapter #####  
Complete Streets  
Policy

## Sections:

- 10.94.010 Vision - Purpose
- 10.94.020 General Policy
- 10.94.030 Projects
- 10.94.040 Exceptions
- 10.94.050 Intergovernmental Cooperation
- 10.94.060 Design Criteria
- 10.94.070 Community Context
- 10.94.080 Network
- 10.94.090 Performance Measures
- 10.94.100 Implementation

**10.94.010 Vision - Purpose**

Promoting pedestrian, bicycle, and public transportation travel reduces negative environmental impacts, promotes healthy living, advances the well-being of travelers, supports the goal of compact development, and meets the needs of the diverse populations that comprise the community. The vision of the city is a community in which all residents and visitors, regardless of their age, ability, or financial resources, can safely and efficiently use the public right-of-way to meet their transportation needs regardless of their preferred mode of travel.

**10.94.020 General Policy**

The city will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that will meet the needs of motorists, pedestrians, bicyclists, wheelchair users, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities. Transportation facilities that support the concept of complete streets include, but are not limited to pavement markings and signs; street and sidewalk lighting; sidewalk and pedestrian safety improvements; Americans with Disabilities Act and Title VI compliance; transit accommodations; bicycle accommodations including appropriate signage and markings; and as appropriate streetscapes that appeal to and promote pedestrian use. The system's design will be consistent with and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost-effective manner.

**10.94.030 Projects**

Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation.

**10.94.40 Exceptions, Exemptions, and Considerations.**

The city shall evaluate and carry out projects as follows, and the City Manager or city council may authorize exceptions and exemptions to this chapter as follows:

- A. Where a street project would require the inclusion of street uses prohibited by law, the street project may exclude such street uses.
- B. For ordinary maintenance activities, such as mowing, snowplowing, sweeping, spot repair, joint or crack sealing, or pothole filling, the elements of this Chapter shall be applied only to such activities.
- C. For ordinary maintenance paving projects, the city should evaluate conditions of existing facilities supporting alternate transportation modes and appropriate modification of existing pavement markings and signage related to such alternate transportation modes.
- D. For street reconstruction projects and maintenance paving projects that involve widening of pavement, elements of this Chapter may be excluded when the accommodation of a specific use is expected to:
  - 1. Require more space than is physically available;
  - 2. Be located where both current and future demand is proven to be absent;
  - 3. Drastically increase project costs and equivalent alternatives are available within close proximity;
  - 4. Cause adverse impacts on environmental resources, such as streams, wetlands floodplains, or on historic structures or sites, over and above the impacts of the existing infrastructure; or
  - 5. Result in cost that is disproportionate to the current need or probable future use.
- E. For street projects, sidewalks may be excluded outside of areas identified as appropriate for sidewalks in an adopted sidewalk policy.

#### **10.94.050 Intergovernmental Cooperation**

The city will cooperate with other transportation agencies, including the Washington State Department of Transportation and King County, to ensure the principles and practices of complete streets are embedded within their planning, design, construction, and maintenance activities. The city will specifically cooperate to ensure that the transportation network flows seamlessly between jurisdictions in accordance with local and regional road, transit, bicycle and pedestrian plans.

#### **10.94.060 Design Criteria**

The city, through its public works department, or engineer, shall maintain design criteria, standards and guidelines based upon recognized best practices in street design, construction and operation as identified in state statutes and **Title 19 of this code**. To the greatest extent possible, the city shall adopt the same standards, with particular emphasis on pedestrian and bicycle markings and wayfinding signage (as permitted through this code). Resources to be referenced in developing these standards shall include, but shall not necessarily be limited to, the latest editions of:

American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Washington State Department of Transportation

Design Manual, and the Manual on Uniform Traffic Control Devices.

**10.94.070 Community Context**

Implementation of this Chapter shall take into account the goal of enhancing the context and character of the surrounding built and natural environments.

**10.94.080 Network**

Appropriate attention should be given to projects which enhance the overall transportation system and its connectivity for access to parks or recreation areas, schools, shopping/commercial areas, public transportation, employment centers, existing pedestrian or bicycle networks, or regional bicycle pedestrian plans prepared by other associated groups, such as King County.

**10.94.090 Performance Measures**

The City Manager or designee shall report to the city council on an annual basis on the transportation projects undertaken within the prior year and planned within the coming six-year period and the extent to which each of these projects has met the objectives of this Chapter.

**10.94.100 Implementation**

This Chapter will be primarily implemented through developing bike and pedestrian network plans on a regional basis within the city and in conjunction with King County's regional plans. These plans shall specify the type and location of improvements and shall be implemented as funding becomes available. Special emphasis shall be placed on those elements of these plans that can be accomplished with little or no additional expense, such as providing bike lanes where existing pavement is adequate or where road shoulders are sufficient to allow for safe bicycle use.

### 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 clutter to Medina's neighborhoods.

#### Vehicular Surfaces and Parking

All collector streets should be maintained as narrow, two-lane roadways except for 84<sup>th</sup> Avenue NE (from NE 12<sup>th</sup> Street to the SR 520 bridge/interchange) and the corner of 84<sup>th</sup> Ave NE and NE 24<sup>th</sup> 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



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

trees, approved by the City.

In addition, special design and landscaping consideration should be given to the vehicular entry points to the City. Standards recommended by the Parks Board should be considered. The vehicular entry points are:

- SR 520 off-ramp at 84<sup>th</sup> Avenue NE,
- NE 24<sup>th</sup> Street at 84<sup>th</sup> Avenue NE,
- NE 12<sup>th</sup> Street at 84<sup>th</sup> Avenue NE,
- NE 10<sup>th</sup> Street at Lake Washington Boulevard, and
- Overlake Drive East at the City limits.

See Figure 7 for a map of the above-described City entry points.

Planting strips between a sidewalk and the street should be planted with trees and shrubs from the City's List of Suitable Tree Species. Rocks and other barriers shall not be placed within the planting strip without consulting the Public Works Department and obtaining a permit. In historical view corridors, view preservation should be maintained by the selection of appropriate species, and periodic trimming and limb removal of such species. Views which are framed by vegetation or interrupted periodically by trees located along property lines are preferable and more consistent with the City's character than views maintained by clear cutting or topping. If the desire is to preserve or augment views, limb removal and pruning should be employed rather than topping.

A number of existing streets have drainage ditches adjacent to the roadway. As adjacent properties are developed, or redeveloped, and/or as street improvements are made, the City may require these drainage ways to be placed in pipes and filled, or otherwise improved, and landscaped to City standards. Any resulting area should be landscaped to screen properties from the street. Where natural drainage courses exist, provision should be made to preserve adjacent natural vegetation. Additionally, such landscaping that may impair the visibility of pedestrians, cyclists, and/or vehicles should be discouraged. Property owners are required to maintain the rights-of-way landscaping adjacent to their property including planting, mowing, weeding, removing leaves from storm drains, snow removal and preserving safe sight lines and access.

### **Community Spaces**

The City's parks, natural spaces and green spaces, its small town businesses, schools, church, and other amenities are defining elements of Medina's community character.

The distinctive landscaping along the perimeter of the golf course at Overlake Golf and Country Club is an important visual feature long identified with Medina. In particular, the long stand of trees along 84<sup>th</sup> Avenue NE has become a historic visual landmark and is the first thing one sees when entering the City. It is the intent of the City to preserve this landmark beyond the lifespan of the existing poplar trees. As trees in this stand reach end of life, they should be replaced with similar tree species from the "City of Medina List of Suitable Tree Species".

Many of Medina's parks have significant area that has been left in a natural state. Fairweather Park and Nature Preserve have a dense stand of trees and understory, and Medina Park has a large wetland. Non-native landscaping has been minimized in both parks, with the exception of a landscaped portion of Medina Park at the corner of NE 12<sup>th</sup> Street and 82<sup>nd</sup> Avenue NE. The natural areas and wildlife of these parks should be left undisturbed. If maintenance activity is required due to severe winds or other destructive forces, these areas should be restored with native species. Landscaping in other areas of these parks should be consistent with the overall natural setting found in the parks.

City Hall and Medina Beach Park are located on the site of the former ferry terminal that connected Medina with Seattle. Landscaping in the park has been primarily hedges along the parking area and north property line and maintenance of a number of shade trees. These grounds are used extensively by City residents during the summer months, so landscaping must leave much of the park open. A long-term landscaping, maintenance, and clearing plan should be developed to maintain this historic site in a manner that is consistent with and enhances public use.

City character is enhanced by several unopened rights of way, creating pathways that allow for community interaction.

## GOALS

- CD-G1 Retain Medina's distinctive and informal neighborhood development pattern.
- CD-G2 Maintain the informal, natural appearance and safety of the Medina's street rights-of-way and public areas.
- CD-G3 The historic landscaping along the perimeter of the golf course is a distinctive part of Medina's character and should be retained and/or replaced in the future with an appropriate selection of trees. Equally as important with this perimeter area is maintaining view corridors into the golf course which contributes a sense of added open space in the heart of the community.

## POLICIES

### Citywide Character

- CD-P1 Preserve and enhance trees as a component of Medina's distinctive sylvan character.
- CD-P2 Foster and value the preservation of open space and trails as integral elements to the City.
- CD-P3 Create a safe, attractive, and connected pedestrian environment for all ages and abilities throughout the city.
- CD-P4 Support the efforts of individual neighborhoods to maintain and enhance their character and appearance.
- CD-P5 Preserve unopened rights of way as integral elements to the City.
- CD-P6 Encourage infill and redevelopment in a manner that is compatible with the existing

neighborhood scale.

### Street Corridors

- CD-P7 Maintain and implement the Street Design Standards and the Landscaping Plan, including landscaping of arterial street rights-of-way.
- CD-P8 Refine and update the Street Design Standards and Landscaping Plan as needed based on community input.
- CD-P9 The City's design objective is to maintain the City's natural, lower-density, and informal appearance. Medina's highly visible streets as identified in the Landscaping Plan should be heavily landscaped with native trees and shrubs arranged in an informal manner.
- CD-P10 Special design and landscaping consideration should be given to the entry points to the City.
- CD-P11 Consider alternative street and sidewalk designs that enhance walkability, and minimize environmental impacts, including permeable surfaces where feasible and appropriate.
- CD-P12 Consider opportunities for adding street lighting in areas that are supported by the surrounding neighborhood which where feasible should be Dark Sky-compliant and shielded from shining into nearby residential windows.
- CD-P13 Maintain and implement street designs that enable effective traffic calming throughout the city.

### Open Space

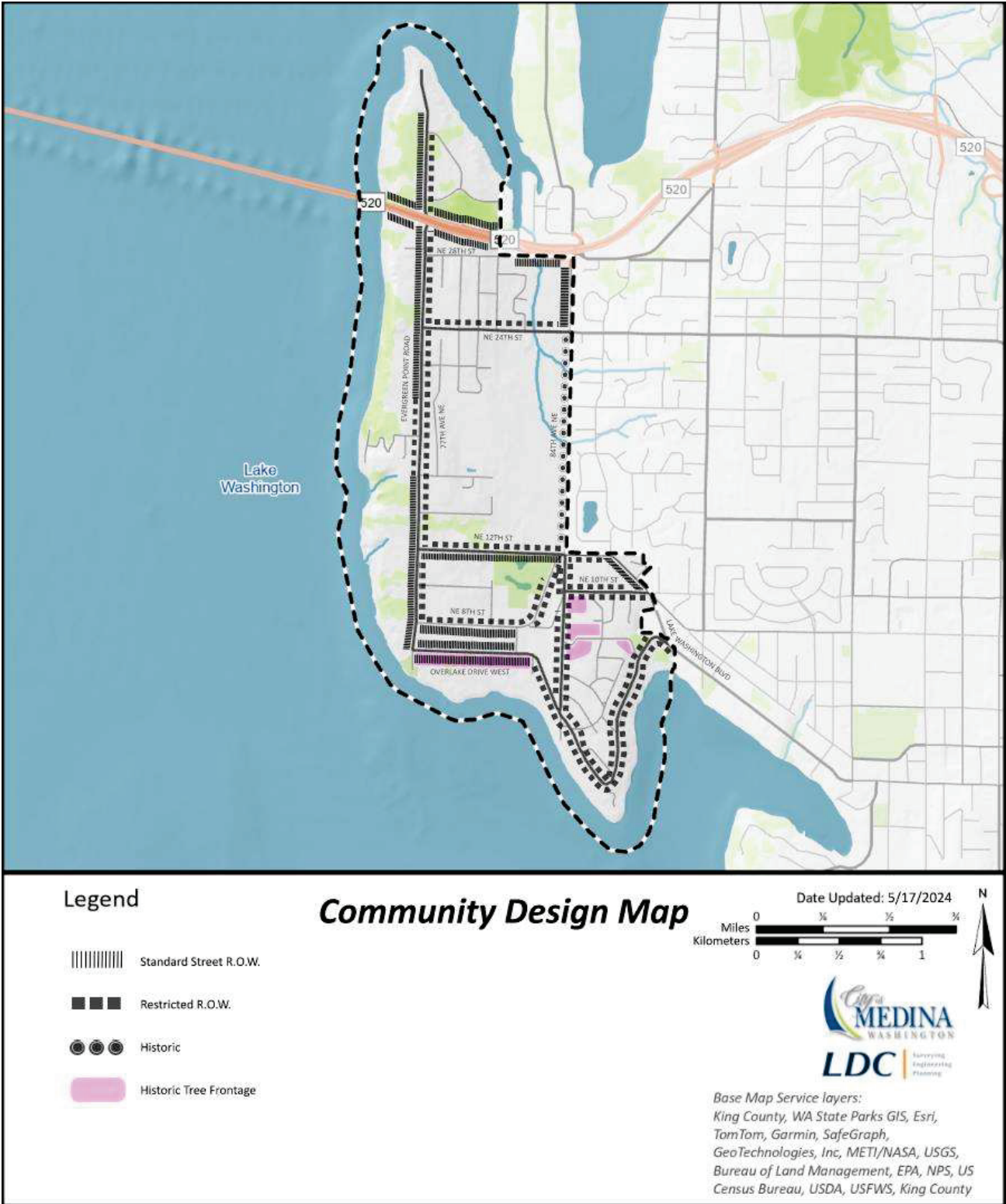
- CD-P14 Preserve, encourage, and enhance open space as a key element of the community's character through parks, trails, and other significant properties that provide public benefit.
- CD-P15 Utilize landscape buffers between different uses to provide natural transition, noise reduction, and delineation of space.
- CD-P16 Encourage community activities in public places, such as parks and public buildings. Support public art installations where appropriate.
- CD-P17 Where appropriate and feasible, provide landscaping, seating, Dark Sky compliant lighting, and other amenities for sidewalks, walkways, and trails.
- CD-P18 The City should seek to educate the public on required maintenance of planter strips in the public Rights-of-Way using existing channels for communication and outreach.

## Vegetation and Landscaping

- CD-P19 Residents should consult with the City and with their neighbors on both removal and replacement of trees and tree groupings to help to protect views and to prevent potential problems (e.g., removal of an important tree or planting a living fence).
- CD-P20 Clear cutting is not permitted unless approved through a City issued tree removal permit.
- CD-P21 Preserve vegetation with special consideration given to the protection of groups of trees and associated undergrowth, specimen trees, and evergreen trees.
- CD-P22 Promote water conservation in landscape and irrigation system designs.
- CD-P23 Use Low Impact Development techniques, unless determined to be unfeasible, within the rights-of-way.
- CD-P24 Minimize the removal of existing vegetation when improving streets or developing property unless hazardous or arborist recommended.
- CD-P25 Encourage and protect systems of green infrastructure, such as urban forests, native bio-diversity, parks, green roofs, and natural drainage systems, in order to reduce climate-altering pollution and increase resilience to climate change impacts.
- CD-P26 Encourage concentrated seasonal planting in highly visible, public, and semi-public areas.
- CD-P27 Support the creation and continued maintenance of vegetation and landscaping that screens the view and sight-lines of houses from adjoining residential properties, with an emphasis on preserving privacy of adjoining residential properties and reducing visual and sound impacts.
- CD-P28 Consider creating a voluntary program to inventory the City's trees in order to measure existing tree canopy and track canopy loss or growth.
- CD-P29 Eradicate invasive species such as English Ivy to prevent trees from being girdled.

## Historic Preservation

- CD-P30 Consider creating a voluntary program to inventory the city's historic resources prior to redevelopment.
- CD-P31 Consider the designation of historic and iconic landmark sites and structures to recognize their part in Medina's history.
- CD-P32 Preserve the commercial district of the Post Office and Green Store.



*Figure 6 - Community Design Map*



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)*



Figure 7 - City Entry Points



## 5. TRANSPORTATION & CIRCULATION ELEMENT

### INTRODUCTION

The Growth Management Act (GMA) requires jurisdictions to demonstrate the availability of transportation facilities needed to accommodate the growth in traffic over the next twenty years. King County countywide planning policies (CPP) related to transportation intend to address three overarching goals: supporting growth by focusing on serving the region with a transportation system that furthers the Regional Growth Strategy; focusing on mobility by addressing the full range of travel modes necessary to move people and goods efficiently within the region and beyond, and; maintaining system operations by encompassing the design, maintenance, and operation of the transportation system to provide for safety, efficiency, and sustainability. Since Medina is landlocked and expects minimal population growth in the foreseeable future, transportation issues are largely concerned with the maintenance and function of the existing street system and the impacts to this system from decisions made by larger land uses within as well as outside of the City.

### EXISTING CONDITIONS

Medina's street pattern has developed as an extension of the original City plat, which was laid out as a basic grid. The exception to this pattern is the Medina Heights neighborhood, which has been subdivided such that the streets are more curvilinear and tend to follow the prevailing topography. Nearly all streets in Medina are two lanes with one lane in each direction, with one exception.

Provisions for cyclists and pedestrians are made on some collector streets. Private lanes have also been developed and continue to be maintained through private means and/or civil agreements. Regionally oriented transportation facilities consist of a state highway (SR 520), a Washington State Department of Transportation (WSDOT) bridge maintenance facility, and a Park & Ride lot. SR 520 passes through Medina and connects the eastside communities with Seattle via the Evergreen Point Floating Bridge. There is an eastbound off-ramp exiting SR 520 at the north end of 84<sup>th</sup> Avenue NE along with a westbound on-ramp. A Park & Ride lot is located on the Evergreen Point Road lid and provides pedestrian access to two public transit stops located in the median of SR 520.

Issues relevant to transportation in Medina primarily concern road surface maintenance, storm drainage, sidewalks, and WSDOT's maintenance of the on-ramp to SR 520 Eastbound adjacent to the Evergreen Point Road lid. Traffic volumes are expected to remain relatively constant considering Medina is fully developed and no substantive population increases are expected. There are no current plans or needs for new road construction.

### Regional Transportation Facilities

The SR 520 corridor has recently been reconstructed to address regional increased traffic and transit demand. The updated corridor includes a number of design features intended to minimize and mitigate the significant adverse impacts on the surrounding residential uses, public facilities

(e.g., Fairweather Nature Preserve and the Three Points Elementary School), and the environment. The SR 520 also now provides improved traffic conditions between Seattle and the east side of the County, and provides pedestrian and bicycle regional connectivity that runs through Medina and along the SR 520 bridge.

### **Street Classification**

Streets in Medina are classified on a three-tiered hierarchy developed by the Federal Highway Administration. The hierarchy reflects their functional characteristics (See Figure 8). They are described below in descending order.

#### **Minor Arterial**

- Interconnects and augments the Urban Principal Arterial system providing service to trips of moderate length at a somewhat lower level of travel mobility than a Principal Arterial.
- Distributes travel to geographic areas smaller than those identified with the higher level system(s).
- Contains facilities which place more emphasis on land access than the higher level systems(s) and offer a lower level of traffic mobility. Such facilities may carry local bus routes and provide intra-community continuity, but ideally should not penetrate identifiable neighborhoods.
- Provides urban connections to rural collector roads.

The spacing of Minor Arterial streets may vary from 1/8 to 1/2 mile in the central business district and 2 to 3 miles in the suburban fringes. The only street in this category is 84<sup>th</sup> Avenue NE between NE 12<sup>th</sup> Street and NE 28<sup>th</sup> Street. This street is a major pathway for traffic between downtown Bellevue and 520 to and from Seattle.

#### **Collector**

- Provides both land access service and traffic circulation within residential neighborhoods, commercial and industrial areas.
- Differs from the arterial system in that facilities on the collector system may penetrate residential neighborhoods, distributing trips from the arterials through the area to the ultimate destination.
- Collects traffic from local streets in residential neighborhoods and channels it into the arterial system.

This category includes the following streets:

- Evergreen Point Road between Overlake Drive West and 78<sup>th</sup> Place NE,
- Overlake Drive between Evergreen Point Road and Lake Washington Boulevard.
- NE 12<sup>th</sup> Street between Evergreen Point Road and Lake Washington Boulevard,
- NE 24<sup>th</sup> Street between Evergreen Point Road and 84<sup>th</sup> Avenue NE, and
- Lake Washington Boulevard between NE 12<sup>th</sup> Street and the Medina city limit near 851 Lake Washington Boulevard.

#### **Local Access**

- Provides direct access to abutting land and access to higher order systems.
- Offers the lowest level of mobility and usually contains no bus routes.
- Service through traffic movement usually is deliberately discouraged.

This category includes all those City of Medina streets that do not fall into the previous two categories.

### Level of Service

Level of service (LOS) is generally defined as the ability of a roadway or intersection to carry the volume of traffic. LOS is typically measured using a six-tiered rating system that can be found in the *Highway Capacity Manual*. This system is used in the 2022 King County Regional Transportation Plan, and its use provides a level of consistency between adjacent communities and the County.

At the high end of the scale is a LOS of 'A,' where motorists experience a high level of freedom of operation and there is seldom more than one vehicle waiting at an intersection. The low end of the scale is an LOS of 'F,' which represents a forced flow of traffic and indicates a failure of the roadway or intersection to accommodate traffic volumes. The LOS ratings between 'A' and 'F' represent increasing degrees of traffic volumes relative to roadway configuration and waiting times at intersections. LOS ratings of 'D' and above indicate that there is reserve capacity on a roadway or at an intersection. For purposes of this Plan, the City adopts an LOS rating of 'C' for its arterials and an LOS rating of 'D' for intersections.

Adjacent cities employ criteria nearly identical to Medina's for LOS standards.

The Puget Sound Regional Council Executive Board has adopted level of service (LOS) standards for regionally significant state highways in the central Puget Sound region. Under these standards, SR 520 is classified as a Teir 1 regionally significant highway. For the purposes of this Plan, the City adopts an LOS rating of 'E/mitigated' for SR 520 meaning that congestion should be mitigated (such as transit) when p.m. peak hour LOS falls below LOS 'E'.

Medina residents currently enjoy relatively little traffic on internal streets due to the City's location, configuration, and land use mix. There are no east-west streets that offer through-routes for regional traffic except for SR 520. Since there is direct connection off of SR 520 to the internal street grid, there are few impacts on neighborhood streets from motorists seeking alternative routes, though Medina residents have experienced increased traffic associated with motorists from other neighboring communities navigating through Medina's internal street grid to access SR 520 and avoid more congested areas to access the highway elsewhere.

The average weekday traffic volumes for the four most traveled streets in Medina are estimated based on the *Institute of Traffic Engineers Trip Generation Tables* since there are no traffic counts on record for internal City streets. They are as follows (Table 7):

**Table 7. Average Weekday Traffic Volumes**

Average Weekday Traffic Volumes	
Road	Average Vehicles per day
Evergreen Point Road	976-2,466
NE 24th Street	2,402
NE 12th Street	2,402
Lake Washington Boulevard	7,791

*Table 7 - Average Weekday Traffic Volumes*

Major trip generators in Medina include the Overlake Golf & Country Club, Medina Elementary School, Three Points Elementary School, St. Thomas School, the Wells-Medina Nursery, and traffic related to personal services or special events for, and at, individual residences. Funerals, weddings, and church functions at the St. Thomas Church (located on the corner of NE 12<sup>th</sup> Street and 84<sup>th</sup> Avenue NE) affect the area within a radius of about three blocks. These occur during the regular work week and on weekends. Traffic associated with St. Thomas School impacts the functioning of the adjacent intersection as motorists tend to queue up just past the intersection as they access the parking/pick-up area at St. Thomas Church (which serves the St. Thomas School) and then make left turns out of this area to once again pass through the intersection. This contributes to congestion at this intersection during peak travel hours. To mitigate this congestion, recent efforts have been made to queue vehicles accessing St. Thomas on the shoulder of the road along 84<sup>th</sup> Ave NE.

Many parents transport their children to and from the Medina Elementary and Three Points Elementary Schools and use neighborhood streets for access. Residents of the neighborhood just south of Three Points Elementary School have expressed concern over the number of vehicles that are using neighborhood streets to access the school. With grant funding, the City installed new sidewalks and a load/unload area in front of Medina Elementary to improve safety and reduce congestion.

Other than construction-related trips, Overlake Golf & Country Club accounts for the largest number of trips originating outside of the City. Traffic volumes fluctuate seasonally, between weekdays and weekends, and with Club-sponsored special events. The entrance to the Country Club is at the end of NE 16<sup>th</sup> Street off of Evergreen Point Road. It has been estimated that the Country Club accounts for 12% to 16% of the average daily traffic on Evergreen Point Road depending on the season.

The traffic along 84<sup>th</sup> Avenue NE between NE 12<sup>th</sup> Street and SR 520 is likely to increase during peak hours, special events, or bad weather due to increases in some regional traffic using this route as a connection between SR 520 and downtown Bellevue. This may cause increased delays at the intersections at NE 12<sup>th</sup> Street, NE 24<sup>th</sup> Street, and Points Drive (SR 520 access). A traffic study conducted by the City of Medina that looked at the effects of the SR 520 on-ramp at 84<sup>th</sup> Avenue NE showed no significant change in traffic; the City may wish to fund a new study to understand how traffic trends are evolving in the community.

There have been several “mega-homes” built in Medina over the last 35 years. This has increased traffic both during construction and upon completion. These larger homes tend to require more staff for daily operations, including security teams. Parties, outdoor art displays, and other functions are regular occurrences on these properties which create spikes in traffic flow on Medina’s neighborhood and arterial streets.

### **Public Transit**

There is one King County Metro Transit bus route that provides direct service to City residents via 84<sup>th</sup> Avenue NE (route 271, which is being replaced by a new route: route 249). Figure 8 shows the location of the transit stops. Route 249 will run north-south along 84<sup>th</sup> Avenue NE, connecting downtown Bellevue to Bellevue’s Spring District Station through Beaux Arts, Medina, Clyde Hill, and south Kirkland. While route 271 provided direct access from Medina to Seattle, Metro Transit now urges transit riders to use route 249 and transfer to route 270 at the Yarrow Point freeway station, which similarly provides public transit into Seattle’s University District. Recognizing the value that its only regional bus route provides to the community, Medina should work to protect its limited public transportation offering from being removed or reduced in service.

The Evergreen Point Freeway Station at Evergreen Point Road and SR 520 provides direct access to 12 bus routes, including three Sound Transit routes and one Snohomish County Community Transit Route. The state Park & Ride, located on the Evergreen Point lid above SR 520, includes parking for approximately 50 vehicles. Both the eastbound and westbound stops are accessible from the Evergreen Point Road lid by pedestrian pathways.

As part of its Strategic Plan for Public Transportation 2021-2031, King County Metro revised its service guidelines for the regional transit system. These guidelines prioritize the need for transit investments based on crowding, reliability, and growth (in that order). Route 271 (and its replacing route 249), which serves Medina along 84<sup>th</sup> Avenue NE, and the SR 520 corridor supports the highest level of all-day service. All but the southwestern portions of Medina are located within one-half mile of a transit stop on one of these two corridors, and all residences in the City are within five miles of the Evergreen Point Park & Ride.

### **Pedestrians and Bicycles**

A pedestrian walkway system should be designed to provide residents with safe and convenient access to public facilities, services, and recreational amenities. This includes getting children safely to and from schools and parks and providing good pedestrian access to transit uses at the Evergreen Point Station and along the 84<sup>th</sup> Avenue NE/NE 12<sup>th</sup> Street/Lake Washington Boulevard corridor, supporting the potential for enhancing the walkability of Medina.

Since Medina was platted with large lots and developed at a slow, incremental pace, most streets were constructed without curb, gutter or sidewalks. Although residents have embraced the informal, natural setting that these streets provide, key streets have been retrofitted with sidewalks and pathways as more homes have been built and school enrollments have increased.

Sidewalks have been installed along portions of Evergreen Point Road, 77<sup>th</sup> Avenue NE, 79<sup>th</sup> Avenue NE, 81<sup>st</sup> Avenue NE, Overlake Drive West, NE 10<sup>th</sup> Street, NE 12<sup>th</sup> Street, NE 16<sup>th</sup> Street,

NE 21<sup>st</sup> Street, NE 24<sup>th</sup> Street, Lake Washington Boulevard, NE 8<sup>th</sup> Street, 82<sup>nd</sup> Ave NE, 80<sup>th</sup> Ave NE, and 84<sup>th</sup> Avenue NE (see Figure 9). On all other streets, pedestrians must walk in the street or on the street shoulder.

Medina, Clyde Hill, Hunts Point, and Yarrow Point have created a walking path, referred to as the Points Loop Trail. It utilizes the asphalt-paved path that is adjacent to the SR 520 roadway, and meanders through Medina and Clyde Hill (see Figure 9 for route through Medina). This trail has scenic and recreational attributes that, it is hoped, will be enhanced as time goes by. A key link in this route is the Points Loop Trail (formerly called the “Indian Trail”) that occupies the portions of 77<sup>th</sup> Avenue NE with unimproved right-of-way. Future efforts to enhance connectivity between the Points Loop Trail and other regional trails should be encouraged.

Popular City cycling routes include Lake Washington Boulevard, 84th Avenue NE, Overlake Drives East and West, NE 12th Street, Evergreen Point Road, NE 24th Street, and the SR 520 pathway due to their regional connectivity and scenic qualities. The SR 520 trail features a separate regional trail owned and maintained by WSDOT, which crosses Evergreen Point Road at grade in the city of Medina. Of Medina streets, only 84th Avenue NE features bike lanes. Cyclists share the road with vehicles (and sometimes pedestrians) on Lake Washington Boulevard, Overlake Drives East and West, NE 12th Street, and Evergreen Point Road. The SR 520 floating bridge replacement features a separate bicycle path. The path connects to the Points Loop Trail and facilitates bicycle travel from Medina to Seattle and other regional trails across Lake Washington.

Cyclists share the roadway with vehicles on all other streets. Most of these streets have minimal traffic and low travel speeds, providing conditions that can be appealing to cyclists who choose to ride their bicycles on the street. A noticeable increase in the number of cyclists on the Medina street system is further congesting the use of these streets. The City should encourage the use of human-powered bicycles on designated biking paths. The City should encourage the riders of electric-powered bikes (“e-bikes”) to operate in a safe manner when using City streets.

### **Nearby Air Facilities**

Nearby Seattle-Tacoma International Airport, King County International Airport – Boeing Field, and Seattle Paine Field International Airport provide air transportation for Medina residents.

### **Puget Sound Air Quality Attainment Zone**

The City of Medina is located within the Puget Sound Air Quality Attainment Zone specified in the Washington State Clean Air Conformity Act. This Act is intended to implement the goals and requirements of the Federal Clean Air Act Amendments. Medina is committed to participating in the regional efforts to attain reduction in the criteria pollutants specified in the Act.

## **TRANSPORTATION AND CIRCULATION PLAN**

Consistent with the GMA, Medina’s transportation plan strives for a balanced transportation system coordinated with the land use plan. Since Medina is landlocked and expects minimal population growth in the foreseeable future, the transportation plan largely concerns maintenance



and function of the existing street system. The current Six-Year Capital Improvement Plan (see Appendix B) includes the Transportation Improvement Plan and identifies a list of projects the City will undertake to improve selected roadways. The improvements involve a combination of surface improvements, sidewalks, and storm drainage improvements. Subsequent improvements to Medina's streets should continue to focus on maintenance, storm drainage improvements (see Figure 12), and pedestrian improvements (see Non-Motorized Facilities below and Figure 9 for proposed improvements). All proposed improvements should incorporate recommendations in the Community Design Element. New transportation projects, or improvements or maintenance to existing projects, undertaken by regional transportation agencies should consider and mitigate for all potential impacts to neighboring communities, including air quality, noise, odor, and glare impacts.

### **Public Transit**

The continuation of public transportation by King County Metro Transit is essential to a balanced circulation system for the City. The Evergreen Point Park & Ride is an important transit resource and should be maintained. The City will continue to encourage transit use by prioritizing those improvements that enhance multimodal access to transit facilities. The bus routes should continue to utilize arterial streets. The location of transit stops should be periodically reviewed by the City Engineer and Planner to assure consistency with street design standards.

### **Non-Motorized Facilities**

The City's Six-Year Transportation Improvement Plan includes non-motorized transportation improvements, which is updated every year and submitted to the state. Improvement projects typically focus on ADA accessibility and sidewalk improvements.

Several other sidewalk/trail improvements may be considered to enhance pedestrian access to schools, parks, transit, recreation and fitness, community facilities, and services, creating a more "Walkable Medina."

Where sidewalks or trails are installed, they should be designed and landscaped in accordance with the City's Community Design Element, and public input.

Signage for the Points Loop Trail should be maintained and, where appropriate, enhanced to educate the public and encourage use of the trail.

### **Financing**

The GMA requires that transportation related provisions of the comprehensive plan address the financing of local transportation systems. Since incorporation, the City's built-out nature and stable land uses means only minimal fluctuations in population have occurred, requiring only minor modifications to the City's transportation system. The result is that financing needs for transportation are principally for maintenance of the existing system and adding improvements when new funding opportunities arise.

The City uses Real Estate Excise Tax, Motor Fuel Tax, general revenue taxes and grants to fund maintenance activity. In 2023, the City collected \$1,279,832 in Real Estate Excise Tax and \$57,760 in Motor Fuel Tax to fund \$1,270,113<sup>12</sup> worth of transportation system maintenance and improvement projects. The City does not anticipate a revenue shortfall in the next 20 years to fund maintenance of its road network. In the event revenues in any given year are short, the City has the options of adding new sources of revenue, increasing the amount of revenue from existing sources, or reducing or deferring proposed projects.

The City may explore a requirement for payment of traffic impact fees by new development projects, and may engage a traffic consultant or otherwise participate in a traffic study to inform the applicability and extent of imposing these fees.

## GOALS

- T-G1 To maintain existing roadway surfaces.
- T-G2 To enhance and promote equitable pedestrian and bicycle access throughout the City.
- T-G3 To minimize transportation-related impacts of public facilities and uses on adjacent residential uses.
- T-G4 To minimize impacts of regional transportation facilities on adjacent residential uses and the City as a whole.
- T-G5 To maintain and enhance equitable access to public transportation, addressing the needs of and promoting access to all members of the community regardless of socioeconomic status, mobility, or ethnicity.
- T-G6 To maintain and enhance the informal landscaped character of the City's public streets.
- T-G7 To maintain and/or improve local and regional air quality.
- T-G8 To enhance the safety and minimize the impacts of school pickups, drop-offs, and construction traffic on the transportation network.
- T-G9 To increase pedestrian safety and explore traffic calming techniques to improve safety of all community members using the transportation network.

## POLICIES

- T-P1 The City should provide street repairs as necessary to maintain safe driving and biking surfaces and should encourage the use of bikes on bike-specific infrastructure rather than on public streets.
- T-P2 The City should prioritize equitable pedestrian improvements that provide safe and convenient network of pedestrian access, accessible to users of all ages and abilities, throughout the City. These improvements should include access to and from schools, parks, transit, and community facilities.

<sup>12</sup> Transportation system maintenance and improvement projects summed here include: street fund labor, operating supplies, professional services (street), storm drain maintenance, street irrigation utilities, replacement of plow truck, street overlays, storm sewer improvements, and sidewalk improvements.



- T-P2.5 Pedestrian and nonmotorized improvements should be designed and prioritized to improve pedestrian and nonmotorized safety, contributing to the state's goal of zero deaths and serious injuries, and overall encouraging physical activity.
- T-P3 The City should seek to provide pedestrian improvements in conjunction with stormwater drainage improvements, when desirable.
- T-P4 Where sidewalks, trails or pathways are installed, they should be designed and landscaped in accordance with the Community Design Element, and public input in order to maintain the City's natural and informal character.
- T-P5 The City should seek to maintain and enhance portions of the Points Loop Trail within the City.
- T-P6 The City should implement transportation improvements as needed to maintain adopted levels of service for local streets, and to implement the priorities and policies of VISION 2050 and Medina's Comprehensive Plan, through the implementation of a Six-Year Transportation Improvement Plan (TIP). The TIP should be periodically updated to reflect the current needs of the community; these needs should reflect those of the entire community, regardless of a person's socioeconomic status or those members of the community who may have been disproportionately affected by past transportation-related decisions. Prior to implementing major roadway capacity expansion projects that may be recommended in the TIP, the City should determine if capacity needs can be met from investments in transportation system operations and management, pricing programs, transportation demand management, public transportation, and system management activities that improve the efficiency of the current transportation system.
- T-P7 The City should encourage the maintenance of a bicycle/pedestrian path to connect SR 520 and the Evergreen Point Bridge, enhancing key non-motorized routes.
- T-P8 The City should work with WSDOT, city residents and other groups, stakeholders, and agencies to develop mitigation measures that may be implemented as part of any SR 520 improvement/expansion project. The City should seek an overall reduction of impacts, including measures such as:
- Noise reduction measures,
  - Landscaped lids and open space,
  - Landscaped buffers,
  - Protection of Fairweather Nature Preserve and Park,
  - Enhanced motorized and non-motorized local connectivity,
  - Improved safety of at-grade bicycle crossings,
  - Water and air quality improvements, and
  - Overall environmental protection.
- T-P9 The City should continue to be involved in regional transportation discussions and coordination to increase the share of trips made countywide by modes other than driving along through a coordinated approach to regional land use planning and should focus its improvement or siting of transit stations along major corridors to support regional connection. Collaboration with the region should include consideration of freight mobility strategies that strengthen King County's role as a major regional

freight distribution hub and an international trade gateway.

- T-P10      The overall efficiency of the SR 520 corridor should be increased by emphasizing its use for public transportation and by providing incentives for multiple occupancy in private vehicles, use of electric or alternative fuel vehicles, and, at a minimum, retaining the current number of transit stops. To maintain or improve the SR 520 corridor, the City should pursue and advocate for new, innovative, sustainable funding methods, which could include: user fees, tolls, or other pricing mechanisms.
- T-P11      The City should seek to maintain access to the Park & Ride lot.
- T-P12      The City should continue to work with Puget Sound Partnership, tribal governments, state, regional, and local agencies and jurisdictions, and other related entities to prioritize regional transit services and pedestrian safety in areas where existing densities support transit ridership, which is an inherent component to addressing and mitigating for those transportation issues affecting air quality attainment and light and noise pollution.
- T-P13      The City should promote public education efforts aimed at reducing transportation related activities that increase air pollution, to include educating the community on transportation alternatives to single-occupancy vehicle travel and transportation options that use alternative fuel sources.
- T-P14      The City should consider the air quality implications of new growth and development when making comprehensive plan and regulatory changes. When planning highway, street, and utility line extensions or revisions, the City should consider current state and federal air quality standards and possible increases in emissions as a result of such extensions or revisions and should also consider the need for such improvements to be accessible to all residents of the region regardless of race, social, or economic status. Harmful environmental pollutants and hazards that can result from new growth and development should be prevented, mitigated, or remediated, including light, air, noise, soil, and structural hazards. This is particularly important where these pollutants and hazards have contributed to racialized health or environmental disparities.
- T-P15      The City should integrate transit facilities, services, and active transportation infrastructure with public spaces and private developments to create safe and inviting waiting and transfer environments to encourage transit ridership countywide.
- T-P16      The City should prioritize funding transportation investments that enhance multimodal mobility and safety, equity, and climate change goals.
- T-P17      The City should develop station area plans for mobility hubs based on community engagement. Plans should reflect the unique characteristics, local vision for each station area including transit-supportive land uses, transit rights-of-way, stations and related facilities, multimodal linkages, safety improvements, place-making elements and minimize displacement.
- T-P18      The City should promote the expanded use of alternative fuel and zero emission vehicles by the general public with measures such as converting transit, public, and private fleets; applying incentive programs; and providing for electric vehicle charging stations.

- T-P19      The City should plan and develop a countywide transportation system that supports the connection between land use and transportation, and essential travel that reduces greenhouse gas emissions by advancing strategies that shorten trip length or replace vehicle trips to reduce vehicle miles traveled. Apply technologies, programs, and other strategies (e.g., intelligent transportation systems (ITS), first and last mile connections) to optimize the use of existing infrastructure and support equity; improve mobility; and reduce congestion, vehicle miles traveled, and greenhouse gas emissions.
- T-P20      The City should seek traffic consultation to explore the application of appropriate traffic calming techniques that would improve the safety of Medina residents and visitors using its transportation network and should prioritize implementing recommended techniques.

**Ordinance No. 859****AN ORDINANCE OF THE CITY OF MEDINA, WASHINGTON  
AMENDING SECTION 12.08.030 OF THE MEDINA MUNICIPAL CODE  
RELATING TO THE ADOPTION OF INTERIM ARTERIAL  
STREET DESIGN STANDARDS**

WHEREAS, the City of Medina is classified as a non-charter code City under title 35A RCW; and

WHEREAS, RCW 35A.47.020 sets forth regulations for code cities for the acquisition, construction, maintenance, use and vacation of city streets, sidewalks and in the design standards thereto; and

WHEREAS, the City Council wishes to promote uniform and standardized street construction with the city; and

WHEREAS, the Medina Comprehensive Plan sets forth the goal of maintaining existing roadway surfaces; and

WHEREAS, Policy T-P2.5 of the Medina Comprehensive Plan states that pedestrian and non-motorized improvements should be designed and prioritized to improve pedestrian and non-motorized safety;

WHEREAS, pursuant to RCW 36.70A.106, a notice of intent to adopt was transmitted to the Washington State Department of Commerce on September 14, 2010, and expedited review was granted on September 29, 2010; and

WHEREAS, the planning commission at their September 28, 2010, meeting voted to recommend approval of the ordinance on interim arterial street standards; and

WHEREAS, the city council provided notice and held a public hearing on October 11, 2010, to receive public testimony for and against the proposed code amendment; and

WHEREAS, a State Environmental Policy Act (SEPA) threshold Determination of Nonsignificance (DNS) for the proposed code amendment was issued on September 24, 2010, pursuant to WAC 197-11-340(1).

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON,  
DO ORDAIN AS FOLLOWS**

**Section 1.** A new Section 12.08.035 of the Medina Municipal Code is hereby adopted to read as follows:

**12.08.035 Interim street design standards.**

- A. The engineering street standard details set forth in "Attachment A" of Ordinance No. \_\_\_\_ 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.

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

**Section 3. Effective Date.** This ordinance shall take effect five (5) days after its publication or the publication of a summary of its intent and contents.

PASSED BY THE CITY COUNCIL ON THIS 11 DAY OF OCTOBER, 2010 AND  
SIGNED IN AUTHENTICATION OF ITS PASSAGE ON THE 11 DAY OF OCTOBER,  
2010.



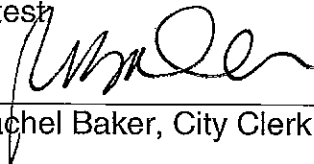
Bret Jordan, Mayor

Approved as to form:



Bruce Disend, City Attorney

Attest



Rachel Baker, City Clerk

published: 10/19/2010  
effective: 10/24/2010

ATTACHMENT A  
Ordinance No. \_\_\_\_\_

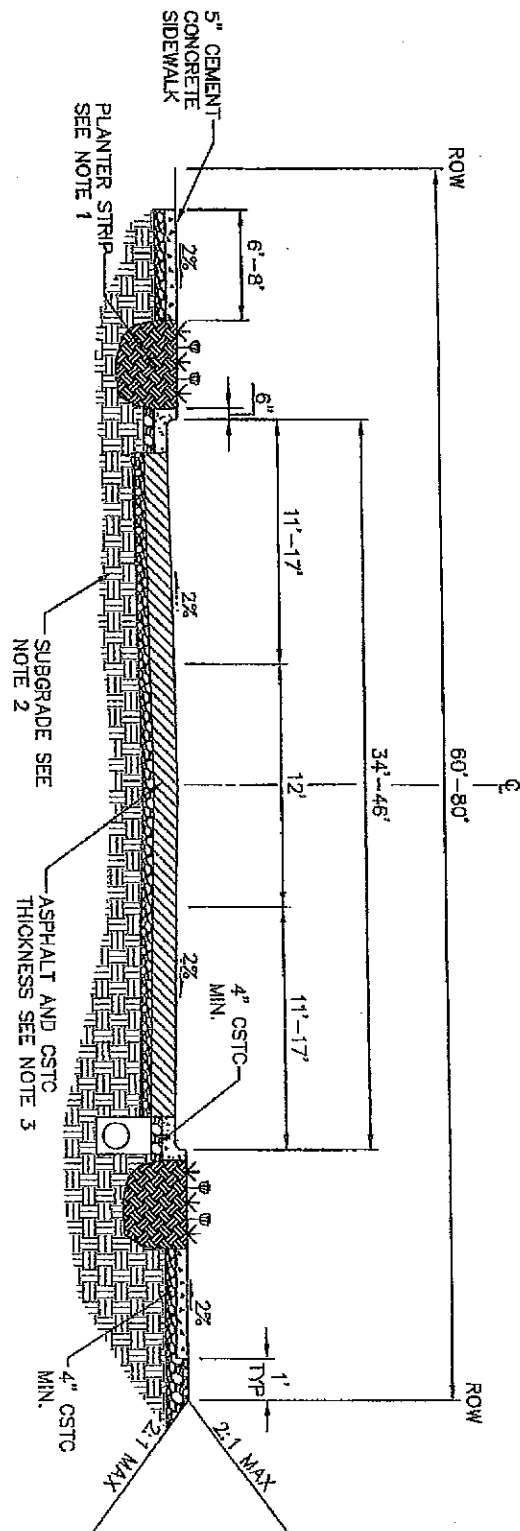


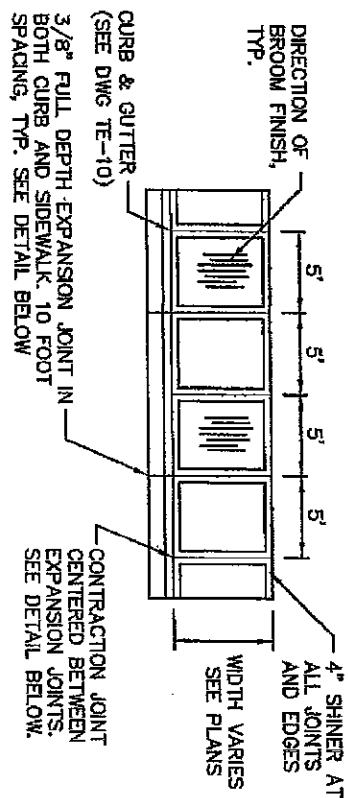
City of  
Bellevue

TYPICAL PUBLIC STREET

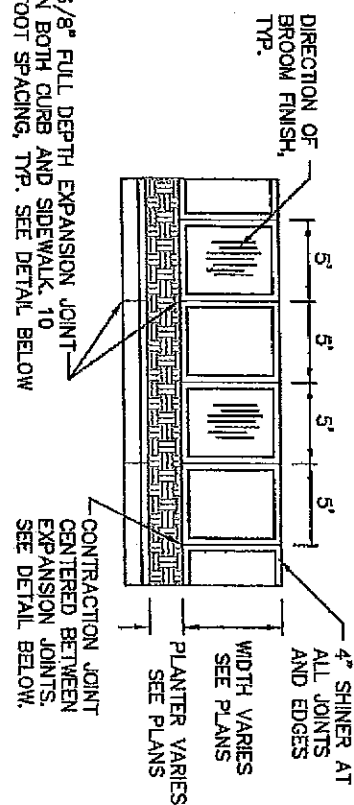
DRAWING NUMBER	DEV-9
SCALE	NONE
REVISION DATE	1/08
DEPARTMENT	TRANS

- 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.

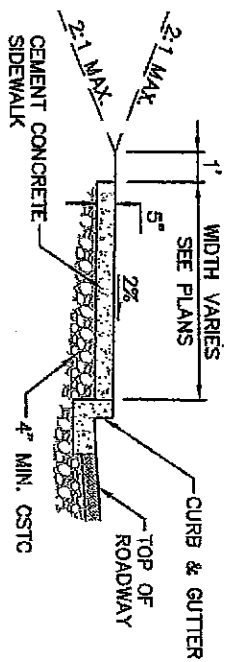




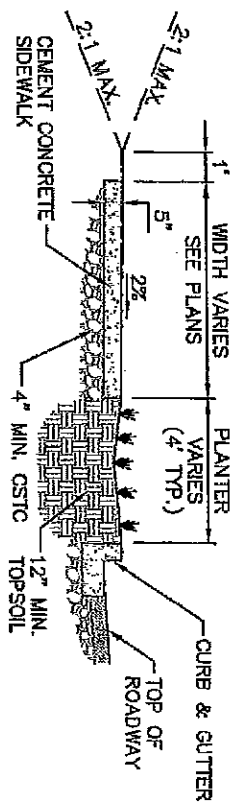
**PLAN - CURBSIDE SIDEWALK**



## PLAN - SIDEWALK WITH PLANTER STRIP



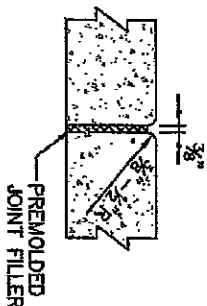
**SECTION - CURBSIDE SIDEWALK**



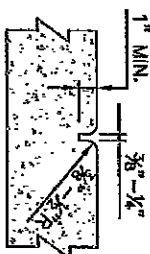
## SECTION - SIDEWALK WITH PLANTER STRIP

**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. UDS FOR JUNCTION BOXES AND UTILITY VAULTS SHALL BE NON-SKID AS SPECIFIED BY THE ENGINEER.



## FULL DEPTH EXPANSION JOINT DETAIL



### CONTRACTION JOINT DETAIL



## SIDEWALK

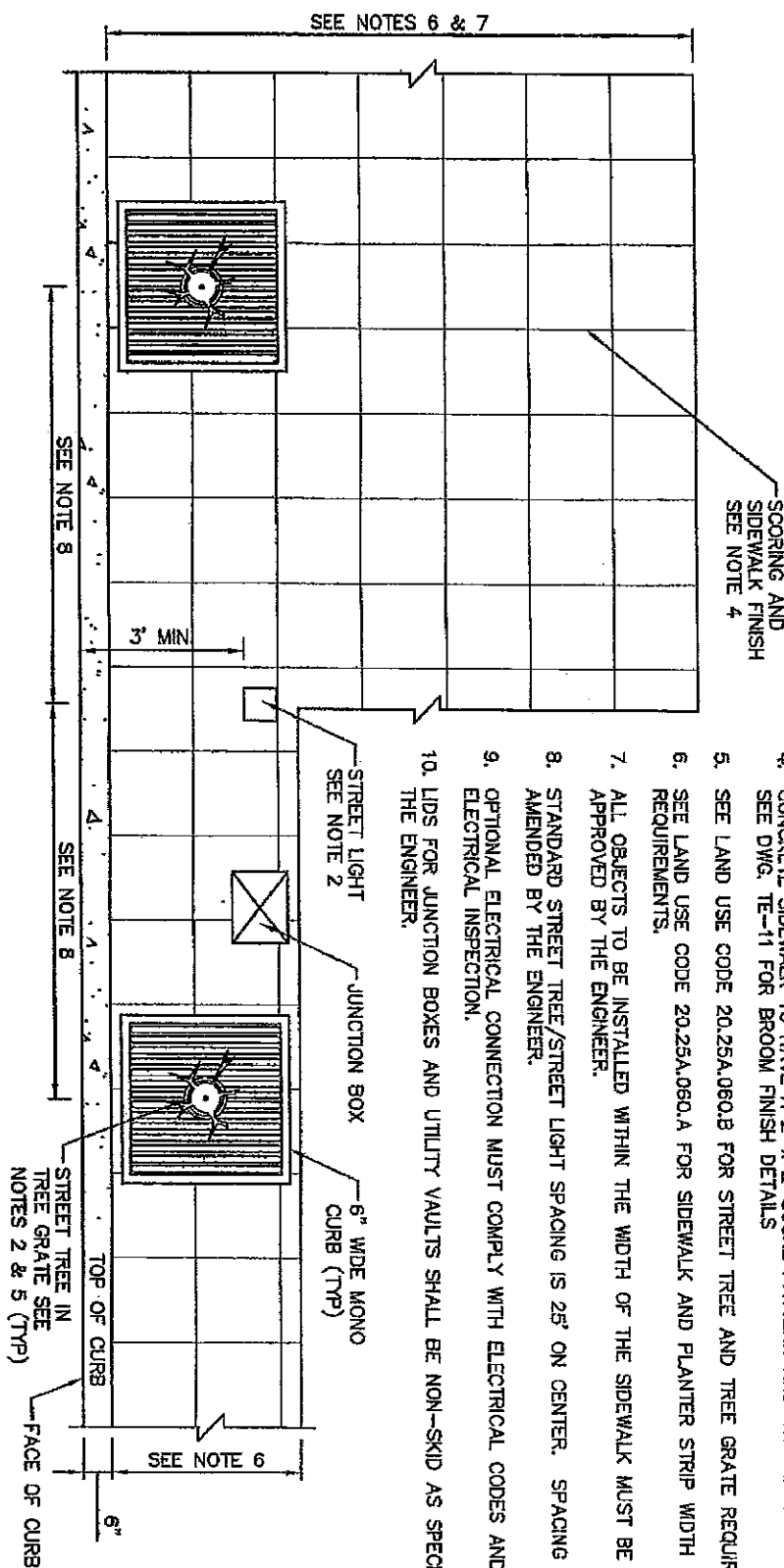
DRAWING NUMBER	TE-11
SCALE	NONE
REVISION DATE	1/09
DEPARTMENT	TRANS

# ATTACHMENT A

## Ordinance No. \_\_\_\_\_



### DOWNTOWN SIDEWALK



#### 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.

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



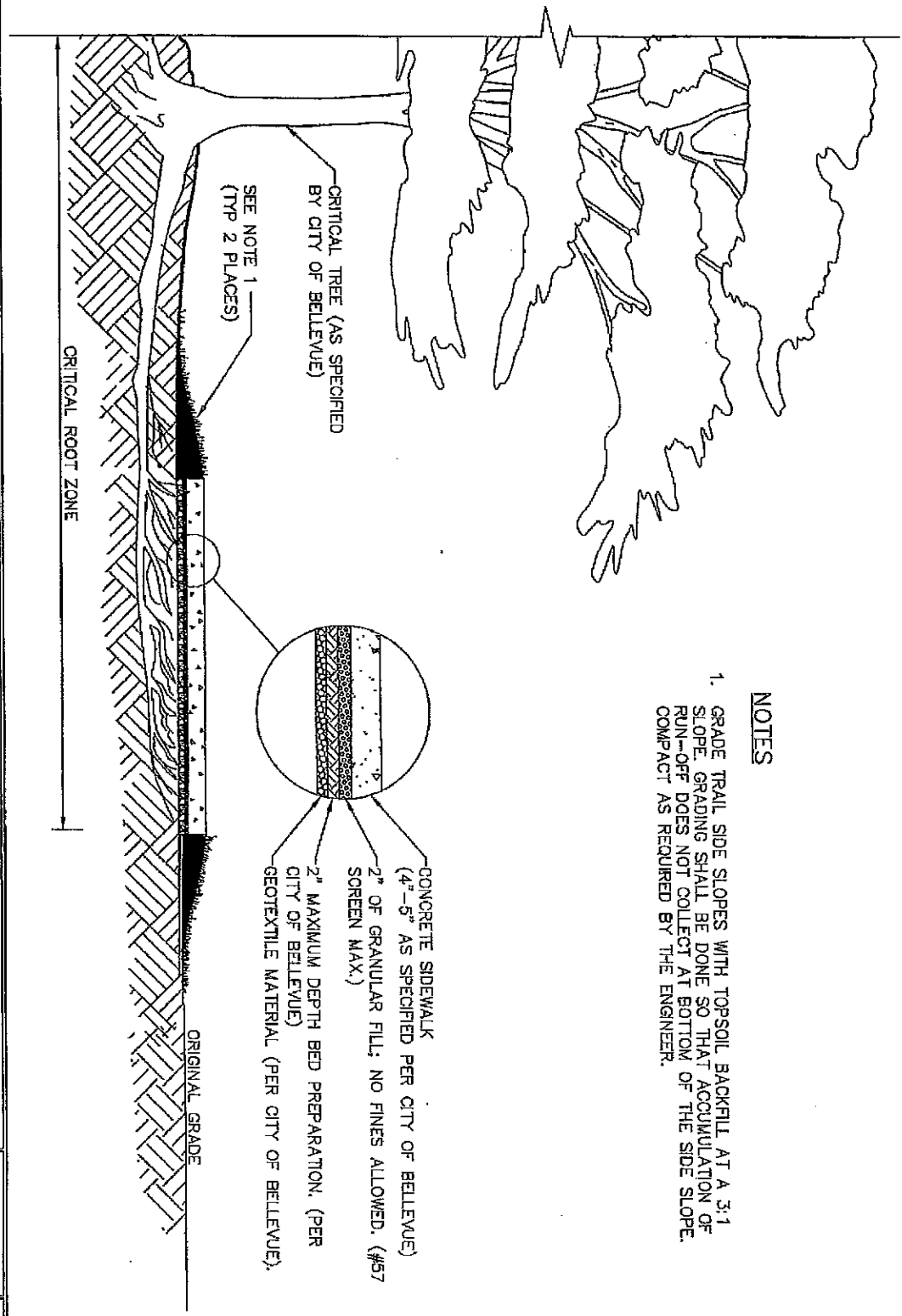
ATTACHMENT A  
Ordinance No. \_\_\_\_\_



City of  
Bellevue

CRITICAL ROOT ZONE BENEATH CONCRETE AND ASPHALT WALKWAY

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



NOTES

1. GRADE TRAIL SIDE SLOPES WITH TOPSOIL BACKFILL AT A 3:1 SLOPE. GRADING SHALL BE DONE SO THAT ACCUMULATION OF RUN-OFF DOES NOT COLLECT AT BOTTOM OF THE SIDE SLOPE. COMPACT AS REQUIRED BY THE ENGINEER.

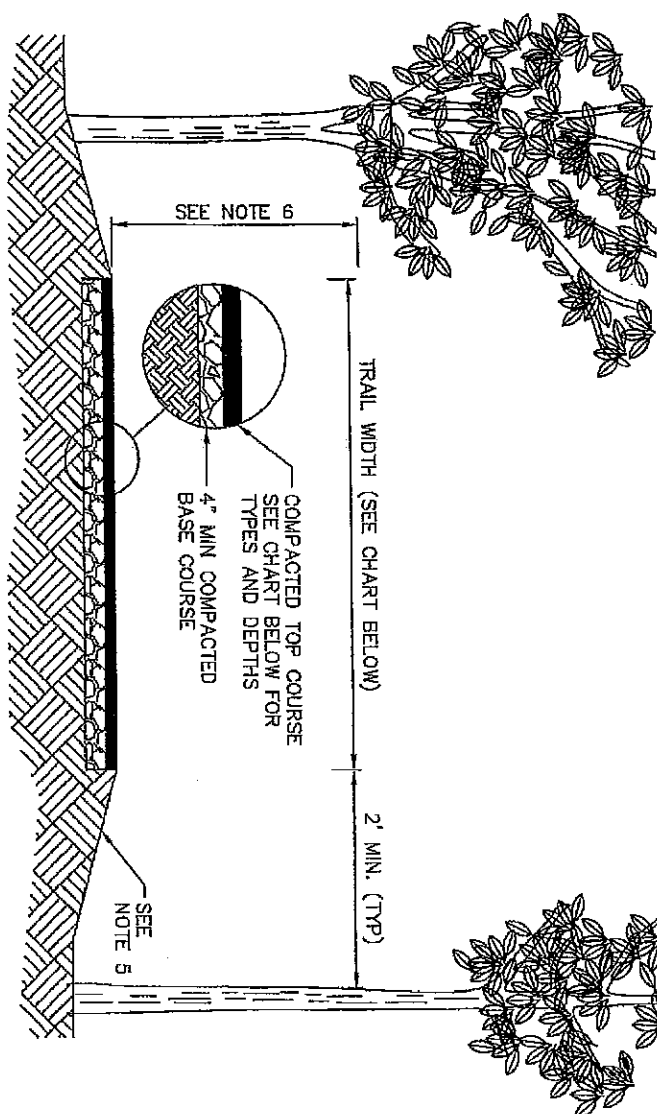
# ATTACHMENT A Ordinance No. \_\_\_\_\_



City of  
Bellevue

## TRAIL SECTION DIMENSIONS AND MATERIALS

TRAIL DIMENSIONS & MATERIALS BY TRAIL TYPE		
TRAIL TYPE	TRAIL WIDTH	TOP COURSE MATERIAL & DEPTH
LTD. PRPS. TYPE 1	4'-6"	4" DEPTH MEDIUM WOOD CHIPS
LTD. PRPS. TYPE 2	4'-6"	2" DEPTH 1/2" MINUS C.R.
MULTI-PURPOSE	6'-10"	4" DEPTH 1/2" MINUS C.R. OR HMA CL. 1/2" PG 64-22
PAVED	6'-10"	2 1/2"-4" HMA CL. 1/2" PG 64-22 OR 3 1/2"-5" CONC.**
BICYCLE	10'-12'	2 1/2"-4" DEPTH HMA CL. 1/2" PG 64-22**
EQUESTRIAN	4'-6"	4" DEPTH MEDIUM WOOD CHIPS
* INDICATES FILTER FABRIC BETWEEN COURSES		** INDICATES AS SPECIFIED BY THE ENGINEER
		NATIVE SOIL



### NOTES

1. ALL PLANS MUST BE APPROVED BY THE CITY PRIOR TO CONSTRUCTION OF THE TRAIL. TRAIL CENTERLINE TO BE STAKED IN THE FIELD BY CONTRACTOR AND APPROVED BY THE ENGINEER.
2. ALL HAZARD TREES AND TREE LIMBS AS DEFINED BY THE WASHINGTON STATE DEPT. OF NATURAL RESOURCES HAZARD BULLETIN SHALL BE FELLEED AND REMOVED FROM THE SITE.
3. SUBGRADE TO BE TREATED WITH AN APPROVED HERBICIDE PRIOR TO PLACING ASPHALT OR CONCRETE.
4. ROOT BARRIER MAY BE REQUIRED. SEE DWG. DEV-16 IF REQUIRED.
5. MAXIMUM SIDE SLOPE IS 3:1. GRADE WITH COMPACTED TOPSOIL BACKFILL AS REQUIRED. BOTTOM OF SIDESLOPE SHALL BE GRADED TO PREVENT ACCUMULATION OF RUN-OFF.
6. MINIMUM BRANCH CLEARANCE ABOVE TRAIL SURFACE IS 7'. FOR EQUESTRIAN TRAILS MINIMUM BRANCH CLEARANCE FROM TRAIL SURFACE IS 10'.
7. CROSS-SLOPE FOR TRAIL SURFACE IS 2% OR AS DIRECTED BY THE ENGINEER.

DRAWING NUMBER	DEV-17
SCALE	NONE
REVISION DATE	12/05
DEPARTMENT	TRANS

# CITY OF MEDINA, WASHINGTON

Ordinance No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ESTABLISHING A NEW CHAPTER 12.05 IN THE MEDINA MUNICIPAL CODE ENTITLED “NUISANCE VEGETATION” TO REGULATE OVERGROWN VEGETATION IN OR ON CITY RIGHTS OF WAY; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Medina (“City”) wishes to address complaints regarding overgrown vegetation on private property that interferes with public rights of way, including sidewalks, by restricting pedestrian travel or creating unsafe or unsightly conditions; and

**WHEREAS**, in order to reduce the impacts to public health and safety of overgrown vegetation, a new Chapter 12.05 should be added to the Medina Municipal Code (“MMC”) establishing a process for the City to regulate overgrown vegetation; and

**WHEREAS**, RCW 35.21.310 provides authority for the City to abate overgrown vegetation and to bill the property owner or lien the property for such costs of abatement; and

**WHEREAS**, the City Council finds that it is in the public interest, safety and welfare to adopt this procedure into the MMC, as set forth in this Ordinance; **NOW, THEREFORE,**

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

**Section 1.** A new chapter 12.05 is hereby added to the Medina Municipal Code to read as follows:

## **Chapter 12.05 NUISANCE VEGETATION**

**12.05.010 Obstructing streets and sidewalks.**

**12.05.020 Abatement by the city.**

**12.05.010 Obstructing streets and sidewalks.**

Trees, plants, shrubs, or vegetation or parts thereof which overhang any sidewalk or street, or which are growing thereon in such a manner as to obstruct or impair the free and full use of the sidewalk or street by the public

are public nuisances. Grass, weeds, shrubs, bushes, trees, or vegetation growing or which have grown and died, and all debris upon any property and which are a fire hazard or menace to public health, safety, or welfare, are likewise public nuisances. Pursuant to MMC 16.52.220, it is the responsibility of the owner of property adjoining a city right-of-way, including sidewalks and streets, to ensure the trees, shrubs, and landscaping in the right-of-way adjoining their property do not interfere with the free passage of pedestrians and vehicles or cause any risk of danger to the public or property. It is the duty of the owner of the property adjoining a city right-of-way to abate any such nuisance vegetation that exists by destroying, removing, or trimming any such growth, and removing any such debris.

The requirements of this section shall apply equally to the city rights-of-way whether the city's title to the right-of-way was obtained by dedication, condemnation, deed, or any other manner. This chapter shall not be construed so as to require a private property owner to abate any such nuisance which exists because of natural vegetation growing wholly within the limits of the city's rights-of-way, unless such vegetation was planted by the private property owner with or without City permission.

#### **12.05.020 Abatement by the city.**

The city may initiate the process requiring an adjoining property owner to remove the nuisance described in MMC 12.05.010 as follows:

- A. A resolution of the city council shall be adopted after not less than five days' notice to the property owner, which shall describe the property involved and the nuisance or hazardous condition, require the owner to abate such nuisance by destroying, removing, or trimming the nuisance vegetation, and state that in the event of the owner's failure to do so, the city will cause the trimming, removal, or destruction of such nuisance and that the cost thereof shall be borne by the owner of the property and become a lien against the property.
- B. If any such nuisance vegetation as defined by this chapter is not abated by removal, destruction, or maintenance by the adjoining property owner upon reasonable notice, the city may abate the same and staff shall render a bill for the city's costs of such abatement and mail the bill to the property owner. If the property owner fails or refuses to pay the bill immediately, or if no bill is rendered because the property owner cannot be found, the clerk of the city in the name of the city may file a lien against the property with the King County Recorder, which lien shall be in substantially the same form, filed with the same officer and within the same time and manner and enforced and foreclosed as provided by law for labor and materials liens.

**Section 2. Severability.** If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent

jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

**Section 3. Corrections.** Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

**Section 4. Effective Date.** This interim official control shall take effect five days after publication as provided by law.

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

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

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

Attest:

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

\_\_\_\_\_  
Aimee Kellerman, City Clerk

PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.: / AB



# CITY OF MEDINA

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

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**Date:** July 14, 2025

**To:** Honorable Mayor and City Council

**From:** Jeff Swanson, Interim City Manager

**Subject:** City Manager Report

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- City Hall Parking
  - Immediate Changes Needed → short-term spots for city business
  - Discussion of Longer-Term Changes
- Please respond to the Doodle poll from the Clerk regarding scheduling additional City Council retreats. Our goal is to identify three sessions of approximately three hours in length (or longer if possible) to continue strategic planning and the 2026 budget.
- Bellevue Fire Report – **See attachment 1.**
- 2025 City Council Calendar – **See attachment 2.**
- Medina Days Schedule – **See attachment 3.**

Filter statement

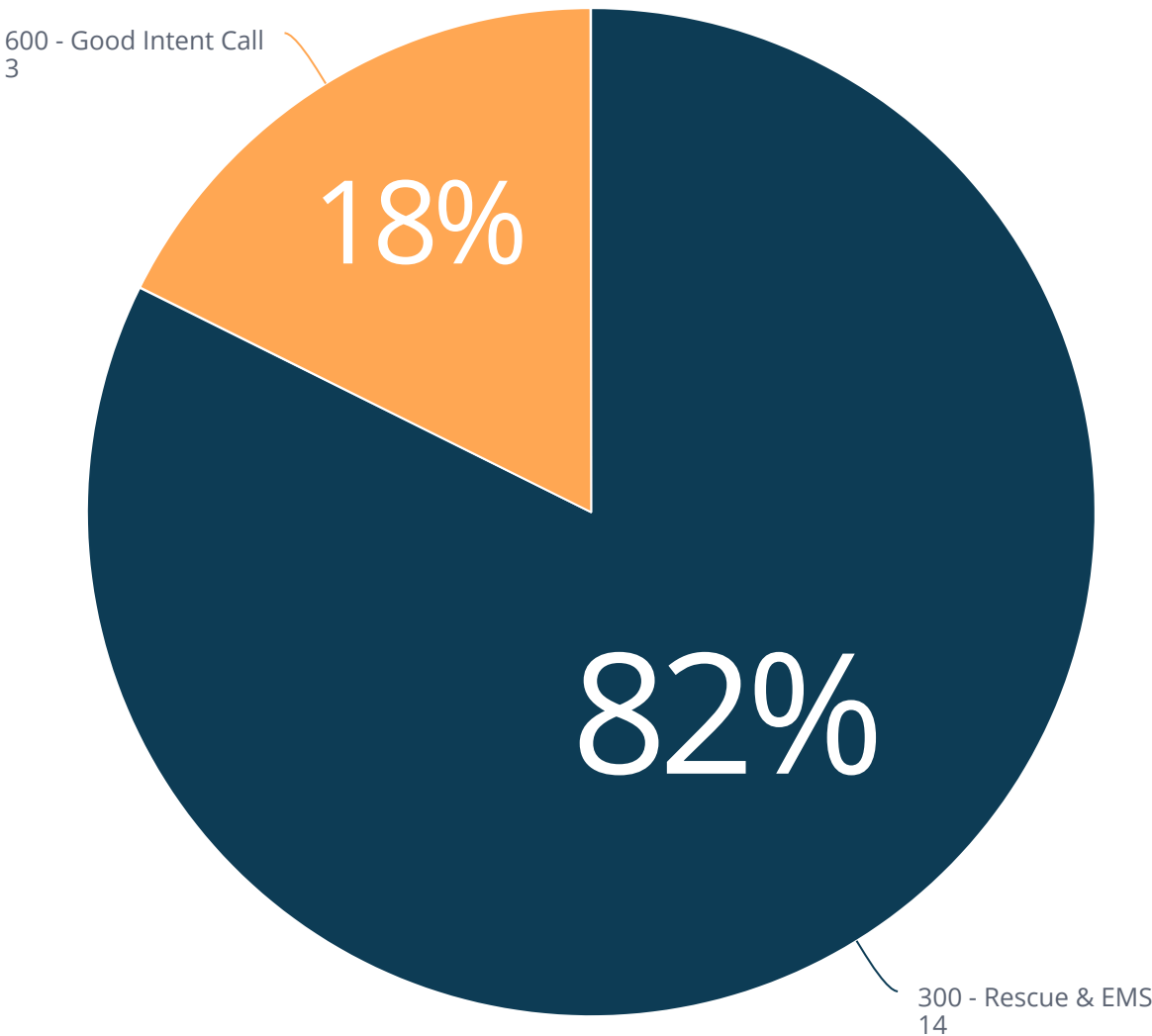
Filters Alarm Date Range Last Month | Is Locked true | Is Active true | Location City MEDINA, Medina

# Fire and EMS Summary

Count of Total Incidents

17

Percentage of Incident Type (with count)



Filter statement

FiltersAlarm Date RangeLast Month | Is Lockedtrue | Is Activetrue | Location CityMEDINA, Medina

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
300 - Rescue & EMS	EMS Call, Cancelled at Scene	3117	1
	EMS Call, Medical	3211	9
	EMS Call, Other Accident/Trauma	3210	3
	Patient Assist	3111	1
300 - Rescue & EMS Total			14
600 - Good Intent Call	Dispatched & cancelled en route - EMS	6111	3
Count			17



## ATTACHMENT 2

**MEDINA CITY COUNCIL**

2025 AGENDA/ACTION CALENDAR

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

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

## ATTACHMENT 2

Public Hearing	None.				
City Business	Middle Housing - 60 minutes	Kesler			
City Business	City Council Work Plan Review and Update - 45 minutes	Burns/Kellerman			
City Business	Park Board Goal Setting for Joint Meeting - 30 minutes	Burns/Osada			
City Business	City Legislative Priorities Update - 20 minutes	Burns			
<b>FEBRUARY 10, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation	Legislative Update and Check-in by Soundview Strategies - 30 Minutes	Burns	N/A		
Consent Agenda	January 2025, Check Register	Wagner	Approve.		
Consent Agenda	13th Month Check Register	Wagner	Approve.		
Consent Agenda	Approved 11/13/2024 PB Minutes	Kellerman	Receive and file.		
Consent Agenda	Approved 1/16/2025 PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft 1/13/2025 & 1/27/2025 CC Minutes	Kellerman	Adopt.		
Consent Agenda	Medina Council Legislative Priorities	Burns	Approve.		
Consent Agenda					
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment	Robertson/Archer	Discussion and direction.		
City Business	Middle Housing Update	Kesler	Discussion item only.		
City Business	City Right of Way Policy Discussion	Osada	Discussion and direction.		
City Business	NE 12th Street Landscape Options	Osada	Discussion and direction.		
Executive Session	RCW 42.30.140(4)(a) - Collective Bargaining RCW 42.30.110(1)(b) - Real Estate	Burns/Wagner	N/A		
<b>FEBRUARY 24, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Middle Housing Subdivisions - 2 Hours	Kesler			

## ATTACHMENT 2

Consent Agenda	None.				
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment Update	Robertson			
City Business	SCJ Contract Funding Update	Kesler/Wilcox			
Executive Session	RCW 42.30.140(4)(a) - Collective Bargaining - 20 minutes	Burns			

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session Presentation	Retreat Facilitator Update	Burns			
Consent Agenda	February 2025, Check Register	Wagner			
Consent Agenda	PC 12/18/24 minutes				
Consent Agenda	DRAFT 02/10/2024 Minutes	Kellerman			
Consent Agenda	Medina/Teamsters CBA	Burns/Wagner			
Consent Agenda	Eastside Transportation Partnership Agreement	Burns			
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruiting Update - 15 minutes	Wagner			
City Business	Middle Housing Update - 30 minutes	Kesler			
City Business	Business License Program Update - 30 minutes	Wagner			
City Business	Donation - Medina Park - 20 minutes	Osada	Discussion and direction		
Executive Session	RCW 42.30.110 (1)(i) Potential Litigation - 15 minutes	Roberston			
Executive Session	RCW 42.30.110(1)(b) Real Estate - 20 minutes	Osada			

**MARCH 24, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Middle Housing Ordinances - 60 minutes	Kesler/Robertson	Discussion		
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					

## ATTACHMENT 2

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

**ATTACHMENT 2**

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Presentation by Susan Pappalardo and Nancy Wenke Price on the new Bellevue Aquatics Center and the Mission of SPLASHForward. 15 Minutes	Swanson			
Study Session	Business Licenses - 50 Minutes	Wagner			
Consent Agenda	None.				
Public Hearing	Middle Housing & Unit Lot Subdivision Ordinances Continued from May 12 - 10 Minutes	Kesler	Continue to June 9 Study Session		
City Business	City Manager Recruitment Update - 15 Minutes	Wagner	Approve Updated Timeline.		
City Business	Presentation and Approval of WRIA 8 ILA - 20 Minutes	Osada	Approve		

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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**ATTACHMENT 2**

Study Session	DRAFT Six-Year CIP/TIP/Non-TIP Plan - Tentative	Osada			
Consent Agenda	May 2025, Check Register	Wagner			
Consent Agenda	DRAFT 05/12/2025 & 05/27/2025 CC Minutes	Kellerman			
Consent Agenda	PB and PC Appointment Confirmations	Kellerman			
Consent Agenda	PB Minutes				
Consent Agenda	PC Minutes				
Legislative Hearing	None				
Public Hearing	None				
City Business	St. Thomas School Traffic Flow (video) - 15 Minutes	CM Nunn			
City Business	Overlake Drive Bridge - Vehicle Weight Limit Regulation	Osada	Ordinance and Potential Action		
Executive Session	RCW 42.30.110 (1)(g)				
	RCW 42.30.110 (1)(i)				
<b>JUNE 23, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada			
Consent Agenda					
Consent Agenda	EXIGY Invoice	Swanson	Approve		
Legislative Hearing					
Public Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	First Hearing		6/12/2025
City Business					
City Business	Business Licenses	Wagner	Discussion and direction		
Executive Session	RCW 42.56.110 (1)(i)				
<b>JULY 14, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Complete Streets Ordinance Discussion - 25 Minutes	Osada			
	Vegetation Management				
	Reimbursement Policy - Tentative - 25 Minutes				
Study Session	Minutes	Osada			

**ATTACHMENT 2**

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Gas-Powered Leaf Blower Discussion - 25 Minutes	Osada			
Study Session	Council Values and Rules of Procedure - 20 Minutes	Swanson			
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Outdoor Lighting on Public and Private Property Interim Official Control ("IOC")	Robertson			
City Business	Complete Streets Ordinance	Osada	Discussion and Direction	Adopt Ordinance.	
City Business	Business License Ordinance	Wagner	Adopt Ordinance	Adopt Ordinance.	
City Business	Middle Housing Mitigations - 30 Minutes	Swanson/Wilcox	Presentation and Discussion.		
City Business	Animal Control Discussion	Sass	Discussion and Direction		
City Business	Small Works Roster Update - 15 Minutes	Osada	Adopt Ordinance		

**AUGUST 11, City Council DARK**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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**AUGUST 25, City Council DARK**

## ATTACHMENT 2

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
<b>SEPTEMBER 8, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	July/August 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 07/14/2025 & 07/28/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			publish on 8/19/2025
City Business					
City Business					
City Business					
City Business					
Executive Session					
<b>SEPTEMBER 22, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	2026 Preliminary Budget - Deep Dive	Wagner			
City Business	Short-term Rentals - Tentative	Burns			
City Business	Vacant Houses - Tentative	Burns			
<b>OCTOBER 13, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					



## ATTACHMENT 2

Consent Agenda	September 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 09/08/2025 & 09/22/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			publish on 9/23/2025
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					
<b>OCTOBER 27, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
<b>NOVEMBER 10, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda	October 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					

## ATTACHMENT 2

Consent Agenda	DRAFT 10/13/2025 & 10/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Final Budget and Salary Schedule	Wagner			publish on 10/21/2025
Public Hearing	2026 Property Tax Resolution	Wagner			publish on 10/21/2025
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					
<b>NOVEMBER 24, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
<b>DECEMBER 8, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda	November 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 11/10/2025 CC Minutes	Kellerman			
Consent Agenda					

**ATTACHMENT 2**

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

Parking Lot Items:

- Weekly Recycling and Compost Update
- Wireless Facilities - Telecom
- King County Animal Control and Animal Licensing
- Affordable Housing Presentation
- Joint PB/CC Meeting
- Joint PC/CC Meeting
- Business Licenses
- City Hall Resource Usage Update
- Gas-Powered Leaf Blowers
- Affordable Housing
- Website Updates

## ATTACHMENT 2

Laserfiche Public Portal Update  
City Sponsored Events Ordinance (Wine  
Garden)  
Weekend Tree Cutting Discussion  
Building Community Discussion

## ATTACHMENT 3

# MEDINA

EVENT SCHEDULE 25 Days

## Thursday August 7th Concert in the park @ Medina Park

5:30 food trucks Mexicacuban, Shishkaberry's and more!!

6:30-8:30 Live music by Brothers Hammond

6:00-8:00 Beer/wine garden hosted by St. Thomas Church

## Friday August 8th Block Parties

## Saturday August 9th Parade & Carnival @ Medina Park

Community parade starts 10:00 AM meet in St. Thomas Church parking lot for a short parade ending at Medina Park followed by Park Board Pet Parade and carnival with Merry Makers bouncy houses and activities and more food trucks.

## Saturday August 9th Beach Party and Fireworks

5:30 - 9:30 Live music by Po 'okela and more food trucks; Finn Food Truck, Mexicuban and more Shishkaberrys

8:00-10:00 PM Boat cruise

## Sunday August 10th Hot Cakes and Cars @ Overlake Golf & Country Club

Community breakfast and car show hosted by Overlake Golf & Country Club



## MEDINA POLICE DEPARTMENT

**DATE:** July 14<sup>th</sup>, 2025

**TO:** Jeff Swanson, Interim City Manager

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

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

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

### Follow up:

Nothing to report.

### Three Points Elementary Tour of Medina Police Station:

The Medina Police Department hosted a group of students from Three Points Elementary School for a tour of the station, a police car and a chance to ask questions of the police officers.



**Marine Patrol:**

From Sergeant David Herzog, Mercer Island Police Marine Patrol:

To start the month, our Marine Patrol finished replacing all missing buoys along Medina's shoreline along with setting additional buoys identified by Marine Patrol as areas of concern.

The summer weather was a little late kicking in, but we did have a couple of busy weekends with nice, hot weather. During these busier times, we focused a lot of our attention on Meydenbauer Bay, Fairweather Bay and in front of Medina's city park/swim area.

Several jet skis being operated by teenagers were specifically contacted due to reckless operations in or near the swim beach, with one individual having his voyage terminated due to not having sufficient safety equipment.

As boat traffic has increased, we've also noticed a trend of people water skiing inside the no wake buoy zone or the skier using the buoys as a slalom course. These have been addressed as we become aware of or witness the acts.

Additionally, I have tasked our Marine Units to specifically pay closer attention to Medina's city Park.



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



**FELONY CRIMES**

- |   |                      |                   |
|---|----------------------|-------------------|
| <b>Fraud</b>  | <b>2025-00003371</b> | <b>06/11/2025</b> |
| Officers were dispatched to the 7700 block of Overlake Drive West for a report of fraudulent activity on the victim's bank account following the discovery of three checks missing from their checkbook. The total loss was reported to be \$3,750. Investigation ongoing.  |                      |                   |
| <b>Fraud</b>  | <b>2025-00003514</b> | <b>06/19/2025</b> |
| Officers were dispatched to the 600 block of Evergreen Point Road after receiving a call from a previous resident needing a case report for financial fraud that occurred in 2023. The victim of the fraud was now needing a case report from the law enforcement agency that had jurisdiction over his residence at the time of the fraud. No further investigation. |                      |                   |
| <b>Fraud</b>  | <b>2025-00003523</b> | <b>06/19/2025</b> |
| Officers were dispatched to the 2200 block of 78 <sup>th</sup> Avenue NE for a report of fraudulent activity discovered on a credit report. No monetary loss was reported. No further investigation.  |                      |                   |

**MISDEMEANOR CRIMES**

**OTHER**

- |  |                      |                   |
|--|----------------------|-------------------|
| <b>Marine Incident</b>   | <b>2025-00003350</b> | <b>06/10/2025</b> |
| Officers were dispatched to the 8800 block of Overlake Drive West for a report of a log found underneath a dock. Mercer Island Marine Patrol responded and retrieved the log.                                    |                      |                   |
| <b>Marine Incident</b>   | <b>2025-00003351</b> | <b>06/10/2025</b> |
| Officers were dispatched to the 3200 block of 78 <sup>th</sup> Place NE for a report of a loose buoy that had floated onto a resident's shoreline. Mercer Island Marine Patrol responded and retrieved the buoy. |                      |                   |
| <b>Warrant Arrest</b>  | <b>2025-00003402</b> | <b>06/12/2025</b> |
| Officers contacted an individual in the 500 block of Evergreen Point Road and discovered the subject had a misdemeanor warrant out of the Snohomish County Sheriff's Office. The subject was booked into jail.   |                      |                   |



**Warrant Arrest****2025-00003479****06/16/2025**

Officers conducted a traffic stop in the 8800 block of NE 10<sup>th</sup> Street and discovered the driver had a misdemeanor warrant out of the Bellingham Police Department. The subject was released in a nearby jurisdiction following a refusal of the jail facility to accept the arrestee.

**Domestic Violence****2025-00003281****06/08/2025**

Officers were dispatched to the 2400 block of Evergreen Point Road for a report of a domestic violence incident.

**Domestic Violence****2025-00003515****06/19/2025**

Officers were dispatched to the 400 block of 84<sup>th</sup> Avenue NE for a report of a domestic violence incident.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT



AGENDA ITEM 6.1b

**JUNE, 2025**

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	2	0	6
Vehicle Prowl	0	0	10	17
Vehicle Theft	0	1	0	1
Theft (mail & all other)	0	5	18	31
ID Theft/Fraud	3	4	5	14
Malicious Mischief (Vandalism)	0	4	7	9
Domestic Violence	2	3	4	15
Disturbance, Harassment & Non-DV Assault	0	1	10	15
<b>TOTAL</b>	<b>5</b>	<b>20</b>	<b>54</b>	<b>108</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	1	1
Community Assists	56	421	192	474
Marine	2	5	5	10
House Watch Checks	74	486	380	955
School Zone	14	151	157	258
Behavioral Health	1	7	2	13
<b>TOTAL</b>	<b>147</b>	<b>1070</b>	<b>737</b>	<b>1711</b>

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	2	2
Non-Injury	0	1	1	5
Non-Reportable	0	2	1	3
<b>TOTAL</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>10</b>
Traffic Enforcement				
Criminal Citations	1	12	19	28
Infractions	38	152	166	418
Warnings	148	1118	962	2175
<b>TOTAL</b>	<b>187</b>	<b>1282</b>	<b>1147</b>	<b>2621</b>

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	0	5	8	13
LPR alerts that were not located	2	28	29	77
LPR alerts that were located, not apprehended	0	0	3	4
<b>TOTAL</b>	<b>2</b>	<b>33</b>	<b>40</b>	<b>94</b>

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	11	27	13	29
Residential Alarms	18	105	109	221
Missing Person	0	2	1	3
Suspicious Activity/Area Checks	78	345	363	639
<b>TOTAL</b>	<b>107</b>	<b>479</b>	<b>486</b>	<b>892</b>

ADMINISTRATIVE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Public Disclosure Requests Received	6	37	24	72
Concealed Pistol License Applications Processed	4	17	15	25
<b>TOTAL</b>	<b>10</b>	<b>54</b>	<b>39</b>	<b>97</b>

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



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



**JUNE, 2025**

**FELONY CRIMES**

**Fraud**

**2025-00003538**

**06/21/2025**

Officers were dispatched to the 3200 block of Hunts Point Road for a report of an attempt to gain financial information to access business financial accounts. No loss was reported and no suspect information available.

**MISDEMEANOR CRIMES**

**OTHER**

**Domestic Violence**

**2025-00003438**

**06/14/2025**

Officers were dispatched to the 3000 block of Fairweather Place for a domestic violence incident.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT

AGENDA ITEM 6.1b

TOW  
HUNTS POINT  
Washington

**JUNE, 2025**

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	0	0	0
Vehicle Prowl	0	0	2	2
Vehicle Theft	0	0	0	1
Theft (mail & all other)	0	0	0	2
ID Theft/Fraud	1	2	2	3
Malicious Mischief (Vandalism)	0	0	1	3
Domestic Violence	1	2	8	11
Disturbance, Harassment & Non-DV Assault	0	0	4	5
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>17</b>	<b>27</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	0
Community Assists	7	88	26	76
Marine	0	2	0	1
House Watch Checks	10	50	15	65
Behavioral Health	0	0	1	1
<b>TOTAL</b>	<b>17</b>	<b>140</b>	<b>42</b>	<b>143</b>

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	1	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
Traffic Enforcement				
Citations	2	4	7	9
Infractions	15	51	35	73
Warnings	44	245	245	467
<b>TOTAL</b>	<b>61</b>	<b>300</b>	<b>287</b>	<b>549</b>

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

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	1	3	6	13
Residential Alarms	1	13	32	61
Missing Person	0	0	2	2
Suspicious Activity/Area Checks	9	62	41	82
<b>TOTAL</b>	<b>11</b>	<b>78</b>	<b>81</b>	<b>158</b>

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

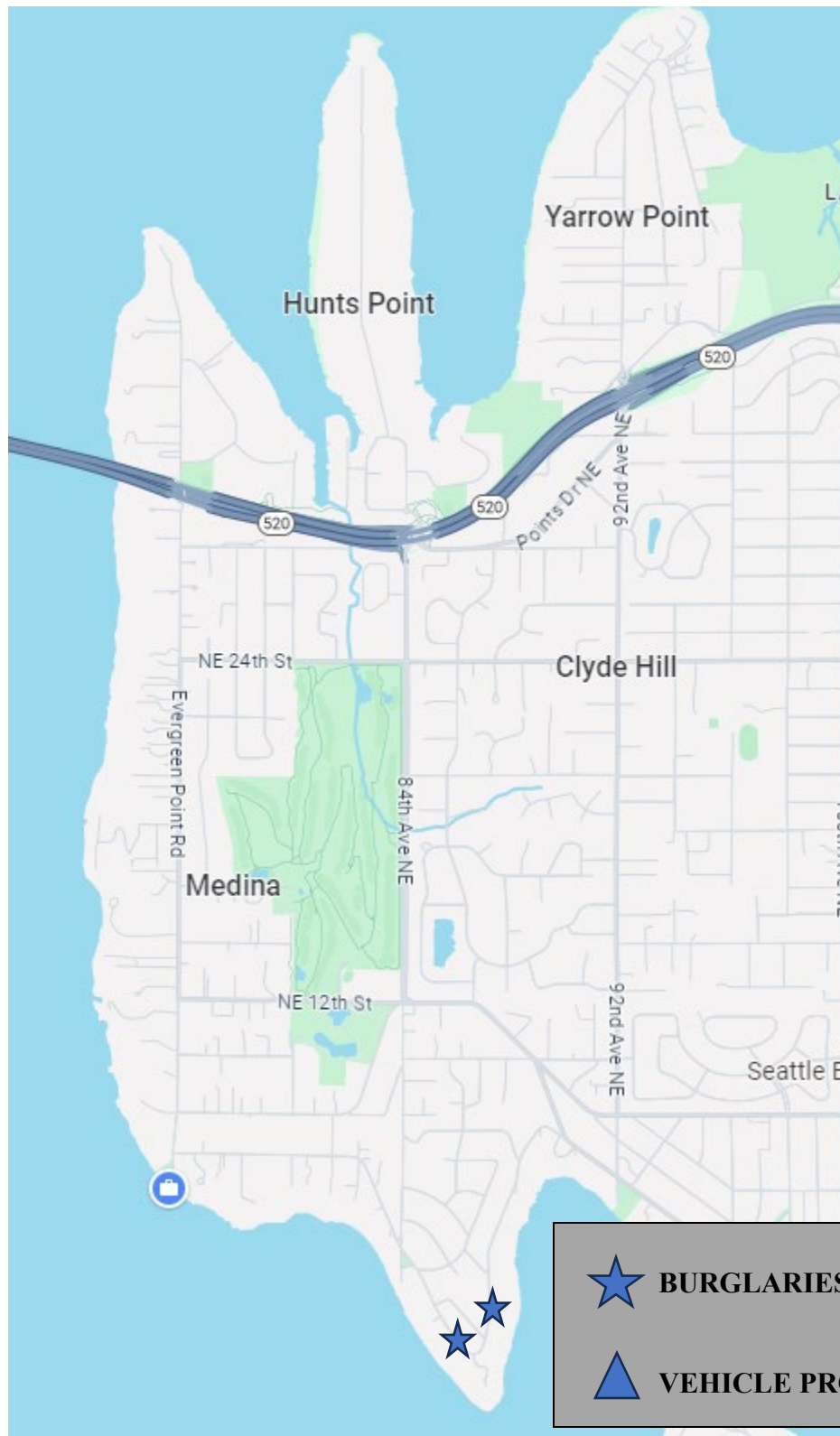


# MEDINA POLICE DEPARTMENT

## BURGLARY & MOTOR VEHICLE PROWL INCIDENT MAP



JUNE YEAR-TO-DATE





# MEDINA POLICE DEPARTMENT

## MONTHLY REPORTING STANDARDS



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

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

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





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

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**Date:** July 14, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** Development Services Department Monthly Report

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No Staff report for this month.

Please see attached reports for the following:

Permit Applications Received April 2025  
Permits Issued May 2025  
Code Enforcement June 2025  
Tree Activity June 2025

## April 2025 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	04/14/2025	B-25-025	\$114,860.00	2631 Evergreen Point Road
B-ADD/ALT	04/29/2025	B-25-029	\$38,925.00	2837 Evergreen Point Road
<b>TOTAL B-ADD/ALT:</b>	<b>2</b>		<b>\$153,785.00</b>	
B-DEM	04/23/2025	D-25-006		2229 EVERGREEN POINT RD
B-DEM	04/28/2025	D-25-007		7838 NE 14th ST
<b>TOTAL B-DEM:</b>	<b>2</b>		<b>\$0.00</b>	
B-FENCE	04/14/2025	B-25-026	\$8,200.00	7626 NE 10th St
B-FENCE	04/23/2025	B-25-028	\$10,000.00	2438 78th Ave NE
B-FENCE	04/29/2025	B-25-030	\$20,000.00	2213 Evergreen Point Road
<b>TOTAL B-FENCE:</b>	<b>3</b>		<b>\$38,200.00</b>	
B-GAS	04/07/2025	G-25-008		2626 EVERGREEN POINT RD
B-GAS	04/24/2025	G-25-009		7848 NE 10TH ST
B-GAS	04/30/2025	G-25-010		7816 NE 12th St
<b>TOTAL B-GAS:</b>	<b>3</b>		<b>\$0.00</b>	
B-MECHANICAL	04/09/2025	M-25-029	\$6,300.00	8605 NE 5th St.

B-MECHANICAL	04/10/2025	M-25-030		2203 Evergreen Pt Rd.
B-MECHANICAL	04/22/2025	M-25-031		2615 78TH AVE NE
B-MECHANICAL	04/29/2025	M-25-032		924 88th Ave NE
B-MECHANICAL	04/29/2025	M-25-033		7848 NE 10th St.
B-MECHANICAL	04/30/2025	M-25-034	\$240,000.00	7816 NE 12th St
<b>TOTAL B-MECHANICAL:</b>	<b>6</b>		<b>\$246,300.00</b>	
B-PLUMBING	04/23/2025	P-25-011		3630 EVERGREEN POINT RD
<b>TOTAL B-PLUMBING:</b>	<b>1</b>		<b>\$0.00</b>	
B-ROOF	04/04/2025	B-25-024		2215 79TH AVE NE
B-ROOF	04/17/2025	B-25-027		2534 MEDINA CIR
<b>TOTAL B-ROOF:</b>	<b>2</b>		<b>\$0.00</b>	
CAP - CONSTRUCTION ACTIVITY PERMIT	04/23/2025	CAP-25-022		2229 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	04/06/2025	CAP-25-018		1221 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	04/07/2025	CAP-25-019		3224 78th PI NE
CAP - CONSTRUCTION ACTIVITY PERMIT	04/07/2025	CAP-25-020		
CAP - CONSTRUCTION ACTIVITY PERMIT	04/09/2025	CAP-25-021		2405 Evergreen Pt Rd.

CAP - CONSTRUCTION ACTIVITY PERMIT	04/23/2025	CAP-25-023		2631 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	04/24/2025	CAP-25-024		8255 NE 26TH ST
<b>TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:</b>	<b>7</b>		<b>\$0.00</b>	
ENG-GRADING/DRAINAGE	04/23/2025	ENG-GD-25-013		2229 EVERGREEN POINT RD
ENG-GRADING/DRAINAGE	04/02/2025	ENG-GD-25-010	\$700.00	611 Evergreen Point Road
ENG-GRADING/DRAINAGE	04/09/2025	ENG-GD-25-011	\$100.00	2405 Evergreen Pt Rd.
ENG-GRADING/DRAINAGE	04/22/2025	ENG-GD-25-012		7887 Overlake Dr. W.
<b>TOTAL ENG-GRADING/DRAINAGE:</b>	<b>4</b>		<b>\$800.00</b>	
P-CRITICAL AREAS REVIEW	04/15/2025	P-25-010		2431 Evergreen Point Rd
<b>TOTAL P-CRITICAL AREAS REVIEW:</b>	<b>1</b>		<b>\$0.00</b>	
PW-RIGHT OF WAY	04/07/2025	PW-ROW-25-019		7649 NE 14TH ST
PW-RIGHT OF WAY	04/20/2025	PW-ROW-25-023		3438 Evergreen Pt Rd
PW-RIGHT OF WAY	04/01/2025	PW-ROW-25-018		1000 80th Ave NE
PW-RIGHT OF WAY	04/07/2025	PW-ROW-25-020		611 Evergreen Pt Rd.
PW-RIGHT OF WAY	04/10/2025	PW-ROW-25-021		2405 Evergreen Pt Rd.
PW-RIGHT OF WAY	04/11/2025	PW-ROW-25-022		3316 Evergreen Pt Rd.

PW-RIGHT OF WAY	04/24/2025	PW-ROW-25-024		3217 Evergreen Point Road
PW-RIGHT OF WAY	04/28/2025	PW-ROW-25-025		2609 79th Ave NE
<b>TOTAL PW-RIGHT OF WAY:</b>	<b>8</b>		<b>\$0.00</b>	
TREE-PERFORMANCE	04/03/2025	TREE-25-020		609 Evergreen Pt Rd.
TREE-PERFORMANCE	04/03/2025	TREE-25-019		8005 NE 28TH ST
TREE-PERFORMANCE	04/08/2025	TREE-25-021		2795 Evergreen Pt Rd.
<b>TOTAL TREE-PERFORMANCE:</b>	<b>3</b>		<b>\$0.00</b>	
TREE-RESTORATION	04/24/2025	TREE-25-023		212 OVERLAKE DR E
<b>TOTAL TREE-RESTORATION:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-WITH BUILDING/DEVELOPMENT	04/09/2025	TREE-25-022		2405 Evergreen Pt Rd.
TREE-WITH BUILDING/DEVELOPMENT	04/29/2025	TREE-25-024		2045 78TH AVE NE
<b>TOTAL TREE-WITH BUILDING/DEVELOPMENT:</b>	<b>2</b>		<b>\$0.00</b>	
<b>Total # of Permits</b>	<b>45</b>		<b>\$439,085.00</b>	



## May 2025 Issued Permits

Page 1 of 1

Report run on: 06/26/2025 6:42 AM

<b>Construction Value:</b>	<b>May 2025</b>	<b>May 2024</b>	<b>2025 YTM</b>	<b>2024 YTM</b>	<b>Difference</b>
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$688,785.00	\$8,600.00	\$3,401,838.42	\$5,125,543.33	(\$1,723,704.91)
Fence / Wall	\$113,200.00	\$58,000.00	\$177,956.00	\$454,713.16	(\$276,757.16)
New Construction	\$2,500,000.00	\$6,394,509.00	\$2,500,000.00	\$27,982,775.00	(\$25,482,775.00)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
<b>Total Value:</b>	<b>\$3,301,985.00</b>	<b>\$6,461,109.00</b>	<b>\$6,079,794.42</b>	<b>\$33,563,031.49</b>	<b>(\$27,483,237.07)</b>
<b>Permits Issued:</b>	<b>May 2025</b>	<b>May 2024</b>	<b>2025 YTM</b>	<b>2024 YTM</b>	<b>Difference</b>
New Construction	1	3	1	10	(9)
Permit Extension	-	1	8	19	(11)
Accessory Structure	-	-	-	-	0
Addition / Alteration	4	1	11	11	0
Construction Activity Permit	6	7	20	24	(4)
Demolition	1	3	1	7	(6)
Fence / Wall	4	2	8	9	(1)
Grading / Drainage	3	4	6	15	(9)
Mechanical	9	9	41	51	(10)
Other - Moving	-	-	-	-	0
Plumbing / Gas	7	4	20	26	(6)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	9	7	28	48	(20)
Tree Mitigation	6	5	19	26	(7)
Wireless Comm. Facility	-	-	-	-	0
<b>Total Permits:</b>	<b>50</b>	<b>46</b>	<b>163</b>	<b>246</b>	<b>(83)</b>
<b>Inspections:</b>	<b>May 2025</b>	<b>May 2024</b>	<b>2025 YTM</b>	<b>2024 YTM</b>	<b>Difference</b>
Building	110	81	424	455	(31)
Engineering/Other	14	15	84	85	(1)
	2	2	12	13	(1)
Tree	6	5	16	24	(8)
<b>Total Inspections:</b>	<b>132</b>	<b>103</b>	<b>536</b>	<b>577</b>	<b>(41)</b>



## June 2025 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2025-051	STOP WORK ORDER	Rob Kilmer	8335 OVERLAKE DR W	<p>Description: Received reports of workers obstructing one lane of Overlake Drive West during school pickup hours.</p> <p>Action Taken: Investigated and observed work in the right of way occurring without permit or traffic control measures. Issued Stop Work Order</p>	N/A
CC-2025-052	TREE INVESTIGATION	Rob Kilmer / A. Crossett	402 UPLAND RD	<p>Description: Concern was raised regarding tree branches located at 402 Upland Road.</p> <p>Action Taken: Visited site with City Arborist. No sign of issues that would require action by the City were observed. Recorded findings in this case record.</p>	N/A
CC-2025-053	GENERAL	Rob Kilmer	607 86TH AVE NE	<p>Description: Work within the city right-of-way observed that requires a permit.</p> <p>Action Taken: Visited city with Public Works Director and City Arborist to determine requirements for code enforcement response.</p>	N/A
CC-2025-054	SIGN VIOLATION	Rob Kilmer	2405 Evergreen Pt Rd	<p>Description: Observed visibility barrier fencing with construction company branding displayed to the right-of-way.</p> <p>Action Taken: Contacted project Agent and PM directing them to remove the branded screening.</p>	N/A
CC-2025-055	SIGN VIOLATION	Rob Kilmer	802 80TH AVE NE	<p>Description: Observed commercial advertising sign (Tidy Beaver Fencing) displayed along right-of-way.</p> <p>Action Taken: Called number on sign and informed them of the sign rules in Medina.</p>	N/A
CC-2025-056	GENERAL	Rob Kilmer	1013 84TH AVE NE	<p>Description: Received concern regarding fence and hedge along shared property line with neighbor.</p> <p>Action Taken: Visited site along with City Arborist to investigate. Determined that the issue needs to be resolved between private property owners. Directed builder to immediately communicate with neighbor to ensure they are working toward a shared agreement.</p>	N/A
CC-2025-057	SIGN VIOLATION	Rob Kilmer	Evergreen Point Road	<p>Description: Received concern regarding a real estate banner displayed along right-of-way.</p> <p>Action Taken: Spoke with the real estate agent and informed them regarding the sign code in Medina.</p>	N/A

CC-2025-058	STOP WORK ORDER	Rob Kilmer	1525 79TH PL NE	Description: Received concerns regarding construction activity.  Action Taken: Met property owner on site and determined that the work requires and approved building permit. Advised owner to submit a permit application and issued Stop Work Order.	Doubling of Permit Fees
CC-2025-059	SIGN VIOLATION	Rob Kilmer	Various	Description: Plumbing and Handyman (206-561-5250) signs placed in various locations around the City were observed and collected by the Public Works Department.  Action Taken: Called number and spoke with them about the sign rules in Medina.	N/A

Past Code Enforcement Cases Still Open					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2023-152	NOTICE OF VIOLATION	Rob Kilmer	7838 NE 8TH ST	Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit.  Action Taken: Issued a Notice of Violation  Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23.  Status: Working through variance process	To be determined based upon compliance
CC-2024-067	STOP WORK ORDER	Rob Kilmer	1636 73rd Ave NE	Description: Clearing, grading, and construction occurring on site within a steep slope critical area.	To be determined based upon compliance
CC-2024-075	NOTICE OF VIOLATION			Action Taken: Stop Work Order issued and project owner instructed to set up an application meeting. Work can only resume once required permits are approved and issued.  Estimated Penalty: Doubling of building permit fees per 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: Working through permitting process.	
CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	Description: Observed stairway structure being erected on roof of garage up to roof of second story.	To be determined based upon compliance
CC-2024-072	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.	
CC-2024-080	NOTICE OF FINAL ORDER			Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.  Status: Pending Resolution	



CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.	To be determined based upon compliance
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court.	
				Status: Working through zoning process	
CC-2025-043	NOTICE OF VIOLATION	Andy Crossett	201 OVERLAKE	Description: Met onsite with homeowner to discuss a sport court that had been installed.	\$21,000
				Action Taken: Directed homeowner that permits are required for a sport court.	Doubling of Permit Fees
				Status: Working through zoning process	

# Tree Permit Activity Report

## June 2025

### By Andy Crossett

#### Tree Inventory Update:

Fairweather Park is complete. Only the wetlands south of Medina Park and a few miscellaneous small sites around the city remain.

Issued Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-RESTORATION TREE-25-034	7702 NE 22ND ST	3 Cottonwood	34", 35", 36"	3	Trees met requirements to be considered 'High' risk.
N/A	TREE-PERFORMANCE TREE-25-066	2256 79TH AVE NE	1 Douglas fir, 1 Western redcedar	40", 38"	N/A	Insufficient evidence provided to confirm that either tree is 'High' risk.
2	TREE-RESTORATION TREE-25-040	8604 NE 7th St	1 Blue Spruce	14"	2	Rhizosphaera needle cast. (disease)

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

**Issued Development Tree Permit Activity Table**

Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	N/A	N/A	N/A	N/A	N/A	N/A

**New Development Tree Permit Activity Table**

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

**Picture 1. 7702 NE 22ND ST – Three high-risk cottonwoods. These trees have continued to shed large, heavy limbs into the driveway. The species is inherently weak-wooded, and the wood is exceptionally heavy due to its high water content. Cottonwood is not recommended for right-of-way planting.**



**Picture 2. 8604 NE 7th St – Blue spruce with needle cast.**







# CITY OF MEDINA

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

**Date:** July 14th, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** 2025 June and Mid-Year Financial Report

The 2025 report includes:

- June Key Revenue and Expenditures:
- Potential 2025 Budget Amendment Items
- June Cash Statement
- June Financial Summary
- Mid-Year Financial Summary
- June Financials by BARS account
- June 2025 AP Check Register Activity Detail

## June Key Revenue

- \$165K Local Sales and Use Tax
- \$58K Building Permit Revenue
- \$47K Investment Earnings
- \$38K Property Taxes
- \$19K REET – Retail Excise Tax (May Sales)
- \$15K Utility and Franchise Fees/Taxes

## June Key Expenditures

- \$50K Inslee Best – May Attorney Services
- \$30K City of Bellevue – HTF Fire Fee
- \$23K Dapper Plumbing – Police Vehicle Electrical Charging Station
- \$21K LDC Consultants – May Current Planning
- \$19K Exigy Consulting – City Manager Consulting Services June
- \$8K GMP Consultants – City Manager Recruitment

## 2025 Potential Budget Amendment Items

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

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

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

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

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

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

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

## 2025 Cash Position and Investment Summary

<u>2025 Cash Balance, 5/31/2025</u>		<u>2025 Cash Balance, 6/30/2025</u>	
TOTAL CASH & INVESTMENTS		TOTAL CASH & INVESTMENTS	
Period Ending: 5/31/25		Period Ending: 6/30/2025	
WA ST INV POOL	\$ 11,106,895	WA ST INV POOL	\$ 11,334,147
OTHER INVESTMENTS*	4,790,922	OTHER INVESTMENTS*	4,790,922
CHECKING	1,142,657	CHECKING	510,420
	<u>\$ 17,040,474</u>		<u>\$ 16,635,489</u>
		Outstanding Checks	<u>\$103,104</u>
			<u>\$ 16,532,385</u>

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

## June 2025 Financial Summary

REVENUES:	JUN ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$37,663	\$2,568,725	\$4,608,359	55.74%	\$2,039,634
Sales Tax	\$164,631	\$911,908	\$1,964,450	46.42%	\$1,052,542
Affordable & Sup. Housing	\$0	\$91	\$0	—	(\$91)
Criminal Justice	\$8,245	\$50,634	\$111,099	45.58%	\$60,465
B & O Tax: Utility & Franchise Fee	\$15,354	\$612,428	\$978,219	62.61%	\$365,791
Leasehold Excise Tax	\$0	\$0	\$2,000	0.00%	\$2,000
General Government (includes Hunts Point)	\$7,082	\$206,537	\$406,868	50.76%	\$200,331
Passports, General Licenses & Permits	\$125	\$862	\$5,900	14.61%	\$5,038
Fines, Penalties, Traffic Infr.	\$6,469	\$19,991	\$18,000	111.06%	(\$1,991)
Misc. Invest. Facility Leases	\$31,666	\$225,875	\$262,166	86.16%	\$36,291
Disposition of Capital Assets	\$974	\$974	\$0	—	(\$974)
<b>General Fund Total</b>	<b>\$272,210</b>	<b>\$4,598,026</b>	<b>\$8,357,061</b>	<b>55.02%</b>	<b>\$3,759,035</b>
<b>Development Services Fund Total</b>	<b>\$79,491</b>	<b>\$345,917</b>	<b>\$915,500</b>	<b>37.78%</b>	<b>\$569,582.80</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	—	\$0.00
<b>Street Fund Total</b>	<b>\$9,704</b>	<b>\$155,617</b>	<b>\$118,085</b>	<b>131.78%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$45,000	\$270,000	\$540,000	50.00%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,075</b>	<b>0.00%</b>	<b>\$3,075</b>
<b>Contingency Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>Capital Fund Total</b>	<b>\$42,109</b>	<b>\$614,914</b>	<b>\$1,535,000</b>	<b>40.06%</b>	<b>\$920,086</b>
<b>Levy Stabilization Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>—</b>	<b>\$0</b>
Levy Fund Transfers In GF	\$23,750	\$142,500	\$285,000	50.00%	\$142,500
<b>NonRevenue Trust Funds Total</b>	<b>\$7,563</b>	<b>\$21,979</b>	<b>\$0</b>	<b>—</b>	<b>(\$21,979)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>—</b>	<b>(\$1,500,000)</b>
<b>Total (All Funds)</b>	<b>\$411,077</b>	<b>\$5,736,453</b>	<b>\$10,928,721</b>	<b>52.49%</b>	<b>\$5,192,268</b>
Total (All Funds) Transfers In	\$68,750	\$412,500	\$825,000	50.00%	\$412,500

EXPENDITURES:	JUN ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	\$1,592	\$20,388	\$83,000	24.56%	\$62,612
Municipal Court	\$0	\$7,154	\$15,000	47.70%	\$7,846
Executive	\$87,701	\$251,684	\$308,736	81.52%	\$57,052
Finance	\$28,307	\$406,724	\$614,051	66.24%	\$207,327
Legal	\$51,848	\$260,199	\$468,000	55.60%	\$207,801
Central Services	\$77,688	\$593,903	\$1,186,277	50.06%	\$592,374
Police Operations	\$215,934	\$1,422,826	\$2,931,655	48.53%	\$1,508,829
Fire & Medical Aid	\$29,765	\$497,356	\$950,544	52.32%	\$453,188
Public Housing, Environmental & Mental Health	\$1,219	\$25,493	\$55,966	45.55%	\$30,473
<b>Fees</b>					
Recreational Services	\$341	\$514	\$48,500	1.06%	\$47,986
Long Range Planning	\$16,500	\$87,563	\$315,222	27.78%	\$227,659
Parks	\$63,947	\$306,584	\$630,355	48.64%	\$323,771
<b>General Fund Subtotal</b>	<b>\$574,841</b>	<b>\$3,880,389</b>	<b>\$7,607,306</b>	<b>51.01%</b>	<b>\$3,726,917</b>
General Fund Transfers Out	\$60,417	\$362,500	\$725,000	50.00%	\$362,500
<b>General Fund Total</b>	<b>\$635,258</b>	<b>\$4,242,889</b>	<b>\$8,332,306</b>	<b>50.92%</b>	<b>\$4,089,417</b>
<b>Development Services Fund Total</b>	<b>\$113,967</b>	<b>\$582,472</b>	<b>\$1,208,063</b>	<b>48.22%</b>	<b>\$625,591</b>
<b>City Street Fund Total</b>	<b>\$37,528</b>	<b>\$241,563</b>	<b>\$647,696</b>	<b>37.30%</b>	<b>\$406,133</b>
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$320</b>	<b>\$30,000</b>	<b>1.07%</b>	<b>\$29,680</b>
<b>Capital Fund Total</b>	<b>\$78,846</b>	<b>\$325,113</b>	<b>\$750,000</b>	<b>43.35%</b>	<b>\$424,887</b>
Capital Fund Transfers Out	\$8,333	\$50,000	\$100,000	50.00%	\$50,000
<b>NonRevenue Trust Funds Total</b>	<b>\$78</b>	<b>\$398</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$398)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$1,478,518</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$1,478,518)</b>
<b>Total (All Funds)</b>	<b>\$805,260</b>	<b>\$6,508,773</b>	<b>\$10,243,065</b>	<b>63.54%</b>	<b>\$3,734,292</b>
Total (All Funds) Transfers Out	\$68,750	\$412,500	\$825,000	50.00%	\$412,500



## 2025 Mid-Year Financial Summary

### 2025 Revenue Comparison

<b>Fund</b>	<b>2024 Actuals</b>	<b>2025 Actuals</b>	<b>Variance</b>	<b>% Change</b>
General Fund	\$ 4,318,536.00	\$4,598,025.76	\$ 279,489.76	6%
Street Fund	\$ 26,537.00	\$155,617.04	\$ 129,080.04	486%
Tree Fund	\$ 888.00	\$0.00	\$ (888.00)	-100%
Development Services Fund	\$ 491,961.00	\$345,917.20	\$ (146,043.80)	-30%
Capital Fund	\$ 1,074,392.00	\$614,913.88	\$ (459,478.12)	-43%

Why do we see the following variances?

#### **Street Fund**

In May of 2025, the city received the 2024 and 2025 allocation for the Department of Ecology grant for National Pollution Discharge. This is a large portion of the annual Street budget, and with 2024's allocation being paid out in 2025, we see a significant difference over 2024.

#### **Development Services**

A 26% decrease in Building Permit revenue when compared to the first half of 2024 drives the variance.

#### **Capital Fund**

REET revenue has seen a 51% decrease from mid-year 2024. With REET sales being driven by home sales within the community, variances can be common as the price and quantity of sales can fluctuate significantly year by year.

### 2025 Expenditures Comparison

<b>Fund</b>	<b>2024 Actuals</b>	<b>2025 Actuals</b>	<b>Variance</b>	<b>% Change</b>
General Fund	\$ 3,372,461.00	\$3,880,389.35	\$ 507,928.35	15%
Street Fund	\$ 272,766.00	\$241,563.03	\$ (31,202.97)	-11%
Tree Fund	\$ 6,358.00	\$320.00	\$ (6,038.00)	-95%
Development Services Fund	\$ 558,319.00	\$582,472.00	\$ 24,153.00	4%
Capital Fund	\$ 575,064.00	\$325,113.00	\$ (249,951.00)	-43%

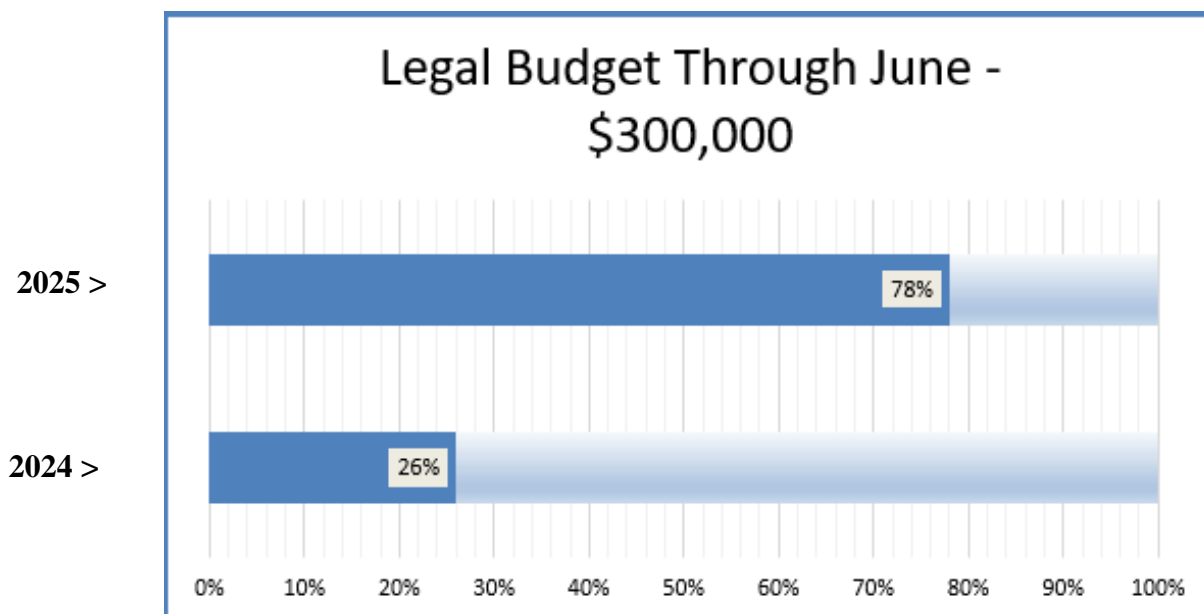
## 2025 Updates by Department and Fund

### **Executive**

With former City Manager Burn's retirement, the Executive portion of the General Fund does not align with the projected budget. The cash out of vacation and sick time, which was not budgeted, was \$46,000. The hiring of Jeff Swanson as Medina's Interim City Manager overlapped by almost two months, which added roughly another \$40,000 to the budget. Lastly, the recruitment costs through GMP for the hiring of the new City Manager have added another \$25,000 to the budget. Listed in the budget amendment section of this report, this portion of the budget will be brought back to Council in November for discussion to amend to better reflect 2025.

### **Legal**

With high attorney costs over various projects and topics from March – June, Medina is set to exceed the \$300,000 budgeted amount allocated to our City Attorney in 2025. Land Use sees the largest increase from 2024, and staff is working with our City Attorney to isolate project specific costs that could be passed through to the applicant.



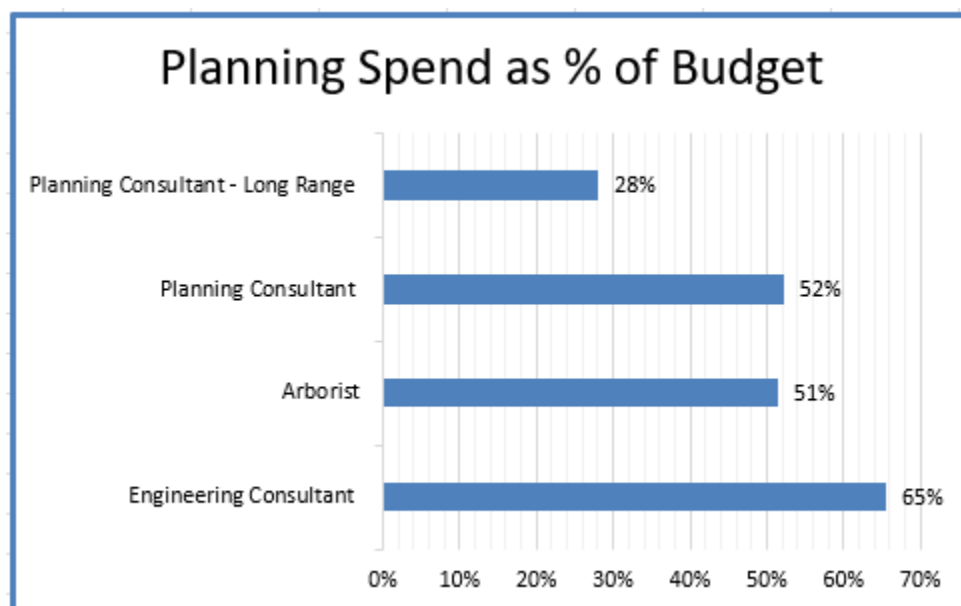
## Capital

Medina capital projects can be funded in three ways, through Grants, REET or non-restrictive capital funds. Below is a brief overview of each funding source, and a list of current and former projects funded through that revenue source.

- 1) **Grants** – Public Works Director Ryan Osada use the CIP/TIP to apply for state and federal grants. Most common sources of funding available to Medina are from the Transportation Board, and King County Parks.
  - a. Recent projects funded through TIB – Upland Road Overlay
  - b. Recent Projects funded through KC Parks – Goats, Tennis Court Resurfacing
- 2) **REET** – Medina receives a half percent of local home sales to be used for major capital projects. REET is split into REET 1 and REET 2, which have separate restricted uses. This source of funding is used by Medina to fund major projects that are not covered by grants.
  - a. Recent Projects funded by REET – NE 12<sup>th</sup> ST Sidewalk, 87<sup>th</sup> AVE NE Stormwater Improvements Project
  - b. If you want to know more about REET and how it can be utilized by the City, please follow the below link.
  - c. <https://mrsc.org/explore-topics/finance/revenues/real-estate-excise-tax>
- 3) **Non-Restricted Capital** – This revenue source comes primarily through investment earnings and can be used for projects that fall outside of the accepted uses for REET.
  - a. Recent Projects funded by Non-Restricted Capital – Street Sweeping, City Hall Carpets, Mini Split for Post Office.

## Long Range Planning and Development Services

With a vacancy at the Planning Manager position, consultants will continue to be utilized to make sure service is maintained in both long-term planning and day to day permitting.



# 2025 YTD Revenue By Fund

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund</b>						
<b>General Property Taxes</b>						
001-000-000-311-10-00-00	General Property Taxes	\$37,663.45	\$2,568,725.45	\$4,608,359.00	55.74%	\$2,039,633.55
<b>Total General Property Taxes</b>		<b>\$37,663.45</b>	<b>\$2,568,725.45</b>	<b>\$4,608,359.00</b>	<b>55.74%</b>	<b>\$2,039,633.55</b>
<b>Retail Sales and Use Taxes</b>						
001-000-000-313-11-00-00	Local Retail Sales & Use Tax	\$164,631.01	\$911,908.45	\$1,964,450.00	46.42%	\$1,052,541.55
001-000-000-313-27-00-00	Affordable & Sup. Housing	\$0.00	\$91.00	\$0.00	0.00%	(\$91.00)
001-000-000-313-71-00-00	Criminal Justice Funding	\$8,244.77	\$50,634.44	\$111,099.00	45.58%	\$60,464.56
<b>Total Retail Sales and Use Taxes</b>		<b>\$172,875.78</b>	<b>\$962,633.89</b>	<b>\$2,075,549.00</b>	<b>46.38%</b>	<b>\$1,112,915.11</b>
<b>Utility Tax</b>						
001-000-000-316-41-00-00	Electric	\$0.00	\$169,108.47	\$260,100.00	65.02%	\$90,991.53
001-000-000-316-42-00-00	Gas	\$0.00	\$113,506.72	\$145,000.00	78.28%	\$31,493.28
001-000-000-316-43-00-00	Water & Sewer	\$0.00	\$125,218.58	\$208,080.00	60.18%	\$82,861.42
001-000-000-316-45-00-00	Garbage/Solid Waste	\$0.00	\$34,476.74	\$55,000.00	62.68%	\$20,523.26
001-000-000-316-46-00-00	Cable-Television	\$12,391.38	\$61,476.01	\$85,313.00	72.06%	\$23,836.99
001-000-000-316-47-00-00	Telephone	\$2,713.48	\$24,913.02	\$37,454.00	66.52%	\$12,540.98
001-000-000-316-49-00-00	Other	\$249.32	\$249.32	\$0.00	0.00%	(\$249.32)
<b>Total Utility Tax</b>		<b>\$15,354.18</b>	<b>\$528,948.86</b>	<b>\$790,947.00</b>	<b>66.88%</b>	<b>\$261,998.14</b>
<b>Excise Taxes</b>						
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
<b>Total Excise Taxes</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>0.00%</b>	<b>\$2,000.00</b>
<b>Franchise Fees</b>						
001-000-000-321-91-00-00	Franchise Fees & Royalties	\$0.00	\$83,479.05	\$187,272.00	44.58%	\$103,792.95
<b>Total Franchise Fees</b>		<b>\$0.00</b>	<b>\$83,479.05</b>	<b>\$187,272.00</b>	<b>44.58%</b>	<b>\$103,792.95</b>
<b>Licenses and Permits</b>						
001-000-000-322-30-00-00	Animal Licenses	\$0.00	\$30.00	\$400.00	7.50%	\$370.00
001-000-000-322-90-00-00	Gun Permits	\$100.00	\$287.00	\$500.00	57.40%	\$213.00
<b>Total Licenses and Permits</b>		<b>\$100.00</b>	<b>\$317.00</b>	<b>\$900.00</b>	<b>35.22%</b>	<b>\$583.00</b>
<b>Intergovernmental</b>						
001-000-000-331-11-00-00	Department of Commerce Grant	\$0.00	\$8,750.00	\$0.00	0.00%	(\$8,750.00)
001-000-000-336-06-21-00	Mvet-Criminal Justice-Pop.	(\$2.87)	\$566.85	\$1,168.00	48.53%	\$601.15
001-000-000-336-06-26-00	Criminal Justice-Special	(\$9.48)	\$1,988.15	\$4,088.00	48.63%	\$2,099.85
001-000-000-336-06-51-00	DUI/Other Criminal Justice	(\$7.29)	\$116.51	\$0.00	0.00%	(\$116.51)
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	\$3,401.29	\$15,463.71	\$21,520.00	71.86%	\$6,056.29
001-000-000-336-06-95-01	Liquor Control Board Profits-Public Safety	\$850.32	\$3,865.94	\$0.00	0.00%	(\$3,865.94)
<b>Total Intergovernmental</b>		<b>\$4,231.97</b>	<b>\$30,751.16</b>	<b>\$45,931.00</b>	<b>66.95%</b>	<b>\$15,179.84</b>
<b>Charges for Goods and Services</b>						
001-000-000-341-99-00-00	Passport & Naturalization Fees	\$0.00	\$420.00	\$5,000.00	8.40%	\$4,580.00
001-000-000-342-10-00-00	Law Enforcement Services	\$2,850.50	\$2,850.50	\$0.00	0.00%	(\$2,850.50)
001-000-000-342-11-00-00	Hunts Point Police Contract	\$0.00	\$172,935.06	\$360,937.00	47.91%	\$188,001.94
001-000-000-342-12-00-00	Hunts Point-Add'l Services	\$25.00	\$125.00	\$0.00	0.00%	(\$125.00)
<b>Total Charges for Goods and Services</b>		<b>\$2,875.50</b>	<b>\$176,330.56</b>	<b>\$365,937.00</b>	<b>74.65%</b>	<b>\$189,606.44</b>
<b>Fines and Penalties</b>						
001-000-000-353-10-00-00	Municipal Court-Traffic Infrac	\$6,469.37	\$19,490.82	\$18,000.00	108.28%	(\$1,490.82)
<b>Non-Court Fines, Forfeitures and Penalties</b>						
001-000-000-359-90-00-00	Misc. Fines, Penalties, Code Enforcement	\$0.00	\$500.00	\$0.00	0.00%	(\$500.00)
<b>Total Non-Court Fines, Forfeitures and</b>		<b>\$0.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>(\$500.00)</b>
<b>Total Fines and Penalties</b>		<b>\$6,469.37</b>	<b>\$19,990.82</b>	<b>\$18,000.00</b>	<b>111.06%</b>	<b>(\$1,990.82)</b>
<b>Miscellaneous Revenues</b>						
001-000-000-361-11-00-00	Investment Interest Earnings	\$23,299.04	\$172,907.52	\$135,000.00	128.08%	(\$37,907.52)
001-000-000-361-40-00-00	Sales Interest	\$404.52	\$5,744.90	\$4,500.00	127.66%	(\$1,244.90)

001-000-000-362-00-00-10	Rents & Leases	\$0.00	\$0.00	\$30,030.00	0.00%	\$30,030.00
001-000-000-362-00-00-20	Post Office Facility Lease	\$7,895.83	\$45,680.25	\$88,508.00	51.61%	\$42,827.75
001-000-000-369-91-00-00	Other	\$0.00	\$1,390.80	\$3,500.00	39.74%	\$2,109.20
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	\$50.00	\$105.00	\$400.00	26.25%	\$295.00
001-000-000-369-91-00-45	Other-Reports	\$16.50	\$46.50	\$53.00	87.74%	\$6.50
<b>Total Miscellaneous Revenues</b>		<b>\$31,665.89</b>	<b>\$225,874.97</b>	<b>\$262,066.00</b>	86.19%	<b>\$36,191.03</b>
<b>Non Revenues</b>						
001-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)	\$10,000.00	\$20,000.00	\$0.00	0.00%	(\$20,000.00)
<b>Total Non Revenues</b>		<b>\$10,000.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>		<b>(\$20,000.00)</b>
<b>Disposition of Capital Assets</b>						
001-000-000-395-10-00-00	Sale Of Equipment/Property	\$350.00	\$350.00	\$0.00	0.00%	(\$350.00)
001-000-000-395-10-00-20	PD Equipment sale/replacement funds	\$624.00	\$624.00	\$0.00	0.00%	(\$624.00)
<b>Total Disposition of Capital Assets</b>		<b>\$974.00</b>	<b>\$974.00</b>	<b>\$0.00</b>		<b>(\$974.00)</b>
<b>Total General Fund</b>		<b>\$282,210.14</b>	<b>\$4,618,025.76</b>	<b>\$8,356,961.00</b>	55.26%	<b>\$3,738,935.24</b>
<b>City Street Fund</b>						
<b>Intergovernmental Revenues</b>						
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	\$924.23	\$5,850.94	\$3,241.00	180.53%	(\$2,609.94)
101-000-000-336-00-87-00	Motor Fuel Tax(unrestricted)	\$8,779.34	\$19,766.10	\$49,844.00	39.66%	\$30,077.90
<b>Total Intergovernmental Revenues</b>		<b>\$9,703.57</b>	<b>\$155,617.04</b>	<b>\$118,085.00</b>	131.78%	<b>(\$37,532.04)</b>
<b>Transfers-In</b>						
101-000-000-397-00-10-00	Transfer to Street from General Fund	\$36,666.67	\$220,000.02	\$440,000.00	50.00%	\$219,999.98
101-000-000-397-00-30-00	Transfer to Street from Capital	\$8,333.33	\$49,999.98	\$100,000.00	50.00%	\$50,000.02
<b>Total Transfers-In</b>		<b>\$45,000.00</b>	<b>\$270,000.00</b>	<b>\$540,000.00</b>	50.00%	<b>\$270,000.00</b>
<b>Total City Street Fund</b>		<b>\$54,703.57</b>	<b>\$425,617.04</b>	<b>\$658,085.00</b>	64.68%	<b>\$232,467.96</b>
<b>Tree Fund</b>						
103-000-000-345-89-00-00	Tree Replacement fees	\$0.00	\$0.00	\$3,075.00	0.00%	\$3,075.00
<b>Total Tree Fund</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,075.00</b>	0.00%	<b>\$3,075.00</b>
<b>Levy Stabilization Fund</b>						
303-000-000-397-00-00-02	Transfer to Levy Stab. Fund from GF	\$23,750.00	\$142,500.00	\$285,000.00	50.00%	\$142,500.00
<b>Total Levy Stabilization Fund</b>		<b>\$23,750.00</b>	<b>\$142,500.00</b>	<b>\$285,000.00</b>	50.00%	<b>\$142,500.00</b>
<b>Capital Projects Fund</b>						
<b>Other Taxes</b>						
307-000-000-318-34-00-00	Real Estate Excise Tax 1	\$9,405.00	\$218,174.97	\$675,000.00	32.32%	\$456,825.03
307-000-000-318-35-00-00	Real Estate Excise Tax 2	\$9,405.00	\$218,174.97	\$675,000.00	32.32%	\$456,825.03
<b>Total Other Taxes</b>		<b>\$18,810.00</b>	<b>\$436,349.94</b>	<b>\$1,350,000.00</b>	32.32%	<b>\$913,650.06</b>
307-000-000-334-03-80-00	Transp Imp Board Grant-Sidewalks & Overlay	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
307-000-000-334-06-91-02	Grant-Property II Levy	\$0.00	\$42,131.49	\$50,000.00	84.26%	\$7,868.51
307-000-000-334-06-91-04	King County Flood Control Grant- Stormwater	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
307-000-000-361-11-00-00	Investment Interest Earnings	\$23,299.04	\$135,784.67	\$135,000.00	100.58%	(\$784.67)
307-000-000-382-20-00-00	Retainage Deposits	\$0.00	\$647.78	\$0.00	0.00%	(\$647.78)
<b>Total Capital Projects Fund</b>		<b>\$42,109.04</b>	<b>\$614,913.88</b>	<b>\$1,535,000.00</b>	40.06%	<b>\$920,086.12</b>
<b>Development Services Fund</b>						
401-000-000-322-10-00-00	Building Permits	\$57,928.62	\$289,343.77	\$720,000.00	40.19%	\$430,656.23
401-000-000-322-11-00-00	Building Permit - Technology Fee	\$1,224.50	\$4,256.50	\$10,000.00	42.57%	\$5,743.50
401-000-000-345-81-00-00	Zoning	\$4,835.00	\$8,809.50	\$50,000.00	17.62%	\$41,190.50
401-000-000-345-89-00-00	Planning	\$12,930.50	\$33,198.95	\$115,000.00	28.87%	\$81,801.05
401-000-000-359-00-00-00	Misc, Fine, Penalties, Code	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
401-000-000-369-91-00-05	Other-CC Convenience Fees	\$2,572.24	\$10,308.48	\$20,000.00	51.54%	\$9,691.52
401-000-000-382-10-00-02	Refundable DS Advance Deposit	\$14,624.59	\$47,524.94	\$40,000.00	118.81%	(\$7,524.94)
401-000-000-382-10-00-03	Advanced Deposit Used to Fund Consulting Fees	\$2,275.41	\$17,200.48	\$145,000.00	11.86%	\$127,799.52
<b>Total Development Services Fund</b>		<b>\$96,390.86</b>	<b>\$410,642.62</b>	<b>\$1,100,500.00</b>	37.31%	<b>\$689,857.38</b>

## 2025 YTD Expenditures

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund</b>						
<b>Legislative Services</b>						
001-000-000-511-60-41-00	Professional Services	\$550.25	\$1,182.75	\$20,000.00	5.91%	\$18,817.25
001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt	\$0.00	\$4,225.18	\$7,000.00	60.36%	\$2,774.82
001-000-000-511-60-43-00	Travel & Training	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
001-000-000-511-60-49-00	Miscellaneous	\$1,041.44	\$1,855.37	\$2,000.00	92.77%	\$144.63
001-000-000-511-60-49-10	Medina Days	\$0.00	\$13,125.00	\$52,000.00	25.24%	\$38,875.00
<b>Total Legislative Services</b>		<b>\$1,591.69</b>	<b>\$20,388.30</b>	<b>\$83,000.00</b>	<b>24.56%</b>	<b>\$62,611.70</b>
<b>Municipal Court</b>						
001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf	\$0.00	\$7,154.41	\$15,000.00	47.70%	\$7,845.59
<b>Total Municipal Court</b>		<b>\$0.00</b>	<b>\$7,154.41</b>	<b>\$15,000.00</b>	<b>47.70%</b>	<b>\$7,845.59</b>
<b>Executive</b>						
<b>Salaries &amp; Wages</b>						
001-000-000-513-10-11-00	Salaries & Wages	\$70,058.16	\$154,098.16	\$201,697.00	76.40%	\$47,598.84
001-000-000-513-10-11-16	ICMA 457 Plan	\$937.49	\$11,093.54	\$24,000.00	46.22%	\$12,906.46
001-000-000-513-10-11-17	Medical Opt Out	\$0.00	\$5,490.35	\$14,865.00	36.93%	\$9,374.65
<b>Total Salaries &amp; Wages</b>		<b>\$70,995.65</b>	<b>\$170,682.05</b>	<b>\$240,562.00</b>	<b>70.95%</b>	<b>\$69,879.95</b>
<b>Personnel Benefits</b>						
001-000-000-513-10-21-00	Personnel Benefits	\$3,993.45	\$13,866.90	\$22,809.00	60.80%	\$8,942.10
001-000-000-513-10-21-50	Auto Allowance	\$500.00	\$3,000.00	\$6,000.00	50.00%	\$3,000.00
<b>Total Personnel Benefits</b>		<b>\$4,493.45</b>	<b>\$16,866.90</b>	<b>\$28,809.00</b>	<b>58.55%</b>	<b>\$11,942.10</b>
001-000-000-513-10-41-00	Professional Services	\$11,679.30	\$63,602.88	\$36,000.00	176.67%	(\$27,602.88)
001-000-000-513-10-43-00	Travel & Training	\$532.48	\$532.48	\$3,000.00	17.75%	\$2,467.52
001-000-000-513-10-49-01	Dues, Subscriptions	\$0.00	\$0.00	\$365.00	0.00%	\$365.00
<b>Total Executive</b>		<b>\$87,700.88</b>	<b>\$251,684.31</b>	<b>\$308,736.00</b>	<b>81.52%</b>	<b>\$57,051.69</b>
<b>Finance Department</b>						
001-000-000-514-20-11-00	Salaries & Wages	\$18,317.00	\$109,902.00	\$221,084.00	49.71%	\$111,182.00
001-000-000-514-20-11-16	ICMA 457 Plan	\$750.00	\$4,500.00	\$9,000.00	50.00%	\$4,500.00
001-000-000-514-20-21-00	Personnel Benefits	\$6,266.89	\$34,648.28	\$71,412.00	48.52%	\$36,763.72
001-000-000-514-20-21-17	Opt-Out Of Medical	\$441.99	\$2,651.94	\$5,142.00	51.57%	\$2,490.06
001-000-000-514-20-41-01	Professional Services	\$2,392.65	\$26,993.84	\$42,000.00	64.27%	\$15,006.16
001-000-000-514-20-42-00	Intergvtml 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	\$794.84	\$1,500.00	52.99%	\$705.16
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	\$600.00	\$1,000.00	60.00%	\$400.00
001-000-000-514-20-49-10	Miscellaneous	\$138.50	\$2,108.99	\$15,000.00	14.06%	\$12,891.01
001-000-000-514-40-40-00	Election Services-Voter Regist	\$0.00	\$12,226.61	\$12,000.00	101.89%	(\$226.61)
<b>Total Finance Department</b>		<b>\$28,307.03</b>	<b>\$406,724.39</b>	<b>\$614,051.00</b>	<b>66.24%</b>	<b>\$207,326.61</b>
<b>Legal Department</b>						
001-000-000-515-41-40-00	City Attorney	\$51,848.40	\$235,586.59	\$300,000.00	78.53%	\$64,413.41
001-000-000-515-45-40-00	Special Counsel	\$0.00	\$362.80	\$110,000.00	0.33%	\$109,637.20
001-000-000-515-91-40-00	Public Defender	\$0.00	\$4,250.00	\$10,000.00	42.50%	\$5,750.00
001-000-000-515-93-40-10	Prosecuting Attorney	\$0.00	\$20,000.00	\$48,000.00	41.67%	\$28,000.00
<b>Total Legal Department</b>		<b>\$51,848.40</b>	<b>\$260,199.39</b>	<b>\$468,000.00</b>	<b>55.60%</b>	<b>\$207,800.61</b>
<b>Central Services</b>						
<b>Salaries &amp; Wages</b>						
001-000-000-518-10-11-00	Salaries & Wages	\$27,667.00	\$166,367.51	\$326,427.00	50.97%	\$160,059.49
001-000-000-518-10-11-11	Longevity	\$745.10	\$4,105.04	\$4,987.00	82.31%	\$881.96
001-000-000-518-10-11-14	Education	\$150.00	\$900.00	\$1,800.00	50.00%	\$900.00
001-000-000-518-10-11-16	ICMA 457 Plan	\$750.00	\$4,500.00	\$12,000.00	37.50%	\$7,500.00
001-000-000-518-10-11-17	Opt-Out Medical	\$1,182.47	\$7,094.82	\$10,426.00	68.05%	\$3,331.18
001-000-000-518-10-12-00	Overtime	\$0.00	\$723.48	\$0.00	0.00%	(\$723.48)
<b>Total Salaries &amp; Wages</b>		<b>\$30,494.57</b>	<b>\$183,690.85</b>	<b>\$355,640.00</b>	<b>51.65%</b>	<b>\$171,949.15</b>
<b>Personnel Benefits</b>						
001-000-000-518-10-21-00	Personnel Benefits	\$10,004.03	\$60,605.00	\$125,097.00	48.45%	\$64,492.00
<b>Total Personnel Benefits</b>		<b>\$10,004.03</b>	<b>\$60,605.00</b>	<b>\$125,097.00</b>	<b>48.45%</b>	<b>\$64,492.00</b>
<b>Office and Operating Supplies</b>						
001-000-000-518-10-31-00	Office And Operating Supplies	\$6,774.99	\$11,392.45	\$35,000.00	32.55%	\$23,607.55

<b>Total Office and Operating Supplies</b>		<b>\$6,774.99</b>	<b>\$11,392.45</b>	<b>\$35,000.00</b>	32.55%	\$23,607.55
<b>Other Services</b>						
001-000-000-518-10-41-00	Professional Services	\$2,521.20	\$41,595.08	\$125,000.00	33.28%	\$83,404.92
001-000-000-518-10-41-50	Prof Serv-Computer Tech Serv	\$0.00	\$26.27	\$0.00	0.00%	(\$26.27)
001-000-000-518-10-42-00	Postage/Telephone	\$198.39	\$1,224.59	\$13,000.00	9.42%	\$11,775.41
001-000-000-518-10-43-00	Travel & Training	\$0.00	\$2,206.20	\$12,000.00	18.39%	\$9,793.80
001-000-000-518-10-44-00	Advertising	\$0.00	\$415.25	\$7,500.00	5.54%	\$7,084.75
001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	\$1,769.41	\$11,585.49	\$32,000.00	36.20%	\$20,414.51
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	\$509.31	\$1,279.07	\$6,400.00	19.99%	\$5,120.93
001-000-000-518-10-49-20	Dues, Subscriptions	\$0.00	\$345.00	\$700.00	49.29%	\$355.00
001-000-000-518-10-49-30	Postcard, Public information	\$0.00	\$5,367.60	\$20,000.00	26.84%	\$14,632.40
001-000-000-518-10-49-40	Photocopies	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
<b>Total Other Services</b>		<b>\$4,998.31</b>	<b>\$64,474.21</b>	<b>\$217,600.00</b>	29.63%	\$153,125.79
001-000-000-518-20-31-00	Office And Operating Supplies	\$0.00	\$15.91	\$0.00		(\$200.55)
<b>Building Maintenance</b>						
001-000-000-518-30-45-00	Facility Rental	\$413.00	\$2,478.00	\$4,200.00	59.00%	\$1,722.00
001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	\$5,109.00	\$31,181.49	\$57,500.00	54.23%	\$26,318.51
<b>Total Building Maintenance</b>		<b>\$5,522.00</b>	<b>\$33,675.40</b>	<b>\$61,700.00</b>	54.58%	\$28,024.60
<b>Central Services</b>						
001-000-000-518-80-31-00	IT HW, SW, Operating Supplies	\$0.00	\$0.00	\$1,500.00	0.00%	\$1,500.00
001-000-000-518-80-41-50	Technical Services, Software Services	\$16,965.66	\$97,493.57	\$188,000.00	51.86%	\$90,506.43
001-000-000-518-80-41-60	Software Services	\$2,928.12	\$78,736.50	\$132,640.00	59.36%	\$53,903.50
001-000-000-518-80-48-00	Repairs & Maint., Annual Software Maint.	\$0.00	\$2,951.60	\$18,500.00	15.95%	\$15,548.40
<b>Total Central Services</b>		<b>\$77,687.68</b>	<b>\$533,019.58</b>	<b>\$1,135,677.00</b>	46.93%	\$602,657.42
<b>Police Operations</b>						
<b>Salaries &amp; Wages</b>						
001-000-000-521-20-11-00	Salaries & Wages	\$109,000.32	\$690,806.51	\$1,393,733.00	49.57%	\$702,926.49
001-000-000-521-20-11-11	Longevity	\$2,907.83	\$16,929.25	\$37,475.00	45.17%	\$20,545.75
001-000-000-521-20-11-14	Education	\$50.00	\$1,557.35	\$600.00	259.56%	(\$957.35)
001-000-000-521-20-11-16	ICMA 457 Plan	\$3,986.40	\$23,918.40	\$49,000.00	48.81%	\$25,081.60
001-000-000-521-20-11-17	Opt-Out Of Medical	\$3,557.15	\$21,342.90	\$40,234.00	53.05%	\$18,891.10
001-000-000-521-20-11-18	Night Shift Differential	\$1,340.16	\$6,700.92	\$20,202.00	33.17%	\$13,501.08
001-000-000-521-20-11-19	2% Physical Fitness Incentive	\$2,192.92	\$8,017.38	\$18,860.00	42.51%	\$10,842.62
001-000-000-521-20-12-00	Overtime	\$11,371.48	\$72,995.28	\$120,000.00	60.83%	\$47,004.72
001-000-000-521-20-12-01	Merit Pay	\$0.00	\$65,093.62	\$67,500.00	96.43%	\$2,406.38
001-000-000-521-20-13-00	Holiday Pay	\$0.00	\$0.00	\$70,690.00	0.00%	\$70,690.00
<b>Total Salaries &amp; Wages</b>		<b>\$134,406.26</b>	<b>\$907,361.61</b>	<b>\$1,818,294.00</b>	49.90%	\$910,932.39
<b>Personnel Benefits</b>						
001-000-000-521-20-21-00	Personnel Benefits	\$34,459.24	\$227,053.95	\$495,788.00	45.80%	\$268,734.05
001-000-000-521-20-21-10	Personnel Benefits-Retirees	\$2,033.58	\$12,325.38	\$25,765.00	47.84%	\$13,439.62
001-000-000-521-20-22-00	Uniforms	\$1,772.28	\$7,845.98	\$16,000.00	49.04%	\$8,154.02
001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program	\$0.00	\$1,960.46	\$3,000.00	65.35%	\$1,039.54
001-000-000-521-20-23-00	Tuition	\$0.00	\$0.00	\$7,000.00	0.00%	\$7,000.00
<b>Total Personnel Benefits</b>		<b>\$38,265.10</b>	<b>\$249,185.77</b>	<b>\$547,553.00</b>	45.51%	\$298,367.23
<b>Supplies</b>						
001-000-000-521-20-31-00	Office Supplies	\$100.93	\$14,932.77	\$15,000.00	99.55%	\$67.23
001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K	\$0.00	\$880.77	\$6,000.00	14.68%	\$5,119.23
001-000-000-521-20-31-40	Police Operating Supplies	\$131.94	\$3,983.87	\$20,000.00	19.92%	\$16,016.13
001-000-000-521-20-31-60	Ammo/Range (Targets, etc)	\$0.00	\$65.03	\$11,000.00	0.59%	\$10,934.97
001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	\$3,146.57	\$16,361.97	\$34,000.00	48.12%	\$17,638.03
001-000-000-521-20-35-20	Firearms (Purchase & Repair)	\$0.00	\$1,068.49	\$2,500.00	42.74%	\$1,431.51
<b>Total Supplies</b>		<b>\$3,379.44</b>	<b>\$37,292.90</b>	<b>\$88,500.00</b>	42.14%	\$51,207.10
<b>Other Services &amp; Charges</b>						
001-000-000-521-20-41-00	Professional Services	\$88.15	\$1,829.82	\$4,000.00	45.75%	\$2,170.18
001-000-000-521-20-41-15	Dispatch Services-Norcom Trans	\$23,193.25	\$69,579.75	\$85,808.00	81.09%	\$16,228.25
001-000-000-521-20-41-20	Dispatch-EPSCA	\$0.00	\$5,759.52	\$12,000.00	48.00%	\$6,240.48
001-000-000-521-20-41-40	Marine Patrol Services	\$0.00	\$0.00	\$108,000.00	0.00%	\$108,000.00
001-000-000-521-20-41-41	Bellevue CARE program	\$3,479.00	\$5,107.62	\$8,000.00	63.85%	\$2,892.38
001-000-000-521-20-41-50	Recruitment-Background	\$0.00	\$1,214.00	\$5,000.00	24.28%	\$3,786.00
001-000-000-521-20-41-55	Jail Service-Prisoner Board	\$0.00	\$5,518.46	\$14,000.00	39.42%	\$8,481.54
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,Pager)	\$212.79	\$4,442.16	\$18,000.00	24.68%	\$13,557.84
001-000-000-521-20-43-00	Travel & Training	\$1,955.76	\$12,111.12	\$18,000.00	67.28%	\$5,888.88
001-000-000-521-20-45-00	Equipment-Lease & Rentals	\$198.81	\$1,010.18	\$2,000.00	50.51%	\$989.82

001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW	\$0.00	\$0.00	\$12,000.00	0.00%	\$12,000.00
001-000-000-521-20-48-10	Repairs & Maint-Automobiles	\$364.49	\$1,649.21	\$10,000.00	16.49%	\$8,350.79
001-000-000-521-20-49-40	Dues,Subscriptions,Memberships	\$0.00	\$3,993.75	\$7,000.00	57.05%	\$3,006.25
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
<b>Total Other Services &amp; Charges</b>		<b>\$29,492.25</b>	<b>\$109,641.65</b>	<b>\$320,808.00</b>	34.18%	\$211,166.35
<b>Total Police Operations</b>		<b>\$205,543.05</b>	<b>\$1,303,481.93</b>	<b>\$2,775,155.00</b>	46.97%	\$1,471,673.07
<b>Fire &amp; Medical Aid Department</b>						
001-000-000-522-20-41-00	Fire Control Services	\$29,764.85	\$497,355.85	\$950,544.00	52.32%	\$453,188.15
<b>Total Fire &amp; Medical Aid Department</b>		<b>\$29,764.85</b>	<b>\$497,355.85</b>	<b>\$950,544.00</b>	52.32%	\$453,188.15
<b>Public Housing Services- ARCH</b>						
001-000-000-551-10-40-00	Public Housing Services - ARCH	\$0.00	\$10,538.00	\$38,066.00	27.68%	\$27,528.00
<b>Total Public Housing Services- ARCH</b>		<b>\$0.00</b>	<b>\$10,538.00</b>	<b>\$38,066.00</b>	27.68%	\$27,528.00
<b>Environmental Services</b>						
001-000-000-553-10-40-00	Land & Water Conservation Resources-KC	\$1,219.00	\$2,321.68	\$4,400.00	52.77%	\$2,078.32
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
<b>Total Environmental Services</b>		<b>\$1,219.00</b>	<b>\$14,751.68</b>	<b>\$16,900.00</b>	87.29%	\$2,148.32
<b>Long Range Planning</b>						
Salaries & Wages						
001-000-000-558-60-11-00	Salaries & Wages	\$8,515.35	\$36,237.34	\$61,222.00	59.19%	\$24,984.66
001-000-000-558-60-11-16	ICMA 457 Plan	\$125.00	\$875.00	\$3,000.00	29.17%	\$2,125.00
001-000-000-558-60-11-17	Opt-Out of Medical	\$154.06	\$1,694.66	\$0.00	0.00%	(\$1,694.66)
<b>Total Salaries &amp; Wages</b>		<b>\$8,794.41</b>	<b>\$38,807.00</b>	<b>\$64,222.00</b>	60.43%	\$25,415.00
Personnel Benefits						
001-000-000-558-60-21-00	Personnel Benefits	\$905.37	\$6,703.74	\$36,000.00	18.62%	\$29,296.26
<b>Total Personnel Benefits</b>		<b>\$905.37</b>	<b>\$6,703.74</b>	<b>\$36,000.00</b>	18.62%	\$29,296.26
Other Services & Charges						
001-000-000-558-60-41-01	Planning Consultant	\$6,799.75	\$42,051.95	\$150,000.00	28.03%	\$107,948.05
001-000-000-558-60-41-02	Special Planning Projects	\$0.00	\$0.00	\$65,000.00	0.00%	\$65,000.00
<b>Total Other Services &amp; Charges</b>		<b>\$6,799.75</b>	<b>\$42,051.95</b>	<b>\$215,000.00</b>	19.56%	\$172,948.05
<b>Total Long Range Planning</b>		<b>\$16,499.53</b>	<b>\$87,562.69</b>	<b>\$315,222.00</b>	27.78%	\$227,659.31
<b>Mental Health Services - King County</b>						
001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse	\$0.00	\$203.65	\$1,000.00	20.37%	\$796.35
<b>Total Mental Health Services - King County</b>		<b>\$0.00</b>	<b>\$203.65</b>	<b>\$1,000.00</b>	20.37%	\$796.35
<b>Recreational Services</b>						
001-000-000-571-00-10-00	Salaries & Wages - Lifeguards	\$0.00	\$0.00	\$35,000.00	0.00%	\$35,000.00
001-000-000-571-00-20-00	Personnel Benefits - Lifeguards	\$0.00	\$0.00	\$4,200.00	0.00%	\$4,200.00
001-000-000-571-00-30-00	Uniforms - Lifeguards	\$0.00	\$117.33	\$2,000.00	5.87%	\$1,882.67
001-000-000-571-00-31-00	Operating Supplies - Lifeguards	\$206.91	\$206.91	\$0.00	0.00%	(\$206.91)
001-000-000-571-00-32-00	Miscellaneous - Lifeguards	\$134.17	\$189.56	\$7,300.00	2.60%	\$7,110.44
<b>Total Recreational Services</b>		<b>\$341.08</b>	<b>\$513.80</b>	<b>\$48,500.00</b>	1.06%	\$47,986.20
<b>Parks Department</b>						
001-000-000-576-80-10-00	Seasonal Salaries & Wages	\$3,082.42	\$5,793.65	\$22,089.00	26.23%	\$16,295.35
001-000-000-576-80-11-00	Salaries & Wages	\$25,872.95	\$164,320.75	\$323,229.00	50.84%	\$158,908.25
001-000-000-576-80-11-11	Longevity	\$617.59	\$3,926.79	\$7,006.00	56.05%	\$3,079.21
001-000-000-576-80-11-14	Education	\$240.00	\$1,545.00	\$3,240.00	47.69%	\$1,695.00
001-000-000-576-80-11-16	ICMA 457 Plan	\$825.00	\$5,100.00	\$10,800.00	47.22%	\$5,700.00
001-000-000-576-80-11-17	Opt-Out Of Medical	\$1,208.84	\$5,927.19	\$11,036.00	53.71%	\$5,108.81
001-000-000-576-80-12-00	Overtime	\$1,051.59	\$7,249.28	\$9,000.00	80.55%	\$1,750.72
<b>Personnel Benefits</b>						
001-000-000-576-80-21-00	Personnel Benefits	\$9,576.51	\$56,530.82	\$123,255.00	45.86%	\$66,724.18
001-000-000-576-80-22-00	Uniforms	\$0.00	\$1,496.85	\$2,500.00	59.87%	\$1,003.15
<b>Total Personnel Benefits</b>		<b>\$9,576.51</b>	<b>\$58,027.67</b>	<b>\$125,755.00</b>	46.14%	\$67,727.33
<b>Supplies</b>						
001-000-000-576-80-31-00	Operating Supplies	\$6.58	\$4,654.77	\$37,000.00	12.58%	\$32,345.23
001-000-000-576-80-32-00	Vehicle Fuel & Lube	\$436.00	\$1,303.53	\$5,000.00	26.07%	\$3,696.47
<b>Total Supplies</b>		<b>\$442.58</b>	<b>\$5,958.30</b>	<b>\$42,000.00</b>	14.19%	\$36,041.70
<b>Other Services &amp; Charges</b>						



001-000-000-576-80-41-00	Professional Services	\$20,000.00	\$20,011.37	\$15,000.00	133.41%	(\$5,011.37)
001-000-000-576-80-41-04	Professional Services-Misc	\$0.00	\$1,555.63	\$5,000.00	31.11%	\$3,444.37
001-000-000-576-80-42-00	Telephone/postage	\$365.32	\$4,846.35	\$7,000.00	69.23%	\$2,153.65
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	\$664.37	\$7,942.47	\$28,000.00	28.37%	\$20,057.53
001-000-000-576-80-48-00	Repair & Maint Equipment	\$0.00	\$4,769.30	\$8,000.00	59.62%	\$3,230.70
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
<b>Total Other Services &amp; Charges</b>		<b>\$21,029.69</b>	<b>\$40,496.83</b>	<b>\$67,200.00</b>	60.26%	\$26,703.17
<b>Total Parks Department</b>		<b>\$63,947.17</b>	<b>\$298,345.46</b>	<b>\$621,355.00</b>	48.02%	\$323,009.54
001-000-000-591-18-70-00	Central Services Lease Repayment	\$0.00	\$13,792.21	\$0.00	0.00%	(\$13,792.21)
<b>Capital Expenditures</b>						
001-000-000-594-18-64-00	City Hall Capital >\$5K	\$0.00	\$476.31	\$0.00	0.00%	(\$476.31)
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
001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay	\$500.00	\$500.00	\$66,500.00	0.75%	\$66,000.00
001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	\$7,628.21	\$104,655.93	\$90,000.00	116.28%	(\$14,655.93)
001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	\$2,262.71	\$14,188.56	\$0.00	0.00%	(\$14,188.56)
001-000-000-594-76-30-00	Parks Improvements	\$0.00	\$8,238.30	\$0.00	0.00%	(\$8,238.30)
001-000-000-594-76-64-00	Parks Capital Outlay	\$0.00	\$0.00	\$9,000.00	0.00%	\$9,000.00
<b>Total Capital Expenditures</b>		<b>\$10,390.92</b>	<b>\$174,673.70</b>	<b>\$216,100.00</b>	80.83%	\$41,426.30
<b>General Operating Transfers</b>						
001-000-000-597-00-00-02	Transfer from GF to Levy Stabl. Fund	\$23,750.00	\$142,500.00	\$285,000.00	50.00%	\$142,500.00
001-000-000-597-00-00-03	Transfer from General to Street	\$36,666.67	\$220,000.02	\$440,000.00	50.00%	\$219,999.98
<b>Total General Operating Transfers</b>		<b>\$60,416.67</b>	<b>\$362,500.02</b>	<b>\$725,000.00</b>	50.00%	\$362,499.98
<b>Total General Fund</b>		<b>\$635,257.95</b>	<b>\$4,242,889.37</b>	<b>\$8,332,306.00</b>	50.92%	\$4,089,416.63
<b>City Street Fund</b>						
101-000-000-542-30-10-00	Seasonal worker street	\$2,054.95	\$3,862.43	\$13,800.00	27.99%	\$9,937.57
101-000-000-542-30-11-00	Salaries & Wages	\$17,233.26	\$109,531.78	\$215,151.00	50.91%	\$105,619.22
101-000-000-542-30-11-11	Longevity	\$411.73	\$2,617.86	\$4,670.00	56.06%	\$2,052.14
101-000-000-542-30-11-14	Education	\$160.00	\$1,030.00	\$2,760.00	37.32%	\$1,730.00
101-000-000-542-30-11-16	ICMA 457 Plan	\$550.00	\$3,400.00	\$7,200.00	47.22%	\$3,800.00
101-000-000-542-30-11-17	Opt-Out Of Medical	\$805.90	\$3,951.50	\$7,945.00	49.74%	\$3,993.50
101-000-000-542-30-12-00	Overtime	\$701.06	\$4,832.87	\$7,000.00	69.04%	\$2,167.13
<b>Personnel Benefits</b>						
101-000-000-542-30-21-00	Personnel Benefits	\$6,384.34	\$37,686.50	\$82,170.00	45.86%	\$44,483.50
101-000-000-542-30-22-00	Uniforms	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
<b>Total Personnel Benefits</b>		<b>\$6,384.34</b>	<b>\$37,686.50</b>	<b>\$85,170.00</b>	44.25%	\$47,483.50
<b>Supplies</b>						
101-000-000-542-30-31-00	Operating & Maintenance Supplies	\$505.43	\$3,236.90	\$6,000.00	53.95%	\$2,763.10
101-000-000-542-30-35-00	Small Tools/minor Equipment	\$395.58	\$2,756.38	\$8,000.00	34.45%	\$5,243.62
<b>Total Supplies</b>		<b>\$901.01</b>	<b>\$5,993.28</b>	<b>\$14,000.00</b>	42.81%	\$8,006.72
101-000-000-542-30-41-00	Professional Services	\$5,658.66	\$37,803.40	\$60,000.00	63.01%	\$22,196.60
101-000-000-542-30-41-03	NPDES Grant	\$613.99	\$3,860.13	\$50,000.00	7.72%	\$46,139.87
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	\$0.00	\$4,000.00	0.00%	\$4,000.00
101-000-000-542-30-47-00	Utility Services	\$60.75	\$367.20	\$1,000.00	36.72%	\$632.80
101-000-000-542-30-48-00	Equipment Maintenance	\$303.90	\$318.77	\$7,000.00	4.55%	\$6,681.23
101-000-000-542-40-41-00	Storm Drain Maintenance	\$0.00	\$0.00	\$15,000.00	0.00%	\$15,000.00
<b>Traffic And Pedestrian Services</b>						
101-000-000-542-63-41-00	Street Light Utilities	\$1,606.43	\$9,527.77	\$24,000.00	39.70%	\$14,472.23
101-000-000-542-64-41-00	Traffic Control Devices	\$0.00	\$5,052.68	\$10,000.00	50.53%	\$4,947.32
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	\$0.00	\$10,905.66	\$78,000.00	13.98%	\$67,094.34
<b>Total Traffic And Pedestrian Services</b>		<b>\$8,243.73</b>	<b>\$67,835.61</b>	<b>\$262,000.00</b>	25.89%	\$194,164.39
<b>Roadside</b>						
101-000-000-542-70-40-00	Street Irrigation Utilities	\$81.61	\$821.20	\$23,000.00	3.57%	\$22,178.80
<b>Total Roadside</b>		<b>\$81.61</b>	<b>\$821.20</b>	<b>\$23,000.00</b>	3.57%	\$22,178.80
<b>Capital Expenditures</b>						
101-000-000-594-42-64-00	Street Capital Equipment	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
<b>Total Capital Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	0.00%	\$5,000.00
<b>Total City Street Fund</b>		<b>\$37,527.59</b>	<b>\$241,563.03</b>	<b>\$647,696.00</b>	37.30%	\$406,132.97

<b>Tree Fund</b>						
103-000-000-558-60-49-10	Miscellaneous-Tree Replacement	\$0.00	\$319.58	\$30,000.00	1.07%	\$29,680.42
<b>Total Tree Fund</b>		<b>\$0.00</b>	<b>\$319.58</b>	<b>\$30,000.00</b>	1.07%	<b>\$29,680.42</b>
<b>Capital Projects Fund</b>						
307-000-000-582-20-00-00	Refund of Retainage Deposits	\$33,982.22	\$35,770.72	\$0.00	0.00%	(\$35,770.72)
307-000-000-594-18-60-00	Building Improvements	\$41,592.16	\$48,336.36	\$150,000.00	32.22%	\$101,663.64
307-000-000-594-76-63-20	Park Improvements	\$0.00	\$0.00	\$50,000.00	0.00%	\$50,000.00
307-000-000-595-30-63-01	Street Improvements, Overlays	\$0.00	\$5,215.93	\$100,000.00	5.22%	\$94,784.07
307-000-000-595-30-63-02	Storm Sewer Improvements	\$2,104.83	\$193,447.97	\$250,000.00	77.38%	\$56,552.03
307-000-000-595-30-63-10	Sidewalk Improvements	\$0.00	\$41,111.50	\$200,000.00	20.56%	\$158,888.50
307-000-000-595-30-63-18	Medina Park Ponds	\$1,167.16	\$1,230.08	\$0.00	0.00%	(\$1,230.08)
<b>Transfer Out</b>						
307-000-000-597-44-30-00	Transfer from Capital to Street	\$8,333.33	\$49,999.98	\$100,000.00	50.00%	\$50,000.02
<b>Total Transfer Out</b>		<b>\$8,333.33</b>	<b>\$49,999.98</b>	<b>\$100,000.00</b>	50.00%	<b>\$50,000.02</b>
<b>Total Capital Projects Fund</b>		<b>\$87,179.70</b>	<b>\$375,112.54</b>	<b>\$850,000.00</b>	44.13%	<b>\$474,887.46</b>
<b>Development Services Fund</b>						
401-000-000-555-50-41-08	Sound Testing Consultant	\$0.00	\$630.00	\$0.00	0.00%	(\$630.00)
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.	\$0.00	\$0.00	\$35,000.00	0.00%	\$35,000.00
401-000-000-558-50-05-00	Technical Services, Software Services	\$2,381.29	\$14,287.73	\$25,000.00	57.15%	\$10,712.27
401-000-000-558-50-41-06	Building Inspector Contract	\$0.00	\$360.00	\$6,000.00	6.00%	\$5,640.00
401-000-000-558-50-41-07	Engineering Consultant	\$5,208.06	\$36,607.27	\$55,900.00	65.49%	\$19,292.73
401-000-000-558-50-41-50	Arborist	\$3,975.00	\$25,701.00	\$50,000.00	51.40%	\$24,299.00
401-000-000-558-50-41-55	Shoreline Consultant	\$4,698.50	\$6,746.90	\$34,000.00	19.84%	\$27,253.10
001-000-000-558-60-41-56	Tree Canopy and ROW Inventory	\$15,496.25	\$29,053.60	\$0.00	0.00%	(\$29,053.60)
401-000-000-558-60-11-00	Salaries & Wages	\$36,770.70	\$217,369.91	\$457,898.00	47.47%	\$240,528.09
401-000-000-558-60-11-11	Longevity	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
401-000-000-558-60-11-14	Education	\$200.00	\$1,200.00	\$1,200.00	100.00%	\$0.00
401-000-000-558-60-11-16	ICMA 457 Plan	\$1,375.00	\$8,375.00	\$15,000.00	55.83%	\$6,625.00
401-000-000-558-60-11-17	Opt-Out of Medical	\$645.18	\$4,641.38	\$7,900.00	58.75%	\$3,258.62
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	\$10,961.64	\$64,292.41	\$142,000.00	45.28%	\$77,707.59
401-000-000-558-60-31-00	Operating Supplies	\$135.95	\$135.95	\$2,000.00	6.80%	\$1,864.05
401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.	\$0.00	\$897.21	\$500.00	179.44%	(\$397.21)
401-000-000-558-60-41-00	Professional Services	\$0.00	\$8,910.00	\$94,000.00	9.48%	\$85,090.00
401-000-000-558-60-41-01	Planning Consultant	\$21,445.25	\$78,245.75	\$150,000.00	52.16%	\$71,754.25
401-000-000-558-60-41-02	Hearing Examiner	\$8,188.13	\$11,069.51	\$20,000.00	55.35%	\$8,930.49
401-000-000-558-60-42-00	Communications	\$233.75	\$2,749.36	\$3,800.00	72.35%	\$1,050.64
401-000-000-558-60-43-00	Travel & Training	\$424.00	\$1,711.45	\$6,000.00	28.52%	\$4,288.55
401-000-000-558-60-49-00	Dues, Subscriptions, Memberships	\$0.00	\$1,901.58	\$3,000.00	63.39%	\$1,098.42
401-000-000-558-60-49-10	Miscellaneous	\$1,828.10	\$10,444.94	\$27,000.00	38.68%	\$16,555.06
401-000-000-582-10-00-02	Refund of DS Adv Deposits	\$0.00	\$7,878.88	\$40,000.00	19.70%	\$32,121.12
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	0.00%	\$1,030.75
<b>Total Development Services Fund</b>		<b>\$113,966.80</b>	<b>\$590,350.71</b>	<b>\$1,248,063.00</b>	47.30%	<b>\$657,712.29</b>



# CITY OF MEDINA

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

**Date:** July 14, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Aimee Kellerman, CMC, City Clerk  
**Subject:** Central Services Department Monthly Report

## **JULY AND AUGUST PUBLIC MEETINGS AND EVENTS**

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Park Board Meeting	July 21	5:00 pm	In-Person/Online
Planning Commission Meeting	July 22	6:00 pm	In-Person/Online
Seafair Weekend – August 1 – 3, 2025	Aug 1-3		Lake Washington
Medina Days – August 7 – 10, 2025	Aug 7-10	Various	Various

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

## **COMMUNICATION TO OUR COMMUNITY**

**E-Notice Program:** During the month of June, the City issued 11 bulletins amounting to a total of 84,613 bulletins delivered to subscribers; approximately 15.4% were opened. See **Attachment 1**.

As of June 30, the city had 21,830 subscribers (change in total subscribers **+517**), with a combined total of 193,295 subscriptions (change in total subscriptions **+2,937**).

## **RECORDS REQUESTS**

During the month of June, 15 public records requests were received by Central Services. See **Attachment 2**.

## **REMINDER – Launch of CivicReady Communications Platform**

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

**Key Features of CivicReady:**

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

**Implementation Timeline**

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

**Resident Sign-Up Instructions**

Residents can sign up for CivicReady in two easy ways:

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

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

**Next Steps**

City staff will continue public outreach efforts through August and monitor engagement metrics. After the transition period ends, CivicReady will become the City’s sole platform for community alerts and announcements.

## ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open	Wireless Recipients
Comparisons:						
June, 2025	11	90,015	84,613	8,258	15.40%	31,760
May, 2025	23	200,329	188,996	16,249	13.80%	72,374
April, 2025	18	150,572	141,378	11,470	13.00%	54,740
March, 2025	19	122,516	108,177	11,151	14.80%	40,332
February, 2025	20	257,214	228,450	21,848	15.00%	99,834
January, 2025	25	242,268	214,852	20,893	14.90%	90,903
December, 2024	32	350,956	311,634	29,373	14.70%	134,905
November, 2024	24	187,537	167,321	16,364	14.50%	65,730
October, 2024	30	282,844	252,380	24,188	14.50%	102,850
September, 2024	21	188,362	167,673	15,322	13.80%	68,343
August, 2024	25	212,439	189,942	18,274	14.30%	59,517
July, 2024	13	94,658	84,329	8,360	14.50%	32,234
June, 2024	13	114,839	102,709	9,751	14.20%	40,902
May, 2024	19	160,753	143,855	13,815	14.20%	56,413
Date Sent	Top 10 Most Read Bulletins During June				Emails Opened	Email Open Rate
06/02/2025 04:42 PM PDT	June 6, 2025, Medina City Council Special Meeting - Exec Session Candidate Interviews				343	13%
06/03/2025 09:57 AM PDT	Medina Park Tennis Court will be Closed June 12th to June 20th for Resurfacing				2,018	15%
06/03/2025 10:55 AM PDT	Notice of Virtual Hearing - P-24-054 June 18, 2025 at 11am				552	17%
06/05/2025 03:07 PM PDT	June 9, 2025, Medina City Council Special and Regular Meeting Agenda Packet				305	11%
06/06/2025 12:29 PM PDT	Notice of Hybrid Virtual Hearing - P-24-079 June 11, 2025 at 10am				474	15%
06/10/2025 06:57 PM PDT	Community Bulletin - Scam Involving a Fictitious Police Department				2,891	19%
06/18/2025 09:17 AM PDT	June 23, 2025, Medina City Council Special and Regular Meeting Agenda Packet				294	11%
06/20/2025 11:40 AM PDT	June 24, 2025 Medina Planning Commission Meeting				340	12%
06/25/2025 02:47 PM PDT	Fairweather Park Tennis Courts will be Closed June 30th to July 11th for Resurfacing				1,932	15%
06/27/2025 02:35 PM PDT	Community Bulletin - Fourth of July				2,270	16%

**ATTACHMENT 2**

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

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DATE: July 14, 2025

TO: Mayor and City Council

From: Aimee Kellerman, City Clerk

Subject: June 2025, Public Records Request Tracking

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In May 2025, Central Services staff received **15** new public records requests. These requests required approximately **5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$415**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2025, the Police Department received 6 new records requests. These requests required approximately **6 hours** of staff time and **2 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits, is approximately **\$1,018**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

## ATTACHMENT 2

## June 2025 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Department	Assigned Staff
25-122	This request concerns licensing and/or registration of door-to-door sales in your jurisdiction. Your local laws may refer to door-to-door sales as “door to door sales”, “peddling”, “hawking”, “soliciting”, “canvassing” or “itinerate vending/sales”. We are requesting that you please produce copies of all applications, declarations, affidavits, permits, registrations and/or licenses concerning the issuance of a license or permit to any individual or entity to engage in door-to-door sales activity in your jurisdiction. Please produce records from January 1, 2018, through to the present.	Keriann Snider	6/27/2025	Central Services	Dawn Nations
25-120	Hello, I am Yinhai Wang, one of the owners for 806 84th AVE NE. We are thinking to improve our house and need the "existing grade" report for our property. We highly appreciate your releasing the report to us. Thank you, Yinhai Wang on behalf of JJXY.	Yinhai Wang	6/23/2025	Development Services	Dawn Nations

ATTACHMENT 2

Request for Records Hello, This is Michael A. Ayele sending this message though I now go by W. I am writing this letter for the purpose of filing a request for records with your office. [i] The basis for this records request is a very bizarre email sent to Michael A. Ayele (a.k.a) W by an individual claiming to be Janean Parker representing the City of Ridgefield, Washington.[ii] 1) Requested Records What I am requesting for prompt disclosure are records in your possession detailing [1] your discussions about the term "ex parte" being defined by Cornell Law School as "an improper contact with an opposing party or a judge;"[iii] [2] your discussions about Michael A. Ayele (a.k.a) W as a Black Bachelor of Arts (B.A) Degree graduate of Westminster College and a former Missouri state government employee who (i) has never before June 24th 2025 engaged in ex parte communication with anyone employed by the City of Ridgefield, Washington for the purpose of gaining notoriety by being named as a co-defendant alongside the City of Battle Ground, Washington; (ii) was on (or around) June 24th 2025 contacted via email by an individual claiming to be Janean Parker informing him that there's a lawsuit being prepared against him and the City of Battle Ground, Washington; (iii) felt on (or around) June 24th 2025 legally bound to advise the individual claiming to be Janean Parker to not engage in ex parte discussion with him if she plans to file a lawsuit against him naming him as a defendant alongside the City of Battle Ground, Washington; (iv) has on (or around) June 24th 2025 initiated contact with the City of Battle Ground, Washington upon being informed that Janean Parker planned to file a lawsuit against him alongside the City of Battle Ground, Washington; (v) was never before June 24th 2025 informed on the existence of contracts concluded between the City of Battle Ground, Washington and the City of Ridgefield, Washington; (vi) hasn't developed a joint legal defense strategy with the City of Battle Ground, Washington in any lawsuit filed by legal representatives of the City of Ridgefield,

Michael A. Ayele (a.k.a) W	Central Services	Dawn Nations
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25-121



## ATTACHMENT 2

We would like to request a copy of the following 2025 information regarding medical, dental, vision, and life insurances for the following positions: Police Officers, Sergeants, Lieutenants, and Firefighters, Fire Lieutenants, Captains, Battalion Chiefs and Other Commissioned. Police Non-Commissioned Support including Records Clerks, Fire Non-Suppression, Dispatchers, Records or Dispatch Supervisors, Animal Control Officers, Parking Enforcement Officers and other Police and Fire Department Support Employees. Corrections Officers, Sergeants, Lieutenants and Corrections Employees. The specific names of each and every medical, dental, vision, and life insurance plan that is available for these employees; Benefit Summary Sheet for each and every medical, dental, vision, and life insurance plan (usually a single sheet for each plan although sometimes multiple plans are on one sheet), as well as VEBA and HRA information; Rate sheets for Employees and Dependents for each and every medical, dental, vision, and life insurance plan (\*Including the employer's contribution rates and employee's contribution rates for the employee only and for the full (largest) family plan for each medical, dental, vision, and life insurance plan\*); Life Insurance. Provide the employee's life insurance payout amount and monthly premium per employee. Orthodontic Care. Please advise if orthodontic care is provided for each dental plan offered. 6.

Collective Bargaining Agreement. We would like to request the 2025 CBA for Non-Commissioned and 2025 wage schedules. 7. Name of current President or Shop Steward. Please provide the current name and email address of the current President or Shop Steward of each bargaining unit requested above \*\*We collect statewide collective bargaining agreements for municipal and agency employees and occasionally have questions regarding the meaning of the CBA language or current practices that the

employee shop steward or guild president would be able to answer. We also provide data to these employees on public employee collective bargaining

Carrie Barak  
- Cline &  
Associates

6/13/2025

Human  
Resources

Dawn  
Nations

25-118

Hello, I'm looking for the permitted building plans for 2665 Evergreen Point Road, Medina 98039. Thank you.

Galya  
Kirstine

6/12/2025

Development  
Services

Dawn  
Nations

25-117

## ATTACHMENT 2

25-114	Requesting a report of all issued and pending building permits for residential & commercial properties from 5/1/2025 to 5/31/2025. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Braden Mineer	6/10/2025	Development Services	Dawn Nations
25-113	Hi, I'd like to request the permit details for B121503-0414. This is regarding property addressed at 2625 77th Ave NE, Medina. Parcel number 326230-0735 Thanks, Lin	Lin Zhang	6/8/2025	Development Services	Dawn Nations
25-112	Can you please send me the approved grading and drainage permit for 2405 EPR	Wady Milner	6/5/2025	Development Services	Dawn Nations
25-111	What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] the decision of the United States government to (i) designate the month of June as Gun Violence Awareness Month; (ii) provide during the month of June an opportunity for individuals and organizations to educate communities on how to prevent gun violence; [2] the March 15th 2022 decision of the Department of Homeland Security (DHS) to publicly recognize that Scott Paul Beierle (i) was a racist and a sexist person prior to his November 02nd 2018 murder-suicide near the campus of Florida State University (Tallahassee, Florida);[iv] (ii) was given second chance after second chance by American society and government despite being a racist and a sexist; (iii) abused the many second chances extended to him by American society and government for his blatantly racist and sexist actions prior to his November 02nd 2018 murder-suicide; [v] (iv) was never properly held to account for his flagrantly racist and sexist deeds prior to his November 02nd 2018 murder suicide near the campus of Florida State University (Tallahassee, Florida); [3] the Department of Justice (DOJ) Federal Bureau of Investigation (FBI) as a federal agency of the United States government, which has on (or around) February 14th 2025 concluded the processing of FOIA request Case No.: 1531505 - 000 by refusing to deny that Scott Paul Beierle (i) was a racist and a sexist person prior to his November 02nd 2018 murder-suicide near the campus of Florida State University (Tallahassee, Florida); (ii) was given second chance after second chance by American society	Michael A. Ayele (a.k.a) W	6/5/2025	Central Services	Dawn Nations

## ATTACHMENT 2

25-110	re CAP-25-012 address 7649 ne 14th street medina, wa for the above referenced project, i would like to request a copy of the following: elevations of new home foundation plan site work and grading plan landscape and tree removal plan i had tried to make this request previously but i am not sure if it went through. therefore if this is a duplicate my apologies	BRENT JACKSON	6/5/2025	Development Services	Dawn Nations
25-107	Your information came from a design ticket I submitted. We are currently doing a sewer main replacement and rehabilitation along City of Bellevue. If there are any potential conflicts along our sites, Could you provide us with basemaps. I have attached basemaps along with this request.	Arya Lekshmi Anilkumar	6/3/2025	Public Works	Dawn Nations
25-106	We are currently doing a sewer main replacement and rehabilitation project along City of Bellevue. We would like to know if there are any potential conflicts along our sites.I have added maps along with the request	Arya Lekshmi Anilkumar	6/3/2025	Public Works	Dawn Nations
25-105	Hello- I'm looking for the permitted architectural drawings and site plan of a Medina home. 1645 73RD AVE NE 98039 Thank you.	Jim Dwyer	6/3/2025	Development Services	Dawn Nations
25-104	Parcel 242504-9186, 3421 Evergreen Pt Rd. (no current permit located)	David McCourt	6/3/2025	Development Services	Dawn Nations
25-102	RE: CAP 25-012-7649 Address: 7649 NE 14th Street i would like to request electronic copies of the following plans for the above referenced deal: Elevations Landscape plan Foundation plan	BRENT JACKSON	6/2/2025	Development Services	Dawn Nations



## CITY OF MEDINA

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

**Date:** July 14, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Ryan Osada, Public Works Director  
**Subject:** Public Works Monthly Report

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- 1. OVERLAKE DRIVE BRIDGE WEIGHT LIMIT** – As reported last month, the city owns two bridges which are located at the 400 block of Overlake Drive East. A recent inspection revealed deficiencies which required re-evaluating load ratings. The inspection engineers came back with a 10,000-pound limit until the deficiencies are mitigated. Currently the city is drafting construction drawings and will initiate repairs this year to return the load limit to 5 tons per axel.

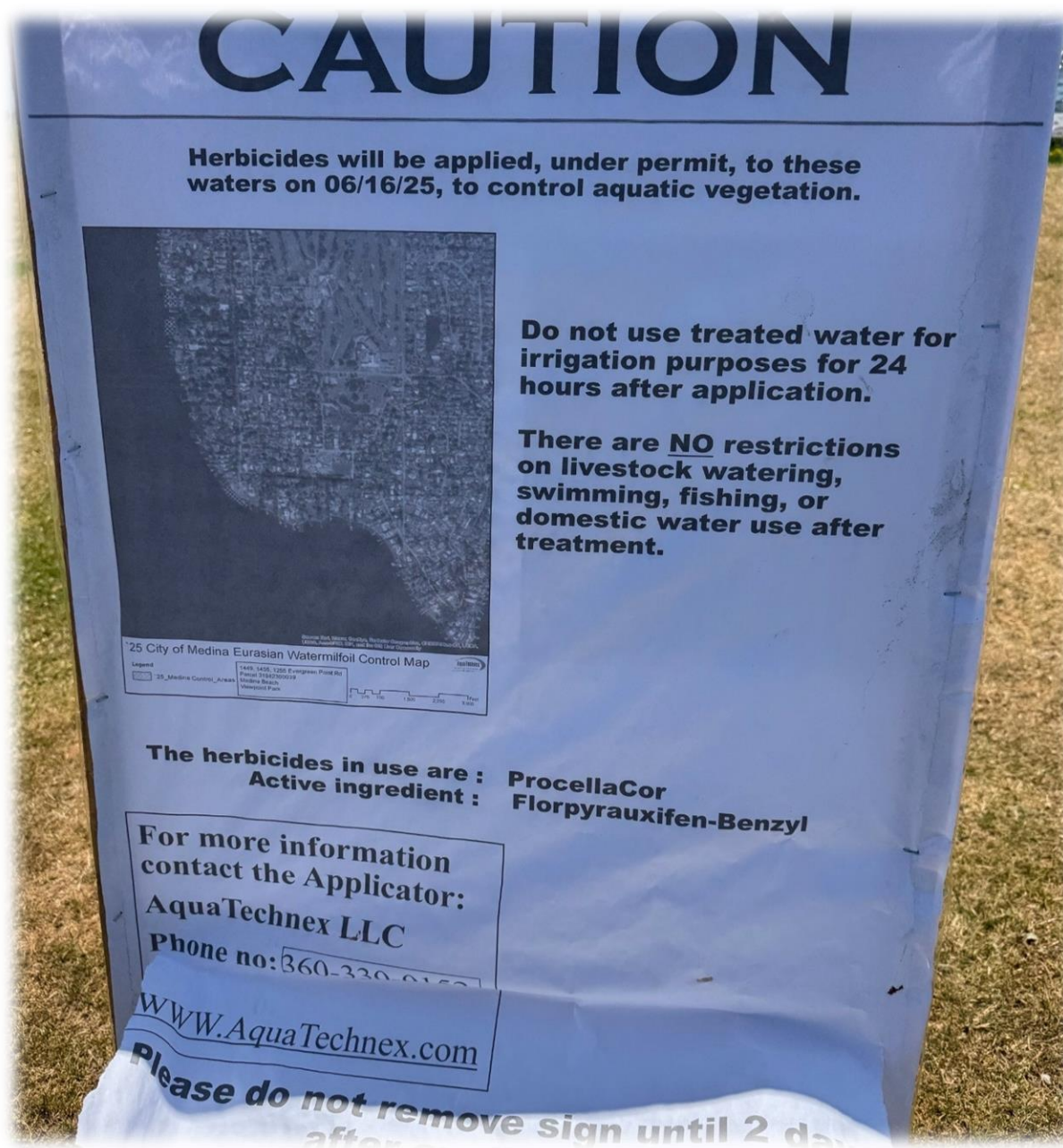




2. **TENNIS COURT RESURFACING** – Tennis court resurfacing is an essential maintenance practice that restores the playability, safety and appearance of the court. The Medina Park tennis court was completed last month and is open for use. The contractor is scheduled to start work on the Fairweather courts with a completion date at the end of July. They plan to close one court at a time to lessen community impact and availability of court space.



3. **EURASIAN WATERMILFOIL CONTROL** – Last month, Aquatechnex performed their annual milfoil treatment to the waterfront parks. There were also four residents who opted to have private areas treated through the city's Aquatic Plant and Algae Management permit (APAM). Aquatechnex is designated as the applicator under the general permit and must follow specific requirements during treatment.





4. **PUBLIC WORKS MAINTENANCE** – Last month, the open Public Works Maintenance position was filled. After interviewing numerous applicants, the Public Works department decided to hire Kevin Guerra. He comes from the private sector and has years of landscaping experience. With the department fully staffed, they can handle odd tasks that have been on the work list. Some of the items include irrigation repairs, signage installation, right-of-way vegetation notices, fountain maintenance and weeding.



## 5. PROJECT UPDATES -

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

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

**SROF\_Medina Park Stormwater Pond Imp.** – permitting

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

**City Hall Deck Repair** – complete

**City Hall & Post Office Exterior Painting** – scheduling

**2025 Hazardous Tree Removal** – as needed

**Points Loop Trail Signs** – in progress

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

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

**Tennis Court Resurfacing** – in progress

**Fairweather Nature Preserve Goats** – scheduled August 17<sup>th</sup> – 31st

**2025 Stormwater Improvements** – design

**City Hall Interior Painting** – scheduling

**Public Works Carport Canopy** – design



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

\*UPDATED 7/8/2025

**TOTALS**

\$ 300,000.00	\$ 905,000.00	\$ 705,000.00
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## June 2025 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	5026134	CH Phones	\$923.40	66805	6/18/2025	001-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$923.40</b>				
ADP, Inc.	JE 2268 ADP Fees	JE 2268 ADP Fees	\$2,437.65	20101098	6/30/2025	001-000-000-514-20-41-01	Professional Services
			<b>\$2,437.65</b>				
Amazon Capital Services	1Y7C-VJJB-KXK1	Boot return	\$113.48	66782	6/9/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1PFL-4436-C39Q	PD Uniform-Belt	\$21.76	66782	6/9/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1PDG-FNXC-DGPN	PD Uniforms	\$181.20	66782	6/9/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1W6L-VMYC-74CP	Shoes Gidlof	\$201.49	66782	6/9/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1YV1-K97P-C7YJ	PD Office Supplies	\$22.02	66782	6/9/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1H39-KJ3F-4KD6	Master Lock Combo	\$26.42	66782	6/9/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1HXY-NNGR-6XMY	Earphone Connection	\$34.70	66782	6/9/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	19HN-XLLY-9DCN	Pepper Spray Holster	\$22.02	66782	6/9/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	11X7-PLJM-CFWX	Defense Spray-OC Spray	\$48.80	66782	6/9/2025	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1RM3-9MRY-M6Y9	Shoelaces	\$4.83	66806	6/18/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	19MN-4X16-XGFV	Lifeguard Supplies	\$80.65	66806	6/18/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	Credit Memo 1Y7C-VJJ6-KXK1	Paid Credit Memo ck 66782	(\$226.96)	66806	6/18/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1MGT-N9N7-NPLV	PD Office Supplies	\$20.92	66806	6/18/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	14TV-HQGC-M4XR	Lifeguard Supplies	\$206.91	66806	6/18/2025	001-000-000-571-00-31-00	Operating Supplies - Lifeguards
			<b>\$758.24</b>				
AT&T MOBILITY	287290584494X06132025	PW Cell Phones	\$365.32	66807	6/18/2025	001-000-000-576-80-42-00	Telephone/postage
			<b>\$365.32</b>				
Autonation Ford Bellevue 209	Lease 9631000	Payment 2 8/1/25. Lease MPD Car	\$807.81	20101110	6/30/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
Autonation Ford Bellevue 209	Lease 9631000	Payment 1 7/1/25. Lease MPD Veh	\$1,205.66	20101110	6/30/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
Autonation Ford Bellevue 209	Lease 9631000	Payment 2 8/1/25. Interest PD Veh	\$397.85	20101110	6/30/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			<b>\$2,411.32</b>				
Avidex	148540	Repair of Solstice Pod	\$2,167.64	66808	6/18/2025	001-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$2,167.64</b>				
Bellevue City Treasurer - Water	Service from 3/18/25-5/14/25 1078 Lake Washington Blvd	LK WA BLVD Irrigation	\$81.61	66809	6/18/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
			<b>\$81.61</b>				
Bellevue, City of	52629	Q1 2025 Bellevue Cares	\$3,479.00	66783	6/9/2025	001-000-000-521-20-41-41	Bellevue CARE program
Bellevue, City of	52877	2025 HTF Fire Fee	\$29,764.85	66810	6/18/2025	001-000-000-522-20-41-00	Fire Control Services
			<b>\$33,243.85</b>				
Blackfish Civil Infrastructure, Inc	2405*08	Retention Release	\$27,254.01	66811	6/18/2025	307-000-000-582-20-00-00	Refund of Retainage Deposits
			<b>\$27,254.01</b>				
Buenavista Services, Inc	12649	Janitorial Services at Parks	\$1,053.29	66784	6/9/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	12650	Janitorial Services at Post Office	\$1,852.50	66784	6/9/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	11928	Janitorial Services at Post Office	\$1,852.50	66784	6/9/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$4,758.29</b>				
Car Wash Enterprises	Apr25-59	PD Car Washes	\$18.00	66785	6/9/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$18.00</b>				
Centurylink	Services from 5/18/25-6/17/25	PD/CH Emergency Lines	\$212.79	66786	6/9/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	Services from 6/6/25 to 7/7/25	PD/CH Emergency Lines	\$198.39	66812	6/18/2025	001-000-000-518-10-42-00	Postage/Telephone
			<b>\$411.18</b>				
Crystal And Sierra Springs-Admin	11037150 061425	CH Drinking Water	\$154.60	66813	6/18/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$154.60</b>				
Dapper Plumbing	36895680	Electric Car Charger	\$23,453.09	66835	6/24/2025	307-000-000-594-18-60-00	Building Improvements
			<b>\$23,453.09</b>				
David E. Miller	Travel Reimbursement City Manager Recruiter	Travel Reimbursement City Manager Recruiter	\$477.63	66814	6/18/2025	001-000-000-513-10-41-00	Professional Services
			<b>\$477.63</b>				
Department of Licensing	JE #2268 DOL Fees	JE #2268 DOL Fees	\$54.00	20101099	6/30/2025	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			<b>\$54.00</b>				
Exigy Consulting	1286	City Manager Interim Contract	\$19,293.51	66837	6/24/2025	001-000-000-513-10-11-00	Salaries & Wages
			<b>\$19,293.51</b>				
Facet/DCG/Watershed	0064416		\$1,921.25	66815	6/18/2025	001-000-000-558-60-41-56	Tree Canopy and ROW Inventory
			<b>\$1,921.25</b>				
Farallon Consulting	0055229	Critical Area Review	\$4,698.50	66787	6/9/2025	401-000-000-558-50-41-55	Shoreline Consultant
			<b>\$4,698.50</b>				
FCI - Custom Police Vehicles	16708	Lease MPD Car 33	\$822.68	66816	6/18/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost

FCI - Custom Police Vehicles	16706	Lease MPD Car 30 & 31	\$2,101.93	66816	6/18/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16707	Lease MPD Car 32	\$576.11	66816	6/18/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16705	Lease MPD Car 29	\$1,156.01	66816	6/18/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16704	Lease MPD Car 28	\$958.01	66816	6/18/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16704	Interest PD Veh	\$123.07	66816	6/18/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16705	Interest PD Veh	\$212.95	66816	6/18/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16707	Interest PD Veh	\$385.52	66816	6/18/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16708	Interest PD Veh	\$540.45	66816	6/18/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16706	Interest PD Veh	\$602.87	66816	6/18/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			<b>\$7,479.60</b>				
GMP Consultants LLC	25-191	City Manager Recruitment Fees	\$8,201.67	66817	6/18/2025	001-000-000-513-10-41-00	Professional Services
			<b>\$8,201.67</b>				
Gray & Osborne, Inc.	Project No: 25421.00 Invoice No: 3	Project No: 25421.00 Invoice No: 3	\$613.99	66788	6/9/2025	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	Project No: 24456.00 Invoice No: 10	Project No: 24456.00 Invoice No: 10	\$2,104.83	66788	6/9/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Project No: 24541.00 Invoice No: 4	Project No: 24541.00 Invoice No: 4	\$1,167.16	66788	6/9/2025	307-000-000-595-30-63-18	Medina Park Ponds
Gray & Osborne, Inc.	Project No: 25427.11 Invoice No: 2	Project No: 25427.11 Invoice No: 2	\$335.85	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.18 Invoice No: 8	Project No: 23427.18 Invoice No: 8	\$275.48	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.17 Invoice No: 6	Project No: 23427.17 Invoice No: 6	\$78.96	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.09 Invoice No: 2	Project No: 25427.09 Invoice No: 2	\$236.88	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.02 Invoice No: 1	Project No: 25427.02 Invoice No: 1	\$789.60	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.02 Invoice No: 3	Project No: 24427.02 Invoice No: 3	\$607.78	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.14 Invoice No: 19	Project No: 21427.14 Invoice No: 19	\$78.96	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.27 Invoice No: 12	Project No: 21427.27 Invoice No: 12	\$204.86	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.13 Invoice No: 2	Project No: 24427.13 Invoice No: 2	\$225.68	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.17 Invoice No: 13	Project No: 25427.17 Invoice No: 13	\$330.70	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.00 Invoice No: 5	Project No: 25427.00 Invoice No: 5	\$2,043.11	66788	6/9/2025	401-000-000-558-50-41-07	Engineering Consultant
			<b>\$9,094.04</b>				
Green Planet Plumbing and Sewer LLC	26109864	Medina Beach Park Restroom Plumbing	\$2,753.90	66789	6/9/2025	307-000-000-594-18-60-00	Building Improvements
Green Planet Plumbing and Sewer LLC	27180586	Medina Beach Park Bathroom Repair	\$13,638.35	66789	6/9/2025	307-000-000-594-18-60-00	Building Improvements
			<b>\$16,392.25</b>				
Gregory, Kelly	Gregory, Kelly Expense Reimbursement 5/6/25-5/9/25	Ferry and Mileage	\$86.30	20101097	6/30/2025	001-000-000-521-20-43-00	Travel & Training
			<b>\$86.30</b>				
Home Depot Credit Services	6/3/25 City Hall Bathrooms	6/3/25 City Hall Bathrooms	\$295.40	EFT Payment 7/2/2025 11:05:07 AM - 1	6/30/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	6/5/25 City Hall Bathrooms	6/5/25 City Hall Bathrooms	\$55.31	EFT Payment 7/2/2025 11:05:07 AM - 1	6/30/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	5/6/25 Air Freshner		\$6.58	EFT Payment 6/9/2025 12:41:40 PM - 1	6/30/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	5/6/25 Water Spray Wand	5/6/25 Water Spray Wand	\$38.78	EFT Payment 6/9/2025 12:41:40 PM - 1	6/30/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Home Depot Credit Services	5/27/25 Damprid for vehicles	5/27/25 Damprid for vehicles	\$25.90	EFT Payment 6/9/2025 12:41:40 PM - 1	6/30/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Home Depot Credit Services	5/19/25 Two Way Radio for Flagging	5/19/25 Two Way Radio for Flagging	\$176.28	EFT Payment 6/9/2025 12:41:40 PM - 1	6/30/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Home Depot Credit Services	6/3/25 Nail gun	6/3/25 Nail gun	\$395.58	EFT Payment 7/2/2025 11:05:07 AM - 1	6/30/2025	101-000-000-542-30-35-00	Small Tools/minor Equipment
Home Depot Credit Services	5/6/25 Drywall screws City Hall Bathrooms	5/6/25 Drywall screws City Hall Bathrooms	\$28.63	EFT Payment 6/9/2025 12:41:40 PM - 1	6/30/2025	307-000-000-594-18-60-00	Building Improvements
Home Depot Credit Services	5/27/25 Medina Park Bathroom Supplies	5/27/25 Medina Park Bathroom Supplies	\$672.60	EFT Payment 6/9/2025 12:41:40 PM - 1	6/30/2025	307-000-000-594-18-60-00	Building Improvements
			<b>\$1,695.06</b>				
Honey Bucket	55487996	Credit	(\$198.38)	66790	6/9/2025	307-000-000-594-18-60-00	Building Improvements
Honey Bucket	554881101	Beach Restroom Proj	\$915.75	66790	6/9/2025	307-000-000-594-18-60-00	Building Improvements
			<b>\$717.37</b>				
Horticultural Elements, Inc.	9895	Mulching	\$20,000.00	66791	6/9/2025	001-000-000-576-80-41-00	Professional Services
Horticultural Elements, Inc.	9907	84/24th & 84th Median Maintenance	\$4,490.00	66791	6/9/2025	101-000-000-542-30-41-00	Professional Services
			<b>\$24,490.00</b>				
Huebner, Richard	City Manager Candidate Reimbursement	City Manager Candidate Reimbursement	\$532.48	66838	6/24/2025	001-000-000-513-10-43-00	Travel & Training
			<b>\$532.48</b>				
Inslee Best Doezie & Ryder, P.S.	439169	May City Attorney Fees	\$49,728.90	66792	6/9/2025	001-000-000-515-41-40-00	City Attorney
			<b>\$49,728.90</b>				
KC Dept of Water & Land Resources	141996	Fish & Water Shore Cost Fees	\$1,219.00	66818	6/18/2025	001-000-000-553-10-40-00	Land & Water Conservation Resources-KC
			<b>\$1,219.00</b>				

KC Office of Finance	11015951	KC Inet	\$375.00	66820	6/18/2025	001-000-000-518-80-41-50	Technical Services, Software Services
KC Office of Finance	142348-142348	Bridge WSPT Svcs	\$1,168.66	66819	6/18/2025	101-000-000-542-30-41-00	Professional Services
			<b>\$1,543.66</b>				
Konica Minolta Premier Finance	5034638115	PW Printer	\$107.08	EFT Payment 6/18/2025 10:28:40 AM - 1	6/30/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5034559141	CH Copier	\$518.97	EFT Payment 6/18/2025 10:28:40 AM - 1	6/30/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	590545408	PW Printer	\$0.00	EFT Payment 6/18/2025 10:28:24 AM - 1	6/18/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5034195890	CH Copier	\$518.97	66821	6/18/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5033858082	CH Copier	\$989.96	66821	6/18/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5034265413		\$289.93	66821	6/18/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	590524273	PW Printer	\$72.49	EFT Payment 6/18/2025 10:28:24 AM - 1	6/18/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	590524273	PD Copier	\$161.29	EFT Payment 6/18/2025 10:28:24 AM - 1	6/18/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals
Konica Minolta Premier Finance	590545408	PD Copier	\$37.52	EFT Payment 6/18/2025 10:28:24 AM - 1	6/18/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals
			<b>\$2,696.21</b>				
LDC Corp	38310	Current Planning	\$21,445.25	66793	6/9/2025	401-000-000-558-60-41-01	Planning Consultant
			<b>\$21,445.25</b>				
LN Curtis and sons	INV950679	PD Uniforms	\$601.26	66794	6/9/2025	001-000-000-521-20-22-00	Uniforms
			<b>\$601.26</b>				
MG Consulting Services LLC	25037	LF/RM Project	\$2,450.00	66795	6/9/2025	001-000-000-518-10-41-00	Professional Services
			<b>\$2,450.00</b>				
Michael's Fine Dry Cleaning	352	PD Dry Cleaning	\$324.23	66822	6/18/2025	001-000-000-521-20-22-00	Uniforms
			<b>\$324.23</b>				
Nando P Merlino, DBA NPM Construction Co.	18150302	Retention Payment	\$6,728.21	66796	6/9/2025	307-000-000-582-20-00-00	Refund of Retainage Deposits
			<b>\$6,728.21</b>				
Nations, Dawn	Nations, Dawn Expense Reimbursement	Burns Retirement Party	\$487.83	EFT Payment 6/18/2025 10:28:40 AM - 2	6/30/2025	001-000-000-518-10-49-10	Miscellaneous
			<b>\$487.83</b>				
Norcom	1881	Q3 2025 Dispatch	\$23,193.25	66797	6/9/2025	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
Norcom	1901	Annual Main Costs	\$500.00	66823	6/18/2025	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay
			<b>\$23,693.25</b>				
Ogden Murphy Wallace	909937	City Attorney	\$2,119.50	66798	6/9/2025	001-000-000-515-41-40-00	City Attorney
			<b>\$2,119.50</b>				
Olbrechts and Associates, PLLC	May 2025 Hearing Examiner Services	Hearing Examiner	\$8,188.13	66824	6/18/2025	401-000-000-558-60-41-02	Hearing Examiner
			<b>\$8,188.13</b>				
Pro-shred	85491	CH Shredding Services	\$58.10	66799	6/9/2025	001-000-000-518-10-41-00	Professional Services
Pro-shred	85911	CH Shredding Services	\$58.10	66825	6/18/2025	001-000-000-518-10-41-00	Professional Services
			<b>\$116.20</b>				
Puget Sound Energy	Service from 4/23/25-5/21/25 84th Ave NE	View Pt Pk Power	\$17.21	66800	6/9/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 4/22/25-5/20/25 1000 80th Ave NE	PW Shop Pwr	\$606.62	66800	6/9/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 4/22/25-5/20/25 1050 82nd Ave NE	Five Corners Power	\$40.54	66800	6/9/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service from 4/22/25-5/20/25 City Hall	CH Utilities	\$1,769.41	EFT Payment 6/9/2025 12:41:40 PM - 2	6/30/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	Service from 5/2/2025-6/2/2025 80th Ave NE & NE 10th St	Street Light Power	\$12.07	66826	6/18/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 5/1/25-5/30/2025 77th Ave NE & 79th Ave NE	Street Light Power	\$163.29	66826	6/18/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 5/2/2025-6/2/2025 515 Evergreen Point Rd	Street Light Power	\$41.97	66826	6/18/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 5/2/2025-6/2/2025	Street Light Power	\$38.34	66826	6/18/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 5/1/25-5/30/2025 TIB LED	Street Light Power	\$1,350.76	66826	6/18/2025	101-000-000-542-63-41-00	Street Light Utilities
			<b>\$4,040.21</b>				
Ramp	June 2025 Ramp Credit Card Statement	June 2025 Ramp Credit Card Statement	\$324.03	20101109	6/30/2025	001-000-000-521-20-22-00	Uniforms
Ramp	June 2025 Ramp Credit Card Statement	June 2025 Ramp Credit Card Statement	\$8.78	20101109	6/30/2025	001-000-000-521-20-31-00	Office Supplies
Ramp	June 2025 Ramp Credit Card Statement	June 2025 Ramp Credit Card Statement	\$1,309.75	20101109	6/30/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp	June 2025 Ramp Credit Card Statement	June 2025 Ramp Credit Card Statement	\$88.15	20101109	6/30/2025	001-000-000-521-20-41-00	Professional Services

Ramp	June 2025 Ramp Credit Card Statement	June 2025 Ramp Credit Card Statement	\$1,869.46	20101109	6/30/2025	001-000-000-521-20-43-00	Travel & Training
Ramp	June 2025 Ramp Credit Card Statement	June 2025 Ramp Credit Card Statement	\$364.49	20101109	6/30/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			<b>\$3,964.66</b>				
Ricoh USA, Inc.	1103514959	Copier Repair	\$260.29	66827	6/18/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Ricoh USA, Inc.	1102884975	Late fees due to COD terms	\$10.74	66827	6/18/2025	001-000-000-518-10-49-10	Miscellaneous
Ricoh USA, Inc.	1103256475	Late fees due to COD terms	\$10.74	66827	6/18/2025	001-000-000-518-10-49-10	Miscellaneous
			<b>\$281.77</b>				
SCJ Alliance Consulting Services	81359	Middle Housing Consultant	\$3,930.50	66828	6/18/2025	001-000-000-558-60-41-01	Planning Consultant
SCJ Alliance Consulting Services	80926	Middle Housing Consultant	\$2,869.25	66828	6/18/2025	001-000-000-558-60-41-01	Planning Consultant
			<b>\$6,799.75</b>				
Seattle Times, The	71762	Legal Notices	\$233.75	66829	6/18/2025	401-000-000-558-60-42-00	Communications
			<b>\$233.75</b>				
Sound View Strategies, LLC	3539	Lobbyist	\$3,000.00	66801	6/9/2025	001-000-000-513-10-41-00	Professional Services
			<b>\$3,000.00</b>				
Spot-On Print & Design	61531	Office Supplies-Envelopes	\$410.98	66830	6/18/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$410.98</b>				
St Thomas Episcopal Church	City Manager Canidate Reception, coffee	City Manager Canidate Reception, coffee	\$50.00	66802	6/9/2025	001-000-000-511-60-41-00	Professional Services
			<b>\$50.00</b>				
Staples Business Advantage	6034671717	CH Office Supplies	\$3,259.88	66831	6/18/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6034671717	PD Office Supplies	\$0.00	66831	6/18/2025	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	6034671714	PD Office Supplies	\$195.52	66831	6/18/2025	001-000-000-521-20-31-00	Office Supplies
			<b>\$3,455.40</b>				
TIG Technology Integration Group	5602081	Anti Malware	\$870.58	66803	6/9/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	69255	IT Services	\$12,922.62	66832	6/18/2025	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	5603436	Duo Subscription May 2025	\$76.04	66832	6/18/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5600259	Azure April 2025	\$1,905.46	66832	6/18/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5600272	Duo Subscription April 2025	\$76.04	66832	6/18/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	69255	IT Services	\$2,381.29	66832	6/18/2025	401-000-000-558-50-05-00	Technical Services, Software Services
			<b>\$18,232.03</b>				
Tree Frog LLC	2103	Tree Inventory Project	\$13,575.00	66833	6/18/2025	001-000-000-558-60-41-56	Tree Canopy and ROW Inventory
Tree Frog LLC	2099	Arborist Services	\$3,975.00	66833	6/18/2025	401-000-000-558-50-41-50	Arborist
			<b>\$17,550.00</b>				
US Bank	JE #2268 US Bank Fees	JE #2268 US Bank Fees	\$138.50	20101100	6/30/2025	001-000-000-514-20-49-10	Miscellaneous
US Bank	JE #2268 US Bank Fees	JE #2268 US Bank Fees	\$1,828.10	20101100	6/30/2025	401-000-000-558-60-49-10	Miscellaneous
US Bank	June 2025 Kellerman US Bank Credit Card Statement	Chart paper for CC retreat	\$210.10	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-511-60-41-00	Professional Services
US Bank	June 2025 Kellerman US Bank Credit Card Statement	Breakfast for CC retreat	\$290.15	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-511-60-41-00	Professional Services
US Bank	June 2025 Nations US Bank Credit Card Statement	Food for council retreat	\$555.28	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-511-60-49-00	Miscellaneous
US Bank	June 2025 Nations US Bank Credit Card Statement	Food for council retreat	\$59.44	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-511-60-49-00	Miscellaneous
US Bank	June 2025 Kellerman US Bank Credit Card Statement	Dinner for CC Study Session	\$144.18	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-511-60-49-00	Miscellaneous
US Bank	June 2025 Nations US Bank Credit Card Statement	Food for council retreat	\$282.54	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-511-60-49-00	Miscellaneous
US Bank	June 2025 Nations US Bank Credit Card Statement	Amazon Credit	(\$30.82)	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2025 Nations US Bank Credit Card Statement	Office supplies- City Hall Wall clock for copier area	\$16.56	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2025 Nations US Bank Credit Card Statement	Office supplies-City Hall Wall Clock for Lobby	\$33.14	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2025 Nations US Bank Credit Card Statement	Office supplies-binder dividers, USB drive	\$44.95	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2025 Nations US Bank Credit Card Statement	Office supplies-City Hall Wall Clock for chambers	\$33.14	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2025 Nations US Bank Credit Card Statement	Office supplies-Easels for the chambers	\$94.87	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2025 Kellerman US Bank Credit Card Statement	Public Storage	\$413.00	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-518-30-45-00	Facility Rental
US Bank	June 2025 Kellerman US Bank Credit Card Statement	Doodle Calendaring Software Annual Subscription	\$537.00	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	June 2025 Kellerman US Bank Credit Card Statement	Zoom Storage	\$40.00	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	June 2025 Gidlof US Bank Credit Card Statement	Lifeguard hiring	\$2.17	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
US Bank	June 2025 Osada US Bank Credit Card Statement	PW Diesel Fuel	\$436.00	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube

US Bank	June 2025 Crickmore US Bank Credit Card Statement	Hose reel for roadside watering	\$264.47	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	June 2025 Crickmore US Bank Credit Card Statement	Water pump for storm drains	\$303.90	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	101-000-000-542-30-48-00	Equipment Maintenance
US Bank	June 2025 Crickmore US Bank Credit Card Statement	Medina City Hall outside bathrooms	\$328.22	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	307-000-000-594-18-60-00	Building Improvements
US Bank	June 2025 Wagner US Bank Credit Card Statement	June 2025 Wagner US Bank Credit Card Statement	\$135.95	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	401-000-000-558-60-31-00	Operating Supplies
US Bank	June 2025 Wilcox US Bank Credit Card Statement	Building Official Training	\$424.00	EFT Payment 7/1/2025 9:48:02 AM - 1	6/30/2025	401-000-000-558-60-43-00	Travel & Training
			<b>\$6,584.84</b>				
Utilities Underground Location Ctr	5050185	Utility Locate Services	\$60.75	66836	6/24/2025	101-000-000-542-30-47-00	Utility Services
			<b>\$60.75</b>				
Voyager Systems	8693624262524	PD Fuel	\$1,818.82	EFT Payment 6/9/2025 12:40:27 PM - 1	6/9/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$1,818.82</b>				
Washington State Patrol	12506565	Lifeguard Background Checks	\$132.00	66804	6/9/2025	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
Washington State Patrol	12506907	CPL Backgrounds	\$24.00	66804	6/9/2025	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			<b>\$156.00</b>				
			<b>\$381,552.45</b>	<b>AP Total</b>			
Payroll	Jun 2025 Payroll	Payroll	\$56,195.59		6/30/2025	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Jun 2025 Payroll	Payroll	\$25,775.88		6/30/2025	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Jun 2025 Payroll	Payroll	\$40,498.60		6/30/2025	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Jun 2025 Payroll	Payroll	\$178,744.76		6/30/2025	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Jun 2025 Payroll	Payroll	\$9,699.78		6/30/2025	001-000-000-558-60-11-00	Salaries, Wages & Benefits
Payroll	Jun 2025 Payroll	Payroll	\$42,474.90		6/30/2025	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Jun 2025 Payroll	Payroll	\$28,301.24		6/30/2025	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Jun 2025 Payroll	Payroll	\$49,952.52		6/30/2025	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			<b>\$431,643.27</b>	<b>Payroll Total</b>			
			<b>\$813,195.72</b>	<b>Grand Total</b>			



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, June 09, 2025 – 5:00 PM**

### MINUTES

#### 1. STUDY SESSION

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

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn

ABSENT  
None

STAFF  
Swanson, Robertson, Wagner, Osada, Sass, and Wilcox

#### 1.1 Draft Six-Year CIP/TIP/Non-TIP Plan

Director of Public Works Ryan Osada provided an overview and facilitated a discussion on the proposed 2026–2031 Six-Year CIP/TIP/Non-TIP Plan. Key discussion points included:

- The process for adding projects to the plan.
- A focus on infrastructure maintenance over new infrastructure expansion.
- Consideration of a proposed security door, balancing security needs with public accessibility and approachability.

A future study session on June 23 will include further discussion on Evergreen Point Road and the potential addition of capital improvements to the plan.

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

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

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

### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn

### ABSENT

None

### STAFF

Swanson, Robertson, Wagner, Osada, Sass, and Wilcox

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

**ACTION:** Without objection, the Council moved Executive Session Item 2 (RCW 42.30.110(1)(g)) to Agenda Item 6. The remaining agenda items were reordered accordingly, and the agenda was approved as amended.

## 4. **PUBLIC COMMENT PERIOD**

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

Stephanie Wallach expressed concerns regarding the recently adopted middle housing ordinance, specifically the possibility of a developer purchasing the adjacent lot, once available, to construct condominiums.

With no further comments, public comments was closed.

## 5. **PRESENTATIONS**

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

Planning Commission Chair Laura Bustamante reported that at the Commission's most recent meeting, members received a high-level overview of the Critical Areas Ordinance update, which is scheduled for completion later this year with consultant support. The Commission also reviewed prior work completed on the Comprehensive Plan Update and discussed the Growth Management Act's target of 19 affordable housing units by 2044.



Chair Bustamante noted that the Commission has not received a forward plan related to affordable housing and, to date, the City Council has not provided direction on priorities for the Phase 2 middle housing effort. She also shared that, beyond the Critical Areas Ordinance project, the Commission currently has no additional assignments and requested that the City Council consider whether another topic should be delegated to ensure the Commission's time is used effectively.

**ACTION:** By consensus, Council directed staff to develop interim official controls related to dark sky legislation and forward them to the Planning Commission for review and further development.

Emergency Preparedness Chair Rosalie Gann reported that the Emergency Preparedness Committee continues to conduct weekly radio check-ins every Sunday at 7:00 PM to ensure operational readiness in the event of an emergency. The committee is also planning to meet in mid-July to coordinate their participation in upcoming community events, including Seafair Weekend and Medina Days. In addition, the group will begin discussing plans for fall preparedness initiatives.

Mayor Rossman provided an update on the Regional Water Quality Committee, noting that several comment letters have been submitted to the Executive regarding the proposed wastewater treatment rate path. The letters—submitted by the cities of Bellevue, Seattle, and Kirkland, as well as the Association of Municipal Wastewater Agencies, all calling for increased transparency and a more thorough evaluation of affordability and the long-term cost structure.

At this point, Council moved into Executive Session for discussions under RCW 42.30.110 (1)(g).

## 6. **EXECUTIVE SESSION**

RCW 42.30.110 (1)(g)

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

**ACTION:** Councilmember Heija Nunn moved to direct staff to begin negotiations for an employment contract with Jeff Swanson for the position of City Manager. The motion was seconded by Councilmember Harini Gokul and passed with a vote of 6-0-1 (Johnston abstained).

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

Interim City Manager Jeff Swanson reported that the City Clerk sent out a Doodle Poll to schedule a second strategic planning session and start the discussion the 2026 budget.

Police Chief Jeffrey Sass reported on activities in the police department and parking tickets at city hall.

**ACTION:** By consensus, the Council directed staff to prepare an updated ordinance to increase parking infraction fees for consideration at a future Council meeting.

Director of Development Services Steve Wilcox gave an update on activities in Development Services.

Director of Finance and HR Ryan Wagner gave a quick up on the proposed business license program.

Director of Public Works Ryan Osada gave an update on public works projects in the city.

## 8. **CONSENT AGENDA**

**ACTION:** Motion by Councilmember Mac Johnston to approve the Consent Agenda as presented. This was seconded by Councilmember Heija Nunn and carried by a vote of 7-0.

### 8.1 May 2025, Check Register

**Recommendation:** Approve.

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

### 8.2 Draft City Council Meeting Minutes of:

- a) April 14, 2025;
- b) May 3, 2025;
- c) May 12, 2025; and
- d) May 27, 2025.

**Recommendation:** Adopt Minutes.

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

### 8.3 Confirmation of Reappointment to the Medina Parks and Recreation Board and Planning Commission

**Recommendation:** Approve.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk on behalf of the Personnel Committee

### 8.4 Approved Park Board meeting minutes of March 17, 2025

**Recommendation:** Receive and file.

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

### 8.5 Approved Planning Commission meeting minutes of April 22, 2025

**Recommendation:** Receive and file.

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

## 9. **LEGISLATIVE HEARING**

None.

## 10. **PUBLIC HEARING**

None.

## 11. **CITY BUSINESS**

### 11.1 St. Thomas School Traffic Flow (video)

**Recommendation:** Discussion.

**Council Contact:** Heija Nunn, Council member

Time Estimate: 15 minutes

Councilmember Heija Nunn shared a video highlighting traffic congestion at NE 12th Street and the five-way intersection during school dismissal times. She provided commentary on the observed issues. Council discussed potential solutions, including staggering school release times, either by school or by class, or requiring the use of school buses to alleviate congestion.

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

### 11.2 An Ordinance Regulating Vehicle Weight Limits on Overlake Drive Bridge

**Recommendation:** Adopt Ordinance No. 1042.

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

Director of Public Works Ryan Osada gave a brief overview of the deficiencies of the southwest bridge on Overlake Drive East and recommended reducing the vehicle weight limit down to 10,000 lbs. total gross vehicle weight. Council discussed, asked questions, and staff responded.

**ACTION:** Motion Deputy Mayor Randy Reeves to adopt Ordinance No. 1042, adding new section 10.12.015 to the Medina Municipal Code to restrict vehicles with more than three tons per axle of weight on Overlake Drive East between Lake Washington Boulevard and Ridge Road, amending MMC 10.12.030 to make the violation of the chapter an infraction with a fine of \$500.00 and allowing for enforcement as a misdemeanor for repeated violations; providing for severability and corrections; directing the erection of signs; and establishing an effective date. The motion was seconded by Councilmember Mac Johnston and carried by a vote of 7-0.

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

1. Gas-powered leaf blowers to be included on the second July meeting study session.
2. Discussion with City Manager on city organization and operations.

## 13. **PUBLIC COMMENT**

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

**14. EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 10 minutes for discussions under RCW 42.30.110 (1)(i).

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

**ACTION:** Council extended Executive Session an additional 10 minutes.

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

**15. ADJOURNMENT**

Council adjourned directly from Executive Session at 8:52 p.m.



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, June 23, 2025 – 5:00 PM**

### MINUTES

#### 1. STUDY SESSION - CALL TO ORDER/ROLL CALL

Mayor Rossman called the study session to order in the Medina Council Chambers at 5:07 p.m.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston (in at 5:17 p.m.)  
Councilmember Michael Luis  
Councilmember Heija Nunn

#### ABSENT

None

#### STAFF

Swanson, Robertson, Wagner, Osada, Sass, Wilcox, and Kellerman

#### 1.1 Draft Six-Year CIP/TIP/Non-TIP Plan

**Recommendation:** Discussion and direction.

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

Time Estimate: 50 minutes

Director of Public Works Ryan Osada gave an overview of the changes in the draft six-year CIP/TIP/Non-TIP since the last study session. Council discussed, asked questions, and staff responded.

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

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

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 6:10 p.m.

### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Harini Gokul  
Councilmember Mac Johnston (in at 5:17 p.m.)  
Councilmember Michael Luis  
Councilmember Heija Nunn

### ABSENT

None

### STAFF

Swanson, Robertson, Wagner, Osada, Sass, Wilcox, and Kellerman

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

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

## 4. **PUBLIC COMMENT PERIOD**

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

## 5. **PRESENTATIONS**

None.

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

None.

## 7. **CONSENT AGENDA**

**ACTION:** Motion by Councilmember Mac Johnston to approve the Consent Agenda. This was seconded by Councilmember Heija Nunn and carried by a vote of 7-0.

### 7.1 Exigy Consulting Invoice Approval – Interim City Manager

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

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

## 8. **LEGISLATIVE HEARING**

None.

## 9. **PUBLIC HEARING**

### 9.1 2026-2031 Six Year CIP, TIP, Non-TIP

**Recommendation:** Presentation, Discussion, and take Public Testimony

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

Director of Public Works Ryan Osada gave a presentation on the proposed draft six-year CIP/TIP/Non-TIP. Council discussed, asked questions, and staff responded.

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

**ACTION:** By consensus, the Council directed staff to reevaluate the necessity of reroofing both City Hall and the Post Office building. For the Post Office, staff should explore repair-only options. Council also requested consideration of spot repairs for the pedestrian bridges at Fairweather Park, and consider using prefabricated materials that maintain the rustic, sylvan character appropriate for the park's natural setting. All project evaluations should be conducted in alignment with the recently adopted Comprehensive Plan.

## 10. **CITY BUSINESS**

### 10.1 Business License Program Update

**Recommendation:** Discussion and direction.

**Staff Contacts:** Ryan Wagner, Director of Finance/HR and Jennifer Robertson, City Attorney

Director of Finance and HR Ryan Wagner presented an update on the proposed Business License Program.

Key points included a revised implementation timeline, with the anticipated “go live” date moved to March 2026. He also provided an overview of the updated draft ordinance and requested feedback and direction from Council. Councilmembers discussed the proposed updates, including licensing requirements and rental fees, asked clarifying questions, and staff responded.

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

### 10.2 Lighting Ordinance – Interim Official Control

**Recommendation:** Adopt Ordinance and direct the Planning Commission to review and process permanent lighting regulations.

**Staff Contacts:** Jennifer S. Robertson, City Attorney and Steve Wilcox, Development Services Director

City Attorney Jennifer Robertson provided a brief overview of the proposed interim official controls related to lighting regulations in Medina. She explained that interim official controls allow the City Council to temporarily implement regulations while the formal land use code amendment process is underway. This formal process includes a SEPA review, a public hearing, and a mandatory 60-day review period with the Washington State Department of Commerce prior to adoption. Council discussed, asked questions, and staff responded.

**ACTION:** Council directed staff to remove Figure 3 and relabel Figure 4 as Figure 3.

**ACTION:** Motion by Deputy Mayor Randy Reeves to adopt Ordinance No. 1043, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; imposing an interim official control relating to zoning, adding a new Chapter 16.25 to the Medina Municipal Code (MMC) to require outdoor lighting to meet certain standards therein, revising MMC 16.66.110 for consistency with new Chapter 16.25 MMC; adopting findings in support of this ordinance; providing for vested rights, interpretation authority and setting a public hearing as required by RCW 35A.63.220 and RCW 36.70A.390 to take testimony on this interim official control; providing for severability and corrections; and establishing an effective date. Additionally, remove figure 3 and rename 4 to figure 3. This was seconded by Councilmember Nunn.

**ACTION:** Motion Councilmember Heija Nunn amend motion to allow City of Medina on city property to properly illuminate sign standards, flag poles and flags, and pathways as necessary for safety and security. This was seconded by Councilmember Mac Johnston.

Council discussed the proposed amendment. City Attorney Jennifer Robertson proposed the following change in the ordinance, page 47 under Chapter 16.25.040 Exemptions, change "Public Recreation Facilities" to "Public Facilities where lighting is necessary for public safety purposes".

**ACTION:** Councilmember Heija Nunn withdrew her proposed amendment.

**ACTION:** Motion Councilmember Heija Nunn to amend Chapter 16.25.040 (F) and strike "Public Recreation Facilities" and replace the language to "Public Facilities, where lighting is necessary for public safety purposes". This was seconded by Councilmember Johnston. The amendment was approved by a vote of 7-0.

**ACTION:** Council voted on the main motion as amended. The motion passed unanimously with a vote of 7-0.

**ACTION:** Motion Deputy Mayor Reeves to direct the Planning Commission to study and process permanent outdoor lighting regulations to be brought to Council before the expiration of the interim official control on outdoor lighting. The motion was seconded by Councilmember Harini Gokul and carried by a vote of 7-0.

## **11. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

### **a) Requests for future agenda items.**

Councilmember Heija Nunn asked for help with writing an article for the upcoming Medina Newsletter.

Councilmember Heija Nunn requested to add Animal Control and animal licenses to a future agenda.

Councilmember Brazen requested to add Building Community to a future agenda. This was seconded by Johnston.

Councilmember Heija Nunn requested to add tree cutting activities to a future meeting. This was seconded by Mayor Jessica Rossman.



**12. PUBLIC COMMENT**

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

**13. EXECUTIVE SESSION**

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

RCW 42.30.110 (1)(g)

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

**ACTION:** Council extended the Executive Session an additional 20 minutes.

**ACTION:** Council extended the Executive Session an additional 10 minutes.

**ACTION:** Motion by Councilmember Harini Gokul to authorize the mayor to execute an employee agreement for Jeff Swanson in a form that's acceptable to the city attorney. The motion was seconded by Councilmember Mac Johnston and carried unanimously by a vote of 7-0.

**14. ADJOURNMENT**

Without objections, Council adjourned the regular meeting at 8:56 p.m.



# MEDINA, WASHINGTON

## AGENDA BILL

July 14, 2025

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

**Category:** Public Hearing

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

### **Summary**

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

The purpose of the hearing is to receive public testimony on the proposed plan. Following the public hearing, the council may wish to discuss the document and provide further input.

The Proposed Six-Year CIP/TIP Plan for years 2026 through 2031 was developed from street and right-of-way improvement condition assessment, storm drainage deficiencies, public facility evaluations, and incorporates planned improvements such as street pavement overlays to restore street surfaces, bridge rehabilitation, storm drainage projects, sidewalk, and park improvements. The attached 2026 – 2031 CIP/TIP Project Summary lists the projects by year, project scope, budget, and revenue source.

The proposed annual expenditure for the plan ranges from \$760,000 to \$1,120,000 per year.

### **Attachment(s)**

FINAL\_2026-2031 Six Year CIP, TIP, Non-TIP

**Budget/Fiscal Impact:** \$760,000 - \$1,120,000

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

### **City Manager Approval:**

**Proposed Council Motion:** "I move to approve the 2026-2031 Six Year Capital Improvement Plan (CIP), Transportation Improvement Plan (TIP) and Non-TIP as presented"

*Time Estimate: 30 minutes.*

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

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

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

**NON-TRANSPORTATION IMPROVEMENT PROJECTS:**

**IV. BUILDING RESTORATION AND IMPROVEMENTS**

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

**V. PARKS PROJECTS**

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

**SUMMARY TOTAL PROJECTED BUDGET BY YEAR:**

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

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

**NOTES:**

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

# Six Year CIP, TIP, Non TIP

Ryan Osada, Public Works Director  
Jeff Swanson, Interim City Manager  
July 14, 2025 City Council Meeting



# Overview

- How does the Six Year CIP, TIP, Non TIP fit in with other elements of planning and operating the City's Transportation System?
- How does the timing for the anticipated TSP update align with the proposed sidewalk design projects in the Six-Year Program?
- What does the public involvement process entail for project design and other community feedback?
- How do we determine project priority for each project category?

How does the Six Year CIP, TIP, Non TIP fit in with other elements of planning and operating the City's Transportation System?

# Context: Middle Housing Mitigations

- Transportation System → City already experiencing right of way use conflicts and design patchwork
- Strategy to address:
  - Transportation System Plan (TSP) update (Comprehensive Plan Transportation and Circulation element, Chapter 5)
  - Street Design Standards Update (Comprehensive Plan Community Design element, Chapter 3)
    - Updated designed cross-sections for facility designations
    - Codify required improvements for new development/substantial redevelopment
    - Complete Streets Ordinance
    - Vehicular Surfaces and Parking
  - Six-Year TIP
  - Concurrency Ordinance; Traffic Impact Fee Schedule and Ordinance



## (continued) TSP Update

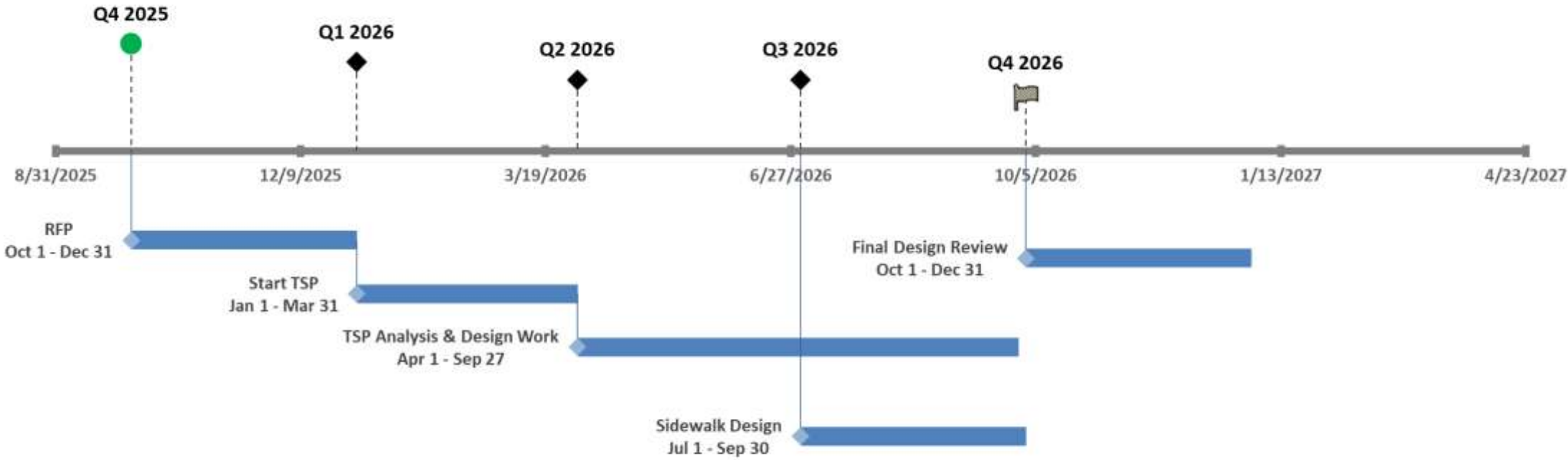
The main requirements a transportation element must address can be summarized as:

- **Land Use Assumptions:** Estimates of travel based on land use assumptions.
- **Traffic Impacts:** Estimated multimodal level of service (LOS) impacts on state-owned transportation facilities (replaces the long-standing LOS standard based solely on traffic).
- **Facilities and Service Needs:** Inventory of transportation facilities and services, LOS standards, actions to bring facilities into compliance, traffic forecasts for at least 10 years, and identification of system needs.
- **Finance Plan:** A multi-year plan to cover transportation improvements.
- **Intergovernmental Coordination:** Efforts to coordinate with other governmental entities, including relevant federal, state, and regional partners.
- **Demand Management Strategies:** Strategies to manage transportation demand, like commute trip reduction, transit passes for selected group (e.g., student), parking charges, high occupancy lanes, telework, vanpools, transportation-oriented development (TOD), and more. See the Washington State Department of Transportation's (WSDOT) Transportation Demand Management webpage for more examples.
- **Pedestrian and Bicycle Component:** Provisions for active (non-motorized) transportation.

How does the timing for the anticipated TSP update align with the proposed sidewalk design projects in the Six-Year Program?



**\*DRAFT\* TSP AND CIP/TIP SIDEWALK DESIGN TIMELINE**



What does the public involvement process entail for project design and other community feedback?



## From MRSC...

“A public participation plan, which is the first step in the planning process and required as part of any GMA comprehensive plan, identifies inclusive public engagement strategies that help shape the plan’s vision, goals, and policies, including those in the transportation element. Engagement can include any combination of strategies such as open houses, focus groups, online engagement platforms, surveys, and more...”

“Guided by public input, the transportation element should include an overall transportation vision, goals, and policies that address all modes of travel, transportation demand management, and funding. The goals and policies should guide and inform implementation strategies, including development regulations and the capital budget...”

“The GMA emphasizes concurrency, which refers to the timely provision of public facilities and services relative to the demand for them. Maintaining concurrency means that adequate public facilities are in place to serve new development as it occurs or within a specified period.”

How do we determine project priority for each project category?



# I. STREET IMPROVEMENT PROJECTS

- Based on Pavement Condition Rating (PCR) by TIB which is updated every 2 years.
- Prioritize Minor Arterial, Collector and Local Access streets
- Other factors include safety, deterioration rate (Overlake Drive Bridges), funding, community input.

## II. STORM DRAINAGE PROJECTS

- Typically, stormwater improvements are done ahead of overlays
- Prioritize segments that have reported drainage problems



### III. SIDEWALK / PATH PROJECTS

- Legal or Regulatory Mandates such as ADA Compliance
- Prioritize access to schools, city hall, post office and parks
- Long Range Plans (Comp Plan)

## IV. BUILDING RESTORATION AND IMPROVEMENTS

- asset preservation
- Health and safety
- Service level improvements

## V. PARKS PROJECTS

- Service Level Improvements
- Community Benefit
- Budget
- Health and safety (ponds, invasive species)

# REVIEW

- Reevaluate priorities annually
- Conditions Change
- Funding availability (grants, donations)
- Community priorities shift
- Service level improvements



# Questions and Discussion

Ryan Osada, Public Works Director  
Jeff Swanson, Interim City Manager  
July 14, 2025 City Council Meeting