



## MEDINA CITY COUNCIL

Monday, June 22, 2026

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

### AGENDA

#### VISION STATEMENT

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

#### MISSION STATEMENT

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



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

Hybrid - Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, June 22, 2026 – 5:00 PM**

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**AGENDA**

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

**COUNCIL MEMBERS** | Laura Bustamante, Harini Gokul, Michael Luis, Heija Nunn, Jeff Price

**CITY MANAGER** | Jeff Swanson

**CITY ATTORNEY** | Jennifer S. Robertson

**ACTING CITY CLERK** | Dawn Nations

**Hybrid Meeting Participation**

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

Join Zoom Meeting

<https://medina-wa.zoom.us/j/85255816178?pwd=El7aUJlu5mkhWskOWIkbu4NM7IO8pC.1>

Meeting ID: 852 5581 6178

Passcode: 781339

Dial in

+1-253-215-8782

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

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

1.1

DRAFT-2027-2032 Six-Year CIP/TIP/Non-TIP Plan

**Recommendation:** Discussion.

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

Time Estimate: 50 minutes

The regular meeting will start at 6:00 PM.

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

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

3. **APPROVAL OF MEETING AGENDA**

4. **PUBLIC COMMENT PERIOD**

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5. **PRESENTATIONS**

None.

6. **CITY MANAGER'S REPORT**

6.1a Development Impacts Charette Recap by Jeff Swanson, City Manager

Time Estimate: 5 minutes

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](#) Medina - 78th Place NE Improvements  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Osada, Public Works Director

**8. LEGISLATIVE HEARING**

None.

**9. PUBLIC HEARING**

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

**10. CITY BUSINESS**

- [10.1](#) Master Fee Schedule Update  
**Recommendation:** Adopt Resolution No. 460.  
**Staff Contact:** Ryan Wagner, Finance/HR Director

Time Estimate: 10 minutes

- [10.2](#) Donation Policy  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Jeff Swanson, City Manager, Ryan Wagner, Finance/HR Director, Ryan Osada, Public Works Director

Time Estimate: 20 minutes

**11. COUNCILMEMBER REPORTS AND ROUNDTABLE**

- a) Council Reports
- b) Requests for future agenda items.

**12. PUBLIC COMMENT**

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

**13. ADJOURNMENT**

Next regular City Council Meeting: July 13, 2026, at 5 PM.

### **ADDITIONAL INFORMATION**

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

The agenda items are accessible on the City's website at [www.medina-wa.gov](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**

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

Monday, July 13, 2026 - City Council Meeting (5:00 PM)  
Monday, July 27, 2026 - City Council Meeting (5:00 PM)  
Monday, August 24, 2026 - City Council Meeting (5:00 PM)  
Monday, September 14, 2026 - City Council Meeting (5:00 PM)  
Monday, September 28, 2026 - City Council Meeting (5:00 PM)  
Monday, October 12, 2026 - City Council Meeting (5:00 PM)  
Monday, October 26, 2026 - City Council Meeting (5:00 PM)  
Monday, November 9, 2026 - City Council Meeting (5:00 PM)  
Monday, November 16, 2026 - City Council Meeting (5:00 PM)  
Monday, December 14, 2026 - City Council Meeting (5:00 PM)

**Monday, December 28, 2026 - City Council Meeting Canceled**

### **CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, June 22, 2026, Regular Meeting of the Medina City Council was posted and available for review on Thursday, June 18, 2026, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](http://www.medina-wa.gov).

<b>CITY OF MEDINA</b>							Updated 6/17/2026		
2027 - 2032 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP) 2027 - 2032 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) 2027 - 2032 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP) DATE SUBMITTED:							Approved by: Medina City Council Date: Resolution Number:		
NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE

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

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

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

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

Pavement Condition Legend for Part I. ACP Overlays:

NOTES:

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

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

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

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

**NON-TRANSPORTATION IMPROVEMENT PROJECTS:**

**IV. BUILDING RESTORATION AND IMPROVEMENTS**

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

**V. PARKS PROJECTS**

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

**SUMMARY TOTAL PROJECTED BUDGET BY YEAR:**

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

**NOTES:**

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

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



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, June 22, 2026

<p><b>Subject/Topic:</b> 78<sup>th</sup> Place NE Improvements</p> <p><b>Dept. Origin:</b> Public Works</p> <p><b>Category:</b> Consent</p> <p><b>Prepared by:</b> Ryan Osada, Public Works Director</p> <p><b>Attachments:</b> Review of Bids_78th PI NE Imp.</p>	<p><b>Proposed Council Action/Motion:</b></p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input checked="" type="checkbox"/> <b>Adopt/Approve</b></p> <p><input type="checkbox"/> Other:</p>
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**Proposed Council Action:** Approve

**Summary**

This Contract provides for improvements on 78th Place NE from NE 32nd Street to Evergreen Point Road, approximately 1,200 feet. The work to be performed under this contract includes a pavement overlay, pavement grinding, isolated areas of subgrade repair, pavement markings, storm drainage modifications, adjusting utility castings to grade, surface restoration and other minor related work items, all in accordance with the Contract Plans, the Contract Provisions, and the Standard Specifications.

**Council Priorities**

This proposal furthers Council Priorities 1-5.

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

**Budget/Fiscal Impact:** \$151,970.50

**Recommendation:** Approve.

**City Manager Approval:** 

**Proposed Council Motions:** I move to authorize the City Manager to negotiate and enter into an agreement with JB Asphalt Paving Inc. for the 78th Place NE Improvements project.



May 29, 2026

Mr. Ryan Osada  
Public Works Director  
City of Medina  
501 Evergreen Point Road  
Medina, Washington 98039

SUBJECT: REVIEW OF BIDS – 78<sup>TH</sup> PLACE NE IMPROVEMENTS  
CITY OF MEDINA, KING COUNTY, WASHINGTON  
G&O #26447.00

Dear Mr. Osada:

On May 28, 2026, the City of Medina received three responsive bids for the 78<sup>th</sup> Place NE Improvements. The responsive bids ranged from \$151,970.50 to \$232,846.00. The Engineer’s Estimate was \$193,450.00. Each proposal was checked for correctness of extensions of the prices per unit and the total price. No corrections were made. We have provided a bid summary with this letter. The bidders and their respective bid amounts, including sales tax where applicable, are as follows.

- 1. JB Asphalt Paving, Inc. (Snohomish, Washington).....\$151,970.50
- 2. Lakeside Industries, Inc. (Issaquah, Washington) .....\$155,450.00
- Engineer’s Estimate .....\$193,350.00**
- 3. NPM Construction, Company (Maple Valley, Washington).....\$232,846.00

The lowest responsive bidder, JB Asphalt Paving, Inc. of Snohomish, Washington, is currently a Washington State registered and licensed Contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, JB Asphalt Paving, Inc. of Snohomish, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the City’s file. We have also reviewed the Supplemental Bidder Criteria information submitted by JB Asphalt Paving, Inc. and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.



Mr. Ryan Osada  
May 29, 2026  
Page 2

Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

JB Asphalt Paving, Inc.  
14226 State Route 2  
Snohomish, Washington 98290


Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.

Kevin W. Brown, P.E.

KWB/sr  
Encl.

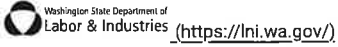
BIDDER		ENGINEER'S ESTIMATE			JB ASPHALT, INC.		LAKESIDE INDUSTRIES, INC.		NPM CONSTRUCTION CO.	
BIDDER ADDRESS					14226 SR 2 Snohomish, WA 98290		P.O. Box 7016 Issaquah, WA 98027		P.O. Box 1229 Maple Valley, WA 98038	
WASHINGTON STATE WORKMAN'S COMP. ACCT. NO.					243,594-00		700,227-00		203,331-00	
WASHINGTON STATE CONTRACTOR'S REG. NUMBER					JBASPBA872K1		LAKESI*274JD		NPMCOCC907OL	
BID BOND OR OTHER GOOD FAITH TOKEN					5% BID BOND		5% BID BOND		5% BID BOND	
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Minor Change	1 EST	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
2	SPCC Plan	1 LS	\$500.00	\$500.00	\$1,380.00	\$1,380.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00
3	Mobilization, Cleanup and Demobilization	1 LS	\$20,000.00	\$20,000.00	\$9,200.00	\$9,200.00	\$20,000.00	\$20,000.00	\$17,000.00	\$17,000.00
4	Project Temporary Traffic Control	1 LS	\$15,000.00	\$15,000.00	\$17,250.00	\$17,250.00	\$20,000.00	\$20,000.00	\$26,000.00	\$26,000.00
5	Unsuitable Foundation Excavation, Incl. Haul	5 CY	\$150.00	\$750.00	\$115.00	\$575.00	\$20.00	\$100.00	\$200.00	\$1,000.00
6	Locate Existing Utilities	1 LS	\$500.00	\$500.00	\$115.00	\$115.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
7	Crushed Surfacing Top Course	20 TN	\$80.00	\$1,600.00	\$57.50	\$1,150.00	\$40.00	\$800.00	\$100.00	\$2,000.00
8	Pavement Repair Excavation, Incl. Haul	40 SY	\$150.00	\$6,000.00	\$172.50	\$6,900.00	\$50.00	\$2,000.00	\$125.00	\$5,000.00
9	Planing Bituminous Pavement	2,150 SY	\$10.00	\$21,500.00	\$11.50	\$24,725.00	\$10.00	\$21,500.00	\$12.70	\$27,305.00
10	HMA Cl. 1/2" PG 58H-22	350 TN	\$190.00	\$66,500.00	\$155.25	\$54,337.50	\$155.00	\$54,250.00	\$250.00	\$87,500.00
11	HMA for Pavement Repair Cl. 1/2" PG 58H-22	10 TN	\$400.00	\$4,000.00	\$155.25	\$1,552.50	\$290.00	\$2,900.00	\$616.00	\$6,160.00
12	Job Mix Compliance Price Adjustment	1 CALC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	Compaction Price Adjustment	1 CALC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	PVC Storm Sewer Pipe, 12 In. Diam. (Incl. Bedding)	10 LF	\$200.00	\$2,000.00	\$345.00	\$3,450.00	\$340.00	\$3,400.00	\$260.00	\$2,600.00
15	Catch Basin, Type 1	1 EA	\$8,000.00	\$8,000.00	\$4,025.00	\$4,025.00	\$4,500.00	\$4,500.00	\$3,613.00	\$3,613.00
16	Adjust Manhole	3 EA	\$1,500.00	\$4,500.00	\$805.00	\$2,415.00	\$600.00	\$1,800.00	\$1,813.00	\$5,439.00
17	Adjust Catch Basin	14 EA	\$1,800.00	\$25,200.00	\$1,035.00	\$14,490.00	\$600.00	\$8,400.00	\$1,657.00	\$23,198.00
18	Trench Excavation Safety Systems	1 LS	\$500.00	\$500.00	\$517.50	\$517.50	\$400.00	\$400.00	\$1.00	\$1.00
19	Adjust Water Valve Box	5 EA	\$800.00	\$4,000.00	\$575.00	\$2,875.00	\$500.00	\$2,500.00	\$1,790.00	\$8,950.00
20	Adjust Gas Valve Box	3 EA	\$800.00	\$2,400.00	\$575.00	\$1,725.00	\$500.00	\$1,500.00	\$1,790.00	\$5,370.00
21	Erosion Control and Water Pollution Prevention	1 LS	\$5,000.00	\$5,000.00	\$575.00	\$575.00	\$3,300.00	\$3,300.00	\$1,000.00	\$1,000.00
22	Property Restoration	1 EST	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
23	Adjust Monument Case and Cover	1 EA	\$800.00	\$800.00	\$575.00	\$575.00	\$500.00	\$500.00	\$1,790.00	\$1,790.00
24	Plastic Stop Line	12 LF	\$50.00	\$600.00	\$11.50	\$138.00	\$50.00	\$600.00	\$160.00	\$1,920.00
	Subtotal			\$193,350.00		\$151,970.50		\$155,450.00		\$232,846.00
	Sales Tax @ 0% (Per W.S. Revenue Rule 171)			\$0.00		\$0.00		\$0.00		\$0.00
	<b>TOTAL CONSTRUCTION COST</b>			\$193,350.00		\$151,970.50		\$155,450.00		\$232,846.00
Sealed bids were opened at the City of Medina, 501 Evergreen Point Road, Medina, Washington 98039 on Thursday, May 28, 2026, at 10:00 a.m. (local time).										
I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.										
										
<b>KEVIN BROWN, P.E.</b>										

DATE: 5/2026  
 DRAWN: SC  
 CHECKED: KB  
 APPROVED: KB

### Mandatory Bidder Responsibility Checklist

The following checklist will be used in documenting that a Bidder meets the mandatory responsibility criteria. The Engineer should print a copy of documentation from the appropriate website to include with this checklist in the contract file.

<b>General Information</b>	
Owner/Project Name: <i>MEDINA / 78<sup>TH</sup> PLACE IMPROVEMENTS</i>	Project Number: <i>26447</i>
Bidder's Business Name: <i>JB ASPHALT PAVING, INC.</i>	Bid Submittal Deadline: <i>5/28/26</i>
<b>Contractor Registration</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
License Number: <i>JBASPBAB72K1</i>	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline): <i>05/21/2013</i>	Expiration Date: <i>5/21/2027</i>
<b>Current UBI Number</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
UBI Number: <i>603 225 723</i>	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
<b>Industrial Insurance Coverage/Worker Compensation</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
Account Number: <i>24359400</i>	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Employment Security Department Number</b>	
Employment Security Department Number: <i>462510001</i>	
• Has Bidder provided account number on the Bid Form?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• And/or have you asked the Bidder for documentation from Employment Security Department on account number?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>State Excise Tax Registration Number</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
Tax Registration Number: <i>460668697</i>	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
<b>Certification of Compliance with Wage Payment Statutes Clause Signed</b>	
(See Proposal for Required Clause or Signed Certification Form) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Not Disqualified from Bidding</b>	
<a href="https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx">https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx</a>	
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Public Works Requirements Training</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
Contractor:	Is Exempt from this Requirement <input checked="" type="checkbox"/>
	Has Completed Training <input type="checkbox"/>
	Has Not Completed Training <input type="checkbox"/>
<b>Excluded Parties Listing System (Federal Funded Projects)</b>	
<a href="https://www.sam.gov/">https://www.sam.gov/</a>	
Does the Bidder have an Active Exclusion? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Checked by:</b>	
Name: <i>KEVIN BROWN</i>	Date: <i>5/29/2026</i>



# Contractors

## J B ASPHALT PAVING INC

**Owner or tradesperson**

Principals  
NIEBRUEGGE, BRET, PRESIDENT

NIEBRUEGGE, JESSE, VICE PRESIDENT

WILSON AND WILSON  
INCORPORATED, AGENT

22228 95th PL W  
EDMONDS, WA 98020  
206-714-3271  
SNOHOMISH County

Doing business as  
**J B ASPHALT PAVING INC**

WA UBI No.  
**603 225 723**

Business type  
**Corporation**  
Governing persons  
**BRET**

**NIEBRUEGGE**  
JESSE R NIEBRUEGGE;

## Registration

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

**Construction Contractor**

**Active**  
**Meets current requirements.**

License specialties  
**Paving/ Striping/ Seal Coating**

License no.  
**JBASPBA872K1**  
Effective — expiration  
**05/21/2013— 05/21/2027**

L&I Contractor Registration:  
1-800-647-0982 - Email: ContReg@Lni.wa.gov

**Bond**

**Federated Mutual Ins Co** \$15,000.00

Bond account no.  
**1928161**

Received by L&I  
**04/28/2025**

Effective date  
**04/17/2025**  
Expiration date  
**Until Canceled**

**Ohio Gas Ins Co** \$6,000.00

Bond account no.  
**661997C**

Received by L&I  
**10/06/2020**

Effective date  
**08/26/2019**  
Expiration date  
**Until Canceled**

**Insurance**

**Federated Mutual Ins Co** \$1,000,000.00

Policy no.

Received by L&I  
12/20/2025

Effective date  
01/31/2026  
Expiration date  
01/31/2027

**FEDERATED RESERVE INSURANCE CO**  
Policy no.  
1825273

\$1,000,000.00

Received by L&I  
01/30/2026

Effective date  
01/31/2023  
Expiration date  
01/31/2027

**Insurance history**

**Savings**

No savings accounts during the previous 6 year period.

**Lawsuits against the bond or savings**

No lawsuits against the bond or savings accounts during the previous 6 year period.

**L&I Tax debts**

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

**License Violations**

No license violations during the previous 6 year period.

**Certifications & Endorsements**

**OMWBE Certifications**

No active certifications exist for this business.

**Apprentice Training Agent**

No active Washington registered apprentices exist for this business. Washington allows the use of apprentices registered with Oregon or Montana. Contact the [Oregon Bureau of Labor & Industries](#) or [Montana Department of Labor & Industry](#) to verify if this business has apprentices.

**Workers' Comp**

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

L&I Account ID  
243,594-00

Account is current.

Doing business as

**JB ASPHALT PAVING INC**

Estimated workers reported

**Quarter 1 of Year 2026 "11 to 20 Workers"**

Workers' Comp Account Contact

**T5 / LINDSEY THURGOOD\* (360) 902-5385 - Email: @lni.wa.gov**

**Public Works Requirements**

Verify the contractor is eligible to perform work on public works projects.

**Required Training- Effective July 1, 2019**

Exempt from this requirement.

**Contractor Strikes**

No strikes have been issued against this contractor.

**Can this contractor bid on Public Works projects?**

No debarments have been issued against this contractor.

**Workplace Safety & Health**

Check for any past safety and health violations found on jobsites this business was responsible for.

No inspections during the previous 6 year period.



STATE OF WASHINGTON

Department of Labor & Industries

# Certificate of Workers' Compensation Coverage

May 29, 2026

WA UBI No.	603 225 723
L&I Account ID	243,594-00
Legal Business Name	JB ASPHALT PAVING INC
Doing Business As	JB ASPHALT PAVING INC
Workers' Comp Premium Status:	Account is current.
Estimated Workers Reported (See Description Below)	Quarter 1 of Year 2026 "11 to 20 Workers"
Account Representative	Employer Services Help Line, (360) 902-4817
Licensed Contractor?	Yes
License No.	JBASPBA872K1
License Expiration	05/21/2027

### What does "Estimated Workers Reported" mean?

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

### Industrial Insurance Information

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due. Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation (See [RCW 51.12.050](#) and [51.16.190](#)).

# Washington State Department of Revenue



< **Business Lookup**

## Tax Information

[New search](#) [Back to results](#)

**Entity name:** JB ASPHALT PAVING, INC.

**Entity type:** Profit Corporation

**Excise tax account ID #:** 603-225-723

**UBI #:** 603-225-723

**Opened:** August 1, 2012

**Closed:**

**Mailing address:** 14226 STATE ROUTE 2  
SNOHOMISH WA 98290-6503

**NAICS:** 238990 - All Other Specialty Trade Contractors

**Reseller Permit(s)**



Reseller permit #	Status	Effective date	Expiration date
A30194828	Active	Feb-25-2026	Feb-24-2028
A30194826	Expired	Feb-25-2024	Feb-24-2026
A30194824	Expired	Feb-25-2022	Feb-24-2024
A30194822	Expired	Feb-25-2020	Feb-24-2022
A30194820	Expired	Feb-25-2018	Feb-24-2020
A30194818	Expired	Feb-25-2016	Feb-24-2018
A30194816	Expired	Feb-25-2014	Feb-24-2016

### Business License Locations

Business name	License account ID #	Location address
JB ASPHALT PAVING	603225723-001-0002	14226 STATE ROUTE 2 SNOHOMISH WA 982
JB ASPHALT PAVING, INC	603225723-001-0001	14226 STATE ROUTE 2 SNOHOMISH WA 982

The Business Lookup information is updated nightly. Search date and time: 5/29/2026 2:29:26 PM



# Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:

WA UBI Number:

License Number:

Principal:

RCW:

From:  To:

Penalty Due:

Wage Due:

[Download all debarment data](#)

Show  per page

Showing 0 records

[First](#)[Previous](#)[Next](#)[Last](#)

Company Name	UBI	License	Principals	Related Business	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
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There are no records that match your search criteria.

Show  per page

Showing 0 records

[First](#)[Previous](#)[Next](#)[Last](#)



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, June 22, 2026

<p><b>Subject/Topic:</b> DRAFT_2027-2032 Six Year CIP, TIP, Non TIP</p> <p><b>Dept. Origin:</b> Public Works</p> <p><b>Category:</b> Public Hearing</p> <p><b>Prepared by:</b> Ryan Osada, Public Works Director</p> <p><b>Attachments:</b> DRAFT_2027-2032 Six Year CIP, TIP, Non TIP</p>	<p><b>Proposed Council Action/Motion:</b></p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input checked="" type="checkbox"/> Public Hearing</p> <p><input type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p>
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**Proposed Council Action:** Discussion

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

### Council Priorities

This proposal furthers Council Priorities 1-5.

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

5. Neighborhood Character and Community Building

**Budget/Fiscal Impact:** The proposed annual expenditure for the plan ranges from \$760,000 to \$1,530,000 per year.

**Recommendation:** Conduct public hearing, receive public comments for discussion

**City Manager Approval:**



**Proposed Council Motions:**

<b>CITY OF MEDINA</b>							Updated 6/17/2026		
2027 - 2032 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP) 2027 - 2032 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) 2027 - 2032 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP) DATE SUBMITTED:							Approved by: Medina City Council Date: Resolution Number:		
NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE

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

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

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

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

Pavement Condition Legend for Part I. ACP Overlays:

NOTES:

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

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

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

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

**NON-TRANSPORTATION IMPROVEMENT PROJECTS:**

**IV. BUILDING RESTORATION AND IMPROVEMENTS**

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

**V. PARKS PROJECTS**

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

**SUMMARY TOTAL PROJECTED BUDGET BY YEAR:**

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

**NOTES:**

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

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



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, June 22nd 2026

<p><b>Subject/Topic:</b> Fee Schedule Resolution</p> <p><b>Dept. Origin:</b> Finance/HR</p> <p><b>Category:</b> City Business</p> <p><b>Prepared by:</b> Ryan Wagner – Finance Director</p> <p><b>Attachments:</b> Attachment A – Master Fee Schedule Draft</p>	<p><b>Proposed Council Action/Motion:</b></p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input checked="" type="checkbox"/> <b>Adopt/Approve</b></p> <p><input type="checkbox"/> Other:</p>
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### Proposed Council Action

To Adopt Resolution 460, to update the master fee schedule to include business licensing and full cost reimbursement rates for when employees do work for other municipalities or business entities.

### Summary

The City’s Financial Policies were last updated in June of 2024. The purpose of this discussion is to receive feedback from the City Council on the attached Master Fee Schedule. The full drafted schedule is included as an attachment, and the summary below includes an overview of the two changes.

1) Business Licensing

The adopted rates for all categories of business entities have been added to the Master Fee Schedule.

2) Table E – Employee Hourly Rates

When Medina employees do work for other municipalities or business entities, the city is required to be reimbursed at the all in cost rate for each class of employee provided in the table.

If you would like to review the current Master Fee Schedule for the city, it can be found on the website in the following location.

[City of Medina - Master Fee Schedule](#)

**Council Priorities**

This proposal furthers Council Priorities 1 and 3.

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

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

**Recommendation:** Adopt Resolution.



**City Manager Approval:**

**Proposed Council Motions:** "I move to adopt Resolution 460 to amend the Master Fee Schedule for the City of Medina to include Business Licenses and Full Cost Reimbursement Rates for Staff Hours".

**CITY OF MEDINA, WASHINGTON**

**RESOLUTION NO. 460**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MEDINA, WASHINGTON, UPDATING THE CITY'S UNIFIED  
FEE SCHEDULE FOR VARIOUS SERVICES, PERMITS  
AND APPLICATIONS WITHIN THE CITY.**

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**WHEREAS**, the City has historically begun adopting all fees by resolution in order to consolidate fees and keep them updated routinely; and

**WHEREAS**, the City has adopted ordinance 1046 on the 13<sup>th</sup> day of October 2025, regarding Business Licensing, creating a new business licensing code, adopting a new chapter 5.02 of the Medina Municipal code to implement business licensing in Medina, making consistency amendments to MMC 5.04.020, 5.06.020, 5.08.030, and 16.31.010 to incorporate chapter 5.02 into these sections: providing for severability and corrections: and establishing an effective date: and

**WHEREAS**, the city wishes to establish in Table E rates for reimbursement to the City for work done by Medina employees for other municipalities or business entities: and

**WHEREAS**, the City wishes to amend the fee schedule to include the updated passport acceptance fee in the Unified Fee Schedule and make it publicly available on its website; **NOW, THEREFORE**,

**THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RESOLVES AS FOLLOWS:**

**Section 1. Preliminary Findings in Support of Resolution.** The City Council hereby adopts the foregoing recitals as its legislative findings in support of this Resolution.

**Section 2. Adoption of Fee Schedule.** The Fee Schedule attached to this Resolution as Exhibit A is hereby adopted as the Fee Schedule for the City of Medina.

**Section 3. Effective Date.** This Resolution shall take effect immediately upon passage by the Council and signature of the Mayor.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 22ND DAY OF JUNE, 2026 BY A VOTE OF \_\_\_\_ FOR, \_\_\_\_ AGAINST, AND \_\_\_\_ ABSTAINING, AND SIGNED IN AUTHENTICATION THEREOF ON THE 22ND DAY OF JUNE, 2026**

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

APPROVED AS TO FORM:  
Inslee, Best, Doezie & Ryder, P.S.

ATTEST:

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

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

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO. 460

**Attachment:**

**Exhibit A – Fee Schedule**

**Exhibit "A"**  
**CITY OF MEDINA MASTER FEE SCHEDULE**  
**Resolution No. 460**  
 Effective Date: June 22, 2026

FEE TYPE	AMOUNT	MMC SECTION
<b>Chapter 1.15</b>		
<b>Appeal of a Notice of Violation</b>	\$1,000.00, refundable if NOV reversed by hearing examiner	Section 1.15.220
<b>Chapter 2.72</b>		
<b>Hearing Examiner Fee</b>	\$2,500.00	Section 2.72.110
<b>Reconsideration of a Hearing Examiner Decision</b>	\$500.00 plus hourly fee for hearing examiner	Section 2.72.090
<b>Chapter 3.76</b>		
<b>Accident Reports/ Incident Reports</b>	\$0.15/page	Section 3.76.010
<b>Construction Blueprints and Plan Copies</b>	Actual Vendor Cost	Section 3.76.010
<b>Copies</b>	\$0.15 per page	Section 3.76.010
<b>City Maps</b> <i>Black &amp; White 18 X 38</i>	Actual Vendor Cost	Section 3.76.010
<b>City Maps</b> <i>Color 18 X 38</i>	Actual Vendor Cost	Section 3.76.010
<b>Digital Storage Media or Devices:</b> <ul style="list-style-type: none"> <li>• Thumb drive</li> <li>• Other</li> </ul>	Actual Cost	Section 3.76.010
<b>Electronic Files Uploaded for Electronic Delivery</b>	\$.05 for each four (4) files or attachments	Section 3.76.010
<b>Fingerprinting – Resident</b>	\$15.00 first card and \$5.00 for each additional card	Section 3.76.010
<b>Fingerprinting – Non-resident</b>	\$20.00 first card and \$10.00 for each additional card	Section 3.76.010
<b>Paper Copies Scanned to Electronic Format</b>	\$0.10 per page	Section 3.76.010 <i>(ref. WAC 44-14-070)</i>
<b>Photocopies, Printed Copies</b>	\$0.15 per page	Section 3.76.010 <i>(ref. WAC 44-14-070)</i>
<b>Postage or Delivery Charges</b>	Actual Cost	Section 3.76.010
<b>Records Transmitted in Electronic Format</b>	\$.0.10 / gigabyte	Section 3.76.010

FEE TYPE	AMOUNT	MMC SECTION
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**NOTES:**

- (1) The costs above may be combined to the extent that more than one charge applies to a request.
- (2) Pursuant to RCW 42.56.120, the City may impose a customized service charge in addition to the charges outlined above for responses requiring information technology expertise to prepare data compilations or to provide customized access services.
- (3) The City may charge a flat fee of up to \$2.00 for a request as an alternative to the fees above if the City reasonably estimates that the fees for the request under this fee schedule will exceed \$2.00.
- (4) Copying and scanning of paper documents larger than 11" x 17" or other unusual documents requires use of an off-site vendor. The City may also, in its discretion, use an outside vendor for large or complex copying or scanning jobs when it would be more efficient to do so. When the City uses an off-site vendor for copying or scanning, the City will charge the requestor the actual cost of the services rendered. The City will pay the vendor directly and seek reimbursement from the requestor before producing the requested copies;
- (5) City shall not use a requestor's digital storage device to copy records onto, the reason being that the City wants to avoid contracting viruses and other types of malware that might be present on such devices. The City will instead provide a new digital storage device and charge the requestor accordingly.
- (6) Any other item not specifically provided for in this list will be charged at a rate that will reimburse City for its cost of duplicating the item.

**Police Body-Worn Camera Recordings**

Redaction Method	Cost per Minute to Redact	Minutes to Redact per Minute of Raw Footage	Cost of Redaction per Minute of Raw Footage
Targeted Video Redaction with or without Targeted Audio Redaction	\$0.85 per individual or object redacted	10 per individual or object redacted	\$8.50 per individual or object redacted
Targeted Audio Redaction Alone	\$0.85 per minute	5	\$4.25
Screen Blur or Screen Blackout	\$0.85 per minute	1 minute per segment	\$0.85 per segment

The Medina Police Department will charge requestors redaction costs reflecting the actual time it takes to redact a particular video calculated at the rate of \$0.85 per minute.

**Chapter 4.01**

<b>Case Filing</b>	\$31.00 per case	Section 4.01.120
<b>Certifying any document on file</b>	\$5.00 per document, plus \$0.10 per page for copies	Section 4.01.120
<b>Day Detention</b>	\$10.00 per day, unless another amount is set by Court order	Section 4.01.120
<b>Duplication of part or all of the electronic tape of a proceeding</b>	\$10.00 per tape	Section 4.01.120
<b>Electronic Home Detention</b>	\$25.00 set-up, plus \$105.00 per week, unless another amount is set by Court order	Section 4.01.120
<b>Failure to Respond</b>	\$25.00 for parking cases \$52.00 for infraction cases	Section 4.01.120
<b>Juror Service Fee</b>	\$10.00 per day, plus mileage in the amount set by RCW 43.03.060	Section 4.01.110

FEE TYPE	AMOUNT	MMC SECTION
<b>Non-Sufficient Funds Fee for Returned Checks</b>	\$25.00 per check	Section 4.01.120
<b>Preparing the record of a case for appeal to Superior Court</b>	\$40.00 per case, plus Superior Court Filing Fee	Section 4.01.120
<b>Probation Fee</b>	\$50.00 per month	Section 4.01.120
<b>Proof of Insurance Card/Administrative Dismissal</b>	\$25.00 per case	Section 4.01.120
<b>Stop Payment Fee for Court Issued Checks</b>	\$25.00 per check	Section 4.01.120
<b>Transcript of Judgment</b>	\$6.00 per judgment	Section 4.01.120
<b>Vehicle Impound Hearing Fee</b>	\$31.00 per case	Section 4.01.120
<b>Witness Fee</b>	\$10.00 per day, plus mileage in the amount set by RCW 43.03.060. Expert witnesses may be paid in excess of this amount only upon prior agreement between the City and the Expert Witness.	Section 4.01.100
<b>Work Release</b>	\$25.00 set-up, plus \$20.00 per day, unless another amount is set by Court order	Section 4.01.120
<b>Chapter 5.04</b>		
<b>General Business License</b>	\$100 per year for any business in Medina with gross annual revenue of \$4,000 or more.	Section 5.02.040
<b>Home Based Business License</b>	\$100 per year for any business in Medina with gross annual revenue of \$4,000 or more.	Section 5.02.040
<b>Non-Resident Business License</b>	\$100 per year for any business operating within city limits with gross annual revenue of \$4,000 or more.	Section 5.02.040
<b>Business License for Rental Properties</b>	\$100 per year for any person or business renting out or making available to rent a dwelling inside of city limits. A separate license is not needed for multiple properties, and the fee will be waived if gross revenue is under \$4,000 per year.	Section 5.02.040
<b>Cable Franchise</b>	Negotiated with Franchisee; \$5,000 fee deposit to cover the costs of negotiation and document drafting is required	Section 5.08.060
<b>Chapter 6.04</b>		
<b>Animal Impound and Redemption Fees</b>	Fees as adopted by King County Code Title 11	Section 6.04.030
<b>Cat License (Lifetime) spayed/neutered</b>	\$20.00	Section 6.04.040
<b>Cat License (Lifetime) unspayed/unneutered</b>	\$36.00	Section 6.04.040
<b>Senior Citizen: Cat License (Lifetime) spayed/neutered</b>	\$12.00	Section 6.04.040

<b>Senior Citizen: Cat License (Lifetime)</b> <i>unspayed/unneutered</i>	\$25.00	Section 6.04.040
<b>Dog License (Lifetime)</b> <i>spayed/neutered</i>	\$30.00	Section 6.04.040
<b>Dog License (Lifetime)</b> <i>unspayed/unneutered</i>	\$60.00	Section 6.04.040
<b>Senior Citizen: Dog License (Lifetime)</b> <i>spayed/neutered</i>	\$20.00	Section 6.04.040
<b>Senior Citizen: Dog License (Lifetime)</b> <i>unspayed/unneutered</i>	\$40.00	Section 6.04.040
<b>Replacement Tag</b>	\$5.00	Section 6.04.040
<b>Service Animal License</b>	No Charge	Section 6.04.040
<b>Failure to Obtain License</b>	\$25.00	Section 6.04.040

FEE TYPE	AMOUNT	MMC SECTION
<b>Chapter 8.06</b>		
<b>Temporary Noise Variance</b>	\$200.00	Section 8.06.500
<b>Administrative Noise Variance</b>	\$200.00 plus consultant fee	Section 8.06.500
<b>Nonadministrative Noise Variance</b>	\$200.00 plus consultant fee	Section 8.06.500
<b>Chapter 8.12</b>		
<b>False Alarm Response Fee</b>	1 <sup>st</sup> response – Free 2 <sup>nd</sup> response - \$50.00 3 <sup>rd</sup> response - \$100.00 4 <sup>th</sup> response - \$150.00 5 <sup>th</sup> response - \$200.00 6 <sup>th</sup> & subseq - \$250.00	Section 8.12.030
<b>Chapter 8.16</b>		
<b>Pyrotechnics Display License</b>	No charge	Section 8.16.045
<b>Chapter 9.40</b>		
<b>Special Event Permit</b>	\$50.00 non-refundable, plus cost for city personnel based on hourly rate (wages and benefits)	Section 9.40.050
<b>Chapter 10.40</b>		
<b>Parking Permit for Designated Parking Areas</b>	No charge for residents \$75.00 for non-residents	Section 10.40.060
<b>Chapter 10.72</b>		
<b>Construction Vehicle Parking Permit</b>	\$150.00	Section 10.72.040
<b>Oversized Vehicle Permit</b>	\$500.00	Section 10.72.010
<b>Overweight Vehicle Permit</b>	\$500.00	Section 10.72.010
<b>Tracked, spiked, cleated, lugged vehicle permit</b>	\$750.00	Section 10.72.020
<b>Chapter 12.06</b>		
<b>Excavation/Trench Cut Right-of-way Permit</b>	\$270.00 plus consultant fee	Section 12.06.040
<b>Chapter 12.08</b>		
<b>Right-of-way Use Permit</b>	\$270.00 plus consultant fee	Section 12.08.010

	<b>Chapter 12.10</b>	
<b>Building Moving Permit</b>	See Table A below	Chapter 12.10
	<b>Chapter 12.32</b>	
<b>Garage Sale Permit</b>	No charge	Section 12.36.010
	<b>Chapter 13.12</b>	
<b>Blanket Utility Permit</b>	\$500.00, plus consultant fees	Section 13.12.040
	<b>Chapter 14.04</b>	
<b>Environmental Exemption (SEPA)</b>	\$100.00	Section 14.04.030
<b>Environmental Threshold Determination (SEPA)</b>	\$700.00 plus consultant fee	Section 14.04.030
<b>Environmental Impact Statement</b>	Staff hourly fee, plus consultant fee	Section 14.04.030
	<b>Chapter 16.50</b>	
<b>Critical Areas Review</b>	\$135.00 plus consultant costs	Chapter 16.50
	<b>FEE TYPE</b>	
	<b>AMOUNT</b>	
	<b>MMC SECTION</b>	
<b>Public Agency and Utility Exception</b>	\$2,000.00 plus consultant fee	Section 16.72.070
<b>Reasonable Use Exception</b>	\$2,000.00 plus consultant fee	Section 16.72.060
	<b>Title 15</b>	
<b>Telecommunication ROW Use Authorization</b>	\$500.00 at submittal plus \$2,500 if accepted for negotiations	Section 15.04.010
<b>Telecommunication Franchise Agreement</b>	\$500.00 at submittal plus \$2,500 if accepted for negotiations	Section 15.06.040
<b>Facilities Lease</b>	\$500.00 at submittal plus \$2,500 if accepted for negotiations	Section 15.08.020
	<b>Chapter 15.14</b>	
<b>Small Wireless Facility Site Fee for Locating on City Property</b>	Up to \$270 recurring site fee (per year, per facility) for locating a SWF or associated equipment on City Property	Section 15.14.010
<b>Small Wireless Facility Permit for Existing Pole</b>	\$500 non-recurring fee per application, which covers up to 5 small wireless communication facilities (SWF), and \$100 for each additional SWF beyond 5	Section 15.14.010
<b>Small Wireless Facility Permit for New Pole</b>	\$1,000 non-recurring fee per application for each new pole proposed to support one or more SWF	Section 15.14.010
<b>Supplemental and/or third-party review for franchise, lease, and small wireless facility permit applications</b>	Actual cost or \$125.00 per hour, which is greater.	Section 15.14.010
	<b>Title 16</b>	
<b>Construction Permits</b>		
<b>Building Permits</b>	See Table A below	Section 16.40.040

<b>Mechanical Permits</b>	See Table B below	Section 16.40.040
<b>Grading &amp; Drainage Permits</b>	See Table C below	Section 16.40.040
<b>Plumbing Permits</b>	See Table D below	Section 16.40.040
<b>Assignment of Building Address</b>	\$250.00	Section 16.42.010
<b>Re-Roof Permit</b>	\$175.00	Section 16.40.050
<b>Temporary Occupancy Permit</b>	\$400.00 plus consultant fees	Section 16.40.100
<b>Construction Activity Permit</b>		
<b>Code of Conduct</b>	None	Sections 20.70.030 & 15.20.010
<b>Tailored Construction Mitigation Plan – Level 1</b>	\$370.00 plus consultant fees	Sections 20.71.040 & 15.20.010
<b>Tailored Construction Mitigation Plan – Level 2</b>	\$1,800 plus consultant fees	Sections 20.72.080 & 15.20.010

FEE TYPE	AMOUNT	MMC SECTION
<b>Tailored Construction Mitigation Plan - Revision</b>	\$370.00 plus consultant fees if revision is staff approved; plus \$780 if revision is planning commission approved	Section 15.20.060
<b>Tree Activity Permits</b>		
<b>Hazard Tree Evaluation</b>	\$360.00 per tree	Section 16.52.120
<b>Administrative Tree Activity Permit per MMC 16.52.110</b>	\$50.00	Section 16.52.160 & 16.70.050
<b>Administrative Tree Activity Permit per MMC 16.52.090</b>	Consultant fee when no tree is removed and a building permit is associated with development  \$300.00 plus consultant fees when a tree is removed and a building permit is associated with development  \$500.00 when no building permit is associated	Section 16.52.160 & 16.72.050
<b>Administrative ROW Tree Activity Permit</b>	\$750.00 plus consultant fee	Section 16.52.160 & 16.71.040
<b>Non-administrative ROW Tree Activity Permit</b>	\$1,500 plus consultant fee	Section 16.52.160 & 16.72.040 and 16.72.050
<b>Zoning Permits</b>		
<b>Zoning Code Interpretation</b>	\$750.00	Section 16.10.050
<b>Accessory Dwelling Unit Registration Fee</b>	\$175.00, plus consulting fees	Section 16.70.060
<b>Temporary Use Permit</b>	\$500.00 plus consultant fee	Section 16.70.050 & Chapter 16.35
<b>House Trailer Occupancy Permit</b>	\$10.00	Section 16.31.030
<b>Adult Family Home Permit</b>	No charge	
<b>Family Day Care Permit</b>	No charge	
<b>Minor Deviations</b>	\$750.00 plus consultant fees	Section 16.71.010
<b>Administrative Variance Permit</b>	\$750.00 plus consultant fees	Section 16.71.020
<b>Administrative Special Use Permit</b>	\$750.00 plus consultant fees	Section 16.71.030
<b>Non-administrative Conditional Use Permit</b>	\$2,000.00 plus consultant fee	Section 16.72.010
<b>Non-administrative Special Use Permit</b>	\$2,000.00 plus consultant fee	Section 16.72.010
<b>Historical Use Permit &amp; Amendments</b>	\$2,000.00 plus consultant fees	Section 16.72.020 & Chapter 16.33
<b>Non-administrative Variance</b>	\$2,000.00 plus consultant fee	Section 16.72.030
<b>Site Plan Review</b>	\$1,150.00 plus consultant fees	Section 16.72.040

<b>FEE TYPE</b>	<b>AMOUNT</b>	<b>MMC SECTION</b>
<b>Site Plan Review Exemption</b>	\$750.00 plus consultant fees if exemption approved; \$1,150 plus consultant fees if site plan review is required	Section 16.72.040
<b>Revision of Site Plan</b>	\$500.00, plus consultant fees	Section 16.72.040
<b>Reclassification of Zoning District</b>	\$2,200.00 plus consultant fees	Section 16.72.050
<b><i>Divisions of Land</i></b>		
<b>Lot Line Adjustment</b>	\$775.00 plus consultant fee	Section 16.73.050
<b>Short Subdivision/ Revision to an approved Short Subdivision</b>	\$2,100.00 plus consultant fee	Section 16.73.050
<b>Preliminary Subdivision/ Revision to an approved Subdivision</b>	\$5,520 + 100 per lot plus consultant fee	Section 16.73.050
<b>Final Subdivision</b>	\$1,400 plus consultant fee	Section 16.73.050
<b><i>Shoreline Permits</i></b>		
<b>Substantial Development Permit</b>	\$2,200.00 plus consultant fee	Section 16.72.100
<b>Shoreline Conditional Use Permit</b>	\$2,200.00 plus consultant fee	Section 16.72.110
<b>Shoreline Variance</b>	\$2,200.00 plus consultant fee	Section 16.72.120
<b>Revision to a Shoreline Permit</b>	\$500.00 plus consultant fee	Section 16.72.110
<b>Shoreline Exemption</b>	\$200.00	Chapter 16.80
<b>Shoreline Master Program Interpretation</b>	\$750.00	Chapter 16.80
<b><i>Appeals</i></b>		
<b>Administrative Appeal</b>	\$1,200.00	Section 16.80.230
<b><i>Legislative</i></b>		
<b>Comprehensive Plan Amendment Fee</b>	\$4,000.00	Section 16.83.070
<b><i>Other</i></b>		
<b>Concealed Weapon Permit</b>	\$48.00 Original \$32.00 Renewal \$42.00 Late Renewal \$10.00 Replacement	RCW 9.41.070
<b>Criminal History Request – Certified Letter</b>	\$20.00	
<b>Notary Service</b>	\$10.00 per notarial act/stamp	WAC-308-30-020
<b>Passport Acceptance Fee</b>	\$35.00 per application	22 USC 214
<b>Permit Replacement</b>	\$100.00	Section 3.76.010
<b>Sign Impound Fee</b>	\$25.00	Section 3.76.010
<b>Sign Permit</b>	See Building Permit Fees and Conditional Use Permit Fees	
<b>Permit Technology Fee for Software</b>	\$19.75 per each permit	

FEE TYPE	AMOUNT	MMC SECTION
<b>Credit Card Fee</b> (applicable when credit card used to pay any fee)	3 percent of total charge	Section 3.76.010

**TABLE A – BUILDING PERMIT FEES**

TOTAL VALUATION	FEE
\$1.00 TO \$500.00	\$33.50
\$501.00 TO \$2,000.00	\$33.50 for the first \$500.00, plus \$4.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 TO \$25,000.00	\$97.25 for the first \$2,000.00 plus \$19.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 TO \$50,000.00	\$546.90 for the first \$25,000.00 plus \$14.60 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 TO \$100,000.00	\$911.90 for the first \$50,000.00 plus \$9.94 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 TO \$500,000.00	\$1,408.90 for the first \$100,000.00 plus \$7.95 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 TO \$1,000,000.00	\$4,588.90 for the first \$500,000.00 plus \$6.63 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 to \$5,000,000.00	\$7,903.90 for the first \$1,000,000.00 plus \$4.44 for each additional \$1,000.00 or fraction thereof
\$5,000,001.00 AND over	\$25,663.90
DEMOLITION OF EXISTING STRUCTURE.....	\$133.00 PLUS BUILDING OFFICIAL HOURLY FEE
PERMIT EXTENSION PRIOR TO ISSUANCE.....	\$75.00 PER WRITTEN REQUEST
RELOCATE/ MOVE A BUILDING INTO CITY.....	\$133.00 PLUS BUILDING OFFICIAL HOURLY FEE
INITIAL PLAN REVIEW.....	65% OF PERMIT FEE
ADDITIONAL REVIEW OF CORRECTIONS, REVISIONS.....	BUILDING OFFICIAL HOURLY FEE
REVIEW OF DEFERRED ITEMS.....	BUILDING OFFICIAL HOURLY FEE
ONE INSPECTION & ONE RE-INSPECTION.....	INCLUDED IN PERMIT FEE
ADDITIONAL RE-INSPECTIONS FOR COMPLIANCE.....	CONSULTANT AND/ OR BUILDING OFFICIAL HOURLY FEE
WORK NOT READY FOR INSPECTION WHEN SCHEDULED.....	CONSULTANT AND/ OR BUILDING OFFICIAL HOURLY FEE
INSPECTIONS FOR WHICH NO FEE IS SPECIFIED.....	CONSULTANT AND/ OR BUILDING OFFICIAL HOURLY FEE
PERMIT RENEWAL FEE.....	\$100.00 OR 25% OF PERMIT FEE, WHICH EVER IS GREATER
WORK STARTED WITHOUT A PERMIT.....	FEE IN THE AMOUNT OF PERMIT FEE, BUT NOT LESS THAN \$133.00
BUILDING OFFICIAL HOURLY RATE.....	\$71.16
STATE SURCHARGE FEE.....	RESIDENTIAL BUILDING PERMITS: \$6.50 fee for each building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit.  COMMERCIAL BUILDING PERMITS: \$25.00

A DEPOSIT FOR CONSULTANT COSTS MAY BE REQUIRED PER CHAPTER 20.14 MMC.....

for each building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit.

To Be Determined

**TABLE B - MECHANICAL PERMIT FEES**

TYPE OF PERMIT		FEE
<b>BASE FEE</b>		
Issuance of each permit		\$43.00
Issuance of supplemental permit, for which original permit expired		Same as new
Land use site review fee (where applicable)		\$100.00
Sound Testing fee (where applicable)		\$300.00
<b>UNIT FEE SCHEDULE Includes Installation and Relocation</b>		
Furnace/ Central Heating System	150,000 BTU or less Forced air system	\$30.00 each
	150,000 BTU or less re-circulating hot water system (including vents and flues)	\$55.50 each
	Greater than 150,000 BTU	See Table A
Hot Water Heating System		\$ 30.00 each
Heat Pump/ Air conditioning		\$55.50 each
Suspended, recessed wall or floor-mounted heater unit/ fireplace, log lighter		\$30.00 each
Boilers and any other single unit or system with an input in excess of 150,000 BTU		See Table A
Exhaust fan or appliance vent		\$30.00 each
Solar, geothermal, wind and similar mechanical systems		See Table A
Other appliances, piece of equipment or system which is regulated by this code but not set forth in this schedule , or for which no other fee is listed		\$30.00 each
<b>OTHER FEES</b>		
Plan review		See Table A
Additional re-inspections		\$30.00 per inspection
Additional review of corrections, revisions, or additions		Building Official hourly fee
Work not ready for inspection when scheduled		\$45.00
Fees above include final inspection and one final re-inspection		

**TABLE C – GRADING & DRAINAGE PERMIT**

TOTAL YARDS	FEE
25 TO 100 cubic yards	\$250.00 plus consultant costs
101 TO 2,000 cubic yards	\$250.00 for the first 100 yards and \$24.50 for each additional 100 cubic yards or fraction thereof, to and including 2,000 cubic yards; plus consultant costs
2,001 cubic yards and up	\$715.50 for the first 2,000 cubic yards and \$25.00 for each additional 100 cubic yards or fraction thereof; plus consultant costs
FEES ABOVE INCLUDE FINAL INSPECTION AND ONE FINAL RE-INSPECTION ADDITIONAL INSPECTIONS, INCLUDING WET SEASON TESC INSPECTIONS, ARE CHARGED AT THE CONSULTANT COSTS INSPECTIONS FOR WHICH NO FEE IS SPECIFICALLY INDICATED ARE CHARGED AT THE CONSULTANT COSTS A DEPOSIT FOR CONSULTANT COSTS IS REQUIRED PER CHAPTER 20.14 MMC	

**TABLE D - PLUMBING PERMIT FEES**

TYPE OF PERMIT	FEE
<b>BASE FEE</b>	
Issuance of each permit	\$43.00
Issuance of supplemental permit, for which original permit expired	Same as new
<b>FIXTURE FEE SCHEDULE</b>	
All plumbing fixtures	\$ 30.00 each fixture
<b>OTHER FEES</b>	
Re-inspections	\$45.00 per inspection
Work not ready for inspection when scheduled	\$45.00
Fees above include rough-in inspection and final inspection	

**TABLE E – HOURLY RATES\***

POSITION	FEE
Police Sergeant	\$150.00
Police Officer	\$140.00
Maintenance Supervisor	\$120.00
Maintenance Worker	\$95.00
Building Official	\$120.00

\*Two-hour minimum charge applies.



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, June 22nd 2026

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

To Adopt Resolution 461, updating the Financial Policies for the City of Medina to establish a process for managing donations.

### Summary

The City’s Financial Policies were last updated in February of 2026. The purpose of this discussion is to receive feedback from the City Council on the attached drafted donations policy. The full drafted policy is included as an attachment, and the summary below includes two key sections from the policy.

#### **1. Purpose:**

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Medina. This policy provides guidance when individuals, community groups, and business entities wish to make donations to the City. The policy is constructed to be consistent with the applicable provisions of the Medina Municipal Code (MMC) chapters 2.60 and 2.84.

#### **2. Donation Acceptance Process**

All proposed donations to the City must be submitted using the City’s Donation Application Form. The proposed donation’s use and monetary value determine the required approval process for a proposed donation’s acceptance as follows:

- a) All unrestricted cash or property donations with a current value of \$2,000 or less may be reviewed and approved by the City Manager provided the proposed donation requires no additional or ongoing expenditure of City resources (see (3) below).
- b) All other proposed donations shall be submitted to the City Council for review and approval as required by MMC 2.56.

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

[Financial Policies | Medina Washington](#)

### **Council Priorities**

This proposal furthers Council Priorities 1, 2, 3 and 5.

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

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

**Recommendation:** Discussion and Direction, with possible Adoption

**City Manager Approval:**



**Proposed Council Motions:** "I move to adopt Resolution 461 to amend the Financial Policy for the City of Medina to establish a process for accepting and documenting donations".

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 461

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTING AN AMENDMENT TO FINANCIAL POLICIES TO UPDATE THE ACCOUNTS PAYABLE PROCESS AND EXPAND EFT PAYMENTS.

WHEREAS, a formal process for acceptance and documentation of donations made to the City of Medina is to be established: and

WHEREAS, the city must always consider public interest, adopted policies and applicable law: and

WHEREAS, the City Council must provide approval for all donations with a current value of over \$2,000 as required by MMC 2.56: and

WHEREAS, the approved changes provide greater transparency into the policies and procedures of the Finance Department for the City of Medina: and

WHEREAS, this action requires an amendment to the City's Financial Management Policies;

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

Section 1. Adopt Financial Management Policies as Amended, attached hereto as Exhibit A.

Section 2. Effective Date. This Resolution shall be effective upon its adoption by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON JUNE 22, 2026 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON JUNE 22, 2026.

Jessica Rossman, Mayor

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

Attest:

Jennifer Robertson, City Attorney

Dawn Nations, Acting City Clerk

FILED WITH THE CITY CLERK: XX
PASSED BY THE CITY COUNCIL: XX
RESOLUTION NO. 461
Resolution No. 461

## City of Medina

### Donation Acceptance Policy

#### Adopted XXXX, 2026

#### 1. Purpose:

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Medina. This policy provides guidance when individuals, community groups, and business entities wish to make donations to the City. The policy is constructed to be consistent with the applicable provisions of the Medina Municipal Code (MMC) chapters 2.60 and 2.84.

#### 2. Types of Donations

The types of donations that may be offered and accepted by the City of Medina are real property, personal property, and cash donations. Donations may be designated for a specific purpose, may be proposed to a specific City department, and/or may be for the City's discretionary use.

#### 3. City Interests

The City of Medina must always consider public interest, adopted policies, and applicable law when considering acceptance of a donation. Donations may only be accepted if their purpose mirrors the City's goals, objectives, and/or long-range plans.

#### 4. Donation Acceptance Process

All proposed donations to the City must be submitted using the City's Donation Application Form. The proposed donation's use and monetary value determine the required approval process for a proposed donation's acceptance as follows:

- a) All unrestricted cash or property donations with a current value of \$2,000 or less may be reviewed and approved by the City Manager provided the proposed donation requires no additional or ongoing expenditure of City resources (see (3) below).

- b) All other proposed donations shall be submitted to the City Council for review and approval as required by MMC 2.56.

In considering acceptance of a proposed donation, the City will consider the following:

- (1) Whether the proposed donation has a purpose consistent with those listed in Section 3 of this document.
- (2) Whether the donation conflicts with any applicable law, adopted City policy, or would be in violation of the Medina Municipal Code.
- (3) Whether the donation places any burden on the city, including but not limited to requiring future expenditure of time and/or other City resources.
- (4) The City reserves the right to decline any donation without cause or explanation. Public recognition of an accepted donation is subject to the direction of the City Council and any applicable adopted City policies and procedures.

## **5. Acknowledgement of Donations**

If a proposed donation is approved for acceptance consistent with this policy, the Donation Application Form will be signed by the City Manager, and a copy will be provided to The Finance Director and the City Council at the next business meeting. All donations will be issued with a tax receipt evidencing the acceptance of the donation subject to the City's determination of value.

## **6. Donations Records**

Every Donation Application Form will be housed and maintained by the City Clerk's Office, and a copy of all accepted forms will be provided to both the Finance Director and the City Council.