



MEDINA CITY COUNCIL

Monday, August 24, 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, August 24, 2026 – 5:00 PM

AGENDA

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

Hybrid Meeting Participation

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

Join Zoom Meeting

<https://medina-wa.zoom.us/j/85318895660?pwd=HvnXeBHRc0YyPaMHSpgeaHAYQA3uNW.1>

Meeting ID: 853 1889 5660

Passcode: 439631

One tap mobile

+12532050468,,85318895660#,,, *439631# US

+12532158782,,85318895660#,,, *439631# US (Tacoma)

1. STUDY SESSION starts at 5:00 PM

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

1.1 2027 Preliminary Budget Discussion

Recommendation: Discussion item only.

Staff Contact: Ryan Wagner, Finance/HR Director

Time Estimate: 50 minutes

The regular meeting will start at 6:00 PM.

2. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

3. APPROVAL OF MEETING AGENDA

4. PUBLIC COMMENT PERIOD

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

5. PRESENTATIONS

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

Time Estimate: 10 minutes

6. CITY MANAGER'S REPORT

Time Estimate: 30 minutes

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

6.1a City Manager Monthly Report

6.1b Police Monthly Report

6.1c Development Services Monthly Report

6.1d Finance Monthly Report

6.1e Central Services Monthly Report

6.1f Public Works Monthly Report

7. **CONSENT AGENDA**

Time Estimate: 5 minutes

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

7.1 Check Register July 2026

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance/HR Director

7.2 Ezee Fiber Telecommunications Franchise

Recommendation: Adopt Ordinance No. 1061.

Staff Contact: Jennifer Robertson, City Attorney, Ryan Osada, Public Works Director

7.3 Lake Lane Dock Repair

Recommendation: Approve.

Staff Contact: Ryan Osada, Public Works Director

8. **LEGISLATIVE HEARING**

NONE.

9. **PUBLIC HEARING**

9.1 Ordinance No. 1059 IOC extension

Recommendation: Receive public testimony.

Staff Contact: Steve Wilcox, Development Services Director, Jennifer Robertson, City Attorney

10. **CITY BUSINESS**

NONE.

11. **COUNCILMEMBER REPORTS AND ROUNDTABLE**

a) Council Reports

b) Requests for future agenda items.

12. **PUBLIC COMMENT**

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

13. **EXECUTIVE SESSION**

None.

14. CLOSED SESSION

RCW 42.30.140(4)(a)

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

15. RETREAT TOPIC

15.1 2027 Preliminary Budget Discussion Continued
Recommendation: Discussion and direction.
Staff Contact: Ryan Wagner, Finance/HR Director

Time Estimate: 60 minutes

16. ADJOURNMENT

Next regular City Council Meeting: September 14, 2026, at 5 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS AND EVENTS

Monday, 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, August 24, 2026, Regular Meeting of the Medina City Council was posted and available for review on Thursday, August 20, 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.



2027 Preliminary Budget Discussion

Agenda

1. 2027 Budget Overview GF Revenue
2. 2027 Budget Overview Expenditures Summary
3. Key Highlights by Dept.
4. 2027 Staff Asks
5. Future Items
6. Questions?



2027 Budget Overview - Revenue



General Fund Revenue			
2026 Budget	2026 Est. Actuals	2027 Budget	Budget Var.
\$ 8,856,387.27	\$ 10,458,693.67	\$9,443,211.27	▲6.63%

General Fund Revenue Highlights:

- Utility Tax and Franchise Fees - Expected 9.16% increase (\$111,500)
- Investment Earnings - Expected 55.17% Increase (\$80,000)
 - This line item has been underbudgeted for a couple of years; this correction should bring it more in line with actuals
- Hunts Point Police Services Contract - Expected 10% Increase (\$37,897)
 - Addition of a new officer and associated costs drive this increase, will change with new CBA.



2027 Budget Overview

General Fund Expenditures

General Fund Expenditures				
Department	2026 Budget	2026 Est. Actuals	2027 Budget	Delta
Exec.	\$ 325,603.00	\$ 329,321.00	\$ 344,902.72	▲ 5.93%
Finance	\$ 632,122.68	\$ 604,055.00	\$ 650,287.05	▲ 2.87%
Central Services	\$ 1,083,030.43	\$ 831,800.00	\$ 1,072,660.70	▼ 0.96%
Police	\$ 2,893,217.41	\$ 2,846,597.00	\$ 3,213,186.70	▲ 11.06%
Fire	\$ 1,060,791.00	\$ 1,060,791.00	\$ 1,198,836.00	▲ 13.01%
Parks	\$ 639,065.44	\$ 625,581.00	\$ 671,730.64	▲ 5.11%
Rec Services	\$ 45,600.00	\$ 41,833.00	\$ 45,800.00	▲ 0.44%
Legislative	\$ 80,000.00	\$ 70,900.00	\$ 80,000.00	▲ 0.00%
Long Range Planning	\$ 281,745.00	\$ 213,718.00	\$ 350,758.99	▲ 24.50%
Legal	\$ 562,000.00	\$ 495,850.00	\$ 575,000.00	▲ 2.31%
Social and Env. Services	\$ 56,142.95	\$ 55,945.00	\$ 57,165.95	▲ 1.82%
Equipment Replacement	\$ 432,495.00	\$ 444,590.00	\$ 392,505.00	▼ 9.25%
Transfers	\$ 655,000.00	\$ 655,000.00	\$ 770,000.00	▲ 17.56%
Total General Fund Exp.	\$ 8,746,812.91	\$ 8,275,981.00	\$ 9,422,833.75	▲ 7.73%



- Bellevue Fire - 13.22% increase in 2027 or (\$138,045)
- Medina Police Department - 11.91% Increase (\$319,969)
 - Added a 7th Patrol Officer, costs offset through sales tax increase, grant funds, and increase to Hunts Point PD contract
- Long Range Planning - 66.67% Increase (\$100,000)
 - Major projects planned for 2027, including phase 2 of development impacts
- Development Services Fund Transfer - 100% Increase (\$100,000)
 - Development Services Fund expenditures continue to outpace permit revenue, additional General Fund support needed to cover the deficit

Long Range Planning Work Plan



➤ Required Projects due in 2027:

- Conversion of nonresidential construction to residential and code reform for energy efficient and affordable housing
- Unit lot subdivisions
- Residential Lot Splitting
- Siting of Childcare Centers
- 2024 State Building Code Update

Budget Cost: \$70,718 (Planning Consultant- \$18,018 City Attorney- \$52,700)

➤ Discretionary Projects in 2027 Workplan:

- Tree Management Code Update: Budget Cost- \$66,000 (\$47,052 Consultants, \$18,750 City Attorney)
- Developments Impacts Phase II: Budget Cost- (Scope and Budget TBD)
- Remaining Long Range Planning Consultant Budget for 2027- \$184,950

2027 Staff Asks



- Replace Old PW Mower with Toro Groundmaster Ride on Mower
 - \$35,000 for Gas
 - \$70,000 for Electric
- Portable Electric Street Sign
 - \$14,150
- Collective Bargaining Asks to Come



WVTMM-M
\$14,150.00

Future Asks- ERP System

- ▶ The City's current ERP system has been in place for 30 years and is outdated and at risk of losing support.
- ▶ A Storm Water Utility would need a new system In place to properly track and bill residents on an annual basis.
- ▶ Based on Preliminary talks with potential vendors, a new system would bring an annual cost increase of around \$25,000- \$30,000 once the old system is taken offline.
- ▶ What are the benefits to the residents? The potential for a more robust reporting system that allows for cleaner and assessable information across multiple City Departments.



Questions?





CITY OF MEDINA

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

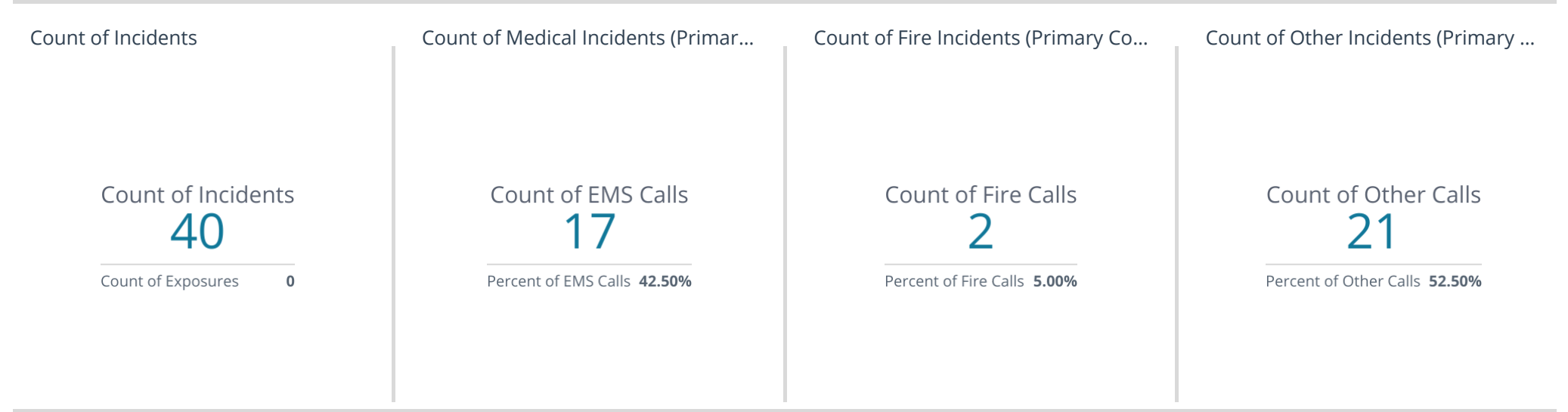
Date: August 24, 2026
To: Honorable Mayor and City Council
From: Jeff Swanson, City Manager
Subject: City Manager Report

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

Filter statement

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

Incident Types (NERIS)

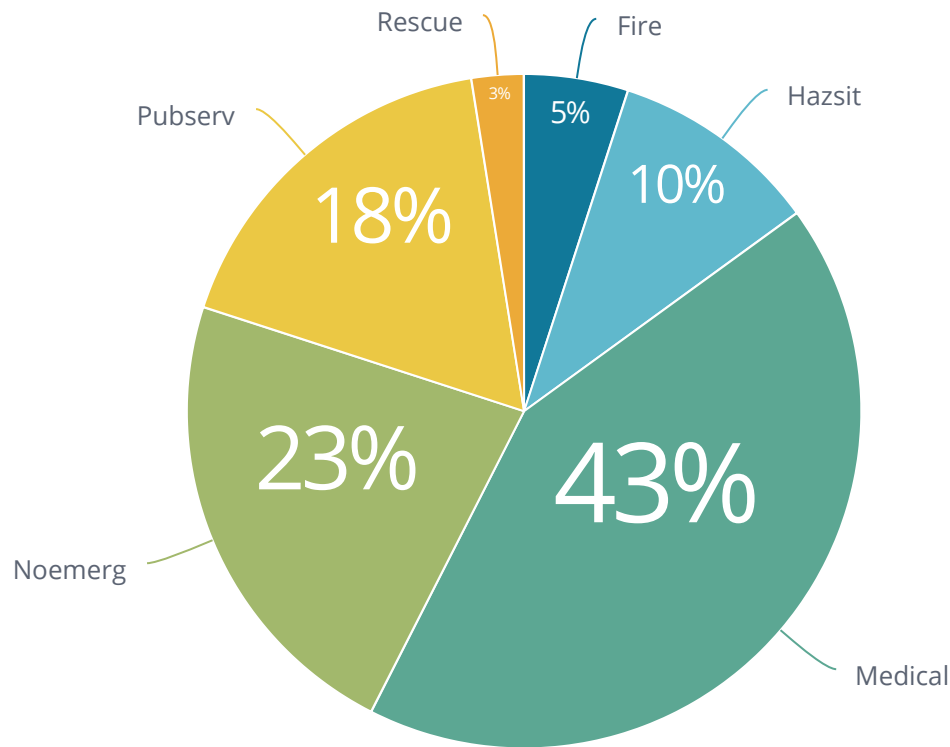


Incident Types (NERIS) - CC Medina

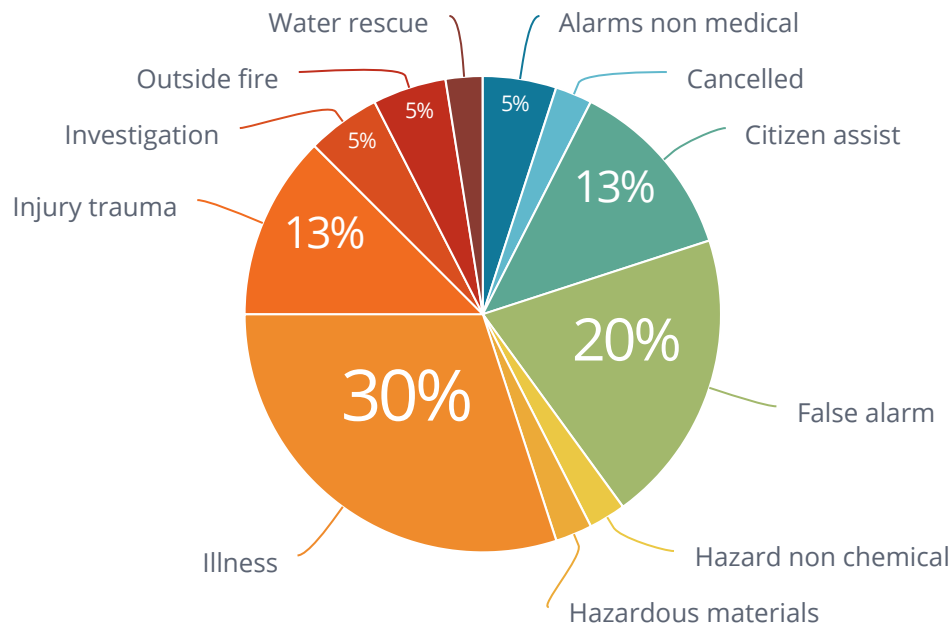
Aug 4, 2026 8:20:22 PM [Fire Incidents \(NERIS\)](#)

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

Primary Incident Type by Category



Primary Incident Types by Subcategory



Incident Types (NERIS) - CC Medina Aug 4, 2026 8:20:22 PM [Fire Incidents \(NERIS\)](#)

Filter statement

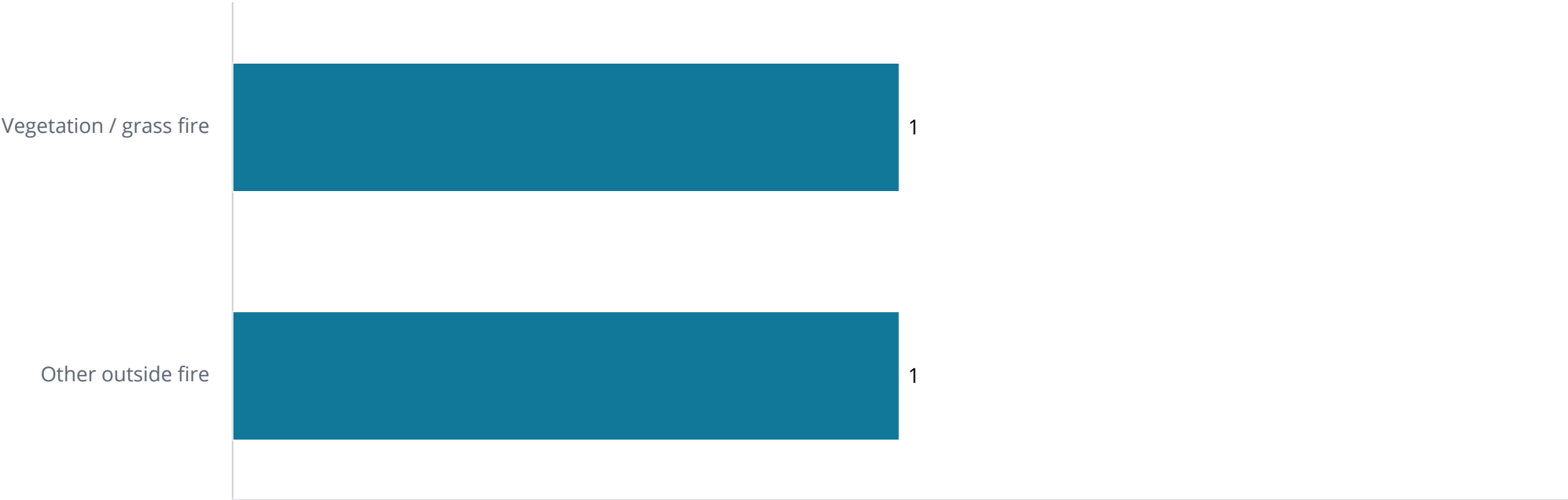
Filters

Incident onset Last Month

Incident status Locked, Draft, InReview

Location city MEDINA, Medina

Count of Fire Incidents



Incident Types (NERIS) - CC Medina Aug 4, 2026 8:20:22 PM [Fire Incidents \(NERIS\)](#)

Filter statement

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

Primary Incident Types (by month)

Primary Incident Type	Incidents	
	07/2026	Grand Total
Accidental alarm	3	
Cancelled	1	
Chest pain (non-trauma)	7	
Citizen assist / service call	4	
Electrical power line down / arcing / malfunction	1	
Fall	5	
Fire / smoke alarm	2	
Gas leak / gas odor	1	
Lift assist	1	
Malfunctioning alarm	2	
Nausea / Vomiting	1	
Odor investigation	2	

Additional Incident Types (by month)

CURRENT AGENDA CALENDAR

	MEDINA CITY COUNCIL					
	2026 AGENDA/ACTION CALENDAR					
	Meetings scheduled for 5:00 pm, online (unless noticed otherwise).					
AUGUST 24, City Council Regular Meeting and Retreat						
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice	
Presentations	2027 Preliminary Budget Discussion	Wagner				
City Manager Report	All department reports					
Consent Agenda	Check Register July 2026	Wagner	Approve			
Consent Agenda	Ezee Fiber Franchise Agreement	Robertson, Osada	Approve			
Consent Agenda	Lake Lane Dock Repair	Osada	Approve			
Public Hearing	Ord. 1059 IOC extension	Wilcox				
City Business	None					
Closed Session	Collective Bargaining RCW 42.30.140(4)(a)					
Retreat Topic	2027 Preliminary Budget Discussion Continued	Wagner				
SEPTEMBER 14, City Council Special and Regular Meeting, 5:00 pm						
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice	
Study Session	Development Impacts Discussion	Wilcox				
Presentation						
City Manager Report	All department reports					
Consent Agenda	Check Register August 2026	Wagner	Approve			
Consent Agenda	PC Minutes		Receive and file			
Consent Agenda	Draft CC Minutes	Nations	Adopt			
Consent Agenda						
Consent Agenda						
Legislative Hearing						
Public Hearing	2027 Preliminary Budget	Wagner				
City Business	ILAs with Hunts Point and Beaux Arts Village	Swanson, Osada	Information and discussion			

CURRENT AGENDA CALENDAR

City Business					
City Business					
Executive Session					
SEPTEMBER 28, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Gas Powered Leaf Blowers	Swanson, Robertson			
Presentation					
City Manager Report					
Consent Agenda	ILAs with Hunts Point and Beaux Arts Village	Swanson, Osada	Approve		
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Development Impacts Ordinance	Wilcox			
City Business	DRAFT Park Board Work Plan	Swanson, Osada	Information and discussion		
City Business	2027 Budget Discussion	Wagner			
City Business					
Executive Session	RCW 42.30.110(1)(g)	Swanson			
OCTOBER 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session					
Presentation					
City Manager Report	All department reports				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2027 Preliminary Budget	Wagner			
Public Hearing					
City Business	Development Impacts Ordinance				
City Business					

CURRENT AGENDA CALENDAR

City Business					
Executive Session					
OCTOBER 26, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session					
Presentation					
City Manager Report					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	2027 Budget Discussion	Wagner			
Study Session	Emergency Preparedness Table Top Exercise	Sass			
Executive Session	RCW 42.30.110(1)(g)				
NOVEMBER 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session					
Presentation					
City Manager Report	All department reports				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2027 Preliminary Budget	Wagner			
City Business					
City Business					
City Business					
Executive Session					

PAST AGENDA CALENDAR

AGENDA ITEM 6.1a

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

PAST AGENDA CALENDAR

Executive Session	RCW 42.30.110(1)(g)			Completed	
Executive Session	RCW 42.30.110(1)(i)			Completed	
FEBRUARY 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Draft Capital Project List	Osada	Discussion and direction.	Completed	
Presentation	Medina Elementary Students			Completed	
Presentation	Boards, Commissions, Committee Reports			Completed	
City Manager Report	State Legislative Update and all staff	Swanson/Staff		Completed	
Consent Agenda	Check Register - 13th month	Wagner	Approve	Approved	
Consent Agenda	PC Minutes 11/18/2025	Bennett	Receive and file	Received	
Consent Agenda	Draft Meeting Minutes 12/8/25 & 1/12/2026	Nations	Adopt	Adopted	
Legislative Hearing	None				
Public Hearing	None				
City Business	Committee Assignments	Mayor/Council		Discussed	
City Business	Financial Policies Update	Wagner		Discussed	
Executive Session	None				
FEBRUARY 23, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	IOC Bulk Discussion	Robertson, Wilcox		No Action	
Presentation	None				
City Manager Report	State Legislative Update, Tree Code update, Janaury financial report	Swanson, Wilcox, Wagner		Completed	
Consent Agenda	Check Register - January 2026	Wagner	Approve	Approved	
Consent Agenda	Updating Financial Policies Res. No. 458		Adopt	Adopted Res. NO. 458	
Legislative Hearing	none				
Public Hearing	none				
City Business	CAO - update	Wilcox	Adopt	Adopted Ord. No. 1053	
City Business	Committee Assignments	Mayor/Council	Approve assignments	Approved	

PAST AGENDA CALENDAR

City Business	IOC Bulk	Robertson, Wilcox	Direction and potential adoption.		schedule public hearing 60 days - yes
City Business	City Council/Planning Commission Workplan	Swanson, Wilcox	Discussion item only	Direction given	
Executive Session	RCW 42.30.110(1)(i)			Completed	
MARCH 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	SAO Exit Conference	Wagner		Completed	
Study Session	CJTC Grant - Public Safety Sales and Use Tax	Sass		Completed/no action	
Presentation	Boards, Commissions, Committee Reports			Completed	
City Manager Report	All department reports			Completed	
Consent Agenda	Check Register Feb 2026		Approve	Approved	
Consent Agenda	Draft CC minutes 1/26/2026		Adopt	Adopted	
Consent Agenda	Medina Park - north pond invasive vegetation removal	Osada	Approve.	Approved	
Consent Agenda	City Hall Water Filler Station to Replace the Water Cooler Service	Osada	Approve.	Approved	
Legislative Hearing	none				
Public Hearing	none				
City Business	Tree Code Recommendations	Wilcox	Referral to PC		
City Business	CJTC Grant - Public Safety Sales and Use Tax	Sass	Adopt.	Adopted	
City Business	Draft PC Workplan	Swanson	Discussion and direction		
City Business	Process for Filling Council Vacancy	Swanson	Discussion and direction	Direction given	
City Business	IT Contract	Wagner	Approve.	Approved	
Executive Session	RCW 42.30.110(1)(g)	Swanson			
Executive Session	RCW 42.30.110(1)(i)	Osada			
MARCH 23, City Council Regular Meeting, 6:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

PAST AGENDA CALENDAR

Study Session	None - Start meeting at 6pm				
Presentation	None				
City Manager Report	State Legislative Update	Swanson			
Consent Agenda	2026 resurface Gravel Walkway	Osada		Approved	
Consent Agenda	2026 Post Office Interior Painting	Osada		Approved	
Consent Agenda	PC appointment Confirmation	Swanson		Approved	
Legislative Hearing	None				
Public Hearing	None				
City Business	HB 2015 Public Safety Sales Tax	Sass, Wagner, Robertson, Swanson		Completed	
Executive Session	RCW 42.30.110(1)(i)	Swanson		Completed	
Closed Session	RCW 42.30.140 (4)(a)	Archer, Wagner, Swanson		Completed	
APRIL 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	2026 Draft Capital Project List - Sidewalk design	Osada	Discussion and direction.		
Presentation					
City Manager Report	All department reports				
Consent Agenda	March Check Register	Wagner	Approve		
Consent Agenda	Draft CC minutes 2/9, 2/23, 2/24	Nations	Adopt		
Consent Agenda	Proclamation - Sexual Assault Awareness & Prevention Month April 2026	Swanson	Adopt		
Consent Agenda	Overlake Drive East Bridge Repair	Osada	Approve.		
Legislative Hearing	None				
Public Hearing	IOC Bulk	Robertson, Wilcox	Accept public Testimony		
City Business	None				
Executive Session	None				
APRIL 27, City Council Regular and Study Session Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

PAST AGENDA CALENDAR

Study Session	Medina Days	Swanson		Completed	
Presentation	Elizabeth McAuley, U.S. Coast Guard Auxiliary			Completed	
City Manager Report	Regional Policy Positions: RWQC rate letter (SCA PIC), KCTBD (SCA PIC), ETP (ST3)	Swanson		Approved.	
Consent Agenda	Proclamation - 57th Annual Professional Municipal Clerks Week May 3-9, 2026	Nations	Adopt	Adopted	
Consent Agenda	Proclamation - National Police Week May 10-16, 2026 - Peace Officers Memorial Day May 15, 2026	Sass	Adopt	Adopted	
Consent Agenda	Proclamation -Boating and Paddling Month May 2026	Swanson	Adopt	Adopted	
Consent Agenda	Sidewalk Sweeping Machine	Osada	approve	Approved	
Legislative Hearing	None			none	
Public Hearing	None			none	
City Business	Development Impacts Discussion	Wilcox/Gunderson	Discussion and direction	Completed	
City Business	Personnel Committee Item	Gokul/Swanson	Discussion and direction	Completed	
City Business					
Executive Session	RCW 42.30.110(1)(g)			Completed	
Executive Session	RCW 42.30.110(1)(h)			Completed	
MAY 11, City Council Special Meeting - Council Interviews 2:00PM					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Special Meeting	Council Interviews	Swanson			
MAY 11, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Executive Session	RCW 42.30.110(1)(h)	Swanson			
Council Vacancy	New Councilmember appointment			Completed	
Presentation	ARCH Presentation Sophie Glass	Swanson			
City Manager Report	All department reports				

PAST AGENDA CALENDAR

Consent Agenda	Check Register April 2026	Wagner		Approved	
Consent Agenda	Draft CC Minutes 3/9, 3/16, 3/26	Nations		Adopted	
Consent Agenda	2026 Medina Park North Pond Vegetation Removal - Change order 1	Osada		approved	
Consent Agenda	Ordinance Amending Municipal Code Allowing Alcohol Service for Special Events	Swanson		adopted	
Consent Agenda	Surplus Equipment Approval	Wagner		approved	
Legislative Hearing	None				
Public Hearing	None				
City Business	None				
Executive Session	None				
MAY 26 (TUESDAY), City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	none				
City Manager Report	Arch Update and WSDOT Update			completed	
Consent Agenda	Park Board Minutes 11/17/25 and 1/9/26	Nations		Received	
Consent Agenda	Planning Commission Minutes 4/28 & 5/6	Bennett		Received	
Consent Agenda	Draft CC Minutes 4/13/2026	Nations		Adopted	
Legislative Hearing	none				
Public Hearing	none				
City Business	none				
Executive Session	none				
Study Session	City Council Retreat - Council Guidelines and 2027 Budget	Swanson, Wagner		Completed	
JUNE 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Gas Powered Leaf Blowers	Swanson		Completed	
Presentation	Boards and Commissions			Completed	

PAST AGENDA CALENDAR

City Manager Report	All department reports			Completed	
Consent Agenda	Check Register May 2026	Wagner		Approved	
Consent Agenda	Draft CC Minutes 4-27	Nations		Adopted	
Consent Agenda	IOC Extending Outdoor Lighting	Robertson, Wilcox		Adopted	
Consent Agenda	Park Rules for Tennis Courts Ordinance	Osada		Adopted	
Legislative Hearing	None				
Public Hearing	None				
City Business	None				
Executive Session	None				
JUNE 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	DRAFT -2027- 2032 Six-Year CIP/TIP/Non-TIP Plan	Osada		Completed	
Presentation	None				
City Manager Report					
Consent Agenda	78th Place NE Improvements	osada		Approved	
Legislative Hearing	None				
Public Hearing	DRAFT -2027- 2032 Six-Year CIP/TIP/Non-TIP Plan	Osada		completed	
City Business	Master Fee Schedule Resolution Update	Wagner		Adopted	
City Business	Donation Policy	Wagner		Adopted	
City Business	ILA King County Animal Control	Sass		Approved	
Executive Session	none				
JULY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	DRAFT -2027- 2032 Six-Year CIP/TIP/Non-TIP Plan	Osada			
Presentation	Boards and Commissions				

PAST AGENDA CALENDAR

City Manager Report	All department reports				
Consent Agenda	Check Register June 2026	Wagner			
Consent Agenda	Draft CC Minutes	Nations			
Consent Agenda	UW ILA	Wagner			
Consent Agenda	Council Guideline Updates	Robertson			
Legislative Hearing	None				
Public Hearing	CIP/TIP 2027- 2032	Osada			
City Business	None				
Executive Session	None				
JULY 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Park Donation policy Draft	Osada			
Presentation	none				
Closed Session	Collective Bargaining RCW 42.30.140(4)(a) 20 minutes	Swanson, Wagner, Mabee			
City Manager Report	City Arborist Report				
Consent Agenda	2027- 2032 Six-Year CIP/TIP/Non-TIP Plan	Osada	Approve		
Consent Agenda	2026 Stormwater Improvements	Osada			
Consent Agenda	Update to Financial Policy Expansion of ACH Payments	Wagner	Approve		
Consent Agenda	King County Animal Control - code updates	Sass, Robertson	Approve		
Legislative Hearing	None				
Public Hearing	Ezee Fiber Franchise Agreement	Osada, Robertson	Public hearing, information and discussion		
Public Hearing	Outdoor Lighting permanent regulations	Wilcox			
Public Hearing	Outdoor Lighting IOC	Wilcox			
City Business	Ord. 1052 IOC extension	Wilcox			
Executive Session	None				



MEDINA POLICE DEPARTMENT

DATE: August 10th, 2026
TO: Jeff Swanson, City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – July, 2026

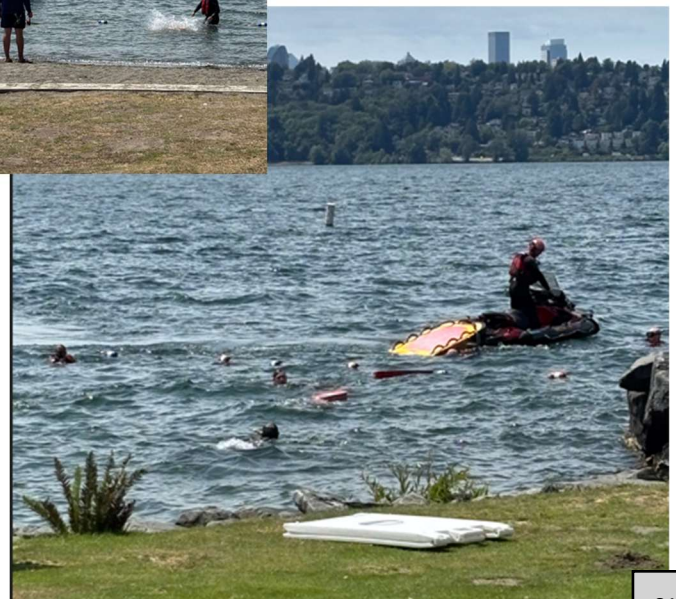
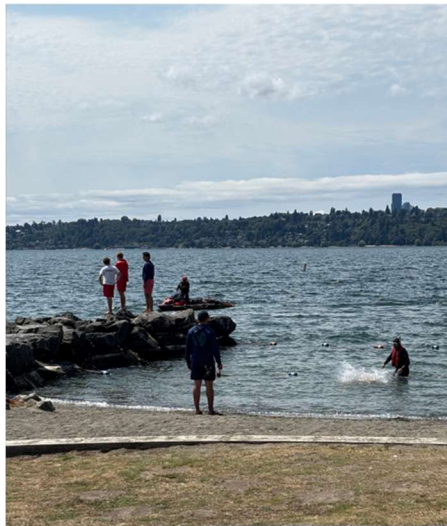
The following is a summary highlighting some of the Medina Police Department activity in July, 2026.

Follow up:

Nothing to report.

Medina Lifeguard Training with Bellevue Fire Department:

On 07/23/2026, the Bellevue Fire Department conducted water rescue training with the City of Medina lifeguards at Medina Beach Park.



Seafair:

Seafair reports will appear in the August City Council report.

Marine Patrol:

From Sergeant David Herzog, Mercer Island Marine Patrol:

Summer season was a little slow to get on track in 2026, with boat traffic really starting to pick up in July. June and July had some unique challenges with the FIFA world cup coming to Seattle and having the unknown boat traffic on Lake Washington.

Due to FIFA festivals taking place in Seattle, the boat traffic seemed to decrease on the water. However, Mercer Island along with King County Marine and Seattle harbor Patrol, remained vigilant for any potential risks to our bridges and other infrastructures.

Mercer Island Community Days:

Mercer Island Marine Patrol provided security for this year's fireworks display located between Medina and Luther Burbank Park. This year's display had several hundred boats on the water to get a better, close-up view of the event. Due to the number of vessels and the late-night ending, we positioned Patrol vessels at both the I-90 and 520 east Highrise for added safety and encouragement for other boats to slow down at these choke points.

July brought with it some hot days with most evenings and weekends drawing heavy vessel traffic. Our Marine division has continued to focus on areas of concern along Medina's shoreline, paying special attention to Medina's city beach/swim area to help deter vessels from getting too close to residents participating in water sports.

As July winds down we are planning for Seafair, which is anticipated to bring a higher volume of boat traffic to the lake, especially with Water Shedd being cancelled this year. Mercer Island will have 3 vessels patrolling every day during Seafair, but our focus will be to our jurisdictional waters to help with vessel safety and enforcement.

Immediately after Seafair our Marine Patrol will then prepare to assist with the Medina Days festival. This year we are planning on having one of our Patrol vessels at Medina's dock for show and tell along with answering any questions people might have.



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



FELONY CRIMES

Fraud

2026-00003227

07/03/2026

Officers were dispatched to the 7900 block of NE 14th Street for a report of two bank accounts having been opened fraudulently in the name of the victim. There was no monetary loss. No suspect information is available at this time.

Burglary

2026-00003531

07/19/2026

Officers were dispatched to the 7900 block of NE 32nd Street for a report of a stolen license plate from a vehicle. Upon contacting the victim at their residence, it was discovered that the garage door opener had been stolen and several boxes inside the residence were opened. Nothing other than the garage door opener and the license plate were reported stolen. Investigation ongoing.

MISDEMEANOR CRIMES

DUI

2026-00003222

07/03/2026

Officers conducted a routine traffic stop at approximately midnight and noticed signs of possible impairment on the driver of the vehicle. After performing poorly during the standardized field sobriety tests, the driver was arrested for suspicion of driving under the influence of alcohol and charges were forwarded to the prosecuting attorney's office for review.

DUI

2026-00003234

07/04/2026

Officers conducted a routine traffic stop at approximately midnight and noticed signs of possible impairment on the driver of the vehicle. After performing poorly during the standardized field sobriety tests, the driver was arrested for suspicion of driving under the influence of alcohol and charges were forwarded to the prosecuting attorney's office for review.

Theft

2026-00003244

07/04/2026

Officers were dispatched to the 8400 block of NE 12th Street for a report of an individual shoplifting from the Medina Chevron Station. Officers located the individual causing a disturbance on the Overlake Golf Course and, following a foot pursuit and taser deployment, took the suspect into custody and booked them into jail. Charges were forwarded to the prosecuting attorney's office for review.

Theft

2026-00003419

07/13/2026

Officers were dispatched to the Medina Elementary School for a report of an e-reader device having been stolen from inside a backpack while the victim was nearby. No suspect information is available at this time.

Hit & Run

2026-00003523

07/19/2026

Officers were dispatched to the corner of 86th Avenue NE and NE 5th Street for a report of a delivery driver striking a street sign and leaving the area. The driver and vehicle were located shortly after the incident and the

driver was cited for hit and run. Collision report taken and insurance information provided to the City of Medina.

Hit & Run

2026-00003565

07/21/2026

Officers were dispatched to the St. Thomas Church parking lot for a report of a hit and run that occurred. The victim's vehicle sustained approximately \$800 in damage and a suspect was identified by the victim. Investigation ongoing.

Theft

2026-00003577

07/22/2026

Officers were dispatched to the 3000 block of Evergreen Point Road for a report of an e-bike having been stolen sometime over the previous 12 hours. No suspect information is available at this time.

OTHER

Domestic Violence

2026-00003528

07/19/2026

Officers were dispatched to the 8600 block of Lake Washington Boulevard NE for a report of a domestic violence incident inside of a vehicle in the area.

Marine Incident

2026-00003569

07/21/2026

Officers and Mercer Island Marine Patrol were dispatched to the 600 block of Evergreen Point Road for a report of a jet ski that had overturned. Another jet ski arrived on scene and was able to assist the overturned jet ski without the need for law enforcement intervention.

Warrant Arrest

2026-00003570

07/22/2026

Officers contacted a group of individuals at Medina Elementary School after hours. After identifying the individuals, one of them had an outstanding misdemeanor warrant out of the Pacific Police Department for DWLS/R 3rd Degree with an amount of bail of \$1,000. The individual was placed under arrest and booked into jail.

Marine Incident

2026-00003628

07/24/2026

Officers, Bellevue Fire and Marine Patrol were dispatched to the waterways between Mercer Island and Medina for a report of a missing adult in an inflatable boat. Medina Police assisted until the call was transferred solely to the Fire Department.

Missing Juvenile

2026-00003748

07/30/2026

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



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



AGENDA ITEM 6.1b

JULY, 2026

CRIMES	Current Month	YTD 2026	YTD 2025	Year-End 2025
Burglary	1	5	3	5
Vehicle Prowl	0	1	0	0
Vehicle Theft	0	0	1	1
Theft (mail & all other)	3	7	7	8
ID Theft/Fraud	1	8	5	7
Malicious Mischief (Vandalism)	0	4	4	4
Domestic Violence	1	8	3	8
Disturbance, Harassment & Non-DV Assault	2	3	1	5
TOTAL	8	36	24	38

COMMUNITY POLICING	Current Month	YTD 2026	YTD 2025	Year-End 2025
Drug Violations	0	0	1	1
Community Assists	79	413	469	741
Marine	2	4	5	8
House Watch Checks	59	422	533	859
School Zone	0	223	151	264
Behavioral Health	1	17	8	14
TOTAL	141	1079	1167	1887

TRAFFIC	Current Month	YTD 2026	YTD 2025	Year-End 2025
Collisions				
Injury	0	0	0	1
Non-Injury	3	5	1	5
Non-Reportable	0	0	2	4
TOTAL	3	5	3	10
Traffic Enforcement				
Criminal Citations	6	27	14	32
Infractions	17	131	203	273
Warnings	191	1190	1265	2057
TOTAL	214	1348	1482	2362

LICENSE PLATE READER EVENTS	Current Month	YTD 2026	YTD 2025	Year-End 2025
LPR alerts that were recovered	1	2	7	8
LPR alerts that were not located	2	8	30	41
LPR alerts that were located, not apprehended	0	0	0	0
TOTAL	3	10	37	49

CALLS FOR SERVICE	Current Month	YTD 2026	YTD 2025	Year-End 2025
Animal	5	30	32	58
Residential Alarms	13	94	126	202
Missing Person	1	5	2	4
Suspicious Activity/Area Checks	98	442	435	749
TOTAL	117	571	595	1013

ADMINISTRATIVE	Current Month	YTD 2026	YTD 2025	Year-End 2025
Public Disclosure Requests Received	13	81	45	94
Concealed Pistol License Applications Processed	3	20	24	33
TOTAL	16	101	69	127

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



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

TOWN OF
HUNTS POINT
Washington

JULY, 2026

FELONY CRIMES

MISDEMEANOR CRIMES

OTHER

Marine Incident

2026-00003415

07/13/2026

Officers were dispatched to the 4300 block of Hunts Point Road for a report of a marine vessel that ran out of gas. Mercer Island Marine Patrol assisted the stranded vessel.

Marine Incident

2026-00003445

07/14/2026

Officers were dispatched to the 8500 block of Hunts Point Lane for a report of a passenger on a vessel having been kicked by another passenger. Mercer Island Marine Patrol took over the investigation of the incident.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT

AGENDA ITEM 6.1b

HUNTS POINT
Washington

JULY, 2026

CRIMES	Current Month	YTD 2026	YTD 2025	Year-End 2025
Burglary	0	0	0	0
Vehicle Prowl	0	0	0	2
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	1	0	0
ID Theft/Fraud	0	1	2	2
Malicious Mischief (Vandalism)	0	0	0	0
Domestic Violence	0	2	3	4
Disturbance, Harassment & Non-DV Assault	0	0	0	2
TOTAL	0	4	5	10

COMMUNITY POLICING	Current Month	YTD 2026	YTD 2025	Year-End 2025
Drug Violations	0	0	0	0
Community Assists	3	60	90	132
Marine	2	3	2	7
House Watch Checks	7	51	56	90
Behavioral Health	0	0	1	1
TOTAL	12	114	149	230

TRAFFIC	Current Month	YTD 2026	YTD 2025	Year-End 2025
Collisions				
Injury	0	1	0	0
Non-Injury	0	0	0	0
Non-Reportable	0	0	0	0
TOTAL	0	1	0	0
Traffic Enforcement				
Criminal Citations	1	9	4	12
Infractions	7	50	67	104
Warnings	31	325	271	518
TOTAL	39	384	342	634

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

CALLS FOR SERVICE	Current Month	YTD 2026	YTD 2025	Year-End 2025
Animal	0	2	3	5
Residential Alarms	1	12	13	25
Missing Person	0	0	0	0
Suspicious Activity/Area Checks	11	68	75	109
TOTAL	12	82	91	139

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

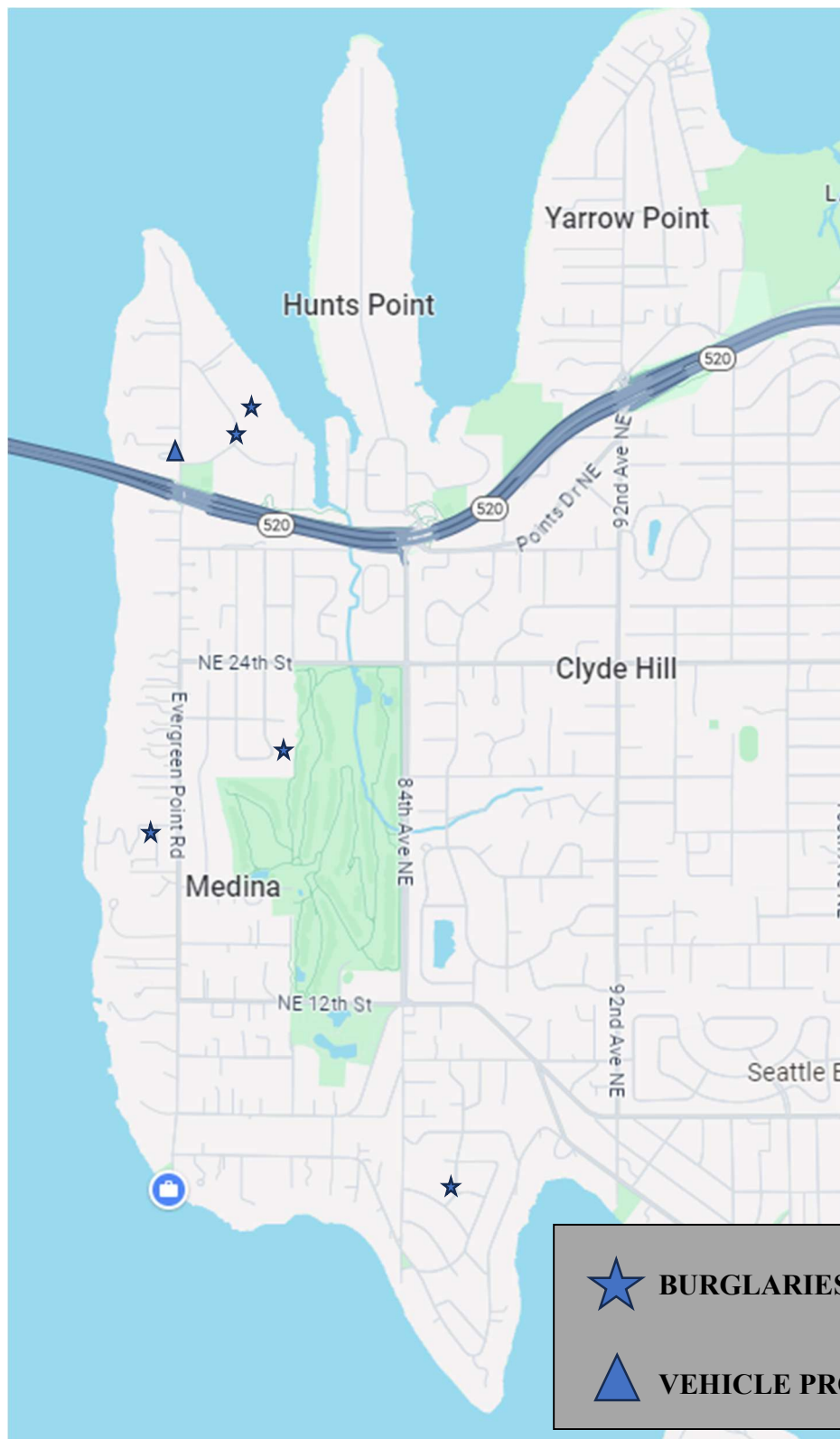


MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL INCIDENT MAP



JULY YEAR-TO-DATE





MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS



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

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

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

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



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

Date: August 24, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permitting

Please see the two permit reports provided.

The year to date "Total Value" comparison is now becoming closer as expected. 2026 started quickly with value carry-over from 2025 permit applications. With permit applications down in 2026 due to various factors, the 2025 vs. 2026 comparison has become closer.

If a resolution to the Development Impacts 'Phase 1' topic occurs this year, development permit applications will increase in late 2026. If permit applications increase in late 2026, 2027 permit valuation will again present high in the first quarter.

July 2025 YTM Permit Valuation: \$15,491,094.08

July 2026 YTM Permit Valuation: \$15,581,971.30

Development activity in Medina, and generally throughout the Points area, continues to remain comparatively slow.

Development Impacts 'Phase 1' Scheduled Meetings and Status

Scheduled Meetings

The Planning Commission's public meeting will meet at 6:00 pm on Tuesday August 25, 2026. The primary agenda topic will be a Public Hearing on Development Impacts. The Commission will be asked to approve a recommendation to send the topic to the Council.

The Development Services Committee (DSC) is scheduled to meet on Monday August 31, 2026. This meeting anticipates that the Planning Commission will have completed their review and will have approved the Development Impacts topic. The focus of this DSC meeting will be to hear and comment on our consulting planner Kim Gunderson's draft presentation for the Council.

If the August 25th Planning Commission and August 31st DSC meetings conclude as anticipated, the Council will be presented the Development Impacts topic for discussion at the Monday September 14, 2026 meeting.

Depending upon the results of the Council discussion on September 14th, the Development Impacts topic will be returned for a Council Public Hearing on Monday September 28, 2026.

Status

July 29, 2026. Notice of Intent to Adopt sent to Department of Commerce with request for expedited review. Request for expedited review was approved by Commerce August 14, 2026. This concludes our state agency notification obligation.

August 7, 2026. SEPA Checklist and Determination of Non-significance were noticed. The comment period runs through August 21, 2026. So far, no comments on the Determination of Non-significance have been received by the City.

Development Impacts Phase 2

City staff and our professional consultants continue to scope and strategize the rather complex Development Impacts Phase 2 project.

An RFQ was issued for a firm which can assist with Phase 2. Due to the diverse requirements, we may need to have more than one firm under contract. The RFQ submittal due date is 4:00 pm Friday September 11, 2026.

Douglas Fir Bark Beetles

The Bark Beetle infested Douglas fir tree in the public right of way adjacent to 201 Overlake Drive East was removed on August 17, 2026. The tree, stump and all materials have been removed from Medina. Thank you to Director Ryan Osada for his help with contracting the removal. Our City Arborist Andy Crossett oversaw the removal due to the beetles and said that everything went according to plan.

Our staff are working on sending out notifications regarding the matter in a standard form via email to residents, social media, posting at notice boards, and on our website. A sample of the notice is provided.

Overlake Golf and Country Club (OGCC) Permit Application

A second correction letter dated August 12, 2026 was issued to OGCC regarding an application for the reconstruction of a sports court. This correction letter referenced a previous correction letter issued June 23, 2026.

Non-Administrative Conditional Use Permit Application P-26-015, SEPA P-26-016, and Critical Areas review P-26-017 remain under City of Medina review.

One of the outstanding items to resolve is noise impacts.

2026 Budgeted Projects Mid-Year Update

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

Telecommunications Code Update

This project to update Medina Municipal Code Title 15 is within budget. A first draft of amendments has been completed by Inslee Best staff and is currently with me for review.

Critical Area Map Update

This project to update and modernize Medina's Critical Areas Map is within budget. A first draft was presented and is now back with our consultant Facet for changes.

Right of Way Tree Inventory

This project to inventory all of Medina's right of way trees and create an on-line resource is within budget. This is a labor-intensive project that is still underway.

Attachments:

July 2026 Permits Received Report
July 2026 Permit Issued Report
July 2026 Code Enforcement Report
July 2026 Tree Permit Report
RFQ for 'Phase 2'
Bark Beetle Notice

July 2026 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ACCST	07/08/2026	B-26-044	\$15,000.00	7800 NE 28TH ST
TOTAL B-ACCST:	1		\$15,000.00	
B-ADD/ALT	07/14/2026	B-26-045	\$62,000.00	8460 NE 7th St.
B-ADD/ALT	07/30/2026	B-26-049	\$25,000.00	8048 NE 8th St.
TOTAL B-ADD/ALT:	2		\$87,000.00	
B-GAS	07/07/2026	G-26-017		3230 78th PI NE
B-GAS	07/20/2026	G-26-018		8445 NE 12TH ST
B-GAS	07/28/2026	G-26-019		322 84TH AVE NE
TOTAL B-GAS:	3		\$0.00	
B-GATE	07/15/2026	B-26-047	\$25,000.00	116 OVERLAKE DR E
TOTAL B-GATE:	1		\$25,000.00	
B-MECHANICAL	07/07/2026	M-26-043		3230 78th PI NE
B-MECHANICAL	07/09/2026	M-26-044		2020 Evergreen Pt Rd.
B-MECHANICAL	07/20/2026	M-26-047		7820 NE 10TH ST
B-MECHANICAL	07/10/2026	M-26-045		7820 NE 10th St.

B-MECHANICAL	07/14/2026	M-26-046		2058 78th Ave NE
B-MECHANICAL	07/20/2026	M-26-048	\$174,500.00	3313 Evergreen Pt Rd.
B-MECHANICAL	07/20/2026	M-26-049	\$240,000.00	8445 NE 12th St.
B-MECHANICAL	07/27/2026	M-26-050	\$115,000.00	7838 NE 14th ST
B-MECHANICAL	07/27/2026	M-26-051		1012 Evergreen Pt Rd.
B-MECHANICAL	07/27/2026	M-26-052		2223 Evergreen Pt Rd.
B-MECHANICAL	07/29/2026	M-26-053	\$174,500.00	3313 EVERGREEN POINT RD
B-MECHANICAL	07/31/2026	M-26-055	\$1,250,000.00	2618 80th Ave NE
B-MECHANICAL	07/31/2026	M-26-054		8925 NE LAKE WASHINGTON BLVD
TOTAL B-MECHANICAL:	13		\$1,954,000.00	
B-PLUMBING	07/08/2026	P-26-045		822 Evergreen Point Road
B-PLUMBING	07/08/2026	P-26-046		1076 Lake Washington BLVD NE
B-PLUMBING	07/14/2026	P-26-047		1835 73RD AVE NE
B-PLUMBING	07/16/2026	P-26-048		1015 EVERGREEN POINT RD
TOTAL B-PLUMBING:	4		\$0.00	
B-POOL/SPA	07/14/2026	B-26-046	\$250,000.00	3263 EVERGREEN POINT RD

TOTAL B-POOL/SPA:	1		\$250,000.00	
B-ROOF	07/08/2026	B-26-043		7812 NE 8TH ST
B-ROOF	07/23/2026	B-26-048		8213 OVERLAKE DR W
TOTAL B-ROOF:	2		\$0.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	07/07/2026	CAP-26-019		7616 NE 8th St.
CAP - CONSTRUCTION ACTIVITY PERMIT	07/20/2026	CAP-26-020		8000 NE 16TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	07/20/2026	CAP-26-021		8460 NE 7TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	07/20/2026	CAP-26-022		7800 NE 28TH ST
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	4		\$0.00	
P-ADMIN SPECIAL USE	07/22/2026	P-26-049		3602 EVERGREEN POINT RD
TOTAL P-ADMIN SPECIAL USE:	1		\$0.00	
P-CODE INTERP	07/24/2026	P-26-051		1601 EVERGREEN POINT RD
TOTAL P-CODE INTERP:	1		\$0.00	
P-SUBSTANTIAL DEV PERMIT EXEMPTION	07/22/2026	P-26-050		3602 EVERGREEN POINT RD
TOTAL P-SUBSTANTIAL DEV PERMIT EXEMPTION:	1		\$0.00	
PW-RIGHT OF WAY	07/06/2026	PW-ROW-26-055		1081 80TH PL NE
PW-RIGHT OF WAY	07/06/2026	PW-ROW-26-056		525 OVERLAKE DR E

PW-RIGHT OF WAY	07/08/2026	PW-ROW-26-057		7920 NE 32ND ST
PW-RIGHT OF WAY	07/21/2026	PW-ROW-26-058		7848 NE 10th St.
PW-RIGHT OF WAY	07/28/2026	PW-ROW-26-062		8845 Overlake Dr W.
PW-RIGHT OF WAY	07/23/2026	PW-ROW-26-059		7842 NE 8TH ST
PW-RIGHT OF WAY	07/26/2026	PW-ROW-26-060		525 Overlake Dr E
PW-RIGHT OF WAY	07/27/2026	PW-ROW-26-061		7677 NE 14TH ST
TOTAL PW-RIGHT OF WAY:	8		\$0.00	
TREE-NON ADMIN TREE ACTIVITY PERMIT	07/08/2026	TREE-26-018		1625 EVERGREEN POINT RD
TOTAL TREE-NON ADMIN TREE ACTIVITY PERMIT:	1		\$0.00	
TREE-PERFORMANCE	07/24/2026	TREE-26-023		8214 NE 8TH ST
TOTAL TREE-PERFORMANCE:	1		\$0.00	
TREE-RESTORATION	07/01/2026	TREE-26-017		444 OVERLAKE DR E
TREE-RESTORATION	07/10/2026	TREE-26-019		7535 NE 28TH PL
TREE-RESTORATION	07/12/2026	TREE-26-020		1625 RAMBLING LN
TREE-RESTORATION	07/12/2026	TREE-26-021		1605 73RD AVE NE
TREE-RESTORATION	07/15/2026	TREE-26-022		7661 NE 14TH ST

TREE-RESTORATION	07/30/2026	TREE-26-024		1024 82ND AVE NE
TOTAL TREE-RESTORATION:	6		\$0.00	
Total # of Permits	50		\$2,331,000.00	



Monthly Issued Permit Report

June, 2026

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

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

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



July 2026 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2026-057	GENERAL	Rob Kilmer	8460 NE 7TH ST	Description: Observed workers parked in right-of-way, a dumpster along right-of-way, and work occurring on site. Action Taken: Spoke with contractor and property owner to discuss the scope of work taking place. Directed them to move the vehicles and dumpster and to provide information regarding the project so that whether or not a permit is required could be determined.	n/a
CC-2026-058	NOTICE OF VIOLATION		8637 NE 6TH ST	Description: Received concern regarding "Private Property No Parking Violators Will be Towed Away at Vehicle Owner's Expense" signage displayed to right-of-way parking strip. Action Taken: Issued Notice of Violation directing the property owner to remove the signage.	Removed by compliance date.
CC-2026-059	NOTICE OF VIOLATION		2240 EVERGREEN POINT RD	Description: Hedge in right-of-way is not in conformance with sight-lines requirement. Action Taken: Issued Notice of Violation	TBD based on compliance.
CC-2026-060	FORMAL, WRITTEN WARNING		7887 OVERLAKE DR W	Description: Observed work-related vehicles parked in the City right-of-way on Evergreen Point Road. Action Taken: Investigated over a period of two days and determined that the vehicles belong to the pier project at this address. Written warning issued.	n/a
CC-2026-061	CITATION		610 EVERGREEN POINT RD	Description: Violations of project's CAP and ROW permits observed despite prior warnings. Action Taken: Issued Notice of Citation to property Owner and Agent.	\$400
CC-2026-062	STOP WORK ORDER		7848 NE 10TH ST	Description: Observed work occurring in the right-of-way without the required permit. Action Taken: Issued Stop Work Order. Additionally, began an investigation for associated issues that will be a part of a Notice of Violation.	See CC-2026-064
CC-2026-063	NOTICE OF VIOLATION		515 UPLAND RD	Description: Received concern regarding no-parking sign along the right-of-way. Action Taken: Issued NOV	TBD based on compliance.
CC-2026-064	CITATION		7848 NE 10TH ST	Description: Observed work occurring in the right-of-way without the required permit. Observed additional violations of the main project's CAP and Tree permits. Action Taken: Issued Stop Work Order CC-2026-062, notified City Arborist. Began investigation for Notice of Citation.	\$3,300

CC-2026-065	CITATION	7657 NE 14TH ST	Description: Observed a construction-related vehicle parked within the City right-of-way.	\$500
Action Taken: Issued Citation				

Past Code Enforcement Cases Closed This Month					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Result
CC-2026-051	NOTICE OF VIOLATION	Rob Kilmer	2230 EVERGREEN POINT RD	Description: Bushes in right-of-way planting strip observed to potentially create a violation of the sight-lines requirements of MMC 16.52.210 C.1.	Bushes cut to conform to WS-DOT standard
Action Taken: Notice of Violation created to address the issue.					

Past Code Enforcement Cases Still Open					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	Description: Observed stairway structure being erected on roof of garage up to roof of second story.	Fines are accumulating daily
CC-2024-072	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.	
CC-2024-080	NOTICE OF FINAL ORDER			Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation. Status: Building permit currently under review. Notice of Final Order recorded: 11/13/2024	
CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.	Fines are accumulating daily
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court.	
CC-2025-090	NOTICE OF VIOLATION			Status: Working through zoning process	
CC-2026-027	NOTICE OF VIOLATION	Rob Kilmer	Parcel: 2425049255 3203 Evergreen Pt Rd.	Re-issued NOV to update ownership information. This is associated with: CC-2024-101, CC-2024-114, CC-2025-090	Fines are accumulating daily
CC-2026-004	STOP WORK ORDER			Description: Based on information about the past history of this site, additional information is required before work can continue.	
CC-2026-030	NOTICE OF FINAL ORDER			Action Taken: Issued Stop Work Order requiring the project's Geotechnical Engineer to provide a report for review by the City. Notice of Final Order recorded: 4/15/2026	



CITY OF MEDINA REQUEST FOR QUALIFICATIONS

The City of Medina, Washington is soliciting statements of qualifications from professional firms (“consultant”) to provide on-call services associated with supporting the City of Medina’s Development Services Department. This is an immediate need for professional planning services with a long-term relationship potential. Work type will potentially involve a wide range of services supporting City staff and the City’s existing contracted planning consultant in building permit reviews and may become the lead or partner on significant City-wide initiatives.

The consultant candidate will have a depth of professional planning resources with a range of experience in current and long-range planning. The consultant will be able to demonstrate experience and the capacity to manage the assignment of complex city-wide initiatives which may involve various professional disciplines including long range planning, civil engineering, landscape architecture, transportation, surveying, and other similar.

The consultant will have proven and effective experience working with Comprehensive Plans, municipal staff and their professional consultants, City Councils, Planning Commissions, Hearing Examiner, the public, and committees.

The preferred consultant will demonstrate experience and success with large planning projects in various municipalities.

The consultant will work under the general direction of the Development Services Director. Services requested will vary depending upon consultant qualifications. Types of services that may be requested by the City generally include all aspects of current and long-range planning activities. Examples include but are not limited to:

- Building permit zoning compliance plan review and processing
- Planning permit review and processing in support of City staff and the existing contracted planning consultant
- SEPA determinations
- Long range planning projects resulting from State mandates or City Council initiative.
- Ordinance draft preparation
- Preparation of staff reports and presentation to the Hearing Examiner
- Preparation of staff reports and presentation to the City Council and Planning Commission
- Respond to Medina residents and others regarding assistance with current and long-range planning
- Updates to the City’s Municipal Code such as development regulations

- Updates to the City's Comprehensive Plan and land use regulations required by recent changes to the Washington State Growth Management Act

The quantity and type of work is dependent upon the respective qualifications, capabilities, and availability of the consultant. The consultant may be asked to perform technical and administrative work associated with specific task orders, and this may include working with the City's Planning Commission, City Council, Hearings Examiner, and other City of Medina committees. The consultant may be asked to work with other City of Medina staff and professional consultants on various types of development permit projects. The consultant may be asked to partner with other city of Medina planning consultants on projects either as lead or sub-consultant.

RFQ responses must include the following:

- (1) Cover letter
- (2) General consultant information including business name, office locations, contact information, and a statement regarding the consultant's capabilities
- (3) Qualifications of the consultant's personnel who will be assigned to work with the City of Medina, including resumes/CVs, including identifying the lead consultant(s) and the proposed roles and responsibilities of such personnel
- (4) Description of relevant experience performing similar work
- (5) References

Submittals will be evaluated based on consultant's qualifications, relevant experience, and the responses of references. Consultant selection will be made by the Development Services Director, subject to the approval of the City Manager.

Medina utilizes a standardized form for professional services contracts. Questions should be directed at:

Steven Wilcox, Director of Development Services

Phone (425) 233-6409

Email swilcox@medina-wa.gov

Submittals must be emailed to swilcox@medina-wa.gov no later than 4:00 pm Friday September 11, 2026.

Douglas-fir Bark Beetle

A Douglas fir tree within the public right of way on Overlake Drive East that was infected by bark beetles was recently removed. A bark beetle infestation can quickly destroy a Douglas fir. Typically, from April through early June adult beetles leave infected trees and seek new hosts.

If you have Douglas firs on your property, it is recommended that you have your qualified Arborist evaluate your trees. Healthy Douglas firs can resist bark beetle attacks, however stressed, damaged, or declining trees are more susceptible.

The City of Medina is evaluating the use of a preventative pheromone treatment. For more detailed information, please see the Medina website and document titled “**Douglas-fir Beetle Overview and Management Considerations**”.

Staff contact for this topic is Medina’s Development Services Director Steve Wilcox at 425-233-6409 and swilcox@medina-wa.gov

Douglas-fir Beetle Overview and Management Considerations

Background

The Douglas-fir beetle (*Dendroctonus pseudotsugae*) is a native bark beetle that occurs throughout the range of Douglas-fir in western North America. Douglas-fir trees are typically able to resist beetle attacks when healthy; however, stressed, damaged, or declining trees may become more susceptible.

Adult beetles attack the inner bark of Douglas-fir trees. This layer of tissue contains the **phloem**, which is the part of the tree responsible for transporting sugars produced by the needles and leaves to other parts of the tree. After entering the tree, adult beetles create tunnels beneath the bark where eggs are laid. The developing larvae feed in the phloem, disrupting the tree's ability to transport resources and potentially resulting in tree mortality.

After completing development, new adult beetles emerge from infested trees and disperse to locate additional susceptible Douglas-fir trees. Beetles may also spread over longer distances through the movement of infested logs, firewood, or other untreated wood products.



Figure 1. Beetle larva



Figure 2. Adult beetle



Figure 3. Larvae feeding galleries

Seasonal Activity

Douglas-fir beetles generally emerge and begin flying in spring, typically from **April through early June in the Pacific Northwest**. Actual timing varies depending on elevation, temperature, and weather conditions.

During this period, adult beetles leave infested trees and seek new host trees.

Management actions intended to reduce beetle spread are generally most effective when completed before adult emergence and flight.



Figure 4. Reddish-orange beetle entry holes.

Recommended Management Approach

The primary management objective is to reduce the likelihood that beetles developing in infested trees will emerge and attack nearby Douglas-fir trees.

1. Identify and Remove Confirmed Infested Trees

Recommended actions include:

- Confirm suspected infestations through inspection of tree symptoms and bark conditions.
- Remove actively infested trees before adult beetle emergence when feasible.
- Prioritize removal during winter and early spring before the primary flight period.
- Avoid leaving intact infested logs or large pieces of bark-covered wood on site through spring and early summer.



Figure 5. Douglas-fir showing symptoms of bark beetle infestation.

Early removal is generally considered the most effective method for reducing localized beetle spread because it directly addresses the source of emerging beetles.

2. Chip or Process Infested Wood Material

The purpose of wood processing is to disrupt the bark habitat where beetles develop.

Recommended practices include:

- **Chipping infested wood:** Properly chipped material disrupts beetle galleries and destroys the habitat needed for continued development. Chipped material does not generally need to be burned or removed from the site.
- **Avoiding storage of intact logs:** Whole logs, firewood, or large bark-covered pieces from infested trees should not remain on site through the beetle flight period unless appropriately managed.
- **Processing before emergence:** Cutting or otherwise processing infested material before adult beetles emerge reduces the likelihood of successful beetle development and dispersal.

For municipal applications, chipping is generally the most practical and cost-effective disposal method when removal of infested trees occurs.

MCH Pheromone Treatment

- MCH is a preventative pheromone treatment used to reduce the likelihood of Douglas-fir beetle attacks on nearby susceptible trees. **It is a synthetic version of a naturally occurring pheromone produced by Douglas-fir beetles that signals a tree has already been occupied**, discouraging additional beetles from attacking nearby trees.



Figure 6. MCH Bubble-cap Dispensers

- MCH does not kill beetles and does not treat trees that are already infested. Instead, it functions by altering beetle behavior and is intended to help protect nearby susceptible Douglas-fir trees from new attacks.
- MCH is typically applied shortly before the annual beetle flight period, generally around early April. Bubble-cap dispensers are commonly attached to trees approximately 6 to 8 feet above ground and remain effective for approximately 50 to 60 days, covering the primary spring flight period.
- When used according to label directions, MCH is considered a low-risk management tool. It has been evaluated and registered by the U.S. Environmental Protection Agency (EPA) for use against Douglas-fir beetle and has been used for many years by the U.S. Forest Service and other federal, state, tribal, and local land management agencies as part of integrated Douglas-fir beetle management programs.

Estimated Cost

- MCH dispensers generally cost approximately **\$10 to \$20 per tree for the pheromone product**, depending on supplier and purchase quantity.
- Because MCH is preventative rather than a treatment for infested trees, it is generally most cost-effective when used to protect specific high-value Douglas-fir trees or areas where additional attacks are a concern.

Management Considerations

The most practical approach for municipal management is generally a combination of:

- Monitoring Douglas-fir trees for signs of active beetle infestation.
- Removing and properly processing confirmed infested trees before beetle emergence.
- Using MCH pheromone treatment selectively to help protect nearby high-value or susceptible Douglas-fir trees where additional beetle attacks are a concern.

Subject Tree as of July 14, 2026





CITY OF MEDINA

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

Date: August 24th, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: July 2026 Financials

The July 2026 report includes:

- Executive Summary (1)
 - July Key Revenue and Expenditure Numbers (2)
 - Medina Days Costs (3)
 - Budget Amendments (3)
 - July Financial Summary (4)
 - July Cash Statement (5)
 - Key Highlights by Account (6)
 - 2026 Financials by Account (10)
 - June 2026 REET Report (18)
 - July 2026, AP Check Register Activity Detail (Consent Item)
-

Executive Summary

Year-to-day expenditure continues to remain under the expected budget allocation through July for all funds except the Equipment Replacement Fund. Year to date revenue is outpacing expectations by over 17% through July, driven by a one-time sales tax allocation of \$1.7M from the State of Washington for work done on the 520 project in the mid 2010's.

The City's cash position sits at over \$21M at the end of July, with the Capital Fund (\$9M) and the General Fund (\$6.7M) carrying the largest balances.

Revenue:

- General Fund revenue is up almost \$1.7M from this time last year. This is driven by the one-time allocation of sales tax from the State of Washington for the work done on 520 from the mid 2010's.
- Development Services Revenue is up \$32K from this time last year. This is driven by a slight increase in permit fee collection over 2025.
- Capital Fund Revenue is down \$750K from July of last year. A one-time major property sale generated a significant amount of REET in July of last year, and that transaction is driving this variance. Overall, the revenue is staying consistent to 2025.

June 2026 Key Revenue

- \$1.9M Local Sales and Use Tax
- \$172K Utility Tax
- \$73K Property Taxes
- \$69K June REET Revenue
- \$44K Investment Earnings
- \$43K Permit Fees

Expenditures:

- General Fund expenditures are up \$35K over July of last year.
- Development Services expenditures are down \$85K when compared to July of 2025. This is driven by code enforcement being moved from the Development Services Fund to the General Fund.
- The Capital Fund spend is down 35K when compared to July of 2025. This represents about 30% of the budget allocation in 2026, so expect costs to increase as projects continue through Q3.

June 2026 Key Expenditures

- \$52K Pacific Power Group – Emergency Backup Generator
- \$42K Inslee Best – June City Attorney Services
- \$31K Riparia Environmental – Medina Park Vegetation Removal
- \$22K Mahoney Planning – Current and Long-Range Planning for June
- \$14K Northwest Traffic Inc. – Sidewalk Striping

Medina Days Final Cost Summary

City Budgeted \$50,000

Fireworks - \$18,000
 Barge for fireworks - \$13,811
 2 Stall Bathroom Trailer - \$7,404
 Event Planner \$2,171

Estimated City costs \$41,386
 Surplus of budgeted amount **\$8,614**

Patron Donations rec'd as of 8/9/26 \$14,250

Band \$3,000
 AV for band \$2092
 Rentals (chairs, cocktail tables, game) \$534
 Advertising (signage, postcards, banner) \$2,145
 Misc. supplies (table runners, water, balloons, games) \$300
 Food Vouchers and band hospitality \$750

Expenses \$8,821
 Surplus of donation amt. **\$5,429**

Total surplus estimated \$14,043

2026 Budget Amendments

1. Street Capital - Skidsteer, Sidewalk Cleaner and multi-purpose PW Vehicle (45K)
2. Capital Fund, Building Improvements – Medina Park Bathroom Locks and PW Storage Project (45K)
3. General Fund - 7th Patrol Officer and Associated Grant and Sales Tax Increase (Expected 100K increase to Revenue Offset by Cost of New Officer)

July 2026 Financial Summary

REVENUES:	YTD ACTUAL	2026 ANNUAL BUDGET	% of Budget Total	EXPECTED TOTAL %	DELTA	REMAINING BUDGET
General Fund						
Property Tax	\$2,735,021	\$4,741,397	57.68%	55.00%	2.68%	\$2,006,376
Sales Tax	\$2,759,411	\$2,023,000	136.40%	53.00%	83.40%	(\$736,411)
Affordable & Sup. Housing	\$0	\$0	--			\$0
Criminal Justice	\$66,051	\$108,150	61.07%	58.00%	3.07%	\$42,099
B & O Tax: Utility & Franchise Fee	\$837,496	\$1,218,000	68.76%	58.00%	10.76%	\$380,504
Leasehold Excise Tax	\$0	\$0	0.00%		0.00%	\$0
General Government (includes Hunts Point)	\$92,277	\$378,984	24.35%	52.00%	-27.65%	\$286,707
Passports, General Licenses & Permits	\$37,370	\$78,036	47.89%	58.00%	-10.11%	\$40,666
Fines, Penalties, Traffic Infr.	\$26,984	\$30,000	89.95%	58.33%	31.62%	\$3,016
Misc. Invest. Facility Leases	\$260,095	\$278,820	93.28%	60.00%	33.28%	\$18,725
Disposition of Capital Assets	\$57,509	\$0	--			(\$57,509)
General Fund Total	\$6,872,215	\$8,856,387	77.60%	60.00%	17.60%	\$1,984,172
Development Services Fund Total	\$432,427	\$805,000	53.72%	58.00%	-4.28%	\$372,573.06
Development Services Fund Transfers In from GF	\$58,333	\$100,000	58.33%	58.33%	0.00%	\$0.00
Street Fund Total	\$32,137	\$119,219	26.96%	53.00%	-26.04%	\$90,446
Street Fund Transfers In	\$323,750	\$555,000	58.33%	58.33%	0.00%	\$0
Tree Fund Total	\$0	\$3,075	0.00%	58.33%	-58.33%	\$3,075
Contingency Fund Total	\$0	\$0	0.00%		0.00%	\$0
Capital Fund Total	\$816,801	\$1,395,000	58.55%	58.33%	0.22%	\$578,199
Levy Stabilization Fund Total	\$0	\$0	--			\$0
Levy Fund Transfers In GF	\$0	\$0	--			\$0
NonRevenue Trust Funds Total	\$23,555	\$0	--			(\$23,555)
Master Investments Total	\$0	\$0	--			\$0
Total (All Funds)	\$8,177,135	\$11,178,681	73.15%	58.33%	14.82%	\$3,001,546
Total (All Funds) Transfers In	\$382,083	\$655,000	58.33%	58.33%	0.00%	\$272,917
EXPENDITURES:	YTD ACTUAL	2026 ANNUAL BUDGET	% of Budget Total	EXPECTED TOTAL %	DELTA	REMAINING BUDGET
General Fund						
Legislative	\$24,765	\$80,000	30.96%	30.00%	-0.96%	\$55,235
Municipal Court	\$18,342	\$35,000	52.41%	58.00%	5.59%	\$16,658
Executive	\$188,005	\$325,603	57.74%	58.33%	0.59%	\$137,598
Finance	\$445,624	\$632,123	70.50%	75.00%	4.50%	\$186,499
Legal	\$238,297	\$527,000	45.22%	58.00%	12.78%	\$288,703
Central Services	\$452,283	\$1,026,030	44.08%	58.00%	13.92%	\$573,747
Police Operations	\$1,571,195	\$2,887,218	54.42%	59.00%	4.58%	\$1,316,023
Fire & Medical Aid	\$522,142	\$1,060,791	49.22%	50.00%	0.78%	\$538,650
Public Housing, Environmental & Mental Health Fees	\$54,227	\$56,143	96.59%	92.29%	-4.30%	\$1,916
Recreational Services	\$23,324	\$45,600	51.15%	55.00%	3.85%	\$22,276
Long Range Planning	\$93,333	\$281,745	33.13%	60.00%	26.87%	\$188,412
Parks	\$368,167	\$639,065	57.61%	58.33%	0.72%	\$270,898
Equipment Replacement	\$419,983	\$479,995	87.50%	80.00%	-7.50%	\$60,012
General Fund Subtotal	\$4,419,686	\$8,076,313	54.72%	58.33%	3.61%	\$3,656,627
General Fund Transfers Out	\$323,750	\$555,000	58.33%	58.33%	0.00%	\$231,250
General Fund Total	\$4,743,436	\$8,631,313	54.96%	58.33%	3.37%	\$3,887,877
Development Services Fund Total	\$571,660	\$1,004,807	56.89%	58.33%	1.44%	\$433,147
City Street Fund Total	\$369,432	\$657,099	56.22%	60.00%	3.78%	\$287,667
Tree Fund Total	\$3,184	\$30,000	10.61%	50.00%	39.39%	\$26,816
Capital Fund Total	\$330,866	\$1,120,000	29.54%	30.00%	0.46%	\$789,134
Capital Fund Transfers Out	\$58,333	\$100,000	58.33%	58.33%	0.00%	\$41,667
NonRevenue Trust Funds Total	\$27,894	\$0	0.00%			(\$27,894)
Master Investments Total	\$503,610	\$0	0.00%			(\$503,610)
Total (All Funds)	\$5,722,722	\$10,888,219	52.56%	58.33%	5.77%	\$5,165,497
Total (All Funds) Transfers Out	\$382,083	\$655,000	58.33%	58.33%	0.00%	\$272,917

2026 July Cash Balance

<u>2026 Cash Balance, 06/30/2026</u>		<u>2026 Cash Balance, 07/31/2026</u>	
TOTAL CASH & INVESTMENTS		TOTAL CASH & INVESTMENTS	
Period Ending: 06/30/2026		Period Ending: 07/31/2026	
WA ST INV POOL	\$ 13,911,921	WA ST INV POOL	\$ 15,858,740
OTHER INVESTMENTS*	4,985,284	OTHER INVESTMENTS*	4,985,284 Market Value
CHECKING	1,058,853	CHECKING	639,376
	<u>\$ 19,956,057</u>		<u>\$ 21,483,400</u>
		Outstanding Checks	\$127,799
		Total:	<u>\$ 21,355,601</u>

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

Cash Balance by Fund

Fund	Beginning Cash	Receipts	Transfers In	Other Transfers	Disbursements	Ending Cash
General Fund	\$4,555,259.14	\$6,945,724.60	\$0.00	\$323,750.00	\$4,432,183.76	\$6,745,049.98
City Street Fund	\$271,425.42	\$42,467.01	\$323,750.00	\$0.00	\$379,761.58	\$257,880.85
Tree Fund	\$40,546.27	\$0.00	\$0.00	\$0.00	\$3,184.37	\$37,361.90
Contingency Fund	\$1,750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750,000.00
Levy Stabilization Fund	\$2,684,999.99	\$0.00	\$0.00	\$0.00	\$0.00	\$2,684,999.99
Capital Projects Fund	\$8,636,372.11	\$824,012.24	\$0.00	\$58,333.31	\$338,077.07	\$9,063,973.97
Development Services Fund	\$513,881.80	\$621,004.80	\$58,333.31	\$0.00	\$603,934.29	\$589,285.62
NonRevenue Trust Funds	\$4,260.65	\$26,852.16	\$0.00	\$0.00	\$31,191.28	(\$78.47)
	\$18,456,745.38	\$8,460,060.81	\$382,083.31	\$382,083.31	\$5,788,332.35	\$21,128,473.84

The variance between the two graphics above is due to how the City accounts for Bonds within the Financial System. As a cash basis entity, the bonds are recorded at both their purchase and sale price, as well as their PAR value. When Bonds are purchased at either a discount or a premium, the difference is shown above.

July 2026 Revenue

Title	Period	Fiscal	Budget	YTD %	Expected %	Delta	Balance	Budget Notes
General Fund								
General Property Taxes								
General Property Taxes	\$73,288.59	\$2,735,021.37	\$4,741,397.00	57.68%	55.00%	▲ 2.68%	\$2,006,375.63	Includes 1% all'd increase + new constrct/improvmnts
Total General Property Taxes	\$73,288.59	\$2,735,021.37	\$4,741,397.00	57.68%	55.00%	▲ 2.68%	\$2,006,375.63	
Retail Sales and Use Taxes								
Local Retail Sales & Use Tax	\$1,878,357.13	\$2,759,411.08	\$2,023,000.00	136.40%	53.00%	▲ 83.40%	(\$736,411.08)	One time collection in July responsible for the overage, Sales tax increased on 7/1/2026 from .85% to .95%
Affordable & Sup. Housing	\$1,382.08	\$1,382.08	\$0.00				(\$1,382.08)	
Criminal Justice Funding	\$11,028.88	\$66,051.24	\$108,150.00	61.07%	58.00%	▲ 3.07%	\$42,098.76	Flat to 2025.09 ytd rolling 12 mos + 3% Increase
Total Retail Sales and Use Taxes	\$1,890,768.09	\$2,826,844.40	\$2,131,150.00	132.64%	46.00%	▲ 86.64%	(\$695,694.40)	
Utility Tax								
								Util Tax 6% and Franchise Fees 4%
Electric	\$95,915.93	\$298,834.77	\$330,000.00	90.56%	58.00%	▲ 32.56%	\$31,165.23	
Gas	\$36,199.41	\$149,423.04	\$167,000.00	89.47%	58.00%	▲ 31.47%	\$17,576.96	
Water & Sewer	\$0.00	\$140,092.61	\$291,000.00	48.14%	58.00%	▼ -9.86%	\$150,907.39	
Garbage/Solid Waste	\$18,422.32	\$55,854.70	\$69,000.00	80.95%	58.00%	▲ 22.95%	\$13,145.30	
Cable-Television	\$17,677.85	\$74,505.61	\$97,000.00	76.81%	58.00%	▲ 18.81%	\$22,494.39	
Telephone	\$3,697.36	\$20,314.87	\$46,000.00	44.16%	58.00%	▼ -13.84%	\$25,685.13	
Other	\$0.00	\$75.00	\$0.00				(\$75.00)	
Total Utility Tax	\$171,912.87	\$739,100.60	\$1,000,000.00	73.91%	58.00%	▲ 15.91%	\$260,899.40	
Franchise Fees								
Franchise Fees & Royalties	\$0.00	\$98,395.08	\$218,000.00	45.14%	58%	▼ -12.86%	\$119,604.92	
Total Franchise Fees	\$0.00	\$98,395.08	\$218,000.00	45.14%	58%	▼ -12.86%	\$119,604.92	
Licenses and Permits								
Animal Licenses	\$0.00	\$30.00	\$4,500.00	0.67%	0%	▲ 0.67%	\$4,470.00	Moving to King County Pet Licensing
Gun Permits	\$28.00	\$294.00	\$750.00	39.20%	58%	▼ -18.80%	\$456.00	
Medina Business Licenses	\$2,300.00	\$8,400.00	\$25,000.00	33.60%	50%	▼ -16.40%	\$16,600.00	Initial License for General and HO had no cost for 2026
Total Licenses and Permits	\$2,328.00	\$8,724.00	\$30,250.00	28.84%		▲ 28.84%	\$21,526.00	
Intergovernmental								
								2025: MRSC estimated distribution of State Shared
Mvet-Criminal Justice-Pop.	\$321.84	\$923.14	\$1,166.00	79.17%	58%	▲ 21.17%	\$242.86	
Criminal Justice-Special	\$1,120.25	\$3,220.69	\$4,081.00	78.92%	58%	▲ 20.92%	\$860.31	
DUI/Other Criminal Justice	\$84.42	\$253.27	\$0.00				(\$253.27)	
Liquor Excise Tax	\$4,000.15	\$13,161.14	\$20,055.00	65.63%	58%	▲ 7.63%	\$6,893.86	
Liquor Control Board Profits	\$0.00	\$7,786.82	\$21,484.00	36.24%	58%	▼ -21.76%	\$13,697.18	
Liquor Control Board Profits-Public Safety	\$0.00	\$3,020.76	\$0.00				(\$3,020.76)	
Total Intergovernmental	\$5,526.66	\$28,365.82	\$46,786.00	60.63%	58%	▲ 2.30%	\$18,420.18	
Charges for Goods and Services								
Passport & Naturalization Fees	\$70.00	\$280.00	\$1,000.00	28.00%	58%	▼ -30.00%	\$720.00	Reduction due to staff workload
Hunts Point Police Contract	\$0.00	\$92,277.42	\$378,984.00	24.35%	50%	▼ -25.65%	\$286,706.58	Q2 invoice to be paid in July
Hunts Point-Add'l Services	\$150.00	\$150.00	\$0.00				(\$150.00)	
Total Charges for Goods and Services	\$220.00	\$92,707.42	\$379,984.00	24.40%	52%	▼ -27.60%	\$287,276.58	
Fines and Penalties								
Municipal Court-Traffic Infrac	\$0.00	\$24,584.49	\$30,000.00	81.95%	58%	▲ 23.95%	\$5,415.51	Hx ratio of court costs (75%) to revenue, used to offset
Non-Court Fines, Forfeitures and Penalties								
Misc. Fines, Penalties, Code Enforcement	\$700.00	\$2,400.00	\$0.00				(\$2,400.00)	
Total Non-Court Fines, Forfeitures and	\$700.00	\$2,400.00	\$0.00				(\$2,400.00)	
Total Fines and Penalties	\$700.00	\$26,984.49	\$30,000.00	89.95%	58%	▲ 31.95%	\$3,015.51	

Miscellaneous Revenues									
Investment Interest Earnings	\$22,005.86	\$167,417.56	\$145,000.00	115.46%	58%	▲	57.46%	(\$22,417.56)	Fund rate did not drop as expected
Sales Interest	\$250.86	\$1,621.22	\$6,000.00	27.02%	58%	▼	-30.98%	\$4,378.78	
Rents & Leases	\$0.00	\$30,378.42	\$30,631.00	99.18%	100%	■	-0.82%	\$252.58	2026 American Towers Corp. Increased in 2025
Post Office Facility Lease	\$0.00	\$47,374.98	\$93,054.00	50.91%	58%	▼	-7.09%	\$45,679.02	Lease of \$7,625/mo
Medina Days Donations	\$7,778.98	\$7,778.98	\$0.00					(\$7,778.98)	
Other	\$0.00	\$4,811.55	\$3,500.00	137.47%	58%	▲	79.47%	(\$1,311.55)	
Other-Copies	\$0.00	\$0.00	\$75.00	0.00%	58%	▼	-58.00%	\$75.00	
Other-Fingerprinting	\$0.00	\$40.00	\$400.00	10.00%	58%	▼	-48.00%	\$360.00	
Other-Notary	\$0.00	\$660.00	\$100.00	660.00%	58%	▲	602.00%	(\$560.00)	
Other-Reports	\$4.50	\$12.00	\$60.00	20.00%	58%	▼	-38.00%	\$48.00	
Total Miscellaneous Revenues	\$30,040.20	\$260,094.71	\$278,820.00	93.28%	60%	▲	33.28%	\$18,725.29	
Non Revenues									
Refundable Deposits - DS (CMP, PGB)	\$10,000.00	\$60,000.00	\$0.00					(\$60,000.00)	
Total Non Revenues	\$10,000.00	\$60,000.00	\$0.00					(\$60,000.00)	
Disposition of Capital Assets									
Sale Of Equipment/Property	\$31,225.00	\$57,509.00	\$0.00					(\$57,509.00)	Surplus of Public Works Equipment
Total Disposition of Capital Assets	\$31,225.00	\$57,509.00	\$0.00					(\$57,509.00)	
Total General Fund	\$2,216,009.41	\$6,933,746.89	\$8,856,387.00	78.29%	60%	▲	18.29%	\$1,922,640.11	
City Street Fund									
Intergovernmental Revenues									
2026: MRSC estimated distribution of State Shared									
WA DOE Nat'l Pollution Discharge Elim	\$0.00	\$0.00	\$65,000.00	0.00%	0%	■	0.00%	\$65,000.00	
Multimodal Transportation - Cities	\$0.00	\$1,823.75	\$3,236.00	56.36%	58%	■	-1.64%	\$1,412.25	
Motor Fuel Tax(unrestricted)	\$3,962.02	\$30,313.19	\$50,983.00	59.46%	58%	■	1.46%	\$20,669.81	
Total Intergovernmental Revenues	\$3,962.02	\$32,136.94	\$119,219.00	26.96%	27%	■	-0.04%	\$87,082.06	
Transfers-In									
Transfer to Street from General Func	\$37,916.67	\$265,416.69	\$455,000.00	58.33%	58%	■	0.00%	\$189,583.31	
Transfer to Street from Capita	\$8,333.33	\$58,333.31	\$100,000.00	58.33%	58%	■	0.00%	\$41,666.69	
Total Transfers-In	\$46,250.00	\$323,750.00	\$555,000.00	58.33%	58%	■	0.00%	\$231,250.00	
Total City Street Fund	\$50,212.02	\$355,886.94	\$674,219.00	52.79%	53%	■	-0.21%	\$318,332.06	
Tree Fund									
Tree Replacement fees	\$0.00	\$0.00	\$3,075.00	0.00%	50%	▼	-50.00%	\$3,075.00	Expecting only minimum fines
Total Tree Fund	\$0.00	\$0.00	\$3,075.00	0.00%	50%	▼	-50.00%	\$3,075.00	
Capital Projects Fund									
Other Taxes									
Real Estate Excise Tax 1	\$34,612.87	\$282,661.36	\$600,000.00	47.11%	50%	■	-2.89%	\$317,338.64	First half home sales are down, but one or two individual
Real Estate Excise Tax 2	\$34,612.87	\$282,661.36	\$600,000.00	47.11%	50%	■	-2.89%	\$317,338.64	
Total Other Taxes	\$69,225.74	\$565,322.72	\$1,200,000.00	47.11%	50%	■	-2.89%	\$634,677.28	
Grant-Property II Levv	\$0.00	\$78,036.00	\$50,000.00	156.07%	100%	▲	56.07%	(\$28,036.00)	KC Parks Levv. Nov 2019 renewed through 2030
Investment Interest Earnings	\$22,005.85	\$167,417.52	\$145,000.00	115.46%	58%	▲	57.46%	(\$22,417.52)	Federal Fund rate not cut as expected, Interest Earnings
Retainage Deposits	\$0.00	\$6,024.80	\$0.00					(\$6,024.80)	
Total Capital Projects Fund	\$91,231.59	\$816,801.04	\$1,395,000.00	58.55%	60%	■	-1.45%	\$578,198.96	
Development Services Fund									
Building Permits	\$43,123.59	\$341,377.59	\$635,000.00	53.76%	58%	■	0.00%	\$293,622.41	
Building Permit - Technology Fee	\$790.00	\$5,062.50	\$8,500.00	59.56%	58%	■	-4.24%	\$3,437.50	
Zoning	\$950.00	\$32,067.28	\$40,000.00	80.17%	58%	▲	1.56%	\$7,932.72	Building permits and other associated zoning
Planning	\$3,280.00	\$40,908.30	\$100,000.00	40.91%	58%	▼	22.17%	\$59,091.70	Includes. Tree, ROW, Mechanical, CAP and G&D Permits

Misc, Fine, Penalties, Code	\$0.00	\$0.00	\$1,500.00	0.00%	58%	▼	-58.00%	\$1,500.00	
Other-CC Convenience Fees	\$1,783.59	\$13,011.27	\$20,000.00	65.06%	58%	▲	7.06%	\$6,988.73	
Refundable DS Advance Deposit	\$25,205.76	\$148,922.97	\$40,000.00	372.31%				(\$108,922.97)	Money taken in for this deposit goes here until used for
Advanced Deposit Used to Fund Consulting Fees	\$10,194.24	\$45,677.03	\$145,000.00	31.50%				\$99,322.97	All Money that is paid to consulting via Advanced Deposit
Transfer from GF to DS Fund	\$8,333.33	\$58,333.31	\$100,000.00	58.33%	58%	▬	0.00%	\$41,666.69	
Total Development Services Fund	\$93,660.51	\$685,360.25	\$1,090,000.00	62.88%	58%	▬	4.88%	\$404,639.75	

July 2026 Expenditures

Title	Fiscal	Budget	YTD%	Expected	Delta	Balance	Budget Notes
General Fund							
Legislative Services							
Professional Services	\$4,922.00	\$10,000.00	49.22%	58% ▲	8.78%	\$5,078.00	CC retreat, End of year banquet
Legislative Activities- Regional/Intergov	\$2,335.68	\$7,000.00	33.37%	34% ▬	0.63%	\$4,664.32	AWC (\$1900), PSRC (\$700), Eastside Transp, Sound Cities (\$2400)
Travel & Training	\$7,964.17	\$10,000.00	79.64%	60% ▼	-19.64%	\$2,035.83	AWC training, conferences, meals, and travel
Miscellaneous	\$543.03	\$3,000.00	18.10%	58% ▲	39.90%	\$2,456.97	Park Board, Planning Comm, Council misc meeting expenses
Medina Days	\$9,000.00	\$50,000.00	18.00%	18% ▬	0.00%	\$41,000.00	\$18,000 Fireworks+ \$13,000 barge, \$7,500 sani-cans, \$7,500 Band and AV
Total Legislative Services	\$24,764.88	\$80,000.00	30.96%	30% ▬	-0.96%	\$55,235.12	
Municipal Court							
Municipal Court-Traffic/NonTr	\$18,341.93	\$35,000.00	52.41%	58% ▲	5.59%	\$16,658.07	Required Service/Expenditure - Offset by Court Revenue
Total Municipal Court	\$18,341.93	\$35,000.00	52.41%	58% ▲	5.59%	\$16,658.07	
Executive							
Salaries & Wages							
Salaries & Wages	\$132,853.70	\$229,021.00	58.01%	58% ▬	0.32%	\$96,167.30	CPI-W=2.7% COLA-- See Salary Model for addl details
ICMA 457 Plan	\$2,800.00	\$4,800.00	58.33%	58% ▬	0.00%	\$2,000.00	
Total Salaries & Wages	\$135,653.70	\$233,821.00	58.02%	58% ▬	0.31%	\$98,167.30	
Personnel Benefits							
Personnel Benefits	\$27,254.69	\$43,282.00	62.97%	58% ▬	-4.64%	\$16,027.31	
Auto Allowance	\$4,958.24	\$8,500.00	58.33%	58% ▬	0.00%	\$3,541.76	
Total Personnel Benefits	\$32,212.93	\$51,782.00	62.21%	58% ▬	-3.88%	\$19,569.07	
Professional Services	\$18,000.00	\$36,000.00	50.00%	58% ▲	8.33%	\$18,000.00	SR520 Consultant, 2025 Actuals includes GMP Consulting costs for CM recruitment
Travel & Training	\$2,048.39	\$3,000.00	68.28%	58% ▼	-9.95%	\$951.61	WCIA and other training
Miscellaneous	\$90.00	\$0.00		▬	0.00%	(\$90.00)	
Dues, Subscriptions	\$0.00	\$1,000.00	0.00%	58% ▲	58.33%	\$1,000.00	
Total Executive	\$188,005.02	\$325,603.00	57.74%	58% ▬	0.59%	\$137,597.98	
Finance Department							
Salaries & Wages	\$122,398.14	\$233,054.00	52.52%	58% ▲	5.81%	\$110,655.86	CPI-W=2.7% COLA---see salary model notes
ICMA 457 Plan	\$4,750.00	\$9,000.00	52.78%	58% ▲	5.55%	\$4,250.00	
Personnel Benefits	\$33,629.43	\$68,575.00	49.04%	58% ▲	9.29%	\$34,945.57	
Opt-Out Of Medical	\$0.00	\$5,754.00	0.00%	58% ▲	58.33%	\$5,754.00	New Employee, does not utilize
IT HW SW Oper Supplies-City Hall	\$106.55	\$0.00		▬	0.00%	(\$106.55)	
Professional Services	\$31,133.02	\$44,000.00	70.76%	66% ▬	-4.76%	\$12,866.98	Vision PS (Paid in Jan), Finance/Financial System Support + ADP Payroll and HR Platform
Intergvtl Prof Serv-Auditors	\$19,908.71	\$25,000.00	79.63%	79% ▬	-0.63%	\$5,091.29	Hybrid model utilized, \$139 per hour but will save on travel expenses (2025 Audit Costs)
Travel & Training	\$310.25	\$1,500.00	20.68%	58% ▲	37.32%	\$1,189.75	PSFOA, Budgeting Workshop for DFD
Insurance (WCIA)	\$218,358.50	\$217,240.00	100.51%	100% ▬	-0.51%	(\$1,118.50)	Fully Paid in January 2026
Misc-Dues,Subscriptions	\$500.00	\$1,000.00	50.00%	58% ▲	8.33%	\$500.00	WFOA, PSFOA, GFOA (Dues, Memberships),
Miscellaneous	\$133.21	\$15,000.00	0.89%	58% ▲	57.44%	\$14,866.79	Non DS Merchant credit card fees (offset by Revenue), Flex Spend Admin, Microflex, Tax/AP Forms, L&I,
Election Services-Voter Regist	\$14,395.90	\$12,000.00	119.97%	100% ▼	-19.97%	(\$2,395.90)	Election year costs (every other year is higher), 2026 keep to prior yr budget d/t potential for less KC cost share
Total Finance Department	\$445,623.71	\$632,123.00	70.50%	75% ▬	4.50%	\$186,499.29	
Legal Department							
City Attorney	\$191,256.20	\$365,000.00	52.40%	58% ▲	5.60%	\$173,743.80	\$235K for routine legal services, \$50K for 520 Litigation, Staff added \$80K for "contentious"
Special Counsel	\$10,491.00	\$100,000.00	10.49%	58% ▲	47.51%	\$89,509.00	\$50K for State Route 520 Mediation and PD CBA Negotiations
Public Defender	\$11,700.00	\$14,000.00	83.57%	58% ▼	-25.57%	\$2,300.00	Just rec. Q2 bill, likely to go over budget in 2026 by around \$10,000
Prosecuting Attorney	\$24,850.00	\$48,000.00	51.77%	58% ▲	6.23%	\$23,150.00	
Total Legal Department	\$238,297.20	\$527,000.00	45.22%	58% ▲	12.78%	\$288,702.80	
Central Services							
Salaries & Wages							
Salaries & Wages	\$128,983.32	\$337,380.00	38.23%	58% ▲	19.77%	\$208,396.68	CPI-W=2.7% COLA 1 non-rep employee; 3% CBA est COLA 3 employees--see salary model notes for details
Longevity	\$5,981.22	\$9,209.00	64.95%	58% ▼	-6.95%	\$3,227.78	(Budgeted for future hire, 2/3 FTEs are on the Payroll)
Education	\$1,050.00	\$1,800.00	58.33%	58% ▬	-0.33%	\$750.00	
ICMA 457 Plan	\$1,875.00	\$12,000.00	15.63%	58% ▲	42.38%	\$10,125.00	
Overtime	\$8,448.08	\$0.00				(\$8,448.08)	Acting City Clerk is Eligible for OT for Council and Park Board Meetings
Total Salaries & Wages	\$146,337.62	\$360,389.00	40.61%	58% ▲	17.39%	\$214,051.38	

Personnel Benefits						
Personnel Benefits	\$48,130.21	\$114,691.00	41.97%	58% ▲ 16.03%	\$66,560.79	
Total Personnel Benefits	\$48,130.21	\$114,691.00	41.97%	58% ▲ 16.03%	\$66,560.79	
Office and Operating Supplies						
Office And Operating Supplies	\$12,270.71	\$35,000.00	35.06%	58% ▲ 22.94%	\$22,729.29	City Hall Office and Operating Expenses, Konica Copier, PW Printer, Pitney Bowes, CH Replacement Chairs
Total Office and Operating	\$12,270.71	\$35,000.00	35.06%	58% ▲ 22.94%	\$22,729.29	
Other Services						
Professional Services	\$6,950.39	\$37,200.00	18.68%	58% ▲ 39.32%	\$30,249.61	Proshred, Municode, Debtbook, Lasefische
Postage/Telephone	\$3,799.41	\$8,000.00	47.49%	58% ▲ 10.51%	\$4,200.59	Postage (City Hall printing/mailling services); fax & credit card lines
Travel & Training	\$0.00	\$8,000.00	0.00%	58% ▲ 58.00%	\$8,000.00	Training for clerk, Deputy Clerk/Admin Asst, ISC
Advertising	\$5,426.43	\$7,500.00	72.35%	58% ▼ -14.35%	\$2,073.57	DS, CS legal advertisements
Utility Serv-Elec,Water,Waste	\$19,711.24	\$28,000.00	70.40%	58% ▼ -12.40%	\$8,288.76	City Hall and PW Building Utilities higher than expected
Repairs & Maint-Equipment	\$0.00	\$750.00	0.00%	58% ▲ 58.00%	\$750.00	office equipment repairs - Printer Svcs-Budget
Miscellaneous	\$1,812.69	\$6,000.00	30.21%	58% ▲ 27.79%	\$4,187.31	City Council Meeting Food and Drink
Dues, Subscriptions	\$220.00	\$700.00	31.43%	58% ▲ 26.57%	\$480.00	City Clerk and Deputy Clerk
Postcard, Public information	\$3,428.74	\$18,000.00	19.05%	58% ▲ 38.95%	\$14,571.26	Community mailings placeholder, New Community Member Outreach
Photocopies	\$0.00	\$500.00	0.00%	58% ▲ 58.00%	\$500.00	Most expenditures reflect pass through costs related to public records
Total Other Services	\$41,348.90	\$114,650.00	36.07%	58% ▲ 21.93%	\$73,301.10	
Building Maintenance						
Facility Rental	\$3,709.78	\$4,800.00	77.29%	58% ▼ -19.29%	\$1,090.22	1 Public Storage Unit
Repairs/maint-City Hall Bldg	\$22,208.37	\$60,000.00	37.01%	58% ▲ 20.99%	\$37,791.63	City Hall & Post Office Leaning and Maint. HVAC, Firealarms, Bathrooms
Total Building Maintenance	\$25,918.15	\$64,800.00	40.00%	58% ▲ 18.00%	\$38,881.85	
IT HW, SW, Operating Supplies	\$151.81	\$1,500.00	10.12%	58% ▲ 47.88%	\$1,348.19	Replacement mouse, keyboards, Data Center replacement battery, etc
Technical Services, Software Services	\$76,900.43	\$170,000.00	45.24%	58% ▲ 12.76%	\$93,099.57	IT Managed Services (less 15.56% for TIG DS allocation) Removal of onsite has reduced cost;
Software Services	\$98,570.28	\$150,000.00	65.71%	58% ▼ -7.71%	\$51,429.72	City Subscriptions and Software Licenses
Repairs & Maint., Annual Software Maint.	\$0.00	\$15,000.00	0.00%	58% ▲ 58.00%	\$15,000.00	
Information Technology						
Misc.	\$2,655.37	\$0.00		0.00%	(\$2,655.37)	
Total Information Technology	\$2,655.37	\$0.00		0.00%	(\$2,655.37)	
Total Central Services	\$452,283.48	\$1,026,030.00	44.08%	58% ▲ 13.92%	\$573,746.52	
Police Operations						
Salaries & Wages						
Salaries & Wages	\$836,919.86	\$1,425,110.00	58.73%	58% ▼ -0.40%	\$588,190.14	CPI-W=2.7% COLA 2 non-rep employee: 3.0% CBA Clerical: 3.0% CBA PD est ceiling COLA 8 employees
Longevity	\$25,510.82	\$40,110.00	63.60%	58% ▼ -5.27%	\$14,599.18	
Education	\$350.00	\$600.00	58.33%	58% ▼ 0.00%	\$250.00	
ICMA 457 Plan	\$28,063.14	\$49,000.00	57.27%	58% ▼ 1.06%	\$20,936.86	
Opt-Out Of Medical	\$19,784.87	\$40,234.00	49.17%	58% ▲ 9.16%	\$20,449.13	
Night Shift Differential	\$11,834.53	\$20,808.00	56.87%	58% ▼ 1.46%	\$8,973.47	Based on "average" week of coverage provided by Sergeant
2% Physical Fitness Incentive	\$8,081.08	\$19,063.00	42.39%	58% ▲ 15.94%	\$10,981.92	All officers utilizing
Overtime	\$77,540.15	\$130,000.00	59.65%	58% ▼ -1.32%	\$52,459.85	Training, vacation leave, non-funded special events (Medina Days/SeaFair/Shredder Day, etc.
Merit Pay	\$72,108.20	\$71,205.00	101.27%	100% ▼ -1.27%	(\$903.20)	Paid fully in Fenruary
Holiday Pay	\$195.57	\$72,811.00	0.27%	0% ▼ -0.27%	\$72,615.43	Increase due to potential additional of Juneteenth
Total Salaries & Wages	\$1,080,388.22	\$1,868,941.00	57.81%	58% ▼ 0.52%	\$788,552.78	
Personnel Benefits						
Personnel Benefits	\$286,714.65	\$536,540.00	53.44%	58% ▼ 4.89%	\$249,825.35	Payroll taxes, Medical (8.7% increase), Dental benefits,etc, less DRS/ICMA replacement above.
Personnel Benefits-Retirees	\$13,263.00	\$27,826.00	47.66%	58% ▲ 10.67%	\$14,563.00	LEOFF 1 Medical plus Unum (+4%) + 12 mos rolling reimb(+10%)
Uniforms	\$9,294.57	\$17,500.00	53.11%	58% ▲ 5.22%	\$8,205.43	Uniform replacement
DOJ Bullet Proof Vest Program	\$2,074.75	\$4,000.00	51.87%	58% ▲ 6.46%	\$1,925.25	Two vest replacements
Tuition	\$2,187.00	\$6,000.00	36.45%	58% ▲ 21.88%	\$3,813.00	Two officers collecting on tuition reimbursement
Total Personnel Benefits	\$313,533.97	\$591,866.00	52.97%	58% ▲ 5.36%	\$278,332.03	
Supplies						
Office Supplies	\$9,233.80	\$15,000.00	61.56%	58% ▼ -3.56%	\$5,766.20	
IT HW,SW Off Equip <\$5K	\$182.08	\$6,000.00	3.03%	58% ▲ 54.97%	\$5,817.92	Upgrades, normal operating costs
Police Operating Supplies	\$2,587.95	\$20,000.00	12.94%	58% ▲ 45.06%	\$17,412.05	Taser cartridges, evidence processing equip, radio batteries, etc.; NARCAN replacement

Ammo/Range (Targets, etc)	\$0.00	\$11,000.00	0.00%	58% ▲	58.00%	\$11,000.00	Per ofc. contract and for training/firearms qualifications - ammo costs (EOY Purchase)
Vehicle Expenses-Gas, Car Wash	\$22,035.77	\$35,000.00	62.96%	58% ▤	-4.96%	\$12,964.23	Includes bridge tolls,fuel costs
Firearms (Purchase & Repair)	\$3,302.28	\$2,500.00	132.09%	100% ▼	-32.09%	(\$802.28)	Paid up front in Q2
Total Supplies	\$37,341.88	\$89,500.00	41.72%	60% ▲	18.28%	\$52,158.12	
Other Services & Charges							
Professional Services	\$2,069.31	\$4,000.00	51.73%	58% ▲	6.60%	\$1,930.69	
Dispatch Services-Norcom Trans	\$69,008.16	\$92,011.00	75.00%	75% ▤	0.00%	\$23,002.84	NORCOM - 2026 Q1 - Q3 already paid
Dispatch-EPSCA	\$9,238.32	\$15,000.00	61.59%	58% ▤	-3.26%	\$5,761.68	Per contract - cost to maintain 800 Mhz police radio connectivity (change title to PSERN)
Marine Patrol Services	\$0.00	\$113,400.00	0.00%	0% ▤	0.00%	\$113,400.00	Anticipated cost with Mercer Island, Paid in Q4
Bellevue CARE program	\$4,431.22	\$8,500.00	52.13%	58% ▲	6.20%	\$4,068.78	Increase due to 2025 trend
Recruitment-Backround	\$2,174.43	\$5,000.00	43.49%	58% ▲	14.84%	\$2,825.57	Public Safety Testing fees
Jail Service-Prisoner Board	\$5,303.82	\$14,000.00	37.88%	58% ▲	20.45%	\$8,696.18	King County Jail/SCORE/Kirkland Jail
Prisoner Transport	\$0.00	\$500.00	0.00%	58% ▲	58.33%	\$500.00	Cost to shuttle prisoners from jail to court and back to jail
Communications (phone,Pager)	\$8,112.10	\$18,000.00	45.07%	58% ▲	13.26%	\$9,887.90	Cell phones and service, computer modems in patrol car, KC INET service.
Travel & Training	\$16,738.04	\$20,000.00	83.69%	58% ▼	-25.36%	\$3,261.96	Ongoing training requirements, large mandatory CJTC training requirements increase, new officers
Equipment-Lease & Rentals	\$2,025.85	\$2,000.00	101.29%	58% ▼	-42.96%	(\$25.85)	Copy machine
Repairs & Maint-Equip & Evidence SW	\$0.00	\$12,000.00	0.00%	58% ▲	58.33%	\$12,000.00	Maintain serviceable fire extinguishers, radar, property room software yearly maintenance fee of \$250
Repairs & Maint-Automobiles	\$6,181.24	\$10,000.00	61.81%	58% ▤	-3.48%	\$3,818.76	
Animal Control	\$470.00	\$0.00		58% ▲	58.33%	(\$470.00)	New for 2026
Dues,Subscriptions,Memberships	\$4,590.39	\$6,000.00	76.51%	58% ▼	-18.18%	\$1,409.61	WSPC, IACP Professional Memberships
Lexipol Manuals	\$6,627.52	\$9,000.00	73.64%	75% ▤	1.36%	\$2,372.48	Yearly maintenance agreement per contract . PowerDMS needed for WASPC Accreditation Requirements
Crime Prevention/Public Educ	\$2,960.38	\$7,500.00	39.47%	58% ▲	18.86%	\$4,539.62	Shredder Day costs, victim resource & crime prevention brochures, school resource materials.
Total Other Services & Charges	\$139,930.78	\$336,911.00	41.53%	58% ▲	16.80%	\$196,980.22	
Total Police Operations	\$1,571,194.85	\$2,887,218.00	54.42%	59% ▤	4.58%	\$1,316,023.15	
Fire & Medical Aid Department							
Fire Control Services	\$522,141.50	\$1,060,791.00	49.22%	50% ▤	0.78%	\$538,649.50	2026 Will see a 11.67% rise in Fire and EMS Costs
Total Fire & Medical Aid Department	\$522,141.50	\$1,060,791.00	49.22%	50% ▤	0.78%	\$538,649.50	
Public Housing Services- ARCH							
Public Housing Services - ARCH	\$38,065.77	\$38,066.00	100.00%	100% ▤	0.00%	\$0.23	Including Admin Fees and GF plus \$11K passthrough (Paid in Jan)
Total Public Housing Services- ARCH	\$38,065.77	\$38,066.00	100.00%	100% ▤	0.00%	\$0.23	
Environmental Services							
Land & Water Conservation Resources-KC	\$2,487.00	\$3,804.00	65.38%	66% ▤	0.62%	\$1,317.00	Three equal payments, last one will be in Q3
Pollution Prevention - Puget Sound Clean Air	\$13,273.00	\$13,273.00	100.00%	100% ▤	0.00%	\$0.00	Paid in Q1
Total Environmental Services	\$15,760.00	\$17,077.00	92.29%	92% ▤	0.00%	\$1,317.00	
Development Services Dept							
Salaries & Wages							
Salaries & Wages	\$32,195.24	\$67,305.00	47.83%	58% ▲	10.50%	\$35,109.76	Building Official, Split for Code Enforcement
ICMA 457 Plan	\$1,750.00	\$3,000.00	58.33%	58% ▤	0.00%	\$1,250.00	
Total Salaries & Wages	\$33,945.24	\$70,305.00	48.28%	58% ▲	10.05%	\$36,359.76	
Personnel Benefits							
Personnel Benefits	\$7,581.10	\$15,940.00	47.56%	58% ▲	10.77%	\$8,358.90	
Total Personnel Benefits	\$7,581.10	\$15,940.00	47.56%	58% ▲	10.77%	\$8,358.90	
Other Services & Charges							
Planning Consultant	\$15,602.00	\$150,000.00	10.40%	58% ▲	47.60%	\$134,398.00	\$50K for Telecom ordinance , \$12K for Critical Area Map, \$10K for Critical Area Ordinance , and special projects
Hearing Examiner	\$0.00	\$0.00		▤	0.00%	(\$10,800.00)	
Code Enforcement	\$702.84	\$5,000.00	14.06%	58% ▲	43.94%	\$4,297.16	
Landscape Consultant	\$0.00	\$0.00		▤	0.00%	(\$9,975.00)	\$4K for Tree Plotter Software
Total Other Services & Charges	\$16,304.84	\$155,000.00	23.92%	58% ▲	34.08%	\$117,920.16	
Special Planning Projects	\$30,967.06	\$34,000.00	91.08%	100% ▲	8.92%	\$23,807.94	ROW Tree Inventory Study
Misc. (dues, Subscrip)	\$4,534.87	\$6,500.00	69.77%	60% ▼	-9.77%	\$1,965.13	
Total Development Services Dept	\$93,333.11	\$281,745.00	33.13%	60% ▲	26.87%	\$188,411.89	
Mental Health Services - King County							

Mental Health Services-KC Substance Abuse	\$400.81	\$1,000.00	40.08%	58% ▲	17.92%	\$599.19	
Total Mental Health Services - King	\$400.81	\$1,000.00	40.08%	58% ▲	17.92%	\$599.19	
Recreational Services							Lifeguards salary and wages to start during the July Payroll Period
Salaries & Wages - Lifeguards	\$17,601.99	\$32,000.00	55.01%	55% ▬	-0.01%	\$14,398.01	
Personnel Benefits - Lifeguards	\$1,381.76	\$3,000.00	46.06%	55% ▲	8.94%	\$1,618.24	
Uniforms - Lifeguards	\$464.34	\$2,000.00	23.22%	100% ▲	76.78%	\$1,535.66	
Operating Supplies - Lifeguards	\$1,838.79	\$500.00	367.76%	60% ▼	-307.76%	(\$1,338.79)	supplies and misc combined
Miscellaneous - Lifeguards	\$1,736.80	\$7,300.00	23.79%	55% ▲	31.21%	\$5,563.20	
Travel & Training - Lifeguards	\$300.00	\$800.00	37.50%	100% ▲	62.50%	\$500.00	
Total Recreational Services	\$23,323.68	\$45,600.00	51.15%	55% ▬	3.85%	\$22,276.32	
Parks Department							CPI-W=2.7% COLA 1 non-rep employee; 3.0% CBA est COLA 4 employees
Seasonal Salaries & Wages	\$9,829.00	\$22,089.00	44.50%	50% ▲	5.50%	\$12,260.00	
Salaries & Wages	\$192,172.20	\$331,718.00	57.93%	58% ▬	0.40%	\$139,545.80	
Longevity	\$7,570.00	\$7,633.00	99.17%	58% ▼	-40.84%	\$63.00	Grievance decision led to retroactive Longevity pay for one employee
Education	\$1,680.00	\$3,240.00	51.85%	58% ▲	6.48%	\$1,560.00	
ICMA 457 Plan	\$7,440.00	\$10,800.00	68.89%	58% ▼	-10.56%	\$3,360.00	
Opt-Out Of Medical	\$5,851.47	\$7,806.00	74.96%	58% ▼	-16.63%	\$1,954.53	
Overtime	\$4,579.32	\$15,000.00	30.53%	58% ▲	27.80%	\$10,420.68	Special Events:Medina Days, Seafair, Parkboard, Snow Plowing
Personnel Benefits							
Personnel Benefits	\$70,898.95	\$118,429.00	59.87%	58% ▬	-1.54%	\$47,530.05	
Uniforms	\$1,116.33	\$2,800.00	39.87%	58% ▲	18.46%	\$1,683.67	
Total Personnel Benefits	\$72,015.28	\$121,229.00	59.40%	58% ▬	-1.07%	\$49,213.72	
Supplies							
Operating Supplies	\$23,462.63	\$37,000.00	63.41%	58% ▼	-5.08%	\$13,537.37	
Maintenance Supplies	\$263.62	\$0.00		▬	0.00%	(\$263.62)	
Vehicle Fuel & Lube	\$4,090.44	\$5,000.00	81.81%	58% ▼	-23.48%	\$909.56	Fuel purchased in bulk for storage and use at PW shop
Total Supplies	\$27,816.69	\$42,000.00	66.23%	58% ▼	-7.90%	\$14,183.31	
Other Services & Charges							
Professional Services	\$5,880.62	\$20,000.00	29.40%	58% ▲	28.93%	\$14,119.38	Arborist, irrigation repairs, engineering Back-flow testing, hazardous material disposal, fertilizing and spraving
Professional Services-Misc	\$11,129.26	\$4,000.00	278.23%	58% ▼	-219.90%	(\$7,129.26)	Debris disposal, one debris removal charge earlier in the year blew the budget
Miscellaneous	\$1,200.00	\$0.00		58% ▲	58.33%	(\$1,200.00)	
Telephone/postage	\$3,501.85	\$8,000.00	43.77%	58% ▲	14.56%	\$4,498.15	mobile phones, alarm/fire monitoring line, internet
Travel & Training	\$315.95	\$4,000.00	7.90%	58% ▲	50.43%	\$3,684.05	Pesticide training, flagger training, certifications, licenses, conferences, qtrly safety meetings, AE Training
Utilities	\$17,270.78	\$28,000.00	61.68%	58% ▬	-3.35%	\$10,729.22	Utilities for public works shop and park restrooms, irrigation water, pond power
Repair & Maint Equipment	\$96.75	\$12,500.00	0.77%	58% ▲	57.56%	\$12,403.25	Backhoe, Mowers, UTV (Old Equipment)
Miscellaneous, annual lease	\$0.00	\$600.00	0.00%	0% ▬	0.00%	\$600.00	yearly lease for Shop Yarc
Misc-Property Tax	\$390.52	\$450.00	86.78%	100% ▲	13.22%	\$59.48	KC Real Estate Tax (Noxious Weeds)
Total Other Services & Charges	\$39,785.73	\$77,550.00	51.30%	58% ▲	7.03%	\$37,764.27	
Capital Outlay							
Park Improvements	(\$572.41)	\$0.00		▬	0.00%	\$572.41	
Total Capital Outlay	(\$572.41)	\$0.00		▬	0.00%	\$572.41	
Total Parks Department	\$368,167.28	\$639,065.00	57.61%	58% ▬	0.72%	\$270,897.72	
Nonexpenditures							
Refund of DS Adv Deposit	\$519.75	\$0.00		▬	0.00%	(\$519.75)	
Total Nonexpenditures	\$519.75	\$0.00		▬	0.00%	(\$519.75)	
Capital Expenditures							
City Hall IT HW/SW >\$5K Capital Outlay	\$57,184.64	\$57,000.00	100.32%	100% ▬	-0.32%	(\$184.64)	HW: VXRail Server Replacement over three years at \$45,000/year, Computer Replacement (4) \$12,000
City Hall Capital >\$5K	\$51,774.33	\$46,295.00	111.84%	100% ▼	-11.84%	(\$5,479.33)	Replacement Mobile Generator, to power PW and emergency response stations
Police HW/SW Equipment >\$5K Capital Outlay	\$32,476.99	\$66,500.00	48.84%	58% ▲	9.16%	\$34,023.01	\$4500-Language translation function on Axon body cameras
Police Lease Repayment, Principal Cost	\$78,679.49	\$93,600.00	84.06%	58% ▼	-26.06%	\$14,920.51	Vehicle leasing costs - 7 vehicles
Police Lease Repayment, Interest Cost	\$13,045.11	\$27,600.00	47.26%	58% ▲	10.74%	\$14,554.89	Vehicle leasing costs - 7 vehicles
Parks Improvements	\$706.82	\$9,000.00	7.85%	58% ▲	50.15%	\$8,293.18	Park Benches & Tables, Flags, Tennis Court Accessories
Parks Capital Outlay	\$186,115.70	\$180,000.00	103.40%	100% ▬	-3.40%	(\$6,115.70)	Replacement Backhoe, used for PW projects and emergency response, 2 New Electric Leafblowers
Total Capital Expenditures	\$419,983.08	\$479,995.00	87.50%	80% ▼	-7.50%	\$60,011.92	

General Operating Transfers						
Transfer from General to Street	\$265,416.69	\$455,000.00	58.33%	58% ▬	0.00%	\$189,583.31
Trans from GF to Dev. Serv. Fund	\$58,333.31	\$100,000.00	58.33%	58% ▬	0.00%	\$41,666.69
Total General Operating Transfers	\$323,750.00	\$555,000.00	58.33%	58% ▬	0.00%	\$231,250.00
Total General Fund	\$4,743,956.05	\$8,631,313.00	54.96%	58% ▬	3.37%	\$3,887,356.95
City Street Fund						
Seasonal worker street	\$6,552.65	\$13,800.00	47.48%	55% ▲	7.52%	\$7,247.35
Salaries & Wages	\$126,948.15	\$221,146.00	57.40%	58% ▬	0.93%	\$94,197.85
Longevity	\$5,046.66	\$5,089.00	99.17%	58% ▼	-40.84%	\$42.34
Education	\$1,120.00	\$2,200.00	50.91%	58% ▲	7.42%	\$1,080.00
ICMA 457 Plan	\$4,960.00	\$7,200.00	68.89%	58% ▼	-10.56%	\$2,240.00
Opt-Out Of Medical	\$3,900.97	\$5,212.00	74.85%	58% ▼	-16.52%	\$1,311.03
Overtime	\$2,843.06	\$12,000.00	23.69%	58% ▲	34.64%	\$9,156.94
Personnel Benefits				▬	0.00%	
Personnel Benefits	\$45,327.17	\$78,952.00	57.41%	58% ▬	0.59%	\$33,624.83
Uniforms	\$215.09	\$3,000.00	7.17%	58% ▲	50.83%	\$2,784.91
Total Personnel Benefits	\$45,542.26	\$81,952.00	55.57%	58% ▬	2.76%	\$36,409.74
Supplies						
Operating & Maintenance Supplies	\$5,711.21	\$7,000.00	81.59%	58% ▼	-23.26%	\$1,288.79
Small Tools/minor Equipment	\$4,969.03	\$8,000.00	62.11%	58% ▬	-3.78%	\$3,030.97
Total Supplies	\$10,680.24	\$15,000.00	71.20%	58% ▼	-12.87%	\$4,319.76
Professional Services	\$53,586.65	\$60,000.00	89.31%	58% ▼	-30.98%	\$6,413.35
NPDES Grant	\$4,428.94	\$60,000.00	7.38%	58% ▲	50.95%	\$55,571.06
Road & Street Maintenance	\$18,117.08	\$11,000.00	164.70%	58% ▼	-106.37%	(\$7,117.08)
Machine/Facility Rental	\$3,293.83	\$4,000.00	82.35%	58% ▼	-24.02%	\$706.17
Utility Services	\$441.69	\$1,000.00	44.17%	58% ▲	14.16%	\$558.31
Equipment Maintenance	\$2,152.53	\$7,000.00	30.75%	58% ▲	27.58%	\$4,847.47
Storm Drain Maintenance	\$0.00	\$15,000.00	0.00%	58% ▲	58.33%	\$15,000.00
Traffic And Pedestrian Services				58% ▲	58.33%	
Street Light Utilities	\$7,789.59	\$22,500.00	34.62%	58% ▲	23.71%	\$14,710.41
Traffic Control Devices	\$2,077.36	\$10,000.00	20.77%	58% ▲	37.56%	\$7,922.64
Snow & Ice Removal	\$0.00	\$2,000.00	0.00%	58% ▲	58.33%	\$2,000.00
Street Cleaning	\$16,883.43	\$78,000.00	21.65%	25% ▬	3.35%	\$61,116.57
Total Traffic And Pedestrian Services	\$26,750.38	\$112,500.00	23.78%	58% ▲	34.55%	\$85,749.62
Roadside						
Street Irrigation Utilities	\$2,169.62	\$18,000.00	12.05%	58% ▲	45.95%	\$15,830.38
Total Roadside	\$2,169.62	\$18,000.00	12.05%	58% ▲	45.95%	\$15,830.38
Capital Expenditures						
Street Capital Equipment	\$50,896.80	\$5,000.00	1,017.94%	100% ▼	-917.94%	(\$45,896.80)
Total Capital Expenditures	\$50,896.80	\$5,000.00	1,017.94%	100% ▼	-917.94%	(\$45,896.80)
Total City Street Fund	\$369,431.51	\$657,099.00	56.22%	60% ▬	3.78%	\$287,667.49
Tree Fund						
Professional Services/Landscape Consultant	\$2,922.95	\$0.00				(\$2,922.95)
Miscellaneous-Tree Replacement	\$261.42	\$30,000.00	0.87%	50% ▲	49.13%	\$29,738.58
Total Tree Fund	\$3,184.37	\$30,000.00	10.61%	50% ▲	39.39%	\$26,815.63
Capital Projects Fund						
Refund of Retainage Deposits	\$8,754.91	\$0.00				(\$8,754.91)
Building Improvements	\$80,493.34	\$40,000.00	201.23%	100% ▼	-101.23%	(\$40,493.34)
Park Improvements	\$18,579.73	\$420,000.00	4.42%	10% ▲	5.58%	\$401,420.27
Street Improvements, Overlays	\$29,183.48	\$260,000.00	11.22%	15% ▬	3.78%	\$230,816.52
Storm Sewer Improvements	\$191,162.78	\$200,000.00	95.58%	100% ▬	4.42%	\$8,837.22
Sidewalk Improvements	\$1,422.13	\$200,000.00	0.71%	5% ▬	4.29%	\$198,577.87
Medina Park Ponds	\$1,269.50	\$0.00		▬	0.00%	(\$1,269.50)
Transfer Out				▬	0.00%	

Transfer from Capital to Street	\$58,333.31	\$100,000.00	58.33%	58%	0.00%	\$41,666.69	
Total Transfer Out	\$58,333.31	\$100,000.00	58.33%	58%	0.00%	\$41,666.69	
Total Capital Projects Fund	\$389,199.18	\$1,220,000.00	31.90%	30%	-1.90%	\$830,800.82	
Development Services Fund							
Sound Testing Consultant	\$1,680.00	\$0.00				(\$1,680.00)	A process change will eliminate the need for sound testing mechanical appliances.
Insurance Allocation (WCIA)	\$39,954.50	\$40,031.00	99.81%	100%	0.19%	\$76.50	AWC Liability insurance. 15.56% alloc to DS
City Attorney, Dev. Serv.	\$9,900.00	\$0.00		58%	0.00%	(\$9,900.00)	Estimate based upon 2025 DS activity.
Technical Services, Software Services	\$10,618.69	\$26,250.00	40.45%	58%	17.88%	\$15,631.31	IT - TIG DS allocation of 15.56% of total from CS for Maint, monitoring, helpdesk, incident support.
Building Inspector Contract	\$2,203.50	\$2,500.00	88.14%	58%	-29.81%	\$296.50	Building Official performs inspections. \$6,000 is contingency, vacations, medical leave, and similar.
Engineering Consultant	\$43,643.86	\$85,000.00	51.35%	58%	6.98%	\$41,356.14	Grading & drainage Svcs similar to 2025 82% of 2025 of service costs have been recovered through Adv. Dep.
Arborist	\$18,937.50	\$50,000.00	37.88%	58%	20.46%	\$31,062.50	Hourly rate increase in 2025. Approx. 50% of the 2025 invoiced service costs recovered by Adv. Dep.
Shoreline Consultant	\$42,274.70	\$32,000.00	132.11%	58%	-73.78%	(\$10,274.70)	Shorelines and critical areas specialist. We will issue an RFP to compare costs and service.
Salaries & Wages	\$199,629.79	\$342,168.00	58.34%	58%	-0.01%	\$142,538.21	CPI-W=2.7% COLA 3 non-rep employees; 2.7% CBA est COLA 1 employees
Longevity	\$1,077.44	\$0.00		58%	58.33%	(\$1,077.44)	
Education	\$1,824.00	\$2,400.00	76.00%	58%	-17.67%	\$576.00	
ICMA 457 Plan	\$7,000.00	\$12,000.00	58.33%	58%	0.00%	\$5,000.00	
Opt-Out of Medical	\$5,577.74	\$5,408.00	103.14%	58%	-44.81%	(\$169.74)	
Overtime	\$0.00	\$3,000.00	0.00%	58%	58.33%	\$3,000.00	
Personnel Benefits	\$63,538.91	\$103,950.00	61.12%	58%	-2.79%	\$40,411.09	
Operating Supplies	\$226.21	\$1,500.00	15.08%	58%	43.25%	\$1,273.79	
Vehicle Expenses - Gas, Oil, Maint.	\$169.38	\$1,000.00	16.94%	58%	41.39%	\$830.62	
Professional Services	\$0.00	\$35,000.00	0.00%	58%	58.33%	\$35,000.00	Building permit architectural and engineering review.
Planning Consultant	\$80,631.23	\$175,000.00	46.07%	58%	12.26%	\$94,368.77	Increased use of consultant for permit review and planning support. T some cost recovery through adv dep.
Hearing Examiner	\$2,452.50	\$20,000.00	12.26%	58%	46.07%	\$17,547.50	Partial cost recovery is through fee.
Communications	\$1,100.22	\$5,000.00	22.00%	58%	36.33%	\$3,899.78	
Travel & Training	\$0.00	\$5,000.00	0.00%	58%	58.33%	\$5,000.00	
Dues, Subscriptions, Memberships	\$1,496.29	\$3,600.00	41.56%	58%	16.77%	\$2,103.71	
Miscellaneous	\$16,466.80	\$24,000.00	68.61%	58%	-10.28%	\$7,533.20	Bank fees for permits paid by CC which are reimbursed with customer fees, postal expenses
Refund of PGB/CMP Deposits (DS)	\$10,000.00	\$0.00				(\$10,000.00)	
Refund of DS Adv Deposits	\$7,039.63	\$40,000.00	17.60%			\$32,960.37	
DS- IT HW/SW >\$5K Capital Outlay	\$21,256.61	\$30,000.00	70.86%	58%	-12.53%	\$8,743.39	
Total Development Services Fund	\$588,699.50	\$1,044,807.00	56.35%	58%	1.98%	\$456,107.50	



King County Recorder's Office
201 S. Jackson St., Ste 204
Seattle, WA 98104
(206) 477-6620

From 7/1/2026
Print Date:
Jurisdiction:

Excise Tax Number	Recorded Date	Conveyance Doc	Sale Date	Taxable Selling Price	Address	CIP 1	CIP 2	CIP 1 INT	CIP 2 INT	COUNTY	Total Local	Tax Amount
Jurisdiction: MEDINA												
3386213	7/9/2026	WARRANTY DEED	07/06/2026	3,495,000.00	2420 82nd Ave NE	8,650.12	8,650.12	0.00	0.00	1,135.78	18,436.02	91,400.00
	Grantor: HILLMAN, KAREN A			Grantee: DOUGLAS, JAY M			Parcel ID: 5425700010		Instrument: 20260709000696			
3387851	7/22/2026	WARRANTY DEED	07/17/2026	3,100,000.00	2553 Medina Circle	7,672.50	7,672.50	0.00	0.00	961.98	16,306.98	77,575.00
	Grantor: MCCORMACK, MICHAEL			Grantee: RAY SANCHEZ, HOLLY			Parcel ID: 5427110060		Instrument: 20260722000616			
3387903	7/22/2026	WARRANTY DEED	07/16/2026	3,740,000.00	7720 NE 8th St	9,256.50	9,256.50	0.00	0.00	1,243.58	19,756.58	99,975.00
	Grantor: SAAD LAND DEVELOPMENT LLC,			Grantee: LEE, YOUNG SUN			Parcel ID: 2525049144		Instrument: 20260722000890			
3388128	7/24/2026	WARRANTY DEED	07/22/2026	3,650,000.00	7816 NE 32nd St	9,033.75	9,033.75	0.00	0.00	1,203.98	19,271.48	96,825.00
	Grantor: GULICK, GEORGE			Grantee: CHANG, TAO-CHIANG			Parcel ID: 2425049228		Instrument: 20260724000240			
MEDINA Subtotal:				13,985,000.00		34,612.87	34,612.87	0.00	0.00	4,545.32	73,771.06	365,775.00
Count:	4		Report Totals:	13,985,000.00		34,612.87	34,612.87	0.00	0.00	4,545.32	73,771.06	365,775.00



CITY OF MEDINA

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

Date: August 24, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Dawn Nations, Acting City Clerk
Subject: Central Services Department Monthly Report

AUGUST AND SEPTEMBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Annual Medina Days Celebration	Aug. 8	All Day	Medina Beach Park
Civil Service Commission	Aug. 20	1:00 pm	City Hall Chambers
City Council Special and Regular Meeting	Aug. 24	5:00 pm	In-Person/Online
Planning Commission	Aug. 25	6:00 pm	In-Person/Online
City Council Special and Regular Meeting	Sept. 14	5:00 pm	In-Person/Online
Park Board Meeting	Sept. 21	5:00 pm	In-Person/Online
Planning Commission Meeting	Sept. 22	6:00 pm	In-Person/Online
City Council Special and Regular Meeting	Sept. 28	5:00 pm	In-Person/Online

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

RECORDS REQUESTS

During the month of July **17** public records requests were received by Central Services. See **Attachment 1**.

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: In July 2026 the city sent 14 bulletins to 327,749 recipients. For a list of topics and how many subscribers we have signed up for each topic. See **Attachment 2**

Type of Notice	# sent	# of Subscribers
Agenda Packet Notices (Council, PB, PC)	6	15,618
Development Notices	2	203,490
Police Notices (E-Lert program, city event and information, etc.)	3	97,233
City Event/Information Notices (Medina Days, Bridge Repair, closures)	3	11,408

**ATTACHMENT 1**

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

DATE: August 24, 2026

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: July 2026, Public Records Request Tracking

In July 2026, Central Services staff received **17** new public records requests. These requests required approximately **6 hours** of Central Services and Development Services staff time and **0 hours** of consulting time with the City Attorney. The overall July cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$450**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In July 2026, the Police Department received **15** new records requests. These requests required approximately **16.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall July cost, which includes staff hourly rate plus benefits, is approximately **\$1,200**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

July 2026 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
26-199	Building plans for 300 Overlake Dr E. In particular site plan for new home at property location including top of slope location and steep slope set backs. The property is my next door neighbor. Thank you. David Fox 312 Overlake Dr E. 425-241-1748	David Fox	7/30/2026	Development Services	Dawn Nations
26-198	I'm looking for the status of the following permits: Parcel 252504-9030 / B-22-076 252504-9250 / B-24-060 326230-0410 / B-23-067	David McCourt	7/29/2026	Development Services	Dawn Nations
26-196	Requesting: [Excel spreadsheet] List of closed commercial mechanical permits from 1/1/2024-7/27/2026, containing the following values: Permit #, Address, Contractor, Value of the work, cost of permit, Description of the project.	Jennie Kordenat	7/28/2026	Development Services	Dawn Nations
26-194	Payment records for all vendor entities (including companies, organizations, contractors, and other non person payees) from January 1, 2026 to current date including at minimum: purchase date, vendor name, line item description, line item amount. If vendor names are coded in the records, please include the existing vendor list or key identifying those vendors. REF: 2PO26 f0d3a297-e0e4-4666-ae78-eb553271604c	Justin Wenig	7/27/2026	Finance	Dawn Nations
26-192	We're looking for the following building plans: Parcel 302530-0226 / Permit B-25-010 739730-0151 / B-24-012	David McCourt	7/24/2026	Development Services	Dawn Nations
26-189	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Citizen Lab, CityZen, ZenCity, GoVocal, Granicus, Raptor Tech, and SingleWire, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	Woo Park	7/22/2026	Finance	Dawn Nations
26-188	Permit Set, Building Plans, Architectural Plan, Site Plan for the following address: 7611 NE 12th St, Medina, WA 98039	Haidong Tang	7/19/2026	Development Services	Dawn Nations

Under the applicable public records law, I request a copy of the following existing public record:

The agency's current employee salary roster, covering all active employees and their current pay, including for each employee:

full name

job title or classification

base annual salary or hourly rate

If your standard export includes assigned division or unit, year-to-date overtime, or year-to-date gross pay, please include those fields as well.

I am requesting your report as it already exists, and am not asking you to create a new record or compile new fields.

Please provide it in native electronic format (Excel or CSV). I do not expect a cost for an existing electronic export. If any cost applies, please tell me the estimated amount before processing.

I am not requesting Social Security numbers, home addresses, personal contact information, or other exempt information. To the extent any field is exempt, please provide the remaining non-exempt roster fields rather than

26-186 withholding the record.

Sam
Crombie

7/17/2026 Finance

Dawn
Nations

Requesting a report of all issued and pending building permits for residential & commercial properties from 6/1/2026 to 6/30/2026. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.

26-184

Braden
Mineer

7/15/2026 Development
Services

Dawn
Nations

I'm looking for the status of the following permits: Parcel 739730-0160 / B-25-020 938910-0020 / B-25-054 252504-9201 M-25-102

542710-0080 / B-25-040

362504-9068 / B-25-008

252504-

26-183

9211 / B-23-065

David
McCourt

7/14/2026 Development
Services

Dawn
Nations

I'm looking for records on 7737 Overlake Drive that may show permits for or surrounding anything at the shoreline or waterward to include but not limited to the bulkhead, dock, boat lift(s), PWC lift(s), and canopy.

26-182

Dray Davick

7/13/2026 Development
Services

Dawn
Nations

What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] the #MeToo movement having inspired (i) women such as Julia Steed to speak out and take legal action against teachers who had sexually abused them when they were high school students; (ii) the State of California to enact into law Civil Code § 47.1; [2] California Civil Code § 47.1 as legislation which recognizes that (i) members of the general public and representatives of the media could be defamed and libeled when factually reporting on documented incidents of sexual abuse; (ii) the libel and defamation of people who factually report on documented incidents of sexual abuse is morally reprehensible and punishable by law; (iii) the libel and defamation of people who factually report on the manner in which they were informed what constitutes affirmative and effective consent is ethically despicable and punishable by law; [3] Michael A. Ayele (a.k.a.) W as a Black Bachelor of Arts (B.A.) Degree graduate of Westminster College (Fulton, Missouri) who has witnessed his written publications being subjected to frenzy before they were filtered and distorted by internet search engines (ISE) such as AOL, Bing/MSN, Google and Yahoo following his decision to recognize that (i) there was a very awkward moment of silence in the September 2022 interview Jennifer Lawrence did with Vogue magazine after she said that *"the weirdest thing [she] has ever read in [her] life was that [she] f***** Harvey Weinstein;"* (ii) he has previously corresponded with agencies of the U.S. government on the impact of the #MeToo movement; (iii) he has previously corresponded with agencies of the U.S. government on the matter involving The People of the State of California v. Harvey Weinstein, which was previously assigned Case No.: BA484270 (by the Clara Shortridge Foltz Criminal Justice Center); [4] the decision of internet search engines (ISE) to filter and distort Michael A. Ayele (a.k.a.) W's written publications on the impact of the #MeToo movement by generating unwelcome and unapproved queries such as *"Michael Ayele Jennifer Lawrence,"*

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

7/9/2026 Human
Resources Dawn
Nations

26-178 *"Michael Ayele consent," "Michael Ayele*

I'm looking for the permitted plans for the home at 8460 NE 7th Street in Medina. The home was constructed around 2009.

Steve Glass 7/7/2026 Development
Services Dawn
Nations

26-177

I'm looking to get copies of any permit documents at 3405 and 3409 Evergreen Point Rd. Particularly for the docks on these properties.

Jay Irwin 7/7/2026 Development
Services Dawn
Nations

26-174

ATTACHMENT 1

Pursuant to the applicable public records law, we respectfully request all your records of uncashed/unclaimed checks/assets, funds owed, and performance bonds, from oldest possessed until three months old. If some of this request is exempt from release, please release the remainder of the record which is admissible. Please provide all outstanding/uncashed/stale dated checks/properties that are greater than \$1000. For each item, please provide issue dates, payee names, addresses, and dollar amounts due. If possible, an excel document would be the desired format. Please note that I am not requesting a listing of records which have already been escheated. Please indicate the process needed to have these checks reissued. If some of this request is exempt, please release the admissible material. I am not looking for private or personal information regarding individuals. I am looking for

26-173 checks that are payable to businesses/public entities.

Isaac Rose

7/6/2026 Finance

Dawn
Nations

I am hereby submitting a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between January 1, 2023, and the present. Scope of Request: We are seeking records that reflect purchasing or procurement activity by any department, division, bureau, group, or office under your jurisdiction. We understand a single, centralized report may not exist. In that case, we are happy to receive: Department-level or segmented purchasing data Any readily available reports Records grouped by department, if that is the structure used by your office To the extent readily accessible, we are interested in records that include: Purchase order number (or equivalent) Purchase date Vendor ID or name Department or issuing entity (if available) Line item description Quantity Unit price Total price We recognize that recordkeeping practices differ from one institution to another. We are happy to accept records in any of the following formats: Spreadsheet exports (preferred) PDF or Word documents Standard ERP or finance system reports Any summary-level purchasing records already maintained by your office To the extent any portion of the requested records is exempt from disclosure, we ask that the remaining non-exempt segregable portions be released. For full transparency, this request is for commercial purposes. We will gladly adhere to any policies or procedures Medina has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end.

26-170

Glenda
Walpole

7/2/2026 Central
Services

Dawn
Nations

ATTACHMENT 1

We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from MomentumIoT, Troon Golf LLC, Royal Truck, and Brandon Industries, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease

26-169 fulfillment.

Woo Park

7/1/2026 Finance

Dawn
Nations

ATTACHMENT 2

COMMUNICATION TO OUR COMMUNITY (E-Notice Program)

All Topic Subscribers

- News
 - City Council News (2,899)
 - City Events and Information (16,003)
 - City Manager News (2,832)
 - City Newsletter (16,408)
 - Development Services News (2,805)
 - Emergency Preparedness News (2,996)
 - Police E-lert (2,505)
 - Public Works News (2,868)
- City Council
 - City Council Agenda Packet (2,603)
- Boards and Commissions Agendas
 - Civil Service Minutes (2,414)
 - Park Board Agenda Packets (2,494)
 - Planning Commission Agenda Packet (2,519)
- Police
 - Employment (2,582)
 - Crime Prevention (2,883)
 - E-Lert Program (1,886)
 - Home Alarm Information (2,796)
- Emergency Preparedness
 - Comprehensive Emergency Management Plan Updates (2,744)
 - Extreme Weather Response (2,931)
 - Map Your Neighborhood Plan (2,692)

- Development Services
 - Comprehensive Plan Update (2,557)
 - Shoreline Master Program Update (2,528)
- Public Works
 - Call for Bids (13,633)
 - Capital and Transportation Improvement Plans (2,609)
 - Park Improvement Projects (2,573)
- Central Services
 - Annual Budget (2,428)
 - Development Notices (2,425)
 - Fee Schedule (2,403)
 - Public Meeting Notices (2,447)
 - RFP/RFQ (2,433)
- Getting Involved
 - Volunteer Events (2,584)
 - Volunteer Notices (2,546)
 - Volunteer Opportunities (2,600)
- Finance Department News (2)
- SR-520 Project - Road Closures (15,557)
- Middle Housing - Updates and Information (0)



CITY OF MEDINA

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

Date: August 24, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 1. 2026 OVERLAKE DRIVE BRIDGE REPAIRS** – The closure for the repairs went smoothly and the project was completed two days ahead of schedule. Both pile caps and replacement hardware were installed per the engineers specifications. Once the follow-up inspection is completed, a load rating study will be performed. Depending on the results of the analysis, the current load restriction should be lifted or potentially modified. The King County Bridge engineer will also be able to evaluate the structure for specific vehicles used by the fire department and determine whether they can safely cross the bridge.



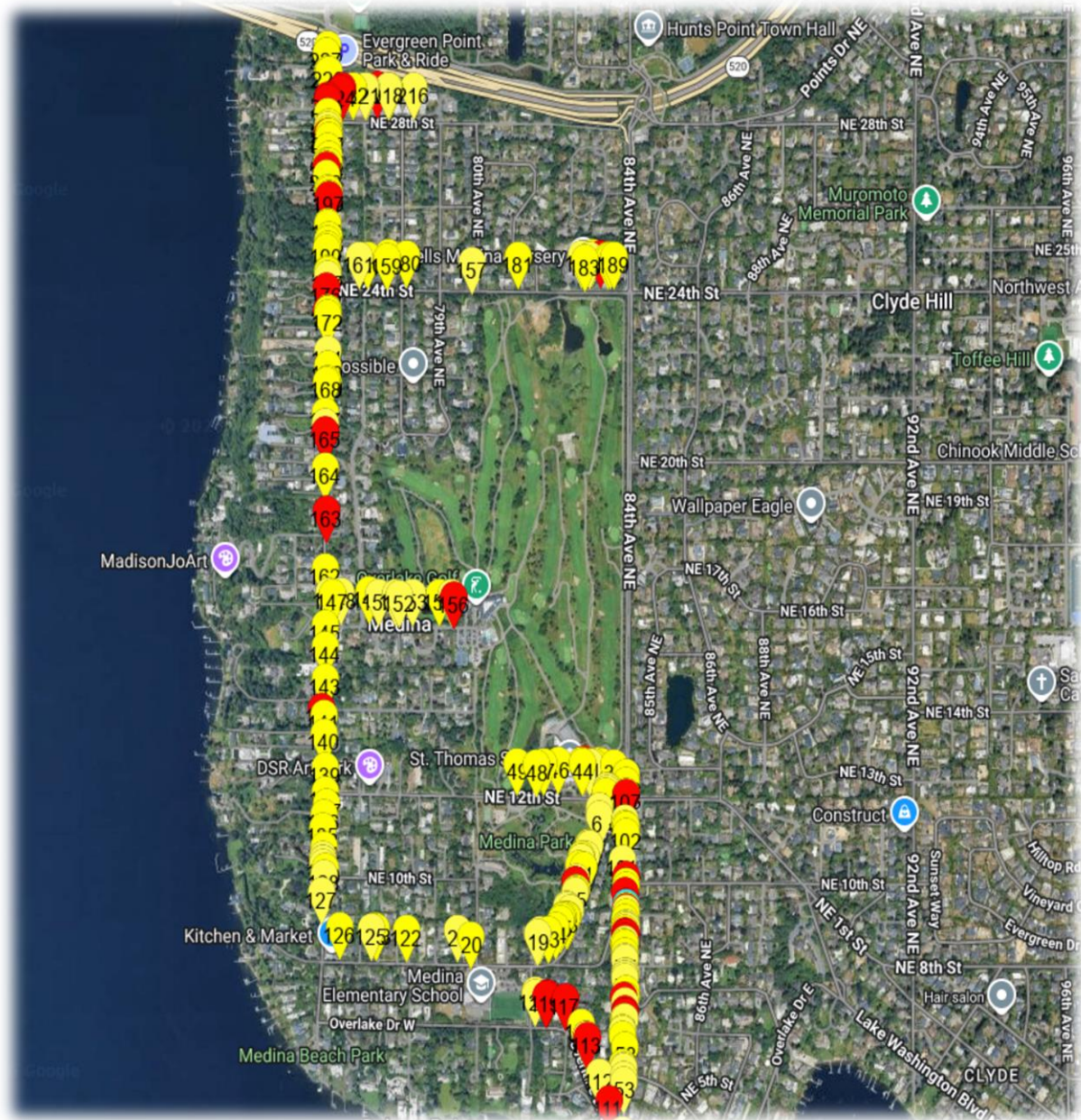
2. **78TH PLACE NE IMPROVEMENTS** – This project was recently completed by JB Asphalt. The work included minor catch basin improvements, pavement repairs, surface grinding, and an asphalt overlay. The contractor finished most of the work within one full week and will return to complete utility adjustments and landscape restoration.



3. **OVERLAKE DR & NE 2ND PL _TREE #1754** – The beetle-infested tree at Overlake Dr E & NE 2nd Pl was recently removed by P & D Tree Services. PSE assisted with the removal by removing limbs near the power lines to provide necessary clearance. This allowed the contractor to safely remove the tree without concerns associated with working near high-voltage power lines. Stump grinding and hauling were also included in the removal.



4. **2026 SIDEWALK TRIP HAZARD MITIGATION** – Last month there were 175 sidewalk trip hazards repaired throughout the city. The work focused on addressing areas where differences in sidewalk elevation created a potential trip hazard. Locations with vertical displacement greater than ½ inch were cut and ground to create a smooth transition between the sidewalk panels. This work eliminated trip hazards without having to remove and replace hundreds of existing sidewalk panels.



5. PROJECT UPDATES -

STREETS:

2026 Overlake Drive Bridge Repairs 1014C – completed

78th PL NE Asphalt Overlay – restoration and punchlist

SIDEWALK:

Resurface Gravel Sidewalk OLDr & Points Loop Trail – scheduling

Pedestrian Improvements Design – RFP/RFQ draft piggy backed DS solicitation

PARKS:

Fairweather Invasive Species Removal - completed

Fairweather Nature Preserve Foot Bridge Improvements – design and permitting

Post Office Park Design – Park Board to discuss and bring to council

Medina Beach Park Tree Planting *trees purchased in 2025 - TBD

STORMWATER:

2026 Localized Improvements - 78th PL NE + three locations – scheduling

2025 Medina Park North Pond Vegetation Removal – phase 1 completed, phase 2 permitting

Citywide Stormwater System Mapping – on going updates

BUILDING:

2026 Post Office Interior Painting – completed

Public Works Carport & Storage – containers installed, canopy is being reviewed

City Hall Backup Generator Inlet Plug – scheduling load study and options

City Hall Security, Lobby Design & Space Planning – moved to next year

City Hall Water Filler Station – completed

OTHER:

Points Loop Trail - QR Code Sign – in progress

Beach & Medina Park Restroom Automated Locks – completed

2026 Hazardous Tree Removal & Planting Program – ongoing

July 2026 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	5712284	CH Phones	\$921.75	67856	7/16/2026	001-000-000-518-80-41-50	Technical Services, Software Services
8X8, Inc. Total			\$921.75				
ADP, Inc.	ADP Fee July 2026	ADP Fees July 2026	\$2,557.06	EFT Payment 7/10/2026 2:11:37 PM - 1	7/10/2026	001-000-000-514-20-41-01	Professional Services
ADP, Inc. Total			\$2,557.06				
Amazon Capital Services	1NVL-FFRL-TW1L	PD Bile Phone Holder	\$20.92	67822	7/6/2026	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1VJW-CQ7T-3VFJ	Mouse for PD Computer	\$23.11	67822	7/6/2026	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1XCW-GJWN-XGW3	Air Freshners	\$23.47	67857	7/16/2026	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1YT7-7XJC-DQWR	Bicycle Equipment	\$191.45	67857	7/16/2026	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services Total			\$258.95				
AT&T MOBILITY	287290584494X06132026	PW Cell Phones	\$420.51	67823	7/6/2026	001-000-000-576-80-42-00	Telephone/postage
AT&T MOBILITY	287290584494x07132026	PW Cell Phones	\$420.98	67859	7/16/2026	001-000-000-576-80-42-00	Telephone/postage
AT&T Mobility	287287975246x06272026	PD Cell Phones	\$1,084.89	67858	7/16/2026	001-000-000-521-20-42-00	Communications (phone,Pages)
AT&T MOBILITY Total			\$1,926.38				
Autonation Ford Bellevue 209	594559	Car 33 Oil Change/Tire Rotate	\$155.06	67824	7/6/2026	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Autonation Ford Bellevue 209 Total			\$155.06				
Bellevue City Treasurer - Water	03/31/2026 to 05/28/2026 On 84th NE N of NE 24	84th/24th Irrigation	\$75.75	67825	7/6/2026	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	03/31/2026 to 05/28/2026 On 84th NE N of NE 24	84th/24th Irrigation Clyde Hill 50%	\$75.75	67825	7/6/2026	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	04/02/2026 to 05/27/2026 7801 NE 32nd ST	Fairview Irrigation	\$151.50	67825	7/6/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	03/26/2026 to 05/18/2026 CNTR R W of 84th NE	84th Median Irrigation Clyde Hill 50%	\$248.76	67825	7/6/2026	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	03/26/2026 to 05/18/2026 CNTR R W of 84th NE	84th Median Irrigation	\$248.77	67825	7/6/2026	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	04/02/2026 to 05/27/2026 506 Evergreen Point Rd	Beach Park Irrigation	\$256.26	67825	7/6/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	04/02/2026 to 05/27/2026 501 Evergreen Point Rd	Beach Park Irrigation	\$880.38	67825	7/6/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	04/02/2026 to 05/27/2026 1000 80th Ave NE	Medina Pk Irrigation	\$2,209.87	67825	7/6/2026	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water Total			\$4,147.04				
Buenavista Services, Inc	13886	Park Janitorial Svcs	\$1,053.29	67860	7/16/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	13887	CH & PO Janitorial Svcs	\$1,852.50	67860	7/16/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc Total			\$2,905.79				
Centurylink	06-18-2026	PD/CH Emergency Lines	\$229.39	67861	7/16/2026	001-000-000-521-20-42-00	Communications (phone,Pages)
Centurylink Total			\$229.39				
City of Issaquah	2026 Lifeguard Class	Lifeguard Waterfront Certification Class	\$910.00	67826	7/6/2026	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
City of Issaquah Total			\$910.00				
CivicPlus, LLC	374351	Codification/Municode	\$1,770.39	67862	7/16/2026	001-000-000-518-80-41-60	Software Services
CivicPlus, LLC	379214	Licence	\$5,751.08	67862	7/16/2026	001-000-000-518-80-41-60	Software Services
CivicPlus, LLC Total			\$7,521.47				
Coffman Engineers	26010290	Mechanical Equipment Sound Testing	\$630.00	67827	7/6/2026	401-000-000-555-50-41-08	Sound Testing Consultant
Coffman Engineers Total			\$630.00				
Comcast	Services from 06/25/26-07/24/26	PW Internet Service	\$146.39	67828	7/6/2026	001-000-000-576-80-42-00	Telephone/postage
Comcast Total			\$146.39				
Facet/DCG/Watershed	0074054	Critical Areas Map	\$6,742.06	67863	7/16/2026	001-000-000-558-62-41-00	Special Planning Projects
Facet/DCG/Watershed Total			\$6,742.06				
Farallon Consulting	0060147	Critical Area Review	\$9,730.00	67829	7/6/2026	401-000-000-558-50-41-55	Shoreline Consultant
Farallon Consulting	0060674	Critical Area Review	\$10,918.50	67864	7/16/2026	401-000-000-558-50-41-55	Shoreline Consultant
Farallon Consulting Total			\$20,648.50				
Ford Credit Municipal Finance	1783846	Interest MPD Veh	\$326.54	67865	7/16/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
Ford Credit Municipal Finance	1783846	MPD Lease Car 34	\$879.12	67865	7/16/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
Ford Credit Municipal Finance Total			\$1,205.66				
G.W. Gunarama Wholesale, Inc.	1334498	Glock 9 mm	\$473.19	67866	7/16/2026	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
G.W. Gunarama Wholesale, Inc. Total			\$473.19				
Gray & Osborne, Inc.	Inv # 1 Project # 26427.75	Grading & Drainage Services	\$169.44	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 5 Project # 25427.23	Grading & Drainage Services	\$169.44	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 4 Project # 25427.06	Grading & Drainage Services	\$223.62	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 14 Project # 23427.15	Grading & Drainage Services	\$254.16	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 4 Project # 25427.20	Grading & Drainage Services	\$356.16	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 9 Project # 23427.07	Grading & Drainage Services	\$356.16	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 1 Project # 25427.03	Grading & Drainage Services	\$508.32	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 1 Project # 25427.30	Grading & Drainage Services	\$508.32	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 5 Project # 24427.12	Grading & Drainage Services	\$525.60	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 2 Project # 26463.00	Grading & Drainage Services	\$569.17	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 12 Project # 25439.01	Overlake Dr E Bridge Rehab - PE	\$690.92	67830	7/6/2026	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	Inv # 5 Project # 25427.01	Grading & Drainage Services	\$712.32	67830	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Inv # 3 Project # 26460.00	Fairweather Preserve Foot Bridges - PE	\$1,006.72	67830	7/6/2026	307-000-000-594-76-63-20	Park Improvements
Gray & Osborne, Inc.	Inv # 4 Project # 26447.00	78th PL NE Overlay - PE	\$1,847.59	67830	7/6/2026	307-000-000-595-30-63-01	Street Improvements, Overlays

Gray & Osborne, Inc.	Inv # 6 Project # 25548.00	Medina Park Pond Imp.	\$3,264.53	67830	7/6/2026	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Inv # 2 Project # 26439.00	LK Lane Dock Repair - PE	\$4,510.59	67830	7/6/2026	307-000-000-594-76-63-20	Park Improvements
Gray & Osborne, Inc.	Inv # 3 Project # 26449.00	2026 Storm Drainage Imp. - PE	\$11,278.90	67830	7/6/2026	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc. Total			\$26,951.96				
Halverson, Brady	FTO Academy 2026	FTO Academy 2026	\$559.60	EFT Payment 7/16/2026 3:16:14 PM - 1	7/16/2026	001-000-000-521-20-43-00	Travel & Training
Halverson, Brady Total			\$559.60				
Honey Bucket	0555588306	Lake Lane Dock Repair	\$77.21	67831	7/6/2026	307-000-000-594-76-63-20	Park Improvements
Honey Bucket	0555643568	Lake Lane Dock Repair	\$77.21	67867	7/16/2026	307-000-000-594-76-63-20	Park Improvements
Honey Bucket Total			\$154.42				
Horizon	3M591271	Fertilizer & Misc Supplies	\$84.92	67832	7/6/2026	001-000-000-576-80-31-00	Operating Supplies
Horizon	3M593661	Herbicide	\$363.85	67868	7/16/2026	001-000-000-576-80-31-00	Operating Supplies
Horizon	3M594247	Sprayer & Herbicide	\$540.71	67868	7/16/2026	001-000-000-576-80-31-00	Operating Supplies
Horizon Total			\$989.48				
Horticultural Elements, Inc.	11092	84/24th & 84th Median Maintenance - Clyde Hill	\$1,490.00	67869	7/16/2026	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	10852	Annual Median Mulch	\$1,650.00	67833	7/6/2026	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	10852	Annual Median Mulch - 50% Clyde Hill	\$1,650.00	67833	7/6/2026	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	11092	84/24th & 84th Median Maintenance	\$3,135.00	67869	7/16/2026	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc. Total			\$7,925.00				
Inslee Best Doezie & Ryder, P.S.	456941	June Attorney Services	\$41,995.88	67870	7/16/2026	001-000-000-515-41-40-00	City Attorney
Inslee Best Doezie & Ryder, P.S. Total			\$41,995.88				
Issaquah Honda Kubota	80004W	Refund	(\$353.59)	67871	7/16/2026	101-000-000-542-30-35-00	Small Tools/minor Equipment
Issaquah Honda Kubota	14661P	Equipment Parts	\$64.28	67871	7/16/2026	001-000-000-576-80-31-00	Operating Supplies
Issaquah Honda Kubota	14276P	Stihl Trimmer	\$773.49	67871	7/16/2026	001-000-000-594-76-64-00	Parks Capital Outlay
Issaquah Honda Kubota	14984P	Stihl Batteries	\$9,998.95	67871	7/16/2026	001-000-000-594-76-64-00	Parks Capital Outlay
Issaquah Honda Kubota Total			\$10,483.13				
KC Office of Finance	151732-151732	Overlake Dr Bridge Repairs	\$608.12	67872	7/16/2026	307-000-000-595-30-63-01	Street Improvements, Overlays
KC Office of Finance Total			\$608.12				
Kerans Gulick Julie	Advance Deposit Refund Permit # TREE-26-019		\$69.75	EFT Payment 7/16/2026 3:16:14 PM - 2	7/16/2026	401-000-000-508-51-02-00	Dev Services, Assigned DS Advanced Deposits
Kerans Gulick Julie Total			\$69.75				
Konica Minolta Premier Finance	5039401009	CH Printer	\$36.85	67874	7/16/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5036884300	CH Copier	\$38.52	67834	7/6/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5038335151	CH Copier	\$39.24	67834	7/6/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5037208620	CH Copier	\$107.00	67834	7/6/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5038647273	CH Copier	\$110.07	67834	7/6/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	5039357352	PW Printer	\$111.30	67874	7/16/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	597846538	PD Copier / Fax	\$233.39	67874	7/16/2026	001-000-000-521-20-45-00	Equipment-Lease & Rentals
Konica Minolta Premier Finance	5039293963	CH Copier	\$519.44	67874	7/16/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance Total			\$1,195.81				
Landau Associates, Inc	0067233	Medina Pk Stormwater Pond Assessment	\$11,931.85	67835	7/6/2026	307-000-000-595-30-63-02	Storm Sewer Improvements
Landau Associates, Inc Total			\$11,931.85				
LexisNexis Risk Management - Account 1011660	1100326404	Investigative Tool	\$131.71	67875	7/16/2026	001-000-000-521-20-41-00	Professional Services
LexisNexis Risk Management - Account 1011660 Total			\$131.71				
Mahoney Planning, LLC	26-06	Travel and Training	\$384.87	67876	7/16/2026	001-000-000-558-66-49-00	Misc. (dues, Subscrip)
Mahoney Planning, LLC	26-06	PW Storage Feasibility	\$530.40	67876	7/16/2026	001-000-000-576-80-41-00	Professional Services
Mahoney Planning, LLC	26-06	Long range Planning	\$8,883.60	67876	7/16/2026	001-000-000-558-60-41-01	Planning Consultant
Mahoney Planning, LLC	26-06	Current Planning	\$11,934.60	67876	7/16/2026	401-000-000-558-60-41-01	Planning Consultant
Mahoney Planning, LLC Total			\$21,733.47				
Marxer, Barbara	06/30/2026 Lifeguard Chairs	06/30/2026 Lifeguard Chairs	\$33.14	EFT Payment 7/16/2026 3:16:14 PM - 3	7/16/2026	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
Marxer, Barbara Total			\$33.14				
Mason, Hannah	Lifeguard Training - 2026	Lifeguard Training - 2026	\$300.00	EFT Payment 7/16/2026 3:16:14 PM - 4	7/16/2026	001-000-000-571-00-40-00	Travel & Training - Lifeguards
Mason, Hannah Total			\$300.00				
Medina, City of	Lake Lane Medina Repair Transfer		(\$300.00)	26023006242517	7/27/2026	307-000-000-594-76-63-20	Park Improvements
Medina, City of	Lake Lane Medina Repair Transfer		\$300.00	26023006242517	7/27/2026	001-000-000-594-76-64-00	Parks Capital Outlay
Medina, City of Total			\$0.00				
Message Watcher, LLC	2-63908	Email/SM/Web Archiving	\$387.60	67836	7/6/2026	001-000-000-518-80-41-60	Software Services
Message Watcher, LLC Total			\$387.60				
Michael's Fine Dry Cleaning	601	PD Dry Cleaning	\$193.34	67877	7/16/2026	001-000-000-521-20-22-00	Uniforms
Michael's Fine Dry Cleaning Total			\$193.34				
Moberly & Roberts, PLLC	1315	June Prosecution Services	\$4,000.00	67878	7/16/2026	001-000-000-515-93-40-10	Prosecuting Attorney
Moberly & Roberts, PLLC Total			\$4,000.00				
Navia Benefit Solutions	11097313	June Navia Benefits	\$100.00	67837	7/6/2026	001-000-000-514-20-49-10	Miscellaneous

Navia Benefit Solutions Total			\$100.00				
Northwest Traffic Inc	26668	Traffic Control Striping	\$3,947.44	67838	7/6/2026	101-000-000-542-30-41-10	Road & Street Maintenance
Northwest Traffic Inc	26644	Crosswalk Striping	\$13,680.00	67838	7/6/2026	101-000-000-542-30-41-10	Road & Street Maintenance
Northwest Traffic Inc Total			\$17,627.44				
Nunn, Heija	AWC Conference 2026	AWC Conference 2026	\$1,227.55	67879	7/16/2026	001-000-000-511-60-43-00	Travel & Training
Nunn, Heija Total			\$1,227.55				
Original Watermen, Inc.	508746	LG Uniforms	\$464.34	67880	7/16/2026	001-000-000-571-00-30-00	Uniforms - Lifeguards
Original Watermen, Inc. Total			\$464.34				
Osada, Ryan	Supplies 07/15/26	Wireless Keyboard	\$29.80	EFT Payment 7/16/2026 3:16:14 PM - 5	7/16/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Osada, Ryan	AWC Risk Mgmt - Playground Safety Workshop	AWC Risk Mgmt - Playground Safety Workshop	\$130.60	EFT Payment 7/16/2026 3:16:14 PM - 5	7/16/2026	001-000-000-576-80-43-00	Travel & Training
Osada, Ryan Total			\$160.40				
Pacific Power Group, LLC	538655	Emergency Backup Generator	\$51,681.07	67881	7/16/2026	001-000-000-594-18-64-00	City Hall Capital >\$5K
Pacific Power Group, LLC Total			\$51,681.07				
Pape Machinery	3M376602	Backhoe Pallet Forks	\$4,963.50	67839	7/6/2026	001-000-000-594-76-64-00	Parks Capital Outlay
Pape Machinery Total			\$4,963.50				
Parrish Jerry & Valerie	Advance Deposit Refund Permit # TREE-26-016	Advance Deposit Refund Permit # TREE-26-016	\$360.00	67882	7/16/2026	401-000-000-508-51-02-00	Dev Services, Assigned DS Advanced Deposits
Parrish Jerry & Valerie Total			\$360.00				
PC Specialists, Inc.	5632697	DUO Subscription	\$92.74	67883	7/16/2026	001-000-000-518-80-41-60	Software Services
PC Specialists, Inc.	71656	IT Services DS	\$1,697.47	67883	7/16/2026	401-000-000-558-50-05-00	Technical Services, Software Services
PC Specialists, Inc.	5631853	Azure Subscription	\$1,927.08	67840	7/6/2026	001-000-000-518-80-41-60	Software Services
PC Specialists, Inc.	5633181	Azure Subscription	\$1,928.83	67883	7/16/2026	001-000-000-518-80-41-60	Software Services
PC Specialists, Inc.	71656	IT Services	\$9,183.72	67883	7/16/2026	001-000-000-518-80-41-50	Technical Services, Software Services
PC Specialists, Inc.	5632707	City Hall Staff Laptop Replacements	\$10,527.74	67883	7/16/2026	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
PC Specialists, Inc. Total			\$25,357.58				
Pitney Bowes Purchase Power	06/19/26	Postage Fees	\$58.80	67884	7/16/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Pitney Bowes Purchase Power Total			\$58.80				
Premier Painting Solutions LLC	0000128	City Hall Repair Work	\$578.55	67841	7/6/2026	307-000-000-594-18-60-00	Building Improvements
Premier Painting Solutions LLC	0000127	PO Interior Painting	\$1,146.08	67841	7/6/2026	307-000-000-594-18-60-00	Building Improvements
Premier Painting Solutions LLC Total			\$1,724.63				
Price, Jeff	AWC Training Conference 2026	AWC Training Conference 2026	\$1,579.54	67903	7/27/2026	001-000-000-511-60-43-00	Travel & Training
Price, Jeff Total			\$1,579.54				
Primo Brands	06F8750289278	PW Drinking Water	\$103.16	67842	7/6/2026	001-000-000-576-80-31-00	Operating Supplies
Primo Brands	06F8750289272	CH Drinking Water	\$107.17	67842	7/6/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Primo Brands Total			\$210.33				
Pro-Vac LLC	266985	Street Sweeping	\$2,811.82	67843	7/6/2026	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	266986	Street Sweeping	\$2,860.92	67843	7/6/2026	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	464597946	Street Sweeping	\$5,548.85	67886	7/16/2026	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC Total			\$11,221.59				
Public Safety Testing, Inc.	PST26-646	Q2 Dues	\$169.00	67887	7/16/2026	001-000-000-521-20-41-50	Recruitment-Background
Public Safety Testing, Inc. Total			\$169.00				
Puget Sound Emergency Radio Network	3351	Qrtly Dues	\$3,079.44	67888	7/16/2026	001-000-000-521-20-41-20	Dispatch-EPSCA
Puget Sound Emergency Radio Network Total			\$3,079.44				
Puget Sound Energy	06/02/26-07/01/26 80th Ave NE & NE 10th ST	Street Light Power	\$13.44	67889	7/16/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	05/20/26-06/22/26 84th Ave NE # PKNG	View Pt Power	\$19.45	67844	7/6/2026	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	06/02/26-07/01/26 88th Ave NE & LK WA BLVD	Gateway Lighting	\$40.65	67889	7/16/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	06/02/26-07/01/26 515 Evergreen Point RD	Street Light Power	\$43.50	67889	7/16/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	05/19/26-06/08/26 1050 82nd Ave NE	Five Corners Power	\$48.03	67844	7/6/2026	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	05/30/26-06/30/26 77th Ave NE & 79th Ave NE Takeover	Street Light Power	\$173.33	67889	7/16/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	05/19/26-06/08/26 1000 80th Ave NE	Medina Pk Power	\$424.11	67844	7/6/2026	001-000-000-576-80-47-00	Utilities
Puget Sound Energy Total			\$762.51				
Quail Electric LLC	2397	CH Outdoor Receptacle Install	\$3,256.80	67890	7/16/2026	307-000-000-594-18-60-00	Building Improvements
Quail Electric LLC Total			\$3,256.80				
Raine Grazing Services	025	Fairweather Nature Preserve Invasive Species Removal	\$11,030.00	67845	7/6/2026	307-000-000-594-76-63-20	Park Improvements
Raine Grazing Services Total			\$11,030.00				
Ramp	July 2026 Ramp	July 2026 Ramp	\$12.98	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-576-80-48-00	Repair & Maint Equipment
Ramp	July 2026 Ramp	July 2026 Ramp	\$22.05	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-518-80-31-00	IT HW, SW, Operating Supplies
Ramp	July 2026 Ramp	July 2026 Ramp	\$31.44	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-576-80-42-00	Telephone/postage
Ramp	July 2026 Ramp	July 2026 Ramp	\$40.00	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-518-80-41-60	Software Services
Ramp	July 2026 Ramp	July 2026 Ramp	\$83.84	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-558-60-41-03	Code Enforcement

Ramp	July 2026 Ramp	July 2026 Ramp	\$87.14	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
Ramp	July 2026 Ramp	July 2026 Ramp	\$99.75	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Ramp	July 2026 Ramp	July 2026 Ramp	\$105.76	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-571-00-31-00	Operating Supplies - Lifeguards
Ramp	July 2026 Ramp	July 2026 Ramp	\$106.93	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	101-000-000-542-30-35-00	Small Tools/minor Equipment
Ramp	July 2026 Ramp	July 2026 Ramp	\$170.51	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	401-000-000-558-60-31-00	Operating Supplies
Ramp	July 2026 Ramp	July 2026 Ramp	\$261.00	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Ramp	July 2026 Ramp	July 2026 Ramp	\$262.71	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-521-20-41-00	Professional Services
Ramp	July 2026 Ramp	July 2026 Ramp	\$375.42	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-576-80-31-00	Operating Supplies
Ramp	July 2026 Ramp	July 2026 Ramp	\$377.35	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	101-000-000-542-64-41-00	Traffic Control Devices
Ramp	July 2026 Ramp	July 2026 Ramp	\$503.31	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-521-20-31-00	Office Supplies
Ramp	July 2026 Ramp	July 2026 Ramp	\$516.00	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-518-30-45-00	Facility Rental
Ramp	July 2026 Ramp	July 2026 Ramp	\$706.82	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-594-76-30-00	Parks Improvements
Ramp	July 2026 Ramp	July 2026 Ramp	\$747.34	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-511-60-43-00	Travel & Training
Ramp	July 2026 Ramp	July 2026 Ramp	\$1,108.53	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Ramp	July 2026 Ramp	July 2026 Ramp	\$1,336.59	EFT Payment 7/13/2026 3:57:21 PM - 1	7/13/2026	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp Total			\$6,955.47				
Republic Services, Inc. dba Rabanco, Ltd.	0172-010294833	PW Debris Dumpster	\$15.96	67846	7/6/2026	001-000-000-576-80-41-04	Professional Services-Misc
Republic Services, Inc. dba Rabanco, Ltd.	0172-01329317	PW Debris Dumpster	\$3,343.34	67891	7/16/2026	001-000-000-576-80-41-04	Professional Services-Misc
Republic Services, Inc. dba Rabanco, Ltd. Total			\$3,359.30				
Riparia Environmental	745	2026 Medina Pk Vegetation Removal	\$31,032.35	67892	7/16/2026	307-000-000-595-30-63-02	Storm Sewer Improvements
Riparia Environmental Total			\$31,032.35				
Rossman, Jessica	AWC Training Conference 2026	AWC Training Conference 2026	\$1,597.46	67904	7/27/2026	001-000-000-511-60-43-00	Travel & Training
Rossman, Jessica Total			\$1,597.46				
SAFEbuilt, LLC	4139547	Building Inspections Services	\$2,203.50	67893	7/16/2026	401-000-000-558-50-41-06	Building Inspector Contract
SAFEbuilt, LLC Total			\$2,203.50				
Seattle Times, The	87429	Legal Notices - ord. 1057, call for bids, police officer posting, public hearing	\$2,337.23	67894	7/16/2026	001-000-000-518-10-44-00	Advertising
Seattle Times, The Total			\$2,337.23				
Sound View Strategies, LLC	3899	June Consulting Services	\$3,000.00	67847	7/6/2026	001-000-000-513-10-41-00	Professional Services
Sound View Strategies, LLC	3837	April Consulting Services	\$3,000.00	67847	7/6/2026	001-000-000-513-10-41-00	Professional Services
Sound View Strategies, LLC Total			\$6,000.00				
Staples Business Advantage	6067873377	PD Office Supplies	\$123.62	67895	7/16/2026	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage Total			\$123.62				
Statewide Security	240356	CH & Parks Monitoring	\$1,314.47	67896	7/16/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Statewide Security Total			\$1,314.47				
Summit Law Group	172499	PD Negotiations Representation	\$8,145.00	67848	7/6/2026	001-000-000-515-45-40-00	Special Counsel
Summit Law Group Total			\$8,145.00				
Supply Source Inc., The	2601906	Janitorial Supplies	\$625.10	67897	7/16/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Supply Source Inc., The Total			\$625.10				
Swanson, Jeff	AWC Annual Conference 2026	AWC Annual Conference 2026	\$649.22	EFT Payment 7/6/2026 12:54:32 PM - 1	7/6/2026	001-000-000-513-10-43-00	Travel & Training
Swanson, Jeff Total			\$649.22				
Tree Frog LLC	INV-0082	Medina Right of Way Tree Inventory	\$3,450.00	67849	7/6/2026	001-000-000-558-62-41-00	Special Planning Projects
Tree Frog LLC	INV-0081	Arborist Services	\$5,212.50	67849	7/6/2026	401-000-000-558-50-41-50	Arborist
Tree Frog LLC Total			\$8,662.50				
US Bank	July Fee 2026	July 2026 Bank Fee	\$136.37	EFT Payment 7/1/2026 1:30:07 PM - 1	7/1/2026	001-000-000-514-20-49-10	Miscellaneous
US Bank	July Merchant Fee 2026	July Merchant Fee 2026	\$1,454.35	EFT Payment 7/1/2026 1:31:28 PM - 1	7/1/2026	401-000-000-558-60-49-10	Miscellaneous
US Bank Total			\$1,590.72				
Valley Defenders	Apr to Jun 2026	Q2 Public Defender Services	\$6,650.00	67898	7/16/2026	001-000-000-515-91-40-00	Public Defender
Valley Defenders Total			\$6,650.00				
Vital Records Control (Pro-shred)	6660744	CH Shredding Services	\$158.10	67885	7/16/2026	001-000-000-518-10-41-00	Professional Services
Vital Records Control (Pro-shred) Total			\$158.10				
Voyager Systems	07/01/26	PD Fuel	\$340.98	EFT Payment 7/1/2026 2:13:18 PM - 1	7/1/2026	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Voyager Systems	07/31/26 Auto Pay	PD Fuel	\$1,638.48	EFT Payment 7/31/2026 2:34:37 PM - 1	7/31/2026	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Voyager Systems	8693624262628	PD Fuel	\$1,638.48	EFT Payment 7/16/2026 12:50:31 PM - 1	7/16/2026	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Voyager Systems Total			\$3,617.94				

WA Assoc of Sheriffs & Police Chief	INV033527	WASPC Conf Registration Sass	\$436.40	67850	7/6/2026	001-000-000-521-20-43-00	Travel & Training
WA Assoc of Sheriffs & Police Chief Total			\$436.40				
WA City Management Association	WCMA 2026 Summer Conference - Kennewick, WA	WCMA 2026 Summer Conference - Kennewick, WA	\$535.00	67899	7/16/2026	001-000-000-513-10-43-00	Travel & Training
WA City Management Association Total			\$535.00				
WA ST Criminal Justice	201143155	Training : Scott/Martin	\$2,536.90	67851	7/6/2026	001-000-000-521-20-43-00	Travel & Training
WA ST Criminal Justice Total			\$2,536.90				
WA ST Dept of Licensing	July 2026 Firearms	July 2026 Firearms	\$18.00	EFT Payment 7/20/2026 1:33:11 PM - 1	7/20/2026	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
WA ST Dept of Licensing Total			\$18.00				
WA ST Patrol	I2600106	Lifeguard Background Checks	\$77.00	67853	7/6/2026	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
WA ST Patrol Total			\$77.00				
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$8.58	67902	7/16/2026	631-000-000-586-96-03-00	WA St-Lab-Bld/breath
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$18.95	67902	7/16/2026	631-000-000-586-00-04-00	WA ST Death Inv Account
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$37.50	67902	7/16/2026	631-000-000-386-89-16-00	Motor Vehicle Account
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$46.19	67902	7/16/2026	631-000-000-586-90-02-00	WA State Gen Fund 54
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$49.99	67902	7/16/2026	631-000-000-586-89-12-00	WA St-Accessible Communities
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$61.93	67902	7/16/2026	631-000-000-386-82-00-00	Vehicle License Fraud Account
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$62.50	67902	7/16/2026	631-000-000-386-89-22-00	Congestion Relief Traffic Safety Account
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$90.28	67902	7/16/2026	631-000-000-586-00-03-00	WA St-State Highway Safety
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$107.52	67902	7/16/2026	631-000-000-586-89-09-00	WA ST Highway Account
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$145.59	67902	7/16/2026	631-000-000-389-30-00-01	WA St-Bldg Code Fee
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$561.89	67902	7/16/2026	631-000-000-586-83-08-00	WA St-Emer Med and Trauma
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$663.75	67902	7/16/2026	631-000-000-386-89-26-00	Drivers Lic Tech Support
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$962.22	67902	7/16/2026	631-000-000-586-00-02-00	WA ST Traumatic Brain Injury
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$1,123.28	67902	7/16/2026	631-000-000-586-00-01-00	WA St-Auto Theft Protection
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$2,605.50	67902	7/16/2026	631-000-000-586-97-05-00	WA St-JIS
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$3,819.75	67902	7/16/2026	631-000-000-586-92-00-00	WA St-State Gen Fund 50
WA ST Treasurer's Office	Q2 2026 City A8	Q2 2026 City A8	\$6,433.24	67902	7/16/2026	631-000-000-586-91-00-00	WA St-State Gen Fund 40
WA ST Treasurer's Office Total			\$16,798.66				
Wagner, Ryan	Council Dinner 06/22/2026	Council Dinner Mediterranean Kitchen	\$329.16	EFT Payment 7/6/2026 12:54:32 PM - 2	7/6/2026	001-000-000-518-10-49-10	Miscellaneous
Wagner, Ryan Total			\$329.16				
Western Display Fireworks	26-8002	Medina Days Fireworks	\$9,000.00	67854	7/6/2026	001-000-000-511-60-49-10	Medina Days
Western Display Fireworks Total			\$9,000.00				
WSP Global Inc	40382009	Geotechnical Eng Svcs	\$1,574.00	67855	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40380661	Geotechnical Eng Svcs	\$1,760.25	67855	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40387528	Geotechnical Eng Svcs	\$2,712.50	67855	7/6/2026	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc Total			\$6,046.75				
Zumar Industries, Inc.	57748	Staff Parking Permits	\$793.50	67901	7/16/2026	101-000-000-542-64-41-00	Traffic Control Devices
Zumar Industries, Inc. Total			\$793.50				
Grand Total			\$437,650.82	AP Total			
Payroll	July 2026 Payroll	Payroll	\$ 23,967.15		7/31/2026	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	July 2026 Payroll	Payroll	\$ 23,628.11		7/31/2026	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	July 2026 Payroll	Payroll	\$ 27,980.07		7/31/2026	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	July 2026 Payroll	Payroll	\$ 189,536.79		7/31/2026	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	July 2026 Payroll	Payroll	\$ 18,983.75		7/31/2026	001-000-000-571-00-11-00	Salaries, Wages & Benefits
Payroll	July 2026 Payroll	Payroll	\$ 45,217.04		7/31/2026	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	July 2026 Payroll	Payroll	\$ 29,496.21		7/31/2026	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	July 2026 Payroll	Payroll	\$ 45,539.53		7/31/2026	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$ 404,348.65	Payroll Total			
			\$ 841,999.47	Grand Total			



MEDINA, WASHINGTON

AGENDA BILL

Monday, August 24, 2026

Subject/Topic: Ezee Fiber Telecommunications Franchise Dept. Origin: Public Works Category: Consent Calendar Prepared by: Jennifer Robertson, City Attorney and Ryan Osada, Public Works Director Attachments: Ordinance No. 1061 and Proposed Telecommunications Franchise Agreement	Proposed Council Action/Motion: ☐ Information ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve
--	--

Summary

1. Application Overview.

Ezee Fiber Washington Assets, LLC (“Ezee Fiber”) has applied for a non-exclusive telecommunications franchise in order to install and operate a high-speed fiber optic infrastructure network in the City of Medina rights of way. The non-exclusive franchise agreement is attached to Ordinance No. 1061. Ezee Fiber will provide internet services within the City of Medina and will provide more choices to Medina Residents. Ezee Fiber has represented to the City that at least a portion of the services it provides meet the definition of a “telephone business” as defined by RCW 82.16.010 or acts as a service provider as such term is defined in RCW Section 35.99.010. This means that Ezee Fiber is required to pay utility taxes on the services which are classified as a telephone business.

Ezee Fiber applied for the telecommunications franchise in accordance with MMC 15.06.020. Following review of the application, the Public Works Director found that Ezee Fiber met the requirements for a telecommunications franchise under Ch. 15.06 MMC and directed the City Attorney’s Office to negotiate and prepare a franchise agreement for Ezee Fiber. Ezee Fiber will reimburse the City for all costs of negotiating, preparing and processing the franchise agreement, including reimbursement for the City Attorney fees.

2. Agreement Summary.

This franchise agreement is consistent with franchise agreements that are offered to competing businesses as is required by law. Ezee Fiber will be required to serve the general public with its telecommunications services. MMC 15.06.010; 15.06.100.

The franchise agreement allows Ezee Fiber to utilize Medina rights of way for its fiber network. The agreement has an initial term of 10 years and allows two 5-year extensions. On year 5 of the

initial term, the parties can re-evaluate the franchise to determine if there are any pending issues. If this review initiated, the parties will discuss the issues in good faith.

The franchise agreement is non-exclusive, which means that Medina is not limited from granting franchises to other competitors.

Key agreement terms:

In order to install and maintain the fiber network, Ezee Fiber will need to obtain permits to work in Medina rights of way. The City and Ezee Fiber have agreed to seek to coordinate excavation work as feasible to avoid repeat work in the same right of way and reduce the frequency of cutting into the rights of ways. Ezee Fiber will also need to restore the rights of way following any construction and maintenance. (See Section 3 of Agreement.)

If the City requires Ezee Fiber to move its facilities for the City project, Ezee Fiber is required to do so at its own expense. (See Section 4 of Agreement.)

In areas where other facilities in the City are underground, Ezee Fiber agrees to also place its facilities underground. (See Section 5 of Agreement.)

Ezee Fiber will provide the City with the opportunity to obtain use of conduit or additional duct at Ezee Fiber's incremental cost. This conduit or duct would then belong to the City for its own uses. (See Section 9 of Agreement.)

Ezee Fiber is required to provide extensive insurance coverage (\$5 million) and indemnification to the City. (See Section 13 and 14 of Agreement.) Ezee Fiber also is required to post bonds when performing work in the rights of way. (See Section 16 of Agreement.)

The City has the authority to enforce the agreement, including terminating the agreement or fining Ezee Fiber for breach in the amount of \$250 per day (See Sections 2.5 and 17 of Agreement).

3. Procedures for Adoption.

The City's procedures require the Council to hold a public hearing on the franchise. In addition, state law requires a franchise agreement to be introduced at two City Council meetings prior to adoption (it can be approved at the second meeting). Franchise agreements must be passed by a majority of the entire council (four votes in the affirmative). In determining whether to grant a franchise, the Council is tasked to consider the factors under MMC 15.06.030 which are set forth below.

- A. Whether the applicant has received all requisite licenses, certificates, and authorizations from the Federal Communications Commission, the Washington Utilities and Transportation Commission, and any other federal or state agency with jurisdiction over the activities proposed by the applicant;
- B. The capacity of the rights-of-way to accommodate the applicant's proposed facilities;
- C. The capacity of the rights-of-way to accommodate additional utility and telecommunications facilities if the franchise is granted;
- D. The damage or disruption, if any, of public or private facilities, improvements, service, travel or landscaping if the franchise is granted;

- E. The public interest in minimizing the cost and disruption of construction within the rights-of-way;
- F. Applicant's proposed compliance with all applicable development guidelines;
- G. The effect, if any, on public health, safety and welfare if the franchise requested is granted;
- H. The availability of alternate routes and/or locations for the proposed facilities;
- I. Such other factors as may demonstrate that the grant to use the rights-of-way will or will not serve the community interest.

The Public Works Director has determined that Ezee Fiber has met all of these factors. Outside of these factors, the Council does not have the authority to deny the franchise. If the Council denies the franchise, it is required to make written findings based on the above factors.

4. Next Steps

The City Council held first reading and the public hearing on July 27th and directed this matter to be brought back for adoption on the Council Consent Calendar. If adopted on August 24th, Ezee Fiber would need to accept the Franchise Agreement within 30 days of the effective date of the Ordinance.

Council Priorities

This proposal furthers Council Priorities 2.

- 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: Since some of the services offered by Ezee Fiber meet the definition of a “telephone business”, it is expected that Ezee Fiber will pay utility taxes to Medina.

Recommendation: Adopt Ordinance No. 1061 approving the franchise agreement with Ezee Fiber.

City Manager Approval: 

Proposed Council Motions: I move approval of Ordinance No. 1061 granting to Ezee Fiber Washington Assets, LLC the right, privilege and authority for a non-exclusive telecommunications franchise in, across, over, along, under, through and below the public rights-of-way of the City of Medina, Washington, providing for severability and corrections, and establishing an effective date.

CITY OF MEDINA, WASHINGTON

ORDINANCE NO. 1061

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, GRANTING TO EZEE FIBER WASHINGTON ASSETS, LLC THE RIGHT, PRIVILEGE AND AUTHORITY FOR A NON-EXCLUSIVE TELECOMMUNICATIONS FRANCHISE IN, ACROSS, OVER, ALONG, UNDER, THROUGH AND BELOW THE PUBLIC RIGHTS-OF-WAY OF THE CITY OF MEDINA, WASHINGTON, PROVIDING FOR SEVERABILITY AND CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Chapter 15.06 of the Medina Municipal Code (“MMC”) establishes procedures for granting telecommunications franchises in Medina; and

WHEREAS, Ezee Fiber Washington Assets, LLC (“Ezee Fiber”) has applied for a non-exclusive telecommunications franchise as shown in **Exhibit 1** (the “Proposed Franchise”) that will allow, subject to its terms and conditions, the Franchisee operate within the City’s rights of way; and

WHEREAS, Ezee Fiber has represented to the City that it provides a telephone business as defined by RCW 82.16.010 or acts as a service provider as such term is defined in RCW Section 35.99.010; and

WHEREAS, pursuant to RCW 35A.47.040, the City Council has the authority to grant franchises for telecommunication services in the City’s rights of way; and

WHEREAS, pursuant to Chapter 15.06 MMC, any person who desires to use the right of way for telecommunications facilities must first obtain a franchise from the City Council; and

WHEREAS, the City is authorized by applicable law to grant one or more nonexclusive franchises within the boundaries of the City; and

WHEREAS, the 1934 Communications Act, as amended relating to telecommunications providers recognizes and provides local government authority to manage the public rights-of-way and to require fair and reasonable compensation on a competitively neutral and nondiscriminatory basis; and

WHEREAS, a franchise does not include, and is not a substitute for any other permit, agreement, or other authorization required by the City, including without limitation,

permits required in connection with construction activities in public ways which must be administratively approved by the City after review of specific plans; and

WHEREAS, Ezee Fiber as the Franchisee shall be responsible for its actual costs in using, occupying and repairing public ways; and

WHEREAS, the City and Ezee Fiber desire to effectuate good coordination of the use of the rights-of-way; and

WHEREAS, the City Council is willing to approve the Franchisee's request subject to the terms and conditions in the Proposed Franchise, which both the City Council and the Franchisee reviewed and deemed acceptable; and

WHEREAS, on July 13, 2026, the City Council held first reading of this Ordinance; and

WHEREAS, on July 27, 2026, the City Council held second reading of this Ordinance; and

WHEREAS, on July 27, 2026, the City Council held a duly-noticed public hearing to consider the Proposed Franchise, a report and recommendation by City staff and any public testimony; and

WHEREAS, on August 24, 2026, the City Council at a regular meeting approved the Proposed Franchise by a majority of the entire city council consistent with the requirements of RCW 35A.47.040; and

WHEREAS, the City Council finds that the franchise terms and conditions contained in this Ordinance and the Franchise Agreement are in the public interest; **NOW, THEREFORE**,

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, HEREBY ORDAIN AS FOLLOWS:

Section 1. Findings. The recitals set forth above are hereby adopted as findings in support of this ordinance.

Section 2. Franchise Granted. The City Council approves the Proposed Franchise, as shown in **Exhibit A**, and grants the Franchisee a non-exclusive franchise to provide telecommunication services in, across, over, along, under, through and below the City's rights of way.

Section 3. Deadline for Acceptance. The rights and privileges granted pursuant to this Ordinance shall not become effective until the Franchisee accepts the terms and conditions in the Proposed Franchise. Such acceptance shall be filed with the City Clerk within thirty (30) days after the Effective Date (as defined in Section 7 below), and must

contain: (a) a true and correct copy of the Proposed Franchise executed by the Franchisee; (b) any required letter of credit or other security instrument required under the Proposed Franchise; (c) evidence of insurance required under the Proposed Franchise; and (d) full payment of any applicable application fees pursuant to MMC. Such instrument shall evidence the unconditional acceptance of the terms hereof and a promise to comply with and abide by the provisions, terms and conditions in the Proposed Franchise.

Section 4. 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 or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 5. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 6. Corrections. Upon the approval of the city attorney, the city clerk 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 7. Effective Date. This Ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title, all as required by law ("Effective Date").

PASSED BY THE CITY COUNCIL ON THIS 24th DAY OF AUGUST, 2026 BY A VOTE OF ☒ FOR, ☒ AGAINST, AND ☒ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE ON THE 24th DAY OF AUGUST, 2026.

Jessica Rossman
Mayor

ATTEST/AUTHENTICATED:

Dawn Nations
City Clerk

APPROVED AS TO FORM:
INSLEE, BEST, DOEZIE and RYDER PS

Jennifer S. Robertson
City Attorney

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: XXXX

EXHIBIT A

PROPOSED FRANCHISE

[appears behind this coversheet (27pages)]

**NON-EXCLUSIVE TELECOMMUNICATIONS FRANCHISE
WITH EZEE FIBER WASHINGTON ASSETS, LLC**

THIS TELECOMMUNICATIONS FRANCHISE (this “**Franchise**”) is entered into on _____, 2026, by and between the City of Medina, a municipal corporation (“**City**”) and EZEE FIBER WASHINGTON ASSETS, LLC, a Delaware limited liability company. (“**Franchisee**”).

Section 1. – Definitions. In addition to terms otherwise defined herein, the following definitions shall apply generally to the provisions of this Franchise.

- 1.1 “**Affiliate**” means any Person that now or in the future, directly or indirectly controls, is controlled with or by, or is under common control with Franchisee.
- 1.2 “**Applicable Laws**” means any local, federal, or state statute, law, regulation, or other legal authority governing any of the matters addressed in this Franchise, as all now exist or as later amended or superseded.
- 1.3 “**City**” means the City of Medina, Washington, a Washington municipal corporation.
- 1.4 “**City Manager**” means the City Manager or it’s designee.
- 1.5 “**Control**” means, with respect to: (i) a U.S. corporation, the ownership, directly or indirectly, of 50% or more of the voting power to elect directors thereof; or (ii) a non-U.S. corporation, if the voting power to elect directors thereof is less than 50%, the maximum amount allowed by Applicable Laws; and (iii) any other Person, 50% or more ownership interest in this Person, or the power to direct the management of such Person.
- 1.6 “**Emergency Situation**” means a condition posing an imminent threat to property, life, health, or safety of any Person or entity.
- 1.7 “**Facilities**” or “**Network**” means one or more elements of Franchisee’s fiber network, with all necessary underground fiber optic cables, lines, wires, or strands and associated appurtenances; underground conduits, vaults, access manholes and handholes; electronic equipment; power generators; batteries; pedestals; boxes; cabinets; vaults; and other similar facilities.
- 1.8 “**Force Majeure Event**” means natural disasters, civil disturbances, work stoppages or labor disputes, power outages, telephone network outages, and severe or unusual weather conditions which have a direct and substantial impact on the Franchisee’s ability to provide Services in the City and which was not caused and could not have been avoided by the Franchisee which used its best efforts in its operations to avoid such results.
- 1.9 “**Franchisee**” means Ezee Fiber Washington Assets, LLC, a Delaware limited liability company.
- 1.10 “**Hazardous Substances**” means any substance or material that is regulated by any current or future federal, state, or local statutes, regulations, ordinances, and rules relating to: the emission,

discharge, release, or threatened release of any hazardous substance into the air, surface water, groundwater, or land; the manufacturing, processing, use, generation, treatment, storage, disposal, transportation, handling, removal, remediation, or investigation of a hazardous material; and the protection of human health, safety, or the indoor or outdoor environment, including without limitation the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§ 9601, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. §§ 5101, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. §§ 6901, et seq.; the Toxic Substances Control Act, 15 U.S.C. §§ 2601, et seq.; the Clean Water Act, 33 U.S.C. §§ 1251, et seq.; the Clean Air Act, 42 U.S.C. §§ 7401, et seq.; the Occupational Safety and Health Act, 29 U.S.C. §§ 651, et seq.; all applicable environmental statutes of the State of Washington; and all other federal, state, or local statutes, laws, ordinances, resolutions, codes, rules, regulations, orders, or decrees regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance, or material, as now or at any time hereafter in effect.

1.11 **“Mayor”** means the Mayor or Mayor’s designee.

1.12 **“Parties”** (singular **“Party”**) refers to both the City and Franchisee.

1.13 **“Person”** means any natural person, or public or private legal entity of any kind.

1.14 **“Public Improvement”** means the establishment and improvement of new Rights-of-Way, widening or improvement of existing Rights-of-Way or both, freeway construction, change or establishment of street grade, the modification, relocation, or removal of City electrical infrastructure, including utility poles, or the construction of any public infrastructure by any governmental agency acting in a governmental capacity as approved by the City, or as otherwise necessary for the operations of the City or other governmental entity.

1.15 **“Public Works Director”** means the Public Works Director or it’s designee.

1.16 **“Rights-of-Way”** (singular **“Right-of-Way”**) as used in this Franchise, means the surface of, and the space above and below, any public street, highway, freeway, bridge, land path, alley, court, boulevard, sidewalk, way, lane, public way, drive, circle, pathways, spaces, or other public right-of-way, and over which the City has authority to grant permits, licenses, or franchises for use thereof, or has regulatory authority thereover. Right-of-Way does not include railroad right-of-way, airports, harbor areas, buildings, parks, poles, conduits, open spaces, nature trails, poles, dedicated but un-opened right-of-way, environmentally sensitive areas and any land, facilities, or property owned, maintained, or leased by the City in its governmental capacity, proprietary capacity, or as an operator of a utility.

1.17 **“Services”** (singular **“Service”**) means telecommunications services, including internet access services as defined in RCW 82.04.297. Services do not include cable services as defined in 47 U.S.C. § 522(6), wireless communication services, or multi-channel video programming services.

Section 2. – Franchise Granted.

2.1 **Franchise and Term.** Pursuant to RCW 35A.47.040, the City hereby grants to Franchisee, its successors, legal representatives, and assigns, subject to the terms and conditions set forth

herein, a non-exclusive Franchise for a period of ten (10) years, beginning on the effective date of the ordinance authorizing this Franchise (the “Effective Date”).

2.1.1. **Renewal Option of Term.** The Franchisee may renew this Franchise for two (2) additional five (5) year periods upon submission and approval of the application for such renewal. The application shall be reviewed for approval by the City Manager. Approval of any materials submitted by the Franchisee for a previous application may be considered by the City in reviewing a current application, and the Franchisee shall only submit those materials deemed necessary by the City to address changes in the Franchisee's Facilities or Services, or to reflect specific reporting periods mandated by the City Code.

2.1.2. **Failure to Renew Franchise – Automatic Extension.** If the Parties fail to formally renew this Franchise prior to the expiration of its term or any renewal thereof, the Franchise automatically continues month-to-month until renewed or either Party gives written notice at least one hundred and eighty (180) days in advance of intent not to renew the Franchise.

2.1.3 **Midterm Review.** On the fifth (5th) anniversary of this Franchise, if either Party identifies one or more specific issues that the Party believes may require a reevaluation of one or more of the material terms of this Franchise, the Parties agree to discuss such issues diligently and in good faith. Notwithstanding the foregoing, either Party may at any time during the term of this Franchise, request a clarification of a term, or seek an amendment to this Franchise.

2.2 **Franchise Purpose.** This Franchise grants Franchisee the right, privilege, and authority to construct, operate, maintain, replace, relocate, restore, upgrade, remove, excavate, acquire, sell, lease, and use all necessary Facilities for a fiber optic infrastructure network in, under, on, across, over, through, along, or below the public Rights-of-Way located in the City, and any other areas designated herein or added to the corporate limits of the City during the term of this Franchise (the “Franchise Area”) for the purpose of providing the Services.

2.3 **Limited Authorization.**

2.3.1 The authority granted by this Franchise is a limited, non-exclusive authorization to occupy and use the City’s Rights-of-Way and does not authorize Franchisee to use any property other than the Rights-of-Way as agreed herein. Nothing within this Franchise shall be construed to grant or convey any right, title, or interest in the Rights-of-Way of the City to Franchisee other than for the purpose of providing the Services. Franchisee’s use of any other City property, including City-owned or leased property, or poles, and conduits, must be governed under a separate agreement.

2.3.2 This Franchise shall not prevent the City from granting other franchises within its Rights-of-Way, nor shall it prevent or prohibit the City from using any Rights-of-Way, or affect its jurisdiction over any Rights-of-Way or any part of a Right-of-Way. The City retains power to make all necessary changes, relocations, repairs, maintenance, establishment, improvements, and dedication of Rights-of-Way as it deems fit, including the dedication, establishment, maintenance, and improvement of all new Rights-of-Way, thoroughfares, and other public properties of every type and description.

2.3.3 The City also reserves the right to amend this Franchise to conform to any hereafter enacted, amended, or adopted Applicable Laws relating to the public health, safety, and welfare, or relating to roadway regulation, upon providing Franchisee with thirty (30) days' written notice of its action setting forth the full text of the amendment and identifying the Applicable Laws. This amendment shall become automatically effective upon expiration of the notice period unless, before expiration of that period, Franchisee requests in writing to negotiate the terms of the amendment. If the Parties do not reach agreement as to the amendment terms within thirty (30) days of the request to negotiate, the City may enact the proposed amendment by incorporating Franchisee's concerns to the maximum extent that the City, in its sole discretion, deems reasonable.

2.4 Authorized Services.

2.4.1 Franchisee represents that it intends to provide the following services within the City: telecommunications services, including internet access services as defined in RCW 82.04.297 but excluding multi-channel video programming services, to residents, businesses, and governmental and educational entities within the City (the "Customers"). Franchisee may not offer cable services as that term is defined in 47 U.S.C. § 522(6). This Franchise does not authorize any wireless communications services.

2.4.2 Franchisee is authorized without prior City approval to offer or provide capacity or bandwidth, leased fiber or leased conduits, or any other Services set forth in this Section 2.4 to its Customers consistent with this Franchise provided:

- a. Franchisee at all times retains exclusive control over its Facilities and Services; remains responsible for constructing, installing, and maintaining its Facilities pursuant to the terms and conditions of this Franchise; and is solely responsible for providing and maintaining Services to its Customers;
- b. Franchisee may not grant rights to any Customer or lessee that are greater than any rights Franchisee has pursuant to this Franchise;
- c. Franchisee may not grant rights to any Customer or lessee allowing access or connection to the fiber optic connection points described in Section 2.4.2 above.
- d. Such Customer or lessee will not be construed to be a third-party beneficiary under this Franchise; and
- e. No Customer or lessee that accesses Franchisee's Facilities within the City limits may use the Facilities or Services for any purpose not authorized by this Franchise unless that Customer has a franchise with the City. Then, the Customer may use Franchisee's Facilities or Services consistent with the terms of its franchise.

2.5 Termination.

2.5.1 Termination by City. The City may terminate this Franchise if Franchisee is in material breach of the Franchise and has failed to cure the breach within the applicable notice and cure period as specified in Section 17. No termination under this subsection will be effective until

the applicable notice and cure period has expired. Additionally, if Franchisee fails to apply for any permits to install Facilities within two (2) years of the Effective Date of this Franchise, the City may terminate this Franchise after providing Franchisee with written notice ninety (90) days in advance of termination.

2.5.2 Termination by Franchisee. Franchisee may terminate this Agreement for convenience upon written notice provided to the City at least one hundred and eighty (180) days in advance of termination.

Section 3. – Work in the Rights-of-Way.

3.1 Location of Facilities. Franchisee may locate its Facilities within the Franchise Area consistent with the City's Design and Construction Standards and subject to the City's applicable permit requirements.

3.2 Permits Required. Franchisee shall not commence any work within any Rights-of-Way without first obtaining all necessary permits as required by Applicable Laws. Franchisee shall pay the standard permit fee, and all lawful processing, field marking, engineering, and inspection fees associated with the issuance of permits by the City.

3.3 Work Requirements. During any period of relocation, construction, or maintenance, all work performed by Franchisee or its contractors shall be accomplished in a safe and workmanlike manner and only after obtaining permits or other authorization pursuant to Section 3.2 and this Section 3.3. Franchisee shall minimize interference with the free passage of traffic and the free use of adjoining property, whether public or private. Franchisee shall at all times post and maintain proper traffic control to warn and direct the road users, consistent with the requirements of Applicable Laws. Traffic control devices include but are not limited to barricades, traffic cones, traffic drums, tubular markers, flags, certified flaggers, lights, flares, and other measures as required for the safety of all members of the general public. Franchisee shall also comply with all applicable safety regulations during such period of construction as required by all Applicable Laws, including, without limitation, RCW 39.04.180 for the requirement of trench safety systems for trench excavations.

3.4 Work of Contractors and Subcontractors. Franchisee's contractors and subcontractors shall be licensed and bonded in accordance with Applicable Laws. Work by contractors and subcontractors is subject to the same restrictions, limitations, and conditions as if the work were performed by Franchisee. Franchisee shall be responsible for all work performed by its contractors and subcontractors and others performing work on its behalf as if the work were performed by Franchisee and shall ensure that all such work is performed in compliance with this Franchise and Applicable Laws.

3.5 Maintenance of Facilities. Franchisee shall, at its own expense, maintain its Facilities in a safe condition, in good repair, and in a manner suitable to the City. Additionally, Franchisee shall keep its Facilities free of debris and anything of a dangerous, noxious, or offensive nature or which would create a hazard or undue vibration, heat, noise, or any interference with City services.

3.6 Shared Excavation. If either the City or Franchisee plans to make excavations in any area

covered by this Franchise and as described in this Section 3.6, the Party planning the excavation shall endeavor to afford the other an opportunity to share the excavation, PROVIDED THAT:

- a. The joint use shall not unreasonably delay the work of the Party causing the excavation to be made;
- b. The joint use shall be arranged and accomplished on terms and conditions satisfactory to both Parties; and
- c. The initiating Party may deny a request for constructability and/or safety reasons.

3.7 Coordination of Construction.

3.7.1 Except for Emergency Situations, Franchisee shall give advance written notice of intended construction to property owners and/or residents within one hundred (100) feet of the construction area as follows: if construction is ground disturbing, at least seven (7) days' notice shall be required; otherwise, forty-eight (48) hours' notice shall be required. The notice shall contain the dates, contact number, nature, and location of the work to be performed; a door hanger is permissible. At least forty-eight (48) hours before entering private property or streets or public easements adjacent to or on such private property, Franchisee shall physically post a notice on the property indicating the nature and location of the work to be performed; a door hanger is permissible. Nothing in this Franchise gives the Franchisee the right to enter onto private property without the permission of the private property owner.

3.7.2 Franchisee shall make a good faith effort to comply with the private property owner/resident's preferences, if any, on location or placement of underground installations, consistent with sound engineering practices. Following performance of the work, Franchisee shall restore the private property as nearly as possible to its condition prior to construction, except for any change in condition not caused by Franchisee. Any disturbance of landscaping, fencing, or other improvements on private property caused by Franchisee's work shall, at the sole expense of Franchisee, be promptly repaired and restored to the reasonable satisfaction of the property owner/resident.

3.7.3 Upon prior written notice from the City, Franchisee shall meet with the City and other franchise holders to schedule and coordinate construction in the Rights-of-Way and on City property where authorized. To minimize public inconvenience, disruption or damage, the Franchisee shall coordinate all construction locations, activities, and schedules as directed by the City.

3.8 One Call Locator Service. Before doing any work in the Rights-of-Way, the Franchisee shall follow established procedures, including contacting the Utility Notification Center in Washington and comply with all Applicable Laws regarding the One Call Locator Service pursuant to Chapter 19.122 RCW. Neither the City nor its contractors shall be liable for any damages to Franchisee's Facilities or for interruptions in service to Franchisee's Customers that are a direct result of Franchisee's failure to accurately locate its Facilities within the prescribed time limits and guidelines established by the One Call Locator Service regardless of whether the City issued a permit.

3.9 Restoration and Repair of Rights-of Way.

3.9.1 Franchisee shall repair any damage to the Rights-of-Way, and the property of the City or any third party, after installation, construction, relocation, maintenance, or repair of its Facilities or after abandonment approved pursuant to Section 15, within thirty (30) days following the date of any of these activities, at Franchisee's sole cost and expense. Franchisee shall restore the Rights-of-Way and the surface of the Rights-of-Way to the same or better condition as it was immediately prior to any installation, construction, relocation, maintenance, or repair by Franchisee. Franchisee shall not be responsible for any changes to the Rights-of-Way not caused by Franchisee or anyone doing work for Franchisee.

3.9.2 Franchisee agrees to complete all restoration work to the Franchise Area or other affected area at its sole cost and expense and according to the time and terms specified in the construction permit issued by the City or other agreement. Franchisee also agrees to repair any damage caused by work to the Franchise Area within fourteen (14) days unless otherwise approved by the Public Works Director. All work by Franchisee pursuant to this Franchise shall be performed in accordance with applicable City standards and shall be warranted. The warranty for Franchisee's work in a specified location will end if the (1) City completes a Public Improvement modifying or altering the pavement surface, including, but not limited to overlays, slurry seals, and chip seals; or (2) the pavement surface has reached the end of the industry recognized useful life of the type of pavement surface installed by Franchisee.

3.9.3 If conditions (*e.g.*, weather) make the complete restoration required under this Section 3 impracticable, Franchisee shall temporarily restore the affected Right-of-Way or property at its sole cost and expense to the City's satisfaction. Franchisee shall promptly undertake and complete the required permanent restoration as soon as conditions no longer make permanent restoration impracticable.

3.9.4 If Franchisee does not repair a Right-of-Way or an improvement in or to a Right-of-Way within the time prescribed by this Section 3, the City may repair the damage and shall be reimbursed its actual costs within sixty (60) days of submitting an itemized invoice to Franchisee in accordance with the provisions of Section 11. The City may also bill Franchisee for any expenses associated with the inspection of this repair work and for costs incurred by the City for delays impacting Public Improvements.

3.10 Survey Monuments. No survey monument may be removed (or replaced) without a professional land surveyor obtaining a permit in advance from the Washington State Department of Natural Resources and submitting a copy of the approved permit to the City. Franchisee shall restore all concrete encased monuments that will be disturbed or displaced by such work to City standards and specifications. The Public Works Director shall have final approval of the condition of the Rights-of-Way after repair or restoration by the Franchisee.

3.11 Graffiti Removal. Franchisee shall remove all graffiti on any of its Facilities no later than fourteen (14) days from the date Franchisee receives written notice from the City or is otherwise made aware of the graffiti. Facilities installed above ground, such as cabinets, shall have their exterior surface wrapped with an anti-graffiti gloss overlamine.

Section 4. – Relocation of Facilities.

4.1 Relocation Requirement.

4.1.1 Franchisee agrees to protect, support, temporarily disconnect and then reconnect, relocate, or remove from any Rights-of-Way any of its Facilities when required by the City, in its sole discretion, for Public Improvement.

4.1.2 If the City's request for relocation arises from a Public Improvement, in which Facilities must be either replaced, relocated, or removed, then Franchisee shall promptly relocate or remove its Facilities at its sole cost and expense, subject to the procedure in Section 4.3. Franchisee acknowledges and agrees that the placement of Facilities on third party-owned or City owned structures does not convey an ownership interest in these structures.

4.2 Design Locates. To facilitate the design of City street and Right-of-Way improvements, upon written request of the City, or a third party performing work in the Right-of-Way, Franchisee shall, at its sole cost and expense, locate, and if determined necessary by the City, excavate, and/or survey its Facilities so that as the Facilities' location may be taken into account in the design of the improvements. The decision as to whether any Facilities need to be relocated to accommodate the Public Improvement shall be made by the City, in its sole discretion. The Franchisee shall respond to the City's request for excavation and/or survey within thirty (30) days.

4.3 Notice and Relocation Procedure. If the City determines a Public Improvement necessitates the relocation of Franchisee's existing Facilities, the City shall:

- a. At least ninety (90) days before commencing the Public Improvement, provide Franchisee with written notice requiring such relocation and a date by which relocation must be complete; except that in the event of an Emergency Situation, the City shall give Franchisee written notice as soon as practicable; and
- b. At least ninety (90) days before commencing the Public Improvement, provide Franchisee with copies of pertinent portions of the plans and specifications for the improvement project and a proposed location for Franchisee's Facilities so that Franchisee may relocate its Facilities in other City Rights-of-Way in order to accommodate such improvement project; and
- c. After receipt of this notice and such plans and specifications, Franchisee shall complete relocation of its Facilities by the date established in accordance with this Section 4.3 at no charge or expense to the City, except as otherwise provided by law. Relocation shall be accomplished in such a manner as to accommodate the Public Improvement.

4.4 Alternative Arrangements. The Franchisee may make its own appropriate arrangements in response to a request for relocation of its Facilities from a Person or entity other than the City, so long as any improvements being constructed are not or will not become City-owned, operated or maintained; except that any such arrangements shall not delay a Public Improvement.

4.5 Public Improvement Delay Claims. Franchisee shall be solely responsible for the out-of-pocket costs incurred by the City for delays in a Public Improvement to the extent the delay is

caused by or arises out of Franchisee's failure to comply with the final schedule for the relocation (other than as a result of a Force Majeure Event or causes or conditions caused by the acts or omissions of the City or any third party unrelated to Franchisee; Franchisee vendors and contractors shall not be considered unrelated third parties). The out-of-pocket costs may include, but are not limited to, payment to the City's contractors and/or consultants for increased costs and associated court costs, interest, and reasonable attorneys' fees incurred by the City to the extent directly attributable to Franchisee's caused delay in the Public Improvement. In addition to recovery of the City's actual costs, the failure of Franchisee to timely remove its facilities by the deadline provided by the City shall result in liquidated damages in the amount of \$250 per day as set forth in Section 17.2. Franchisee shall pay all liquidated damages due no later than thirty (30) days after the date that the City invoices the same. Liquidated damages hereunder are in addition to any other penalties that may be imposed under other agreements between the Parties.

4.6 Moving of Buildings or Other Objects. Franchisee shall, on the request of any private individual or private entity holding a valid permit issued by a governmental authority, temporarily remove, raise, or lower its Facilities to permit the moving of buildings or other

objects. The expense of the temporary removal, raising, or lowering of Facilities shall be at the expense of the requestor if the requestor is not performing a Public Improvement, which is determined by the City in its sole discretion.

4.7 City's Costs. If Franchisee fails, neglects, or refuses to remove or relocate its Facilities as directed by the City following the procedures outlined in this Section 4, the City may perform this work or cause it to be done, and the Franchisee shall pay the City's costs in accordance with Section 11.

Section 5. – Undergrounding of Facilities.

5.1 Installation. Franchisee's Facilities shall be installed underground, including in those areas where existing fiber, telephone, cable, or electric services are underground at the time of Network construction. Franchisee shall also underground its Facilities in all new developments and subdivisions and in any development or subdivision where utilities are currently underground.

5.2 Utility Trench Access. Franchisee may be provided reasonable access to open utility trenches constructed as part of a Public Improvement, so long as this access does not interfere with the City's placement of utilities or increase the City's costs. Franchisee shall pay the City's actual costs of providing Franchisee access to an open trench, including without limitation the pro rata share of the costs of access to an open trench and any costs associated with the delay of the completion of the project. Franchisee shall reimburse the City in accordance with the provisions of Section 11.

5.3 Removal of Fiber. Franchisee shall not remove any underground cable or conduit that requires trenching or other opening of the Rights-of-Way along the extension of cable to be removed without a permit as may be required by Applicable Laws.

Section 6. – Information, Inventory, and Records.

6.1 Information Request.

6.1.1 Franchisee shall supply and maintain, at no cost to the City, any information reasonably requested by the City to coordinate its functions with the Franchisee's activities and fulfill any municipal functions under Applicable Laws. This required information may include, but is not limited to, any installation inventory, location of existing or planned Facilities, maps, plans, operational data, and as-built drawings of Franchisee's Facilities in the City. Franchisee shall warrant the accuracy of all information provided to the City.

6.1.2 Within thirty (30) days of a written request from the City Manager, but no more than once annually, the Franchisee shall furnish the City with information sufficient to demonstrate: 1) that the Franchisee has complied with all applicable requirements of this Franchise; and 2) that all utility taxes due to the City in connection with the Franchisee's Services and Facilities have been properly collected and paid by the Franchisee.

6.2 Current Inventory. Franchisee shall maintain a current inventory of Facilities throughout the Term of this Franchise. Franchisee shall provide a copy of the inventory report within sixty (60) days of a reasonable request by the City. The inventory report shall include a route map of those basic portions of the fiber system that are located within the Right-of-Way and be in a digital format and the location of the Facilities, including the depth below the finished surface. Franchisee shall cooperate with the City to furnish this information in an electronic mapping format compatible with the current City electronic mapping format.

6.3 Inspection. All books, records, maps, and other documents maintained by Franchisee with respect to its Facilities within the Rights-of-Way shall be made available for inspection by the City at reasonable times and intervals; except that nothing in this Section 6.3 shall be construed to require Franchisee to violate Applicable Laws regarding customer privacy, nor shall this Section 6.3 be construed to require Franchisee to disclose proprietary or confidential information without adequate safeguards for its confidential or proprietary nature. Unless otherwise permitted or required by Applicable Laws, nothing in this Section 6.3 shall be construed as permission to withhold relevant customer data from the City that the City requests in conjunction with a tax audit or review; except that Franchisee may redact identifying information such as names, street addresses (excluding City and zip code), Social Security Numbers, or Employer Identification Numbers related to any confidentiality agreements Franchisee has with third parties.

6.4 Public Records Act. Franchisee acknowledges that information submitted to the City is subject to the Washington Public Records Act, Chapter 42.56 RCW, and is open to public inspection, subject to any exceptions permitted by Applicable Laws.

6.4.1 Franchisee may identify documents submitted to the City that Franchisee believes are non-disclosable, such as trade secrets. Franchisee shall be responsible for clearly and conspicuously identifying the work as confidential or proprietary and shall provide a brief written explanation as to why the information is confidential and how it may be treated as such under Applicable Laws.

6.4.2 If the City receives a public records request under Chapter 42.56 RCW or similar law for the disclosure of the documents or any part of the documents Franchisee has designated as confidential, trade secret, or proprietary, the City shall provide Franchisee with written notice of

the request, including a copy of the request before disclosure so that Franchisee can take appropriate steps to protect its interests. Nothing in this Section 6.4 prohibits the City from complying with Chapter 42.56 RCW or any other Applicable Laws or court order requiring the release of public records, and the City shall not be liable to Franchisee for compliance with any law or court order requiring the release of public records. The City will not assert an exemption from disclosure or production on Franchisee's behalf.

6.4.3 The City shall comply with any injunction or court order obtained by Franchisee that prohibits the disclosure of any such confidential records. If a higher court overturns an injunction or court order and the higher court action is or has become final and non-appealable, Franchisee shall reimburse the City for any fines or penalties imposed for failure to disclose these records within forty-five (45) days of a request from the City, unless additional time is reasonably necessary under the circumstances and is agreed to by the Parties.

6.5 Annual Audit. On an annual basis, upon thirty (30) days' written notice, the City shall have the right to conduct an independent audit of Franchisee's records reasonably related to the administration or enforcement of this Franchise, in accordance with generally accepted accounting practices and any standards adopted by the Governmental Accounting Standards Board. If the audit shows that tax or fee payments have been underpaid by 3% or more, Franchisee shall pay the total cost of the audit.

Section 7. – Unauthorized Facilities.

7.1 Any Facilities installed in the City Right-of-Way that are not authorized under this Franchise or other required City Approval ("Unauthorized Facilities") will be subject to the payment of an Unauthorized Facilities charge by Franchisee. City shall provide written notice to Franchisee of any Unauthorized Facilities identified by City staff and Franchisee shall have thirty (30) days thereafter in which to establish that this installation was authorized or obtain the applicable permit. Failure to establish that the installation is authorized will result in the imposition of an Unauthorized Facilities charge in the amount of One Thousand Dollars (\$1,000.00) per Unauthorized Facility per day starting on the thirty-first (31st) day following notice. Franchisee may submit an application to the City under this Franchise for approval of the Unauthorized Facilities. If the application for the Unauthorized Facilities is denied, Franchisee shall remove the Unauthorized Facilities from the City's Right-of-Way within thirty (30) days after the expiration of all appeal periods for such denial. The City shall not refund any Unauthorized Facilities charges unless Franchisee is successful in an appeal. This Franchise remedy is in addition to any other remedy available to the City at law or equity.

Section 8. – Safety Requirements.

8.1 Safe Conditions. Franchisee shall at all times, at its own expense, maintain its Facilities in, over, under, and upon the Rights-of-Way in a safe condition, in good repair, and in a manner suitable to the City. Additionally, Franchisee shall keep its Facilities free of debris and anything of a dangerous, noxious, or offensive nature or which would create a hazard or undue vibration, heat, noise, or any interference with City services. Upon reasonable notice to Franchisee, the City reserves the general right to inspect the Facilities to evaluate if they are being maintained in a safe

condition. If an unsafe condition or a violation of this Section 8.1 becomes known to the City, the City agrees to give Franchisee written notice of the condition and afford Franchisee a reasonable opportunity to repair the condition. If Franchisee fails to start to make the necessary repairs and alterations within a reasonable time frame specified in the notice (and pursue the cure to completion), then the City may make the repairs or contract for them to be made. All costs, including but not limited to administrative costs, consultant costs, and attorneys' fees, incurred by the City in repairing any unsafe conditions shall be borne by Franchisee and reimbursed to the City.

8.2 Additional Safety Standards. Additional safety standards include:

- a. Franchisee shall maintain all equipment lines and Facilities in an orderly manner, including, but not limited to, the removal of all bundles of unused cable.
- b. All installations of equipment, lines, and ancillary Facilities shall be installed in accordance with industry-standard engineering practices and shall comply with all federal, State, and local regulations, ordinances, and laws.
- c. The Franchisee shall protect any opening or obstruction in the Rights-of-Way or other public places made by Franchisee in the course of its operations with adequate barriers, fences, or boarding, the bounds of which, during periods of dusk and darkness, shall be clearly marked and visible at night.

8.3 Hazardous Substances. Franchisee shall not introduce or use any Hazardous Substances in violation of any Applicable Laws, nor shall Franchisee allow any of its agents, contractors, or any Person under its control to do the same. Franchisee will be solely responsible for and will defend, indemnify, and hold the City, its officers, officials, employees, agents, and volunteers harmless from and against any claims, costs, and liabilities including reasonable attorney fees and costs, arising out of or in connection with the cleanup or restoration of the property to the extent caused by Franchisee's use, storage, or disposal of Hazardous Substances, whether or not intentional, and the use, storage, or disposal of such substances by Franchisee's agents, contractors, or other Persons acting under Franchisee's control, whether or not intentional. Franchisee shall have only that responsibility or liability for managing, monitoring, or abating a hazardous condition that it may have under state or federal law and this Franchise shall not be interpreted to expand Franchisee's legal obligations relating to any pre-existing Hazardous Substances undisturbed by Franchisee.

Section 9. – Provision of Conduit.

9.1 Except in Emergency Situations, Franchisee shall provide the Public Works Director with at least thirty (30) days' advance written notice of any construction, relocation, or placement of ducts or conduits in the Rights-of-Way and provide the City an opportunity to request that Franchisee provide the City with additional duct or conduit, and related structures necessary to access the conduit, pursuant to RCW 35.99.070, in one or more of the locations where Franchisee constructs, installs, or relocates Facilities underground. If so requested, the conduit shall be provided at Franchisee's incremental cost and per the terms of a separate agreement. Franchisee shall install a locator wire and cap off all conduit ends. Conduit ends shall be marked on any as-

built plans and maps requested pursuant to Section 6. Any conduit delivered to the City pursuant to this Section 9 will become property of the City, and Franchisee will have no ongoing maintenance, liability, or other obligations to the City or any third party with respect to the conduit. The City shall make any request for conduit per this Section 9 request in writing before issuance of the applicable permit to Franchisee.

Section 10. – Emergency Situations.

10.1 Immediate Action Required. In the event of any Emergency Situation in which any of Franchisee's Facilities located in or under any street endangers the property, life, health, or safety of any Person, entity, or the City, or if Franchisee's construction area is otherwise in such a condition as to immediately endanger the property, life, health, or safety of any Person, entity, or the City, Franchisee shall immediately repair its Facilities and cure or remedy the dangerous conditions for the protection of property, life, health, or safety of any Person, entity or the City, without first applying for and obtaining a permit as required by this Franchise. The Franchisee shall apply for any necessary permits on the next day Medina City Hall is open for business.

10.2 Lateral Support. Whenever the construction, installation, or excavation of Facilities authorized by this Franchise has caused or contributed to a condition that appears to substantially impair the lateral support of the adjoining street or public place, an adjoining public place, street utilities, City property, Rights-of-Way, or private property (collectively "Endangered Property") or endangers the public, the Public Works Director may direct Franchisee, at Franchisee's own expense, to take reasonable action to protect the Endangered Property or the public within a prescribed time. If Franchisee fails or refuses to promptly take the actions directed by the City, or fails to fully comply with the directions, or if an Emergency Situation exists that requires immediate action before the City can timely contact Franchisee to request Franchisee effect the immediate repair, the City may enter upon the Endangered Property and take such reasonable actions as are necessary to protect the Endangered Property or the public. Franchisee shall be liable to the City for the costs of any such repairs in accordance with the provisions of Section 11.

10.3 Reimbursement. Franchisee shall promptly reimburse the City in accordance with the provisions of Section 11 for any and all costs the City reasonably incurs in response to any Emergency Situation involving Franchisee's Facilities, to the extent this emergency is not the fault of the City. The City agrees to simultaneously seek reimbursement from any other franchisee or permit holder who caused or contributed to the Emergency Situation.

Section 11. – Recovery of Costs.

11.1 Administrative and Other Costs. Franchisee shall be subject to a \$5,000 administrative fee as a fee deposit (the "Fee Deposit") for the payment of costs associated with the preparation, processing, and approval of this Franchise Agreement, including wages, benefits, overhead expenses, meetings, negotiations, and other functions related to the approval. In addition, the Franchisee shall be responsible for reimbursement of all of the City's attorney's fees for this Agreement. The Franchisee shall also pay the cost of publication for this Franchise. To the extent that the Fee Deposit is not otherwise exhausted, the attorney's fees shall be reimbursed from the Fee Deposit. However, to the extent that the City's costs, including but not limited to attorney's

fees, exceeds the Fee Deposit, Franchisee agrees to pay any additional costs as set forth in this section. The Fee Deposit excludes normal permit fees required for work in the Right-of-Way. Payment of all the City's expenses as set forth in this Section shall be made in full prior to Franchise approval. No construction permits shall be issued for the installation of Facilities authorized until the City has received the reimbursements as required by this Section.

11.2 Additional Costs. Franchisee shall further be subject to all permit fees associated with activities undertaken through the authority granted in this Franchise or under the laws of the City. Where the City incurs costs and expenses for review, inspection, or supervision of activities, including but not limited to reasonable fees associated with attorneys, consultants, City Staff and City Attorney time, undertaken through the authority granted in this Franchise or any ordinances relating to the subject for which a permit fee is not established, Franchisee shall pay these costs and expenses directly to the City in accordance with the provisions of Section 11.4.

11.3 City Project Costs. Franchisee shall reimburse the City for Franchisee's proportionate share of all actual, identified expenses incurred by the City in planning, constructing, installing, repairing, altering, or maintaining any City facility as the result of the presence of Franchisee's Facilities in the Rights-of-Way. These costs and expenses shall include but not be limited to Franchisee's proportionate cost of City personnel assigned to oversee or engage in any work in the Rights-of-Way as the result of the presence of Franchisee's Facilities in the Rights-of-Way. These costs and expenses shall also include Franchisee's proportionate share of any time spent reviewing construction plans in order to either accomplish the relocation of Franchisee's Facilities or the routing or rerouting of any utilities so as not to interfere with Franchisee's Facilities.

11.4 Payment of Costs. The time of City employees shall be charged at their respective rate of salary, including overtime if applicable, plus benefits and reasonable overhead. Any other costs will be billed proportionately on an actual cost basis. All billings will be itemized so as to specifically identify the costs and expenses for each project for which the City claims reimbursement. A charge for the actual costs incurred in preparing the billing may also be included in the billing. Franchisee shall reimburse the City within thirty (30) days of submittal by the City of an itemized billing for costs incurred under this Section 11.

Section 12. – City's Reservation of Rights.

12.1 Franchise Fees. The City is not seeking to impose any franchise fee or similar compensation for the benefits and privileges granted under this Franchise and in consideration of the permission to use the City's Rights-of-Way as of the effective date of this Franchise. However, the City reserves the right to impose a franchise fee upon one hundred and twenty (120) days' notice to Franchisee, if it believes it is consistent with Applicable Laws. Franchisee reserves the right to challenge the imposition of any such compensation if it believes it is inconsistent with Applicable Laws. Payment of a franchise fee under this Franchise shall not exempt Franchisee from the payment of any generally applicable fee, tax, or charge on the business, occupation, property, or income of Franchisee that may be imposed by the City. The City also reserves the right to require Franchisee to obtain a separate franchise for a change in use, which franchise may include provisions intended to regulate Franchisee's operations as allowed under Applicable Law.

Nothing contained within this Franchise shall preclude Franchisee from challenging any fee, this Franchise, or separate agreement under Applicable Laws.

12.2 Utility Taxes. Franchisee acknowledges that certain of its operations within the City may constitute a telephone business and may be subject to utility taxes permitted under Applicable Laws. Franchisee agrees it shall be responsible for the payment of any applicable utility taxes, including, without limitation, any utility taxes enacted by the City after the Effective Date of this Franchise. Franchisee's obligation to pay such taxes shall not be considered a franchise fee or in lieu of any other costs payable to the City as provided herein. Nothing in this Section 12.2 is intended to alter, amend, modify, or expand the taxes and fees that may lawfully be assessed on Franchisee's business activities under this Franchise under Applicable Laws.

Section 13. – Indemnification; Liability.

13.1 General Indemnification. Franchisee shall indemnify, defend, and hold the City, its officers, officials, boards, commissions, agents, volunteers, and employees, harmless from any action or claim for injury, damage, loss, liability, cost or expense, including court and appeal costs and attorneys' fees or expenses, arising from any casualty or accident to Person or property, including, without limitation, damages in any way arising out of, or by reason of, any construction, excavation, operation, maintenance, reconstruction, or any other act done under this Franchise, by or for Franchisee, its agents, or its employees, or by reason of any neglect or omission of Franchisee. Franchisee shall consult and cooperate with the City while conducting its defense of the City under this Franchise. Franchisee shall not be obligated to indemnify the City for injuries or damages caused by the negligence or willful misconduct of the City.

13.2 Indemnification for Relocation. Franchisee shall defend, indemnify, and hold the City harmless for any damages, claims, additional costs or expenses and attorneys' fees, including contractor construction delay damages, assessed against or payable by the City contributing to Franchisee's failure to remove, adjust, or relocate any of its Facilities in the Rights-of-Way in accordance with any relocation required by the City, provided that Franchisee shall not be liable under this section if Franchisee's failure to remove, adjust, or relocate any of its Facilities is the result of a Force Majeure Event.

13.3 Procedures and Defense. If a claim or action arises, the City or any other indemnified party shall promptly notify Franchisee of such claim or action and tender the defense of the claim or action to Franchisee, which defense shall be at Franchisee's expense. The City's failure to notify and request indemnification shall not relieve Franchisee of any liability that Franchisee might have, except to the extent that such failure prejudices Franchisee's ability to defend such claim or suit. The City may participate in the defense of a claim, but if Franchisee provides a defense at Franchisee's expense, then Franchisee shall not be liable for any attorneys' fees, expenses, or other costs the City may incur if it chooses to participate in the defense of a claim, unless and until separate representation is necessary. Then, the provisions of Section 13.5 shall govern Franchisee's responsibility for City's attorney's fees, expenses, or other costs. In any event, Franchisee may not agree to any settlement of claims affecting the City without the City's consent, which will not be unreasonably withheld or delayed.

13.4 Avoidance. Inspection or acceptance by the City of any work performed by Franchisee at the time of completion of construction shall not be grounds for avoidance by Franchisee of any of its obligations under this Section 13. Whether Franchisee carries out any activities under this Franchise through independent contractors shall not constitute an avoidance of or defense to Franchisee's duty of defense and indemnification under this subsection.

13.5 Expenses. If separate representation to fully protect the interests of both Parties is or becomes necessary, such as a conflict of interest between the City and counsel selected by Franchisee to represent the City, Franchisee shall pay, from the date such separate representation is required forward, all expenses incurred by the City in defending itself with regard to any action, suit, or proceeding subject to indemnification by Franchisee. Except that, if separate representation is or becomes necessary, and the City desires to hire counsel or any other outside experts or consultants and desires Franchisee to pay those expenses, then the City shall be required to obtain Franchisee's consent to the engagement of such counsel, experts, or consultants, such consent not to be unreasonably withheld or delayed. The City's expenses shall include all out-of-pocket costs and expenses, such as consultants' fees and court costs, but shall not include outside attorneys' fees for services that are unnecessarily duplicative of services provided the City by Franchisee, except in the event of a conflict of interest where such duplication may be required. Each Party agrees to cooperate and to cause its employees and agents to cooperate with the other Party in the defense of any claim or action.

13.6 RCW 4.24.115. Should a court of competent jurisdiction determine that this Franchise is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to Persons or damages to property caused by or resulting from the concurrent negligence of Franchisee and the City, its officers, officials, employees, and volunteers, Franchisee's liability shall be only to the extent of Franchisee's negligence. It is expressly understood that the indemnification provided herein constitutes Franchisee's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties.

Section 14. – Insurance.

14.1 Policies. Franchisee shall maintain in full force and effect at its own cost and expense each of the following policies of insurance:

- a. Commercial General Liability insurance with limits of no less than \$5,000,000 per occurrence and \$5,000,000 general aggregate. Coverage shall be at least as broad as that provided by ISO CG 00 01 1/96 or its equivalent and include severability of interests. Such insurance shall name the City, its officers, officials, and employees as additional insureds per ISO CG 2026 or its equivalent. There shall be a waiver of subrogation and rights of recovery against the City, its officers, officials, and employees. Coverage shall apply as to claims between insureds on the policy, if applicable. Coverage may take the form of a primary layer and a secondary or umbrella layer, but the combination of layers must equal \$5,000,000 at a minimum.
- b. Commercial Automobile Liability insurance with minimum combined single limits

of \$5,000,000.00 each occurrence with respect to each of Franchisee's owned, hired, and non-owned vehicles assigned to or used in the operation of the Facilities in the City. The policy shall contain a severability of interests provision.

- c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington and employer's liability with a limit of \$5,000,000 each accident/disease/policy limit.
- d. Contractors Pollution Liability insurance shall be in effect throughout the entire Franchise Agreement covering losses caused by pollution conditions that arise from the operations of the Franchisee. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims.
- e. Excess or Umbrella Liability insurance shall be excess over and at least as broad in coverage as the Franchisee's Commercial General Liability and Automobile Liability insurance. The City shall be named as an additional insured on the Franchisee's Excess or Umbrella Liability insurance policy.
- f. Contractors Pollution Liability insurance shall be written in an amount of at least \$2,000,000 per loss, with an annual aggregate of at least \$2,000,000.
- g. Excess or Umbrella Liability insurance shall be written with limits of not less than \$5,000,000 per occurrence and annual aggregate. The Excess or Umbrella Liability requirement and limits may be satisfied instead through Franchisee's Commercial General Liability and Automobile Liability insurance, or any combination thereof that achieves the overall required limits.

If the Franchisee maintains broader coverage and/or higher limits than the minimums within this Section 14.1, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Franchisee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

14.2 Deductibles. Any deductible related to the insurance policies in Section 14.1 shall not in any way limit Franchisee's liability to the City.

14.3 Requirements. All policies shall contain, or shall be endorsed so that:

- a. The City, its officers, officials, boards, commissions, employees, and agents are to be covered as, and have the rights of, additional insureds with respect to liability arising out of activities performed by, or on behalf of, Franchisee under this Franchise or Applicable Laws, or in the construction, operation or repair, or ownership of the Network;
- b. Franchisee's insurance coverage shall be primary insurance with respect to the City, its officers, officials, boards, commissions, employees, volunteers, and agents. Any insurance or self-insurance maintained by the City, its officers, officials, boards, commissions, employees, and agents shall be in excess of the Franchisee's

insurance and shall not contribute to it; and

- c. Franchisee's insurance shall apply separately to each insured against whom a claim is made or lawsuit is brought, except with respect to the limits of the insurer's liability.

14.4 Acceptability of Insurers. The insurance obtained by Franchisee shall be placed with insurers with a Best's rating of no less than "A VII."

14.5 Verification of Coverage. The Franchisee shall furnish the City with certificates of insurance and endorsements or a copy of the page of the policy reflecting blanket additional insured status. The certificates and endorsements for each insurance policy shall be signed by a Person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements for each insurance policy shall be on forms that are consistent with standard industry practices.

14.6 Maintenance of Insurance. Franchisee's maintenance of insurance as required by this Section 14 shall not be construed to limit the liability of Franchisee to the coverage provided by such insurance or otherwise limit the City's recourse to any remedy available at law or equity. Further, Franchisee's maintenance of insurance policies required by this Franchise shall not be construed to excuse unfaithful performance by Franchisee.

Section 15. – Abandonment of Franchisee's Telecommunications Network.

15.1 Upon the expiration, termination, or revocation of the rights granted under this Franchise, Franchisee shall remove all of its Facilities from the Rights-of-Way within thirty (30) days of receiving written notice from the City Manager. The Facilities, in whole or in part, may not be abandoned by Franchisee without written approval by the City. Any plan for abandonment or removal of Franchisee's Facilities must be first approved by the Public Works Director, and all necessary permits must be obtained before this work. The plan for abandonment shall include a proposal and instruments for transferring ownership to the City. Any Facilities that are not permitted to be abandoned in place and that are not removed within thirty (30) days of receipt of the City's notice may be removed by the City and the area restored at Franchisee's cost. Franchisee shall pay these costs to the City within thirty (30) days of receiving an invoice. If Franchisee fails to pay the City within this timeframe, the City may avail itself of any remedy available at law or equity.

Section 16. – Bonds.

16.1 Construction Guarantee. As a condition of performing work in the Right-of-Way, the timely, complete, and faithful performance of all construction work in the Right-of-Way shall be guaranteed in an amount equal to 130% of the cost estimate (prepared by a licensed contractor, professional engineer, or architect) of the construction work, by either the Franchisee or the Franchisee's contractor performing the actual construction work. The guarantee shall be by performance bond. If Franchisee, in the sole judgment of the City, has a history of corrections or default, Franchisee must provide the full guarantee by assignment of funds. These funds shall guarantee the following: (1) timely completion of construction; (2) construction in compliance with all applicable plans, permits, technical codes, and standards; (3) proper location of the

Facilities as specified by the City; (4) restoration of the Rights-of-Way and other City properties affected by the construction; (5) repair and restoration of any damage to public or private property caused by the construction; (6) submission of as-built drawings after completion of construction; and (7) timely payment and satisfaction of all claims, demands, or liens for labor, materials, or services provided in connection with the work that could be asserted against the City or City property. The guarantee must remain in full force until the completion of construction and/or any necessary repairs, including final inspection, corrections, and final approval of the work, recording of all easements, provision of as-built drawings, and the posting of a maintenance guarantee as described in Section 16.2. Compliance with the performance guarantee requirement of the City's current Design and Construction Standards shall satisfy the provisions of this Section.

16.2 Maintenance Guarantee. Maintenance and the successful operation of the Right-of-Way improvements shall be bonded for a period of at least two (2) years (or other period as required by Medina Municipal Code, as may be amended) from the date of final construction approval. The bond shall be in an amount to be determined by the City. The minimum maintenance guarantee shall be Five Thousand Dollars (\$5,000.00) or 30% of the original performance construction guarantee as described in Section 16.1, whichever is greater. Franchisee will have thirty (30) days to correct any deficiencies identified by the City. The satisfactory correction of the work may commence a new two-year maintenance period for the improvements as corrected, as determined by the City. The City will initiate collection against the financial guarantee if deficiencies are not satisfactorily addressed by the end of the thirty (30) day response period. Compliance with the maintenance guarantee requirement of the City's current Design and Construction Standards shall satisfy the provisions of this Section 16.2. Original financial guarantee amounts described in Section 16.1 and this Section 16.2 may be reduced one time only before the maintenance period, at the discretion of the City. If an extension to any associated permits are granted, the financial guarantees may be increased based on an updated engineer's cost estimate or as determined by the City. Financial guarantees will be fully released only after all final punch list items are accomplished, final construction approval, and the lapse of the two (2) year maintenance guarantee period with all corrective actions complete and accepted by the City.

16.3 Franchise Bond. Franchisee shall provide City with a bond in the amount of Fifty Thousand Dollars (\$50,000.00) ("Franchise Bond") running or renewable for the term of this Franchise, in a form and substance reasonably acceptable to City. If Franchisee fails to substantially comply with any one or more of the provisions of this Franchise, following written notice and a reasonable opportunity to cure, then there shall be recovered jointly and severally from Franchisee and the bond any actual damages suffered by City as a result thereof, including but not limited to staff time, material and equipment costs, compensation or indemnification of third parties, and the cost of removal or abandonment of Facilities. Franchisee specifically agrees that its failure to comply with the terms of this Section 16.3 will constitute a material breach of this Franchise, subject to the notice and cure provisions of Section 17.2. Franchisee further agrees to replenish the Franchise Bond within thirty (30) days after written notice from the City that the amount of the Franchise Bond is deficient. The amount of the Franchise Bond shall not be construed to limit Franchisee's liability or to limit the City's recourse to any remedy to which the City is otherwise entitled at law or in equity.

16.4 Form of Bonds. All bonds provided to the City under this Section 16 shall be on forms provided by the City and with sureties registered with the Washington State Insurance Commissioner or other financial institutions acceptable to the City.

Section 17. – Remedies to Enforce Compliance.

17.1 Reservation of Rights.

17.1.1 In addition to the remedies provided in this Franchise, each Party reserves the right to pursue any remedy available at law or in equity to compel or require the other Party and/or its successors and assigns to comply with the terms of this Franchise. The pursuit of any right or remedy by the City shall not prevent the City from thereafter declaring a revocation for breach of the conditions of this Franchise.

17.1.2 All rights and remedies provided in this Franchise shall be in addition to and cumulative with any and all other rights and remedies available to either the City or Franchisee. These rights and remedies are not exclusive, and the exercise of one or more rights or remedies may not be deemed a waiver of the right to exercise any other right or remedy at any time. Neither Party intends to waive any other rights, remedies, or obligations as provided by law, equity, or otherwise, and nothing contained in this Franchise shall be construed to effect any such waiver.

17.2 Procedure upon Breach. If either Party violates or fails to comply with any of the provisions of this Franchise or a permit issued as required by Section 3.2, or fails to heed or comply with any notice given under the provisions of this Franchise (the “Defaulting Party”), the other Party (the “Non-defaulting Party”) shall provide the Defaulting Party with written notice specifying with reasonable particularity the nature of the breach and the Defaulting Party shall undertake all commercially reasonable efforts to cure the breach within thirty (30) days of receipt of notification. If the Non-defaulting Party reasonably determines the breach cannot be cured within thirty (30) days, the Non-defaulting Party may specify a longer cure period, and condition the extension of time on the Defaulting Party’s submittal of a plan to cure the breach within the specified period, commencement of work within the original thirty (30) day cure period, and diligent prosecution of the work to completion. If the breach is not cured within the specified time, or the Defaulting Party does not comply with the specified conditions, the Non-Defaulting Party may pursue any available remedy at law or in equity. In the event Franchisee is the Defaulting Party, if Franchisee has failed to timely cure any breach, the City, at its sole discretion, may elect to: (1) terminate this Franchise pursuant to Section 2.5; (2) claim liquidated damages of Two Hundred Fifty Dollars (\$250.00) per day against Franchisee (and collect from the Franchise Bond if necessary) as an estimate for damages that the Parties understand will be difficult to calculate in the event of a default; or (3) extend the time to cure the breach if under the circumstances additional time is reasonably required.

Section 18. – Non-Waiver.

18.1 The failure of either Party to insist upon strict performance of any of the covenants and agreements of this Franchise or to exercise any option conferred in any one or more instances shall not be construed to be a waiver or relinquishment of any such covenants, agreements, or option or any other covenants, agreements, or option.

Section 19. – Police Powers and City Regulations.

19.1 Nothing within this Franchise may be deemed to restrict the City's ability to adopt and enforce all necessary and appropriate ordinances regulating the performance of the conditions of this Franchise, including any valid ordinance made in the exercise of its police powers in the interest of public safety and for the welfare of the public. The City shall have the authority at all times to reasonably control by appropriate regulations, consistent with 47 U.S.C. § 253, the location, elevation, manner of construction, and maintenance of any Facilities by Franchisee, and Franchisee shall promptly conform with all such regulations, unless compliance would cause Franchisee to violate Applicable Laws. The City reserves the right to promulgate any additional regulations of general applicability as it may find necessary in the exercise of its lawful police powers consistent with 47 U.S.C. § 253. In the event of a conflict between the provisions of this Franchise and any other ordinance(s) enacted under the City's police power authority, the other ordinances(s) shall take precedence over this Franchise.

Section 20. – Acceptance.

20.1 This Franchise may be accepted by Franchisee by its filing with the City Clerk of an unconditional written acceptance, within sixty (60) days from the City's execution of this Franchise, in the form attached as **Exhibit A**. Failure of Franchisee to so accept this Franchise will constitute a rejection by Franchisee and the rights and privileges granted shall cease. In addition, Franchisee shall file the certificate of insurance and the additional insured endorsements obtained pursuant to Section 14, any construction guarantees and bonds, if applicable, as described in Section 16.

Section 21. – Survival.

21.1 All of the provisions, conditions, and requirements in Sections 3, 4, 5, and 13 of this Franchise shall be in addition to any and all other obligations and liabilities Franchisee may have to the City at common law, by statute, or by contract, and shall survive this Franchise, and any renewals or extensions, to the extent provided. All of the provisions, conditions, regulations, and requirements contained in this Franchise shall further be binding upon the successors, executors, administrators, legal representatives, and assigns of Franchisee and all privileges, as well as all obligations and liabilities of Franchisee shall inure to its successors and assigns equally as if they were specifically mentioned where Franchisee is named.

Section 22. – Assignment and Changes of Ownership or Control.

22.1 Written Consent. Except as set forth below, neither Party may assign or transfer its rights or obligations under this Agreement, in whole or part, to a third party, without the written consent of the other Party which shall not be unreasonably withheld, conditioned, or delayed. Any agreed upon assignee will take the place of the assigning Party, and the assigning Party will be released from all of its rights and obligations upon such assignment.

22.1.1 Notwithstanding the foregoing, Franchisee may at any time, on written notice to the City, assign this Franchise or any or all of its rights and obligations under this Franchise:

- (a) to any Affiliate of Franchisee;

- (b) to any successor in interest of Franchisee's business operations in the City in connection with any merger, acquisition, or similar transaction if Franchisee determines after a reasonable investigation that the successor in interest has the resources and ability to fulfill the obligations of this Franchise; or
- (c) to any purchaser of all or substantially all of Franchisee's Facilities in the City if Franchisee determines after a reasonable investigation that the purchaser has the resources and ability to fulfill the obligations of this Franchise.

The written notice required by this Section shall be at least thirty (30) days prior to the closing of the transaction under subsection (a), and ninety (90) days before the closing of any transaction under subsections (b) and (c). In connection with any proposed transaction under subsections (b) and (c), Franchisee shall cooperate with any requests from the City for any information related to the legal, technical, and/or financial ability of a proposed purchaser or successor in interest to comply with the terms of this Franchise.

22.2 Franchisee Responsibility. Following any assignment of this Franchise to an Affiliate pursuant to Section 22.1.1(a), Franchisee will remain responsible for the Affiliate's performance under the terms of this Franchise.

Section 23. – Eminent Domain.

23.1 The existence of this Franchise shall not preclude the City from acquiring by condemnation in accordance with Applicable Laws, all or a portion of Franchisee's Facilities for the fair market value. In determining the value of Facilities, no value shall be attributed to the right to occupy the area conferred by this Franchise.

Section 24. – Vacation.

24.1 If at any time the City, by ordinance and in accordance with Applicable Laws, vacates all or any portion of the area affected by this Franchise, the City shall not be liable for any damages or loss to the Franchisee by reason of the vacation. The City shall notify Franchisee in writing not less than sixty (60) days before vacating all or any portion of any such area. The City will, if practicable, reserve an easement for Franchisee's Facilities under the same terms and conditions as this Franchise at the location vacated by City, and if not practicable, the City may, after sixty (60) days' written notice to Franchisee, terminate this Franchise with respect to such vacated area.

Section 25. – Notice.

25.1 Any notice or information required or permitted to be given to the Parties under this Franchise shall be sent to the following addresses unless otherwise specified by personal delivery, overnight mail by a nationally recognized courier, or by U.S. certified mail, return receipt requested and shall be effective upon receipt or refusal of delivery:

City: City of Medina
Attn: City Manager
501 Evergreen Point Road
Medina, WA 98039

With a copy to: Inslee Best Doezie & Ryder, P.S.
Attn: Jennifer Robertson
10900 NE 4th Street, Suite 1500
Bellevue, WA 98004

Franchisee: Ezee Fiber Washington Assets, LLC
5959 Corporate Dr.
Houston, TX 77036

With a copy to: _____

Section 26. – Compliance with all Applicable Laws.

26.1 Each Party agrees to comply with all Applicable Laws. This Franchise is subject to ordinances of general applicability enacted pursuant to the City’s police powers. Franchisee acknowledges that it shall be solely responsible for compliance with any applicable law or regulation of the Federal Communications Commission (“FCC”) to engage in business associated with use of the Rights-of-Way.

Section 27. – Attorney’s Fees.

27.1 If a suit or other action is instituted in connection with any controversy arising out of this Franchise, each Party shall pay all its legal costs and attorney fees incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; except that nothing in this section shall be construed to limit the City’s right to indemnification under Section 13 of this Franchise.

Section 28. – Licenses, Fees, and Taxes.

28.1 Before constructing any Facilities or providing Services within the City, Franchisee shall obtain a business or utility license from the City, if so required. Franchisee shall pay all applicable taxes on personal property and Facilities owned or placed by Franchisee in the Rights-of-Way and shall pay all applicable license fees, permit fees, and any applicable tax unless documentation of exemption is provided to the City and shall pay utility taxes and license fees properly imposed by the City under this Franchise. However, nothing in this Franchise is intended to alter, amend, modify, or expand the taxes and fees that may lawfully be assessed on Franchisee’s business activities under Applicable Laws.

Section 29. – Miscellaneous.

29.1 Entire Agreement. This Franchise constitutes the entire understanding and agreement between the Parties as to the subject matter herein and no other agreements or understandings, written or otherwise, will be binding upon the Parties upon execution of this Franchise.

29.2 Severability. If any section, sentence, clause, or phrase of this Franchise is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

unconstitutionality will not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Franchise unless such invalidity or unconstitutionality materially alters the rights, privileges, duties, or obligations, in which event either Party may request renegotiation of those remaining terms of this Franchise materially affected by the court's ruling.

29.3 Authorized Signatories. The City and Franchisee respectively represent that their respective signatories are duly authorized and have full right, power, and authority to execute this Franchise on such Party's behalf.

29.4 Venue. This Franchise is governed by the laws of the State of Washington. The United States District Court for the Western District of Washington, and Pierce County Superior Court have proper venue for any dispute related to this Franchise.

29.5 Section Headings. Section headings are intended solely to facilitate the reading of this Franchise and may not affect the meaning or interpretation of the text within this Franchise.

29.6 No Third-Party Beneficiaries. There are no third-party beneficiaries to this Franchise.

29.7 Enforcement. This Franchise may be enforced at both law and in equity.

[Signatures on Following Page]

IN WITNESS WHEREOF, this Franchise is signed in the name of the City of Medina, Washington this ____ day of _____, 2026.

CITY OF MEDINA, WASHINGTON

Jeff Swanson, City Manager

ATTEST:

Dawn Nations, City Clerk

APPROVED AS TO FORM:

Jennifer S. Robertson, City Attorney

Accepted and approved this ____ day of _____, 2026.

EZEE FIBER WASHINGTON ASSETS, LLC

Name/Title:_____

STATE OF _____)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the _____ of Ezee Fiber Washington Assets, LLC, to be free and voluntary acts of such party for the uses and purposes mentioned in the instrument.

Dated this ____ day of _____, 2026.

Notary Public in and for the State of _____
residing at _____
My commission expires _____

EXHIBIT A

STATEMENT OF ACCEPTANCE

EZEE FIBER WASHINGTON ASSETS, LLC, for itself, its successors and assigns, accepts, and agrees to be bound by all lawful terms, conditions and provisions of the Franchise attached and incorporated by this reference. Ezee Fiber Washington Assets, LLC, declares that it has carefully read the terms and conditions of this Franchise and unconditionally accepts all of the terms and conditions of the Franchise and agrees to abide by such terms and conditions. Ezee Fiber Washington Assets, LLC, has relied upon its own investigation of all relevant facts and it has not been induced to accept this Franchise and it accepts all reasonable risks related to the interpretation of this Franchise.

EZEE FIBER WASHINGTON ASSETS, LLC

By: _____

Date: _____

Name: _____

Title: _____



MEDINA, WASHINGTON

AGENDA BILL

Monday, August 24, 2026

Subject/Topic: Lake Lane Dock Repair Dept. Origin: Public Works Category: Consent Prepared by: Ryan Osada, Public Works Director Attachments: Bid Specs & Planset Proposal	Proposed Council Action/Motion: ☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Other:
---	--

Proposed Council Action: Approve

Summary

Earlier this year, the Lake Lane Dock was damaged by fire and resulted in a full closure. The damage was extensive and needs substructure repairs. This type of over-the-water construction requires a Hydraulic Permit (HPA) issued by the WDFW. The HPA permit was issued on July 17, 2026.

This contract provides for the removal, disposal, and in-kind replacement of fire damaged elements at the City's Lake Lane Dock. Work will also include securing the work site, pedestrian traffic control, and site cleanup.

Council Priorities

This proposal furthers Council Priorities 1, 2, 3 and 4.

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: \$60,490.43

Recommendation: Approve

City Manager Approval:

Proposed Council Motions: I move to authorize the City Manager to negotiate and enter into an agreement with **Waterfront Construction Inc.** for the Lake Lane Dock Repair Project.

**CITY OF MEDINA
SMALL WORKS PROJECT
“PREVAILING WAGES SHALL BE PAID”
ENGINEER’S ESTIMATE: \$
INVITATION TO BID**

The **CITY OF MEDAIN** is releasing a Small Works Project. As a Contractor on the MRSC Small Works Roster under the Structures category, you are invited to submit a bid on this Project.

Project Title: Lake Lane Dock Repair

Scope of Work: This project consists of the removal, disposal, and in-kind replacement of fire damaged elements at the City’s Lakeland Dock. Work will also include securing the work site, pedestrian traffic control, and site cleanup.

Delivery of Proposal: City of Medina, 501 Evergreen Point Road, Medina, Washington 98039

Bid Submittal Date and Time: [Date and Time]

Bid Documents may be *examined* at the office of the City, or the office of the Project Engineer, Gray & Osborne, Inc. Bid Documents for this project are available free-of-charge at the following website: “<http://gobids.grayandosborne.com>”. Bidders are encouraged to “Register” in order to receive automatic email notification of future addenda and to be placed on the “Bidders List”. For assistance, please call (206) 284-0860. Contract questions shall be directed only to the office of the Project Engineer.

Bidders must be registered on the City’s MRSC Small Works Roster to be eligible to submit a bid for this Project.

Questions concerning the Contract Provisions will be taken by the Project Engineer at Gray & Osborne, Inc.’s Seattle office (206) 284-0860.

No oral responses to questions by City personnel about the project will be binding on the City.

The City expressly reserves the right to reject any or all bids and to waive minor irregularities or informalities, and to further make award of the project to the lowest responsive, responsible bidder as it best serves the interest of the City based on the sum of the Bid.

CITY OF MEDINA

KING COUNTY

WASHINGTON



SMALL WORKS ROSTER CONTRACT PROVISIONS

for

LAKE LANE DOCK REPAIR

G&O #26439
JUNE 2026



Gray & Osborne, Inc.
CONSULTING ENGINEERS

CITY OF MEDINA

KING COUNTY

WASHINGTON



SMALL WORKS ROSTER CONTRACT PROVISIONS

for

LAKE LANE DOCK REPAIR



G&O #26439
JUNE 2026



SMALL WORKS CONTRACT DOCUMENTS

TABLE OF CONTENTS

CITY OF MEDINA

LAKE LANE DOCK REPAIR

PART 1. LEGAL AND PROCEDURAL DOCUMENTS

PROPOSAL	P-1 TO P-7
CONTRACT	C-1 TO C-11
PERFORMANCE, PAYMENT, AND GUARANTY BOND	PB-1 TO PB-2

PART 2. SPECIFICATIONS

PART 3. PREVAILING WAGE RATES FOR PUBLIC WORKS CONTRACT

PART 4. PLANS

PART 1

LEGAL AND PROCEDURAL DOCUMENTS

LAKE LANE DOCK REPAIR PROPOSAL

TO: City of Medina
501 Evergreen Point Road
Medina, Washington 98039

1. The Bidder shall submit this Proposal form in its entirety. Failure to do so may render the bid non-responsive.
2. The undersigned bidder proposes and agrees, if this Proposal is accepted to enter into a Small Works Contract with the City. The Contract is included in the Contract Documents. The Bidder agrees to perform the work as stated in the Contract Documents. The Contract Documents include the Proposal, Contract, Specifications, and Plans.
3. The Bidder acknowledges that the quantities shown in the bid schedule are estimates that are stated only to facilitate the City's comparison of the bids and that the City does not warrant expressly or by implication that the actual quantities of work will correspond with these estimates. The Bidder acknowledges that payment will be made on the basis of the actual quantities of each item of work completed in accordance with the contract requirements.
4. Bidder accepts all of the terms and conditions of the Contract Documents, including without limitation those in the Invitation to Bid.
5. Bidder will enter into a Small Works Contract within the time and in the manner required in the Proposal and Contract. Bidder will furnish the Insurance Certificates, Performance, Payment and Guaranty Bond required by the Contract Documents.
6. Bidder has examined copies of all the Contract Documents.
7. Bidder has familiarized itself with the nature and extent of the Contract Documents, work, site, locality where the work is to be performed, the legal requirements (federal, state, and local laws, ordinances, rules and regulations), and the conditions affecting cost, progress or performance of the work and has made such independent investigations as Bidder deems necessary.
8. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Proposal; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over City.
9. Bidder agrees not to withdraw the Proposal for a period of thirty (30) calendar days after the bid opening date unless otherwise required by law.

10. Bidder further agrees to complete the work required under the Contract within the Contract Time stipulated and to accept in full payment therefore the Contract Price based on the Total Bid Price(s) submitted herewith.
11. The undersigned agrees that the City reserves the right to reject any and all Proposals and to waive any minor irregularities and informalities in the Proposal. The undersigned agrees that the City reserves the right to award the contract to the lowest responsible, responsive bidder whose Proposal is in the best interest of the City.

**CITY OF MEDINA
LAKE LANE DOCK REPAIR
PROPOSAL FORM**

Note: Bid prices for all items, all extensions and total amount of Bid must be shown below. If a discrepancy exists between the price per unit and the extended amount of any Bid item, the price per unit will control.

<u>NO.</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1.	Dock Repair	1 LS	\$_____	\$_____
Subtotal:				\$_____
Washington State Sales Tax (10.3%):				\$_____
TOTAL CONSTRUCTION COST:				\$_____

Note: A bid must be received on all items.

Subject to any extensions of the Contract time granted under the Contract, the undersigned agrees to complete the Work required under this Contract within 10 calendar days.

The undersigned has reviewed and fully understands the provisions in the Contract regarding liquidated damages and agrees that liquidated damages shall be \$500.00 per day for each and every calendar day beyond the Contract time allowed to complete the work.

ADDENDA RECEIVED

Addendum No.	Date Received	Name of Recipient

NOTE: Bidder shall acknowledge receipt of all addenda. Bidder is responsible for verifying the actual number of addenda issued prior to submitting a Proposal.

The undersigned is in, and will remain in, full compliance with all Washington State Department of Licensing requirements for contractors, including but not limited to requirements for bond, proof of insurance and annual registration fee. The undersigned's Washington State:

Dept. of Labor and Industries Workman's Compensation Account No. is _____;
 Dept. of Licensing Contractor's Registration No. is _____;
 Unified Business Identifier Number is _____;
 Excise Tax Registration Number is _____; and
 Employment Security Account Number is _____.

By signing the proposal, the undersigned declares, under penalty of perjury under the laws of the United States and the State of Washington, that the following statements are true and correct:

1. That the undersigned person(s) or entity(ies) has(have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this Bid is submitted.
2. Certification of Compliance with Wage Payment Statutes: The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (**INSERT DATE**), that the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

_____ Sign Name	_____ Date
By: _____ Print Name, Title	_____ Location Executed (City, State)
_____ Print Company Name	

PROPOSAL DEPOSIT

A deposit of at least 5 percent of the total Proposal amount shall accompany each Proposal. This deposit may be in the form of a Proposal bond (surety bond), certified check, cashier's check, or postal money order made payable to the Owner. All Proposal bonds shall be on the form included within the Proposal and shall be signed by the Bidder and the surety. The surety shall: (1) be registered with the Washington State Commissioner, and (2) appear on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner. The Proposal bond shall not be conditioned in any way to modify the minimum 5 percent required. The Proposal Deposit will be held as a guaranty that the successful Bidder will, within 10 days from the date of notification of Award, enter into a Contract and furnish approved Performance and Public Works Payment Bonds, on forms attached, in amounts equal to 100 percent of the amount of the Contract, including state sales tax.

Amount of Proposal deposit: \$ _____ Check No. _____,

or Proposal bond in the amount of \$ _____

_____, issued through _____
Name of Bank/Bonding Company

located at _____
Mailing Address

Telephone Number of Bank/Bonding Company

THE PROPOSAL SHALL BE SUBMITTED IN A SEALED PACKAGE, ADDRESSED TO THE OWNER AND PLAINLY MARKED "PROPOSAL FOR LAKE LANE DOCK REPAIR." EMAILED OR FAXED PROPOSALS WILL NOT BE ACCEPTED.

PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we _____

of _____ as principal, and the _____

a corporation duly organized under the laws of the state of _____,

_____ and authorized to do business in the State of Washington, as surety, are held and firmly bound unto the **CITY OF MEDINA** in the full and penal sum of five percent of the total amount of the bid proposal of said principal for the work hereinafter described, for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting their sealed proposal for the following construction project, to wit:

LAKE LANE DOCK REPAIR

said bid and proposal, by reference thereto, being made a part hereof.

NOW, THEREFORE, If the said proposal bid by said principal be accepted, and the contract be awarded to said principal, and if said principal shall duly make and enter into and execute said Contract and shall furnish bond as required by the **CITY OF MEDINA** within a period of 10 days from and after said award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be

signed and sealed this _____ day of _____, _____.

(Principal)

(Surety)

(Attorney-in-fact)

SMALL WORKS CONTRACT

THIS AGREEMENT is made this _____ day of _____, 20____, between **CITY OF MEDINA**, a municipal corporation ("City"), and _____ ("Contractor").

In consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the parties herein covenant and agree as follows:

1. *Project.* The Contractor shall do all work and furnish all permits, tools, materials, labor and equipment for the City's public works project known as Lake Lane Dock Repair ("Project") in accordance with and as described in the attached bid proposal, plans and specifications, which are by this reference incorporated herein and made a part hereof, and shall perform any alterations in or additions to the Project provided under this contract and every part thereof.

2. *Project Cost.* The amount of the Project Contract is _____ (\$_____) plus applicable Washington State sales tax. The total Project Cost includes all costs associated with the Project work, including, but not limited to, labor, materials, overhead, administrative, permit, and regulatory costs, unless otherwise agreed in writing. The City shall pay sales tax to the Contractor for those portions of the Project that are subject to sales tax. The Contractor shall make sales tax and other tax payments to the State of Washington as provided by Statute.

3. *City Agreement.* The City employs the Contractor to provide the materials and to do and cause to perform the Project work described above and to complete and finish same according to the Contract Documents (proposal, contract plans, specifications) and the terms and conditions herein contained and contracts to pay the total Project Cost for such work, at the time and in the manner and upon the conditions provided for in this Agreement.

4. *Contractor Agreement.* The Contractor hereby agrees to fully perform the work for the total Project Cost according to the terms and conditions of this Agreement.

5. *Contract Time/Liquidated Damages.*

5.1 *Contract Time.* The Contract Time shall begin on the first working day following the 10th calendar day after the issuance of the written Notice to Proceed or the first day on which the Contractor begins to perform Work on the site, whichever occurs first. Time is of the essence for this Contract. All of the Work shall be completed within the time limits set forth in the Contract, and the Contractor's unexcused failure to do so shall result in the assessment of liquidated damages.

The Contractor shall complete all of the Work within the number of calendar days that are specified in the Bid Proposal.

5.2 Liquidated Damages. If the Project is not completed within the Contract Time, then, because of the difficulty in computing the actual damages to the City arising from any delay in completing this Agreement, the parties determine in advance and agree that the Contractor shall pay the City the amount of (\$500.00) per work day that the work remains incomplete after expiration of the specified time for completion as liquidated damages. The parties agree that such amount represents a reasonable forecast of the actual damages, which the City will suffer by failure of the Contractor to complete the work within the agreed time. The execution of this Agreement constitutes acknowledgment by the Contractor that Contractor has ascertained and agrees that the City will actually suffer damages of at least the amount herein fixed.

6. Contractor Responsibilities. The Contractor represents that Contractor is fully experienced and possesses all of the necessary expertise for performance of all work specified herein. The Contractor warrants to the City that any materials and equipment furnished under this Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents, that the work will be free from defects, and that the work will conform with the requirements of the Contract Documents. The Contractor shall provide and bear the expense of all equipment, work and labor that may be required for the transfer of materials and for constructing and completing the work provided for in this Agreement, unless otherwise provided in the specifications for the Project, and shall guarantee said materials and work for a period of two years after completion of this contract.

7. Equitable Adjustments. Should the Contractor desire an equitable adjustment to the Project Cost, on the basis of a written change order or an oral order from the City, Contractor shall file a written notice of that fact with the City within 48 hours of the written or oral order. No later than seven days thereafter, Contractor shall file a written claim with the City stating the amount claimed supported by appropriate documentation. By not protesting or following procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work, and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations). In spite of any protest, the Contractor shall proceed to promptly complete work that the City has ordered. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR IN WRITING AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

8. Payment Terms.

8.1 The City shall pay the Contractor on a monthly basis for all work and services satisfactorily completed during the preceding month. A detailed application for payment shall be submitted by the Contractor to the City on or before the 5th day of each month, showing the progress of the work and requesting payment in an amount proportionate to the work completed. In cases of single payment, the City shall make

payment only after all appropriate releases are submitted. In cases of multiple payments, the City shall retain monies as required by RCW 60.28 and pay the retainage as provided therein. Payment to the Contractor shall be made within 30 days after approval of the application for payment.

8.2 Defective or Unauthorized Work. The City reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this Agreement, and extra work and materials furnished without the City's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Agreement. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor. The provisions of this subsection 8.2 shall be in addition to any other remedies available under this Agreement.

9. Termination. The City shall have the right to terminate this Agreement for public convenience or good cause. "Good cause" shall include, without limitation, any one or more of the following events:

- a. The Contractor's refusal and failure to supply a sufficient number of properly skilled workers, superintendence, or proper materials or equipment for completion of the Work.
- b. The Contractor's failure to complete the Project Work within the time specified in this Agreement.
- c. The Contractor's failure to complete the Project Work in accordance with the Plans and Specifications.
- d. The Contractor's failure to make full and prompt payment to subcontractors for all materials or labor.
- e. The Contractor's failure to comply with any federal, state, or local laws, regulations, rules or ordinances.
- f. The Contractor's filing for bankruptcy or being adjudged bankrupt.

10. Dispute Resolution/Governing Law/Jurisdiction. If any dispute, controversy, or claim arises out of or relates to this Agreement, the Parties agree to try to settle the dispute by non-binding mediation with the assistance of a recognized professional mediator or mediation service. The Parties shall bear equally all expenses of the mediation. The Parties shall be required to submit any such disputes, controversies or claims to mediation as provided herein as a precondition to commencing any legal action relating to or arising out of this Agreement. This Agreement shall be construed in accordance with,

and shall be governed by, the laws of the State of Washington. The Parties agree that any legal action or proceeding arising out of or relating to this Agreement shall be filed in the Superior Court of King County, Washington.

11. Indemnification. The Contractor shall defend, indemnify, and save the City and its officers and employees harmless from any and all claim and risk and all losses, damages, demands, suits, judgments, and attorneys' fees or other costs, penalties, fees or expenses of any kind on account of injury to or death of any and all persons, on account of all property damage of any kind, or loss of use resulting therefrom, or on account of liability under any federal, state or local laws, ordinances or regulations (including, but not limited to, those laws set forth in Section 17 below) governing the disposal of waste or debris accumulated and/or generated during the course of performance of the work under this Agreement, that is in any manner connected with, the work performed under this Agreement, or caused in whole or in part by reason of the presence of the contractor, the subcontractors, or their property, employees, or agents, upon or in proximity to the property of the City during performance of the work or at any time before final acceptance, except only for those losses resulting from and to the extent of the negligence of the City with regard to activities within the Contractor's scope of work. The Contractor specifically waives any immunity granted under the State Industrial Insurance Law, RCW Title 51, which is specifically acknowledged by the Contractor. _____ (Contractor's Initials)

12. Performance, Payment and Guaranty Bond. The Contractor shall furnish performance, payment and guaranty bond for the faithful performance and payment of all its obligations under this Agreement. The bond shall be in penal sums at least equal to the contract price unless otherwise stated, in such form, and with such corporate sureties as are acceptable to the City. The bond shall remain in effect to guarantee the repair and replacement of defective equipment, materials, and workmanship, and payment of damages sustained by the City on account of such defects, discovered within 2 years after final acceptance by the City. This guaranty is supplemental and does not limit or affect the requirements that the Contractor's work comply with the requirements of the Contract or any other legal rights or remedies of the Owner.

13. Insurance.

13.1 General Requirements.

1. The Contractor shall procure and maintain insurance described in all subsections in this Section, from insurers with a current A.M. Best rating not less than A – VII and licensed to do business in the state of Washington. The Owner reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.

2. The Contractor shall keep this insurance in force during the term of the Contract and for 30 days after the Physical Completion Date, unless otherwise indicated.
3. All insurance coverage required by this section shall be written and provided by “occurrence-based” policy forms rather than by “claims made” forms.
4. The insurance policies shall contain a “cross liability” provision.
5. The Contractor’s and all subcontractors’ insurance coverage shall be primary and non-contributory insurance as respects the Owner’s insurance, self-insurance, or insurance pool coverage. Any insurance, self-insurance or self-insured pool coverage maintained by the Owner shall be excess of the Contractor’s insurance and shall not contribute with it.
6. The Contractor shall provide the Owner and all Additional Insured with written notice of any policy cancellation and the date of effective cancellation within 2 business days of receipt.
7. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
8. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of Contract, upon which the Owner may, after giving 5 business days notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.
9. Under no circumstances shall a wrap up policy be obtained, for either initiating or maintaining coverage, to satisfy insurance requirements for any policy required under this Section. A “wrap up policy” is defined as an insurance agreement or arrangement under which all the parties working on a specified or designated project are insured under one policy for liability arising out of that specified or designated project.

10. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the Contract and no additional payment will be made.

13.2 Additional Insured. All insurance policies, with the exception of Workers Compensation, shall name the following listed entities as additional insured(s) using the forms or endorsements required herein:

- The Owner and its officers, elected officials, employees, agents, and volunteers;
- Gray & Osborne, Inc.;

The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor pursuant to 13.5 describes limits lower than those maintained by the Contractor.

13.3 Subcontractors. Contractor shall ensure that each subcontractor of every tier obtains and maintains at a minimum the insurance coverages listed in 13.5.1 and 13.5.2. Upon request of the Owner, the Contractor shall provide evidence of such insurance.

13.4 Verification of Coverage. The Contractor shall deliver to the Owner a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. The certificate and endorsements shall conform to the following requirements:

1. An ACORD certificate or a form determined by the Owner to be equivalent. The certificate or an endorsement form shall indicate the Contractor's insurance is primary and non-contributory.
2. The Contractor shall obtain endorsement forms CG 2010 10 01, CG 2032 04 13 and CG 2037 04 13 or the equivalent of each, naming the Owner and all other entities listed in 13.2 as Additional Insured(s) and showing the policy number. If the Contractor is unsuccessful in securing these endorsements after exerting commercially reasonable efforts, the Contractor shall obtain other endorsements providing equivalent protection to the Additional Insured. A statement of additional insured status on an ACORD Certificate of Insurance shall not satisfy this requirement. Commercially reasonable efforts shall be evidenced by a signed statement by the Contractor's insurance broker indicating that endorsement forms CG 2010 10 01, CG 2032 04 13 and

CG 2037 04 13 are not available and the endorsements submitted provide equivalent protection to the Additional Insured.

3. Any other amendatory endorsements to show the coverage required herein.
4. Upon request, the Contractor shall forward to the Owner a full and certified copy of the insurance policy(s). If Builders Risk Insurance is required on this Project, a full and certified copy of that policy is required when the Contractor delivers the signed Contract for the Work.

13.5 Coverages and Limits. The insurance shall provide the minimum coverages and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve the Contractor from liability in excess of such limits. All deductibles and self-insured retentions shall be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.

1. Commercial General Liability

Commercial General Liability insurance shall be written on coverage forms at least as broad as ISO occurrence form CG 00 01, including but not limited to liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse or underground property damage.

The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit, using ISO form CG 25 03 05 09 or an equivalent endorsement.

Contractor shall maintain Commercial General Liability Insurance arising out of the Contractor's completed operations for at least 3 years following Substantial Completion of the Work.

Such policy must provide the following minimum limits:

\$2,000,000	Each Occurrence
\$3,000,000	General Aggregate
\$3,000,000	Products & Completed Operations Aggregate
\$2,000,000	Personal & Advertising Injury, each offence
\$2,000,000	Stop Gap/Employers' Liability, each accident

2. Automobile Liability

Automobile Liability for owned, non-owned, hired, and leased vehicles, with an MCS 90 endorsement and a CA 9948 endorsement attached if “pollutants” are to be transported. Such policy(ies) shall provide the following minimum limit:

\$1,000,000 combined single limit each accident

3. Workers’ Compensation

The Contractor shall comply with Workers’ Compensation coverage as required by the Industrial Insurance laws of the state of Washington.

4. Excess or Umbrella Liability

The Contractor shall provide Excess or Umbrella Liability coverage at limits of \$2 million per occurrence and annual aggregate. This excess or umbrella liability coverage shall apply, at a minimum, to both the Commercial General and Auto insurance policy coverage and employers liability.

This requirement may be satisfied instead through the Contractor’s primary Commercial General and Automobile Liability coverage, or any combination thereof.

14. Prevailing Wages. The Contractor shall pay prevailing wages as required and shall comply with RCW 39.12 and RCW 49.28. A statement of prevailing wages applicable to the Project is included in the specifications. Notice of intent to pay prevailing wages and prevailing wage rates for the project must be posted for the benefit of workers. The Contractor shall provide an “Affidavit of Industrial Insurance Compliance” for itself and each subcontractor upon acceptance of the Project by the City. Final payment will be made in accordance with the requirements of RCW 39.12.

15. Utility Location. The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an “excavator” for the purposes of Chapter 19.122 RCW, as may be amended. The Contractor shall be responsible for compliance with Chapter 19.122 RCW including utilization of the “one call” system, before commencing any excavation activities.

16. Trench Safety Systems. All trenches shall be provided with adequate safety systems as required by RCW 49.17 and WAC 296-155-650 and 655. Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650-655.

17. Environmental Regulation. Contractor shall be solely and completely responsible for complying with all environmental statutes and regulations, including but not limited to: 42 USC 4321 et seq.; Executive Order 11514; 33 USC 1251 et seq.; and RCWs 43.21; 70.74; 70.94; 90.48; 90.58; and WAC 197-11. The Contractor shall be solely responsible for any damages, penalties, fines, fees, costs, expenses, and/or attorney's fees incurred as a result of non-compliance with Section 17.

18. Safety. The Contractor shall be solely and completely responsible for safety and safety conditions on the jobsite, including the safety of all persons and property during performance of the Work. Observation of the Work by the City's employees, agents and consultants is not intended to include review of the Contractor's work methods, equipment, bracing, scaffolding or trenching, or safety measures in, on or near the construction site. The Contractor shall provide a safe access for the City and its employees, agents, and consultants to adequately observe the quality of the Work and the Contractor's conformance with the project specifications. The Contractor shall be solely and completely responsible to perform all work and furnish all materials in strict compliance with all applicable state, city, county and federal laws, regulations, ordinances, orders and codes. The Contractor's attention is directed to the requirements of the Washington Industrial Safety and Health Act (WISHA), Chapter 49.17 RCW.

19. Hours of Work. Contractor shall conduct all Work between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday unless stated otherwise under the Project's permit conditions or this Contract. No Work on weekends shall be allowed unless City gives written approval prior to the weekend. Contractor shall give a minimum of 48 hours notice if Work on the weekend is necessary. Approved Work on the weekends shall be conducted between the hours of 7:00 a.m. and 6:00 p.m. Work hours may be further restricted due to permit conditions.

20. Specifications. Contractor shall furnish and install the materials and equipment and perform the work as specified on the Plans and in the Specifications and permits obtained for this Project.

21. Miscellaneous.

21.1 Subletting or Assigning Contract. The Contractor shall not assign, transfer, or encumber any rights, duties or interest accruing from this Agreement without the express prior written consent of the City.

21.2 Extent of Agreement Modification. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified or added to only by written instrument properly signed by both parties.

21.3 Work Performed at Contractor's Risk. The Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of work under this Agreement. All work shall be done at the Contractor's own risk, and the Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

21.4 Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Agreement, or to exercise any option contained in this Agreement in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

21.5 Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on 3 calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement.

CITY OF MEDINA

CONTRACTOR

501 Evergreen Point Road
Medina, Washington 98039

21.6 Discrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

21.7 Compliance with Laws. The Contractor shall comply with all federal, state and local laws, ordinances, regulations, and rules applicable to the work to be done under this Agreement.

21.8 Severability. If any provision of this Contract is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

21.9 Venue and Attorneys' Fees. This Agreement shall be interpreted under and pursuant to the laws of the State of Washington. Venue for any action brought to enforce any of the provisions of this Agreement shall be in King County Superior Court, and the substantially prevailing party shall be entitled to recover its reasonable costs, expenses and attorneys' fees incurred in the action.

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____,
20____.

OWNER:

CONTRACTOR:

CITY OF MEDINA

By _____

By _____

(Print or type name)

(Print or type name)

Its _____
(Title)

Its _____
(Title)

Address _____

Telephone _____

a _____ corporation
_____ partnership
_____ joint venture
_____ sole proprietorship
State of Washington General Contractor's
License No. _____.

Bond No. _____

PERFORMANCE, PAYMENT AND GUARANTY BOND

_____, as Principal, and _____
 _____, as Surety, a corporation duly
 licensed and authorized to do business in the State of Washington, are held and firmly
 bound unto the **CITY OF MEDINA**, hereinafter called "City," in the sum of
 (\$_____), for payment of which sum well and truly to be made, we bind
 ourselves, our heirs, executors, administrators, successors and assigns, jointly and
 severally, firmly by these presents.

WHEREAS, Principal agreed with City to perform the work as specified or
 indicated by the Lake Lane Dock Repair caused by the Contractors operation, and restore
 such areas to conditions existing prior to construction.

NOW, THEREFORE, if Principal shall perform all of this work; and

If Principal shall pay for all materials, equipment, or other supplies, or for rental of
 same used in connection with the performance of work to be done, and for all amounts due
 under applicable State law for any work or labor thereon; and

If Principal shall pay the sales, use and any other applicable taxes of the State of
 Washington or any political subdivision of said State relating to the work performed, and
 pay amounts due the State pursuant to Titles 50 and 51 of the Revised Code of Washington;
 and

If Principal shall indemnify and hold the City harmless from any defects in the
 workmanship of materials incorporated into the work for a period of 2 years after the final
 acceptance of the work;

Then, the obligation of Principal and Surety under this Bond shall be void, but
 otherwise it shall remain in full force and effect.

This Bond shall inure to the benefit of any person, companies or corporations
 entitled to file claims under applicable State law.

Any alterations in the work to be done or the materials to be furnished, or changes
 in the time of completion, shall not in any way release Principal or Surety thereunder, nor
 shall any extensions of time granted release either Principal or Surety, and notice of such
 alterations or extension is hereby waived by Surety.

IT IS FURTHER AGREED that nothing of any kind or nature that will not discharge the Principal shall operate as a discharge or release of the Surety, regardless of law, rule or equity or usage relating to the liability of sureties to the contrary notwithstanding.

Surety certifies that it is an authorized surety bond issuer, properly authorized to transact surety business in Washington. Surety agrees to be bound by the laws of the State of Washington and subject itself to the jurisdiction of the courts of the State of Washington.

A notarized original of the Surety's Power of Attorney authorizing the undersigned representative of the Surety to execute this Bond is attached.

SIGNED AND SEALED, this _____, day of _____, 20____.

(Principal)

(Surety)

By: _____
(Print Name)

(Print Name)

Signature

Signature

Title

Title

Address: _____

Telephone: _____

PART 2

SPECIFICATIONS

1 SITE SECURITY AND TRAFFIC CONTROL

2
3 The Contractor shall be responsible for securing the work site to prevent
4 unwanted entry into the work area to avoid injury, theft, vandalism, etc. The
5 Contractor shall provide temporary signage and fencing to detour pedestrians
6 around the work area. All plans for securing the site and detouring traffic shall be
7 reviewed and approved by the City prior to implementation.

8
9 All costs associated with Site Security and Traffic Control as indicated on the
10 Plans and specified herein shall be considered as incidental to the lump sum
11 price bid for "Dock Repair."

12 SITE CLEANUP

13
14
15 The Contractor shall keep the work site, parking lots, and adjacent areas clean
16 and tidy throughout the project duration. Trash and debris shall be removed
17 daily. Waste materials shall be loaded and hauled to a waste site secured by the
18 Contractor and shall be disposed of in such a manner as to meet all
19 requirements of state, county and municipal regulations regarding health, safety
20 and public welfare.

21
22 All costs associated with site cleanup as indicated on the Plans and specified
23 herein shall be considered as incidental to the lump sum price bid for "Dock
24 Repair."

25 EQUIPMENT AND MATERIALS STORAGE

26
27
28 The project site has limited space for parking, staging, and storage of materials
29 and equipment. The Contractor may use the area at the end of Lake Lane for
30 worker vehicle parking and loading and unloading of equipment and materials,
31 but shall not be allowed to store equipment or materials in the parking or lawn
32 areas. The Contractor shall not obstruct nearby residential access with vehicles,
33 equipment, or materials.

34
35 All costs associated with the completion of Equipment and Materials Storage as
36 indicated on the Plans and specified herein shall be considered as incidental to
37 the lump sum price bid for "Dock Repair."

38 REMOVAL OF STRUCTURES AND OBSTRUCTIONS

39
40
41 The removal of any existing improvements shall be conducted in such a manner
42 as not to damage utilities and any portion of the infrastructure that is to remain in
43 place. Any deviation in this matter will obligate the Contractor at his own
44 expense, to repair, replace or otherwise make proper restoration to the
45 satisfaction of the Contracting Agency.

SPECIAL PROVISIONS - Continued

1
2 Waste materials shall be loaded and hauled to a waste site secured by the
3 Contractor and shall be disposed of in such a manner as to meet all
4 requirements of state, county and municipal regulations regarding health, safety
5 and public welfare.

6
7 All costs associated with the completion of removal of structures and obstructions
8 as indicated on the Plans and specified herein shall be considered as incidental
9 to the lump sum price bid for "Dock Repair."

10
11 **EROSION CONTROL AND WATER POLLUTION CONTROL**

12
13 This work consists of the planning, preparation, installation, maintenance, and
14 removal of water pollution and erosion control items.

15
16 The Contractor shall take all necessary precautions and utilize the King County
17 Surface Water Design Manual Best Management Practices to prevent sediment
18 and fugitive dust from construction activities from entering into storm water
19 systems, natural waterways, or environmentally sensitive areas and from
20 otherwise being carried away from the construction area by stormwater or air.

21
22 Temporary erosion protection shall be furnished, installed, and maintained for the
23 duration of this Project to protect environmentally sensitive areas, sloped
24 surfaces, adjacent areas and/or water bodies or conveyance systems.
25 Temporary erosion protection may include the use of straw, jute matting, wattles,
26 heavy plastic sheeting, or other forms of ground cover on areas disturbed by
27 construction. Sloped surfaces shall be restored and protected in such a manner
28 that surface runoff does not erode the embankments, slopes, or ground surfaces,
29 nor create surface channels, or ruts.

30
31 All costs associated with the planning, preparation, installation, maintenance, and
32 removal of water pollution and erosion control items as indicated on the Plans
33 and specified herein shall be considered as incidental to the lump sum price bid
34 for "Dock Repair."

PART 3

**PREVAILING WAGE RATES FOR
PUBLIC WORKS CONTRACT**

PART 4

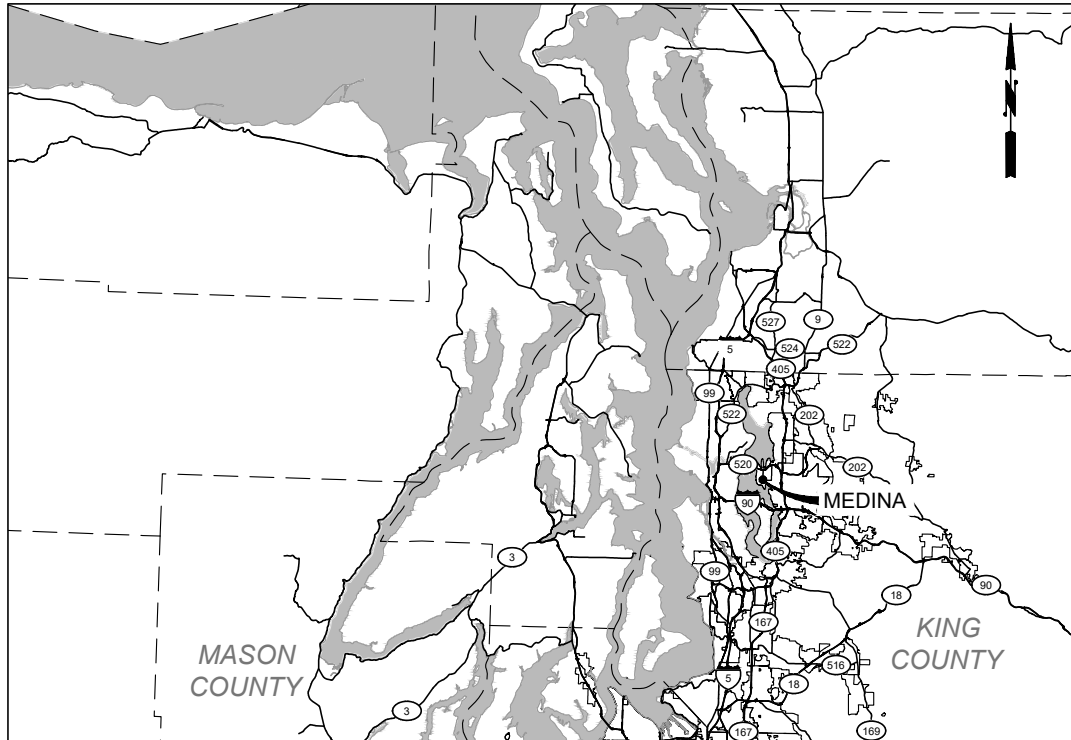
PLANS

CITY OF MEDINA

KING COUNTY

WASHINGTON

LAKE LANE DOCK REPAIR



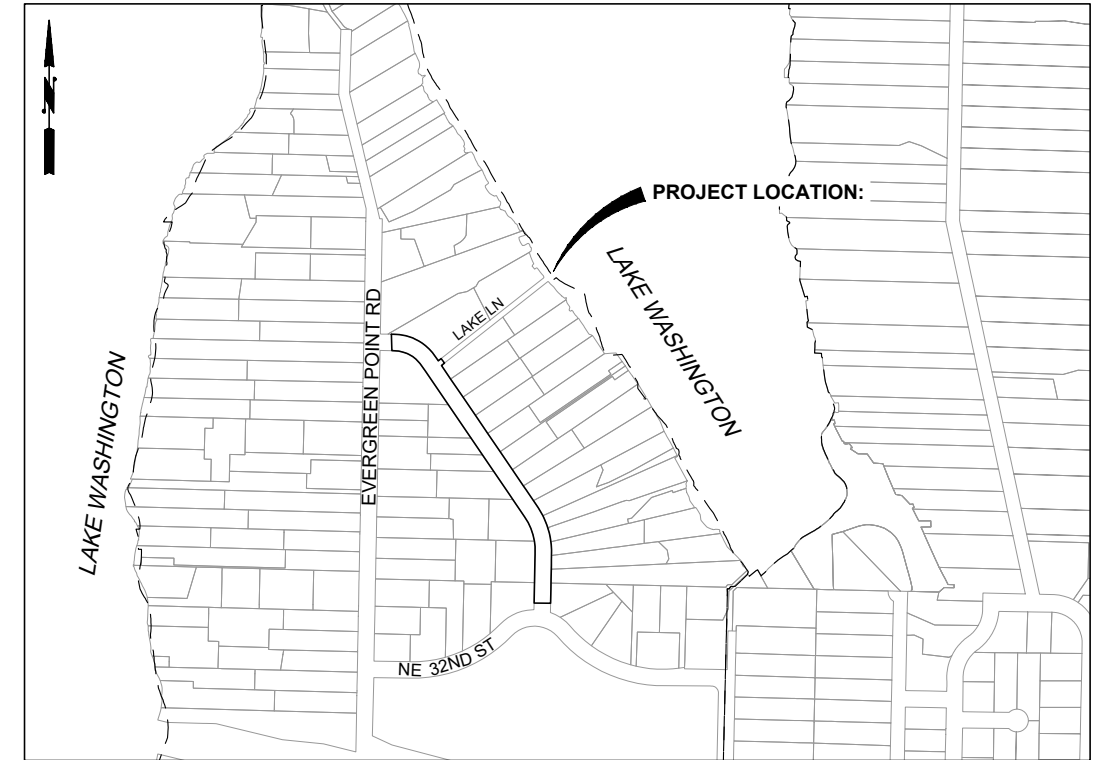
VICINITY MAP
NOT TO SCALE



CITY OFFICIALS

JESSICA ROSSMAN
MAYOR

RANDY REEVES
DEPUTY MAYOR



PROJECT LOCATION MAP
NOT TO SCALE

HEIJA NUNN

HARINI GOKUL

LAURA BUSTAMANTE

JEFF PRICE

MICHAEL LUIS

JEFF SWANSON
CITY MANAGER

RYAN OSADA
PUBLIC WORKS DIRECTOR



JULY 2026
G&O #26439

GENERAL STRUCTURAL NOTES

GENERAL
THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SITE CONDITIONS BEFORE STARTING WORK. THE ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCY. USE DETAIL MARKED "TYPICAL" WHEREVER APPLICABLE. CHANGES, OMISSIONS OR SUBSTITUTIONS ARE NOT PERMITTED WITHOUT WRITTEN APPROVAL OF THE ENGINEER. REFER TO THE SPECIFICATIONS FOR FURTHER REQUIREMENTS. DO NOT SCALE THE DRAWINGS.

ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE 2021 EDITION OF THE INTERNATIONAL BUILDING CODE.

THE DESIGN, ADEQUACY AND SAFETY OF ERECTION BRACING, SHORING, TEMPORARY SUPPORTS, ETC., IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR, AND HAS NOT BEEN CONSIDERED BY THE ENGINEER OF RECORD. THE CONTRACTOR IS RESPONSIBLE FOR THE STABILITY OF THE STRUCTURE PRIOR TO ITS COMPLETION. THE CONTRACTOR SHALL PROVIDE THE NECESSARY BRACING TO PROVIDE STABILITY PRIOR TO THE COMPLETION OF THE STRUCTURE.

THE GENERAL NOTES APPLY TO ALL STRUCTURES UNLESS NOTED OTHERWISE (U.N.O.). LOCATION AND SIZE OF ANCHOR BOLTS FOR SPECIFIC EQUIPMENT SHALL BE SPECIFIED BY THE VENDOR. CONTRACTOR SHALL COORDINATE LOCATIONS OF STRUCTURAL OPENINGS, PENETRATIONS AND EMBEDDED ITEMS WITH THE MECHANICAL, ARCHITECTURAL, ELECTRICAL, PLUMBING AND VENTILATION SECTIONS OF THE DRAWINGS AND WITH SUPPLIERS AND SUBCONTRACTORS AS MAY BE REQUIRED.

DESIGN LOADS
DESIGN SNOW LOAD,Ps..... 25 PSF
GROUND SNOW LOAD,Pg..... 20 PSF
SNOW EXPOSURE FACTOR, Ce..... 1.2
SNOW LOAD IMPORTANCE FACTOR, Is..... 1.0

FLOOR LIVE LOAD:, Lf..... 60 PSF

GRATING
GRATING SHALL BE THRU-FLOW 1x4 LEGACY XP SERIES TABBED PANELS. GRATING BAR SIZES AND SPACING, OVERALL DIMENSIONS, CUTOUTS FOR OBSTRUCTIONS AND DIRECTIONS OF BEARING BARS SHALL BE AS INDICATED ON THE PLANS. GRATING SHALL SPAN DIRECTION BETWEEN SUPPORTS AS INDICATED ON PLAN. GRATING SHALL HAVE 40% MINIMUM LIGHT TRANSMISSION. GRATING SHALL SAFELY SUSTAIN:
UNIFORMLY DISTRIBUTED LOAD: 100 PSF
MAXIMUM DEFLECTION: 1/4 INCH

WOOD
SAWN LUMBER: SOUTHERN YELLOW PINE (SYP) #1 OR BETTER, U.N.O. WWPA GRADING RULES. ALL DIMENSIONS NOTED ARE NOMINAL. WOOD BEARING ON OR WITHIN 1" OF CONCRETE OR CMU OR WITHIN 6" OF EARTH SHALL BE TREATED WITH AN APPROVED PRESERVATIVE. ALL NAILS ARE TO BE "COMMON." ALL NAILS IN TREATED TIMBER SHALL BE GALVANIZED. ALL FRAMING CONNECTORS NOTED ARE PER SIMPSON STRONG TIE COMPANY INC. OR ENGINEER APPROVED EQUAL. SEE MANUFACTURER'S REQUIREMENTS.

ALL LUMBER SHALL BE MARINE TREATED UNLESS NOTED OTHERWISE. TREATED LUMBER SHALL BE BRANDED WITH A QUALITY CONTROL AGENCY MARK BY AMERICAN WOOD PROTECTION ASSOCIATION (AWPA). TREATMENT FOR LUMBER SHALL BE PER AWPA USE CATEGORY UC5A. LUMBER SHALL NOT BE TREATED WITH PENTACHLOROPHENOL, CREOSOTE, CHROMATE COPPER ARSENATE, OR SIMILAR TOXIC COMPOUNDS. OILBORNE AND ACID-BASED WATERBORNE PRESERVATIVES ARE NOT ALLOWED.

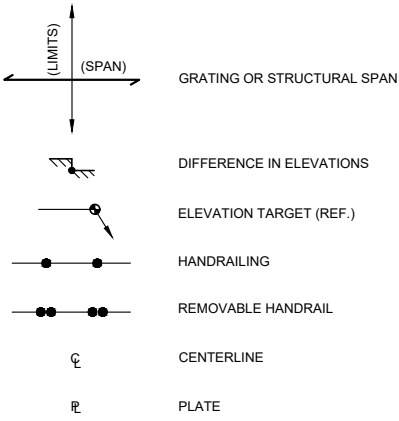
CONSTRUCTION NOTES

- CONTRACTOR SHALL SECURE THE WORK SITE TO PREVENT UNWANTED ENTRY. SIGNS AND FENCING SHALL IDENTIFY THAT THE DOCK IS TEMPORARILY CLOSED.
- LAWN AREAS SHALL NOT BE USED TO STORE MATERIALS OR EQUIPMENT.
- CONTRACTOR SHALL CONDUCT WORK IN A MANNER THAT WILL PREVENT THE DISCHARGE OF SEDIMENT, WOOD, PLASTIC OR OTHER MATERIALS INTO THE WATER. CONTRACTOR TO USE CAUTION TO PROTECT EXISTING VEGETATION SURROUNDING DOCK.
- CONTRACTOR SHALL REMOVE, WASTEHAUL, AND REPLACE DAMAGED COMPONENTS OF EXISTING DOCK AS IDENTIFIED ON THE PLANS.
- CONTRACTOR SHALL KEEP THE WORK SITE AND ADJACENT AREAS CLEAN AND TIDY THROUGHOUT THE DURATION OF THE PROJECT. DAILY REMOVAL OF TRASH, DEBRIS, ETC., IS REQUIRED. CONTRACTOR SHALL RESTORE ALL DISTURBED AREAS TO PRE-EXISTING CONDITION AND REMOVE AND WASTEHAUL ALL CONSTRUCTION DEBRIS AND ACCESS MATERIALS. CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO ITEMS NOT SPECIFICALLY IDENTIFIED FOR REMOVAL OR REPLACEMENT.

SUPPLEMENTAL STRUCTURAL ABBREVIATIONS:

ABV	ABOVE	FRM'G	FRAMING	STIRR	STIRRUP
AFF	ABOVE FINISH FLOOR	FS	FAR SIDE	STRUC	STRUCTURE(AL)
ADD'L	ADDITIONAL	FTG	FOOTING	SYM	SYMMETRICAL
ADJ	ADJACENT	GA	GAUGE	T	TOP
AL	ALUMINUM	GB	GRADE BEAM	T&G	TONGUE AND GROOVE
APPRX	APPROXIMATE	GLB	GLUE-LAMINATED BEAM	TMPRY	TEMPORARY
ARCH	ARCHITECTURAL	HAS	HEADER ANCHOR STUDS	TN	TOE NAIL
@	AT	HDR	HEADER	TO	TOP OF
BEL	BELOW	HF	HEM-FIR	TOS	TOP OF SLAB
BF	BRACED FRAME	HGR	HANGER	TRANS	TRANSVERSE
BM	BEAM	HSB	HIGH STRENGTH BOLT (A325 UNO)	TYP	TYPICAL
BN	BOUNDRY NAIL	HSS	HOLLOW STRUCTURAL STEEL	UNO	UNLESS NOTED OTHERWISE
BNDRY	BOUNDRY	IBC	INTERNATIONAL BUILDING CODE	VFY	VERIFY
BO	BOTTOM OF	IF	INSIDE FACE	WHS	WELDED HEADED STUD
BOS	BOTTOM OF SLAB	INT	INTERIOR	WP	WORK POINT
BOT	BOTTOM	JST	JOIST	WS	WESTERN SPECIES
BRDG	BRIDGE(ING)	K	KIPS (1000 POUNDS)	WTS	WELDED THREADED STUD
BRG	BEARING	LAT	LATERAL	XX-STG	EXTRA STRONG
CAM	CAMBER(ED)	LDGR	LEDGER		DOUBLE EXTRA STRONG
CANT	CANTILEVER(ED)	LLH	LONG LEG HORIZONTAL		
CDF	CONTROLLED DENSITY FILL	LLV	LONG LEG VERTICAL		
CG	CENTER OF GRAVITY	LS	LAC SCREW		
CJP	CAST IN PLACE	LSL	LAMINATED STRAND LUMBER		
CJ	CONTROL JOINT	LT WT	LIGHT WEIGHT		
CJP	COMPLETE JOINT PENETRATION	LVL	LAMINATED VENEER LUMBER		
COL	COLUMN	MAS	MASONRY		
CONST	CONSTRUCTION	MAT'L	MATERIAL		
CONT	CONTINUOUS	MB	MACHINE BOLT (A307)		
CTSK	COUNTERSINK	MFR	MANUFACTURER		
D	DEPTH	MRF	MOMENT RESISTING FRAME		
d	PENNY (NAILS)	MTL	METAL		
DBL	DOUBLE	(N)	NEW MEMBER		
DF	DOUGLAS FIR	NS	NEAR SIDE		
DIAG	DIAGONAL	OH	OVERHANG		
DIAPH	DIAPHRAGM	ORNT	ORIENTATE (ION)		
do	DITTO (DO OVER)	PAR	PARALLEL		
DWG	DRAWING	P/C	PRECAST CONCRETE		
DWL	DOWEL	PERP	PERPENDICULAR		
EA	EACH	PSL	PARALLEL STRAND LUMBER		
EF	EACH FACE	PT	PRESSURE TREAT(ED)		
EJ	EXPANSION JOINT	P/T	POST TENSIONED		
EMBD	EMBED(MENT)	QTY	QUANTITY		
EN	EDGE NAIL	REF	REFERENCE		
ENG	ENGINEER	REINF	REINFORCEMENT		
EQ	EQUAL	SHT	SHEET		
ES	EACH SIDE	SHTG	SHEATHING		
EXIST	EXISTING MEMBER	SIM	SIMILAR		
EXT	EXTERIOR	SKW	SKEW(ED)		
FFE	FINISHED FLOOR ELEVATION	SS	SPACING		
FN	FACE NAIL	SS	STAINLESS STEEL		
FND	FOUNDATION	STGR	STAGGER		
FO	FACE OF	STIFF	STIFFENER		

STRUCTURAL LEGEND



Gray & Osborne, Inc.
CONSULTING ENGINEERS
1130 RAINIER AVENUE SOUTH,
SUITE 300
SEATTLE, WASHINGTON 98144
(206) 284-0860



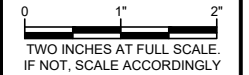
CITY OF MEDINA
LAKE LANE DOCK
REPAIR

No.	DATE	REVISION
-----	------	----------

ISSUED FOR:

CONSTRUCTION

ISSUE DATE:	07/16/2026
APPROVED BY:	AQ
CHECKED BY:	AQ
DRAWN BY:	RAH
DESIGNER:	ACB
G & O JOB NO.:	26439
FILE:	S_STD.DWG

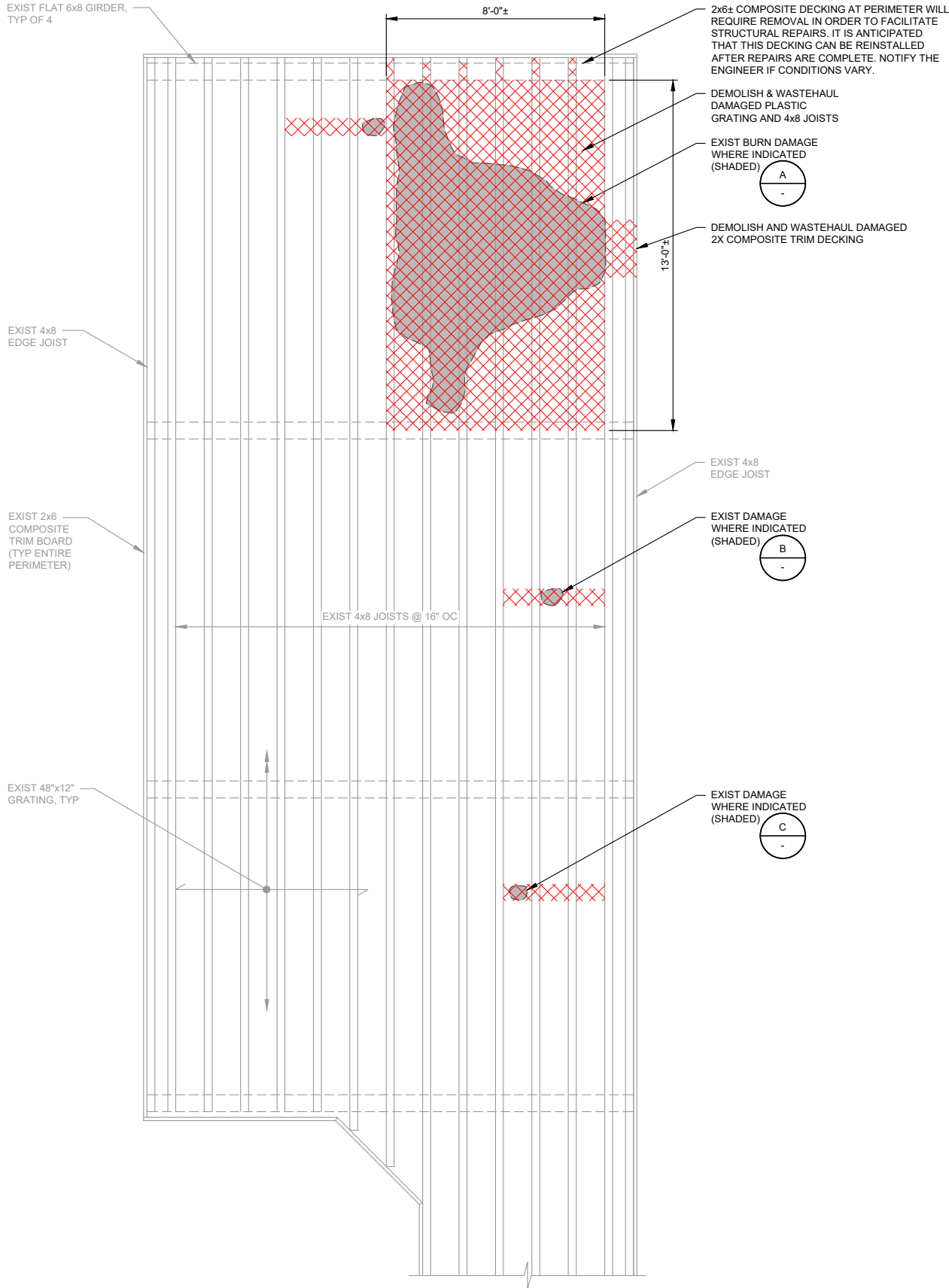


STRUCTURAL

GENERAL
STRUCTURAL NOTES,
SUPPLEMENTAL
STRUCTURAL
ABBREVIATIONS, AND
STRUCTURAL LEGEND

SHEET: S-1

M:\Medina\26439.00 2026 General Engineering\Plans\StructuralsDock.dwg, 7/16/2026 9:28 AM, MARK NAGEL

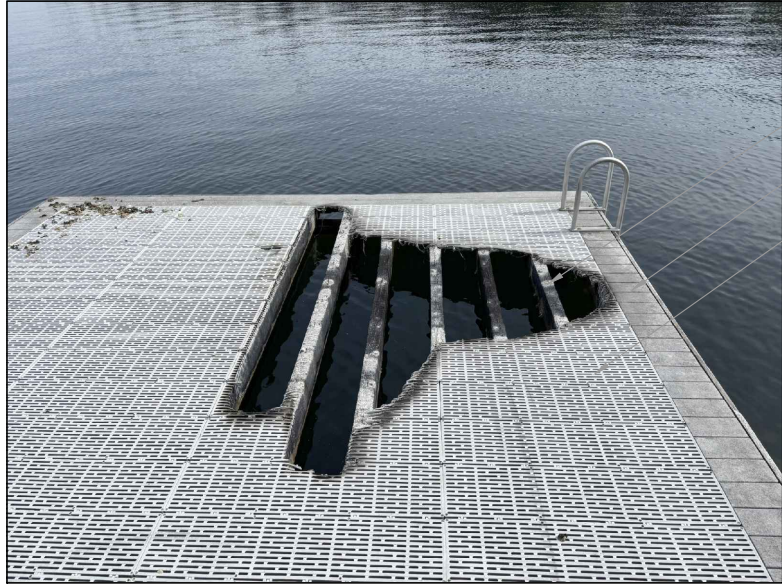


DEMOLITION PLAN

SCALE: 3/8"=1'-0"

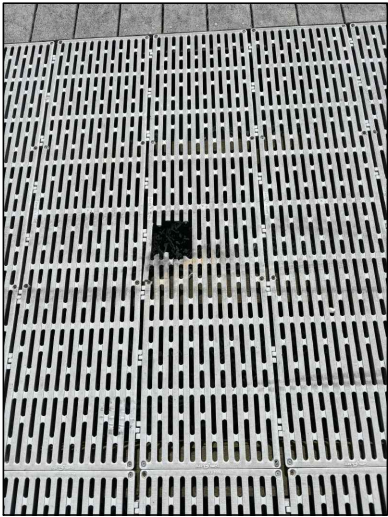
NOTE:

- DIMENSIONS SHOWN ARE BASED ON BEST AVAILABLE INFORMATION. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING DIMENSIONS PRIOR TO CONSTRUCTION. NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.



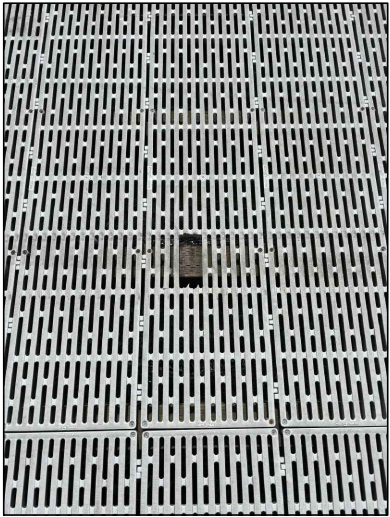
EXISTING BURN DAMAGE

A
-
NTS



EXISTING GRATING DAMAGE

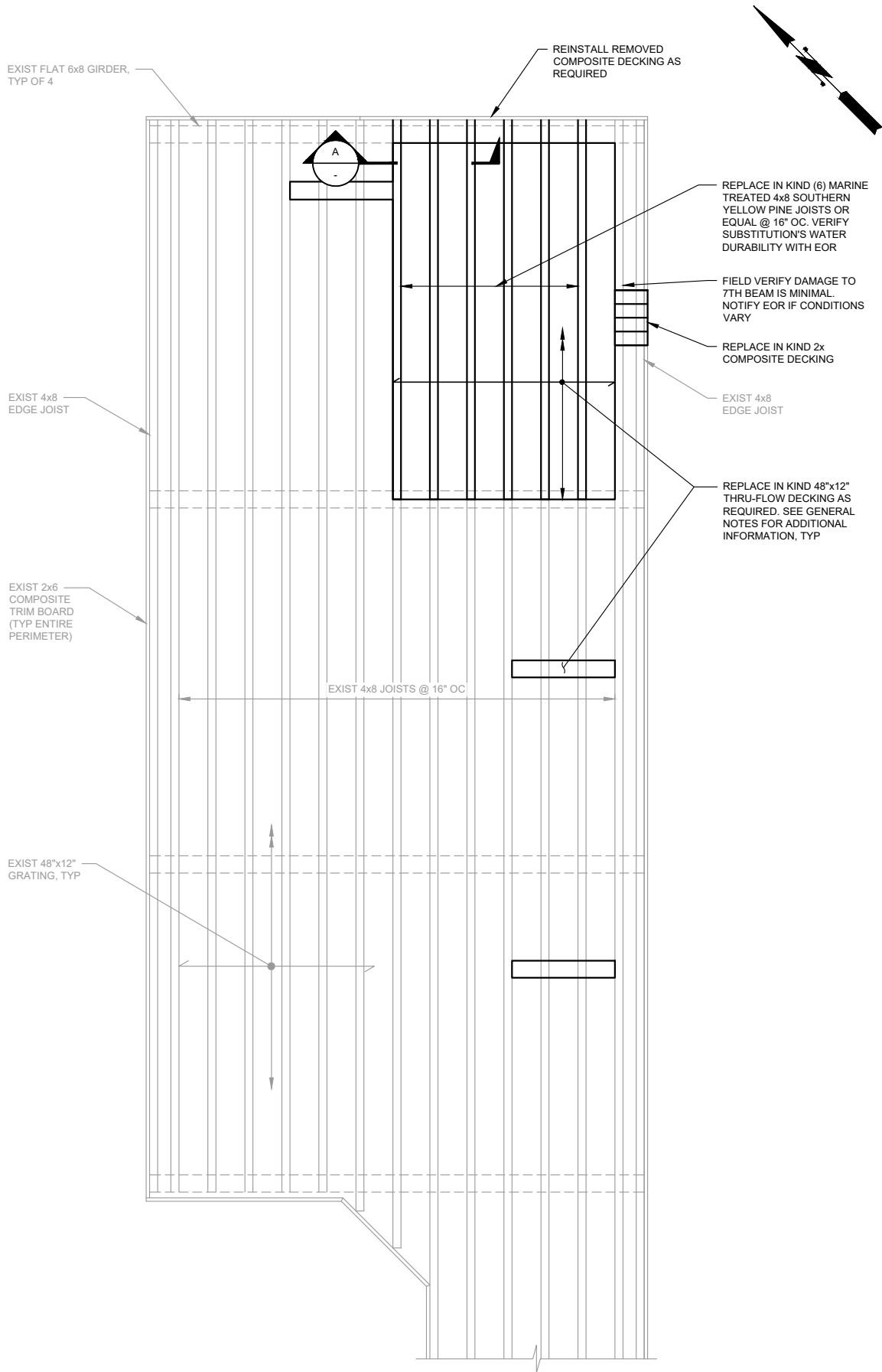
B
-
NTS



EXISTING GRATING DAMAGE

C
-
NTS

M:\Medina\26439.00 2026 General Engineering\Plans\StructuralsDock.dwg, 7/16/2026 9:29 AM, MARK NAGEL



TYPICAL JOIST
SCALE: 3/4"=1'-0"

NOTES:

- DIMENSIONS SHOWN ARE BASED ON BEST AVAILABLE INFORMATION. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING DIMENSIONS PRIOR TO CONSTRUCTION. NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.
- NEW GRATING AND COMPOSITE DECKING SHALL MATCH COLOR AND STYLE OF EXISTING TO THE GREATEST EXTENT POSSIBLE.

PROPOSED PLAN
SCALE: 3/8"=1'-0"

AGENDA ITEM 7.3



Gray & Osborne, Inc.
CONSULTING ENGINEERS
1130 RAINIER AVENUE SOUTH,
SUITE 300
SEATTLE, WASHINGTON 98144
(206) 284-0860





CITY OF MEDINA
LAKE LANE DOCK
REPAIR

No.	DATE	REVISION

ISSUED FOR:
CONSTRUCTION

ISSUE DATE:	07/16/2026
APPROVED BY:	AQ
CHECKED BY:	AQ
DRAWN BY:	RAH
DESIGNER:	ACB
G & O JOB NO.:	26439
FILE:	S_DOCK.DWG



TWO INCHES AT FULL SCALE.
IF NOT, SCALE ACCORDINGLY

STRUCTURAL

DOCK PROPOSED
PLAN AND DETAIL

SHEET: **S-3**

164



Name: Lake Lane Fire Dock Repair - Medina, WA

Phone:

Email:

Site Address:

Date: July 22, 2026

Line Items

Mobilization	\$6,175.00
Demo Dock	\$15,000.00
Rebuild Dock	\$36,600.00

Cost by Section

Mobilizations	\$6,175.00
Removal and Disposal of Fire-damaged Elements	\$15,000.00
Rebuild Dock That Is Damaged	\$36,600.00

Labor and Materials

Labor	\$54,175.00
Materials	\$3,600.00

Cost Summary

Repair	\$33,000.00
Material	\$2,100.00
Decking (Material)	\$1,500.00
Mobilization	\$6,175.00
Demo of existing dock	\$15,000.00
Hardware, Tools, Consumables, Misc	\$2,715.43
TOTAL:	\$60,490.43

Notes:

This proposal excludes W.S. S.Tax

This proposal excludes Electrical & Water work

Job costs are subject to change due to inflation & material cost.

Proposal submitted by:

Justin Wilcox

President

(206) 786-9545 ~ justin@waterfrontconstruction.com



MEDINA, WASHINGTON

AGENDA BILL

Monday, August 24, 2026

Subject/Topic: Public Hearing – Ordinance 1059 Dept. Origin: Development Services Department Category: Public Hearing Prepared by: Jennifer S. Robertson, City Attorney Attachments: Ordinance Nos. 1059 and 1052	Proposed Council Action/Motion: ☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☒ Public Hearing ☐ Adopt/Approve ☐ Other:
--	--

Proposed Council Action

No action is proposed or requested at this August 24, 2026 Council meeting. This matter is on solely to hold the required public hearing and take testimony from the public.

Summary

The impacts of large private residential development projects on neighboring properties have been a topic for the City of Medina over the past several years. This is an overview of Medina's recent history regarding actions to address development project impacts which had previously been termed "bulk".

- A significant development project in the early 1990's caused the City to create a highly formalized construction mitigation process. This is the earliest record that the City discussed large development project impacts.
- March and June 2007 the Planning Commission discussed pitched roof incentives with the underlying goal of reducing building bulk near property lines. The topic originated from residents who complained about *"the look and feel of tall, boxy, flat roofed buildings, which are constructed 10 feet from their side yard property lines."*
- April 10, 2010 the City Council clarified that the topic was *"more about reducing the impact of building bulk on neighboring properties than it was about encouraging more pitched roof construction."* The Council directed the topic to the Planning Commission.
- September 29, 2010 the Planning Commission provided a report to the Council titled "Analysis of angled setbacks" in response to the April 10, 2010 direction.

The Planning Commission reviewed several options to reduce the impact of bulk including architectural design standards that affect the look and feel of a building, setback and

height standards including the “wedding cake” setback standard or an angled setback standard. Floor area ratio was discussed as a method of creating flexibility by moving bulk around on a property.

Planning Commission concluded that angled setbacks were the best method of reducing the impact of bulk on neighboring properties, however they did not recommend moving forward with angled setbacks as a solution due to the creation of nonconforming properties and other potential unintended consequences.

Over the next 3-4 years there were zoning code amendments made by the Development Services Director with much of this intended to address the impact of bulk on neighboring properties.

- June 25, 2019 the Planning Commission was introduced to the topic of “Regulating Bulk”. The issue was described as *“at its core, an issue about change in neighborhood character.”*

On the 2019 Planning Commission Calendar was the topic *“Review residential development policy re: bulk, second story setback.”*

The Planning Commission spent about 18-months evaluating the topic of regulating bulk with minor result.

With intention to protect residents from certain impacts of large new development projects, the City of Medina has made good faith attempts since at least 2007 to address the matter. The topic of development project impacts has unfortunately not gone away. Discussions involved in adoption of the state-mandated Middle Housing Ordinance 1040, along with recent resident complaints about large development project impacts have caused the City Council to once again take action.

On February 23, 2026 the Medina City Council adopted interim regulations under Ordinance No. 1052 through a 5:1 vote. Summary of Ordinance 1052:

- Amends Medina Municipal Code (MMC) Table 16.22.030 by increasing minimum side yard building setbacks in all zones, and adding required second story side yard setback from the property lines.

Intent: Increases the privacy of existing Medina residents adjacent to new development projects.

- Amends MMC 16.22.040 to require partial or solid landscape screening.

Intent: Enhances neighboring property privacy and soften the appearance of new development projects.

- Amends MMC 16.22.040 to require sound attenuation of permanently installed water features and similar to a level where neighboring properties do not hear them.

Intent: Protect Medina residents from nuisance sound.

- Amends MMC 16.23.050 and 16.23.060 to eliminate the Bonus Height Standard.

Intent: Remove an administrative decision-making process which has potential for resulting negative impacts on Medina residents who are adjacent to new development projects.

- Amends MMC 16.44.040 to regulate interior lighting which can be seen outside of a dwelling and regulates exterior light trespass on vacant homes.

Intent: Protect Medina residents from new development projects lighting.

In addition, the Council and Planning Commission have been working steadily towards permanent regulations for Phase 1 of this project.

Work on Phase 1:

Since adoption of Ordinance 1052, the Planning Commission and Staff have been working diligently to engage with the public and industry professionals to develop recommendations to address the impacts of Ordinance 1052, particularly on narrow lots. A minor deviation code to address these issues will be presented to the Planning Commission on July 28th with the expectation that it will come to Council in September.

Extension and Modification of Interim Official Control by Ordinance No. 1059:

On July 27th, the Council passed Ordinance No. 1059 extending the interim official control (IOC) with modification which came about due to input from the public. The changes enacted are outlined below:

Setbacks: The extension ordinance removes the second story setback from the IOC (Table 16.22.030).

Protrusions into Setbacks: Clarifying that for the purposes of measuring structures which are over 30 inches in height, that the measurement is “above the existing or finished grade, whichever is lower”. (MMC 16.22.040.)

Lighting for Vacant Residences: Revising the changes made to MMC 16.44.040.H to change the language from:

Interior lights which can be seen from outside of the dwelling shall be kept turned off except when the structure is occupied.

To: Interior lights ~~which can be seen from outside of the dwelling~~ that are visible to or from neighboring properties shall be kept turned off except when the structure is occupied.

Updating Minimum Lot Widths: Given that the narrow lots have created the most impacts and are therefore most impacted by the interim regulations. By modifying the minimum lot widths, no new lots that are narrow will be created during the period that the IOC is in effect. This helps alleviate future problems with impacts created by new narrow lots. (MMC 16.22.020.)

In order to keep the interim official control (as modified) in effect, a public hearing needs to be held within 60 days of passage. The August 24th public hearing meets this requirement. No other action is requested.

Next Steps

The Council does not need to take any action following the public hearing. On August 25th the Planning Commission will hold a public hearing on the Phase 1 work. If approved, that ordinance will then be in front of the City Council in September. Once the Phase 1 work is completed, the Council will establish the scope for Phase 2 work to be undertaken by the Planning Commission.

Council Priorities

This proposal furthers Council Priorities #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: None.

Recommendation: Accept public testimony.

City Manager Approval: 

Proposed Council Motions: Move to open the public hearing, take testimony from the public, then close the public hearing.

CITY OF MEDINA, WASHINGTON

Ordinance No. 1059

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTED PURSUANT TO RCW 35A.63.220 AND RCW 36.70A.390; EXTENDING AND MODIFYING AN INTERIM OFFICIAL CONTROL RELATING TO ZONING ADOPTED UNDER ORDINANCE NO. 1052, WHICH AMENDED THE MEDINA MUNICIPAL CODE TO PROVIDE FOR MITIGATION OF CONSTRUCTION IMPACTS AND INCREASED PRIVACY AND PEACEFUL ENJOYMENT FOR RESIDENTS IN RESIDENTIAL DEVELOPMENT STANDARDS, WHICH AMENDING THE FOLLOWING SECTIONS OF THE MEDINA MUNICIPAL CODE FOR THIS PURPOSE: 16.22.030 (INCREASING SIDE YARD SETBACKS), 16.22.040 (REQUIRING LANDSCAPING FOR PROTRUSIONS INTO SETBACKS), 16.23.050 AND 16.23.060(C)&(D) (TO REMOVE THE BONUS HEIGHT OPTION), AND 16.44.040 (TO ADOPT LIGHTING LIMITATIONS FOR VACANT RESIDENCES); REVISING ORDINANCE NO. 1052 RO MAKE ADDITIONAL AMENDMENTS TO MMC 16.22.030.A, 16.22.040, 16.44.040.H ADDING AMENDMENTS TO MMC 16.22.020.A, ADOPTING FINDINGS IN SUPPORT OF THIS ORDINANCE; PROVIDING FOR VESTED RIGHTS, INTERPRETATION AUTHORITY, AND SETTING A PUBLIC HEARING AS REQUIRED BY STATE LAW TO TAKE TESTIMONY ON THIS EXTENSION AND MODIFICATION OF THE INTERIM OFFICIAL CONTROL ORIGINALLY ADOPTED UNDER ORDINANCE NO. 1052; PROVIDING FOR SEVERABILITY AND CORRECTIONS; DIRECTING THE PLANNING COMMISSION TO WORK ON PERMANENT REGULATIONS FOR STANDARDS TO MITIGATE CONSTRUCTION IMPACTS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt moratoria and interim zoning controls related to land uses; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, on May 27, 2025, the City Council adopted Ordinance No. 1040 to update the City's land use codes to allow for middle housing and additional accessory dwelling units consistent with State law; and

WHEREAS, with increasing density, adopting standards that allow harmony between residents are of increased importance; and

WHEREAS, in order to make sure such increased density and development does not vest to the existing bulk and development standards, the City Council deems it in the public interest to adopt an interim official control until such time and the City can process, consider and adopt updated permanent lighting regulations; and

WHEREAS, the City Council adopted Ordinance No 1052 on February 23, 2026 which is an interim official control on construction impacts mitigation (including impacts of bulk) and directed the Planning Commission to work on permanent regulations; and

WHEREAS, since that time, the Planning Commission has studied the issues and the Council has directed the project to be taken in phases with completion of Phase 1 expected to occur in the fall of 2026 with the adoption of permanent regulations that will provide additional options for owners to develop their property; and

WHEREAS, one issue that has been raised repeatedly by the public, by developers and by design professionals is the difficulty faced by narrow lots in developing without having the risk of impacts on the abutting neighbors. In order to avoid the issues of creation of new narrow lots, the City Council finds it the public interest to increase the standard width and frontage allowed for lots by amending MMC 16.22.020. This will avoid the creation of new lots that are narrow and will have significant impacts on abutting neighbors; and

WHEREAS, the interim official control imposed by Ordinance No. 1052 and extended and modified by this Ordinance promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

WHEREAS, the City Council determines that it is in the public interest, safety and welfare to extend and modify the interim official control imposed by Ordinance No. 1052 as set forth in this Ordinance; **NOW, THEREFORE,**

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim official control established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 7 below.

Section 2. Interim Official Control Extended, Modified, and Renewed. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, the City hereby extends, modifies, and renews the interim official control, as set forth in Ordinance No. 1052, which amends the Medina Municipal Code as set forth therein and established the procedures and vesting thereunder. Except as modified by this Ordinance, all provisions of Ordinance No. 1052 shall be extended and remain in effect as extended by this Ordinance.

Section 3. Subsection A of Section 16.22.030 of the Medina Municipal Code which was amended by Section 3 of Ordinance No. 1052 is further amended to read as follows:

16.22.030. Building and structure setbacks.

- A. Table 16.22.030 establishes the minimum distance required for any part of any building or structure to be set back from the pertinent property line. The minimum setback requirements are applied to each lot by the square footage of the lot area and the corresponding setback standards in the table. (See definition of "lot area" and the definitions of "property lines" in Chapter 16.12 MMC and Figures 16.22.030(B) and (C) for establishing and delineating setbacks.)

Table 16.22.030: Minimum Building/Structure Setbacks

Square Footage of the Lot Area	Minimum Setback from the:				
	Front Property Line	Rear Property Line	Side Property Line	Side Property Line for portions of the structure above the first floor, or over 16 feet in height above finished grade, whichever is lower	Lake Washington Shoreline
Less than 10,001	25 feet	25 feet	15 feet	20 feet	See MMC 16.63.030

From 10,001 to 13,000	26 feet	26 feet			
From 13,001 to 15,000	28 feet	28 feet			
From 15,001 to 20,000	30 feet	30 feet			
Greater than 20,000	30 feet	30 feet	The greater of 15 feet or 20% of the lot width; not to exceed 20 feet	The greater of 20 feet or 25% of the lot width; not to exceed 25 feet	

* * * * *

Section 4. Section 16.22.040 of the Medina Municipal Code was amended by Section 4 of Ordinance No. 1052. The first paragraph of Section 16.22.040 is further amended by this Ordinance to read as follows:

16.22.040. Protrusions into setback areas.

The following structures may be located within a setback area, except setbacks from Lake Washington, which are subject to Chapter 16.63 MMC. For structures located in side yard setbacks which are over 30 inches in height above the existing or finished grade, whichever grade is lower, the partial landscape screening standards set forth in MMC 16.30.070 shall be required:

* * * * *

Section 5. Section 16.44.040 of the Medina Municipal Code which was amended in Section 8 of Ordinance No. 1052 is further amended to read as follows:

16.44.040. Minimum maintenance standards for vacant residences.

Properties containing vacant dwellings, whether under construction or complete, shall, at a minimum, be maintained as follows:

- A. The premises shall be clean, safe, and sanitary, free from waste, garbage, litter and excessive vegetation.
- B. The building and structures shall be maintained in good repair and be structurally sound. Structural members shall be free from safety, health, and fire hazards.

- C. Doors, windows, and other openings shall be weather-tight and secured against entry by birds, vermin, and trespassers. Missing or broken doors, windows, and other openings shall be covered by glass, plywood, or other weather-resistant materials and tightly fitted and secured to the opening.
- D. Exterior walls shall be free of holes, breaks, and loose or rotting materials.
- E. Foundation walls shall be animal- and vermin-proof and be maintained in a structurally sound and sanitary condition.
- F. Chimneys, decks, balconies, canopies, awnings, exhaust ducts, cornices, corbels, trim, wall facings, drains, gutters, downspouts, and similar features shall be safely anchored.
- G. Roofs and flashings shall be maintained in good repair and be structurally sound.
- H. Interior lights ~~which can be seen from outside of the dwelling~~ that are visible to or from neighboring properties shall be kept turned off except when the structure is occupied.
- I. Exterior lights shall only be on after dark if they are shielded and angled away from other properties and dwelling units. Light shall not be permitted to trespass onto other properties.

Section 6. Subsection “A” of Section 16.22.020 of the Medina Municipal Code is hereby amended to read as follows:

16.22.020. - Lot development standards.

A. The pertinent requirements for minimum net lot area, minimum lot width, and minimum street frontage applicable to each lot is determined by the zoning district in which the lot is located and the corresponding standards in Table 16.22.020.

Table 16.22.020: Lot Development Standards

Zoning District	Minimum Net Lot Area	Minimum Lot Width	Minimum Street Frontage
R-16	16,000 sq. ft.	70 90 ft.	70 90 ft.
R-20	20,000 sq. ft.	70 90 ft.	70 90 ft.
R-30	30,000 sq. ft.	90 ft.	90 ft.

Zoning District	Minimum Net Lot Area	Minimum Lot Width	Minimum Street Frontage
SR-30	30,000 sq. ft.	90 ft.	90 ft.
N-A	16,500 sq. ft.	135 ft.	135 ft.
Public	None	None	None

* * * * *

Section 7. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact, on or before September 25, 2026. The Council hereby schedules the public hearing for August 24, 2026.

Section 8. 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 9. Publication. This Ordinance shall be published by an approved summary consisting of the title.

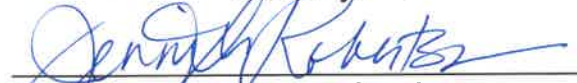
Section 10. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 11. Effective Date; Declaration of an Emergency. The City Council hereby declares an emergency exists which necessitates that this Ordinance take effect immediately upon passage in order to ensure consistency in land use decisions and to avoid vesting to amended code. Such declaration preserves public health, safety, and welfare. This interim official control ordinance shall take effect immediately upon passage of a majority plus one of the City Council and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 27th DAY OF JULY, 2026 BY A VOTE OF 6 FOR, 1 AGAINST, AND 0 ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 27th DAY OF JULY, 2026.


Jessica Rossman, Mayor

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


Jennifer S. Robertson, City Attorney

Attest:


Dawn Nations, Acting City Clerk

PUBLISHED: 7/30/2026
EFFECTIVE DATE: 7/27/2026
ORDINANCE NO.: 1059 / AB

CITY OF MEDINA, WASHINGTON

Ordinance No.1052

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTED PURSUANT TO RCW 35A.63.220 AND RCW 36.70A.390; IMPOSING AN INTERIM OFFICIAL CONTROL RELATING TO ZONING, AMENDING THE MEDINA MUNICIPAL CODE TO PROVIDE FOR REDUCED BULK AND INCREASED PRIVACY AND PEACEFUL ENJOYMENT FOR RESIDENTS IN RESIDENTIAL DEVELOPMENT STANDARDS, AMENDING THE FOLLOWING SECTIONS OF THE MEDINA MUNICIPAL CODE FOR THIS PURPOSE: 16.22.030 (INCREASING SIDE YARD SETBACKS), 16.22.040 (REQUIRING LANDSCAPING FOR PROTRUSIONS INTO SETBACKS), 16.23.050 AND 16.23.060(C)&(D) (TO REMOVE THE BONUS HEIGHT OPTION), AND 16.44.040 (TO ADOPT LIGHTING LIMITATIONS FOR VACANT RESIDENCES); ADOPTING FINDINGS IN SUPPORT OF THIS ORDINANCE; PROVIDING FOR VESTED RIGHTS, INTERPRETATION AUTHORITY, AND SETTING A PUBLIC HEARING AS REQUIRED BY STATE LAW TO TAKE TESTIMONY ON THIS INTERIM OFFICIAL CONTROL; PROVIDING FOR SEVERABILITY AND CORRECTIONS; DIRECTING THE PLANNING COMMISSION TO WORK ON PERMANENT REGULATIONS FOR BULK STANDARDS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt moratoria and interim zoning controls related to land uses; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, on May 27, 2025, the City Council adopted Ordinance No. 1040 to update the City's land use codes to allow for middle housing and additional accessory dwelling units consistent with State law; and

WHEREAS, with increasing density, adopting standards that allow harmony between residents are of increased importance; and

WHEREAS, in order to make sure such increased density and development does not vest to the existing bulk and development standards, the City Council deems it in the public interest to adopt an interim official control until such time and the City can process, consider and adopt updated permanent lighting regulations; and

WHEREAS, the interim official control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

WHEREAS, the City Council determines that it is in the public interest, safety and welfare to update its code as required by State law and as set forth in this Ordinance;
NOW, THEREFORE,

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim official control established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 10 below.

Section 2. Interim Official Control Imposed. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, the City hereby imposes an interim official control, as described in Sections 3 through 9, to amend the Medina Municipal Code as set forth therein.

Section 3. Subsection A of Section 16.22.030 of the Medina Municipal Code is hereby amended to read as follows:

16.22.030. Building and structure setbacks.

- A. Table 16.22.030 establishes the minimum distance required for any part of any building or structure to be set back from the pertinent property line. The minimum setback requirements are applied to each lot by the square footage of the lot area and the corresponding setback standards in the table. (See definition of "lot area" and the definitions of "property lines" in Chapter 16.12 MMC and Figures 16.22.030(B) and (C) for establishing and delineating setbacks.)

Table 16.22.030: Minimum Building/Structure Setbacks

Square Footage of the Lot Area	Minimum Setback from the:				
	Front Property Line	Rear Property Line	Side Property Line for first floor.	<u>Side Property Line for portions of</u>	Lake Washington Shoreline

			<u>or up to 16 feet in height above finished grade, whichever is lower</u>	<u>the structure above the first floor, or over 16 feet in height above finished grade, whichever is lower</u>	
Less than 10,001	25 feet	25 feet	40 15 feet	20 feet	See MMC 16.63.030
From 10,001 to 13,000	26 feet	26 feet			
From 13,001 to 15,000	28 feet	28 feet			
From 15,001 to 20,000	30 feet	30 feet			
Greater than 20,000	30 feet	30 feet	The greater of 40 15 feet or 45 20% of the lot width; not to exceed 20 feet	<u>The greater of 20 feet or 25% of the lot width; not to exceed 25 feet</u>	

* * * * *

Section 4. Section 16.22.040 of the Medina Municipal Code is hereby amended to read as follows:

16.22.040. Protrusions into setback areas.

The following structures may be located within a setback area, except setbacks from Lake Washington, which are subject to Chapter 16.63 MMC. For structures located in side yard setbacks which are over 30 inches in height, the partial landscape screening standards set forth in MMC 16.30.070 shall be required:

- A. Utilities which are located underground and accessory to a principal use, except the requirement for undergrounding is not required if the limitation in MMC 16.50.090(I)(6) applies.
- B. Walkways, stairs and steps, and driveways, not including parking spaces, which do not exceed 30 inches above the existing or finished grade, whichever grade is lower.
- C. Uncovered decks and patios, provided:
 - 1. No part of the structure exceeds 30 inches in height above the existing or finished grade, whichever grade is lower; and
 - 2. The following setbacks are maintained:
 - a. A minimum 15-foot setback is maintained from the front property line;
 - b. A minimum 10-foot setback is maintained from the rear property line; and
 - c. A minimum side-yard setback equal to ~~one-half~~ seventy-five percent of the required distance pursuant to Table 16.22.030. In addition, for decks or patios built in side yard setbacks, installation of solid landscape screening under MMC 16.30.070 shall be required.
- D. Window wells that do not project more than six inches above the ground level and do not protrude more than four feet into the setback area.
- E. Fences and freestanding walls which comply with the requirements set forth in MMC 16.30.010.
- F. Irrigation systems at or below finished grade, including yard hydrants, sprinkler heads and similar features that do not exceed 36 inches above the finished grade.
- G. Ramps and similar structures installed to a single-family dwelling to provide ADA access.
- H. Foundation footings where the footing structure does not protrude more than two feet into the setback area and is located entirely below the ground surface.
- I. Improved surface areas for off-street parking provided:
 - 1. The protrusion is limited to the front setback area, and a minimum 15-setback is maintained from a front property line; and
 - 2. The parking area is designed in a manner that is clearly distinguishable from the driveway; and
 - 3. The top of the parking surface does not exceed 30 inches above the existing or finished grade, whichever is lower.
- J. A chimney provided:
 - 1. The protrusion is limited to the side setback area and does not exceed more than two feet into the setback area;
 - 2. The maximum horizontal width of the chimney inside the setback area is five feet.

K. Accessory structures and outdoor mechanical equipment provided:

1. The protrusion is limited to the rear setback area and a minimum 15-foot setback from the rear property line is maintained; and
2. The highest point of the accessory structure or outdoor mechanical equipment does not exceed eight feet in height above the finished grade; and
3. The accessory structure or outdoor mechanical equipment does not occupy a footprint greater than 100 square feet; and
4. Solid landscape screening pursuant to MMC 16.30.070 is planted that screens the structure or mechanical equipment from adjoining properties; and
5. For outdoor mechanical equipment, the following shall apply:
 - a. An existing unit may be replaced with a new unit in the same location regardless of setback requirements;
 - b. For existing legally nonconforming residences that do not conform to the current side yard setback requirements, a new unit may be installed in the side yard setback provided a minimum ~~five~~ten-foot setback is maintained from the side property line; and
6. All mechanical equipment shall meet the sound requirements set forth in chapter 8.06 MMC.
7. Permanently installed water features and other similar permanently installed sound attenuation devices shall be located such that neighboring properties do not hear them.

L. Open play structures without roofs or walls provided:

1. The protrusion is limited to rear setback areas and a minimum 10 foot setback from a rear property line is maintained; and
2. The maximum height of the play structure does not exceed ten feet above the finished grade; and
3. The play structure does not occupy a footprint greater than 100 square feet.

M. Swimming pools, spas and hot tubs as provided for in MMC 16.34.040.

N. Raised planting bed boxes, which do not exceed 30 inches above the existing or finished grade, whichever grade is lower.

O. Low impact development best management practices or treatment best management practices provided:

1. The best management practice shall be designed, constructed, and maintained in accordance with the stormwater manual adopted under MMC 13.06.020.
2. Best management practices, including associated vegetation, shall be located entirely on private property.

3. The maximum height of any structural element associated with the best management practice shall not exceed 30 inches above the existing or finished grade, whichever grade is lower.
4. The best management practice shall be designed to manage or treat stormwater runoff solely from the building site and from less than 5,000 square feet of impervious surface.
5. Examples of acceptable best management practices, as those practices are defined in Chapter 16.12 MMC, include but are not limited to the following:
 - a. Rain garden;
 - b. Bioretention;
 - c. Dispersion; and
 - d. Biofiltration treatment.

Section 5. Section 16.23.050 of the Medina Municipal Code is hereby amended to read as follows:

16.23.050. Maximum building and structure height standards.

A. Application of maximum height standards.

1. Table 16.23.050(A) establishes the maximum height standards for buildings and structures within each zone.
2. Areas not identified in Table 16.23.050(A) are subject to the height standards specified for the R-20/R-30 zone.
3. ~~Where Table 16.23.050(A) specifies eligibility for a height bonus, a property owner may elect to apply the height standards in subsection (C) of this section in lieu of the height standards in Table 16.23.050(A); provided, that:~~
 - a. ~~The total structural coverage on the lot does not exceed 13 percent, excluding the structural coverage bonus set forth in MMC 16.23.040; or~~
 - b. ~~If the lot area is 16,000 square feet or less, the total structural coverage on the lot does not exceed 17½ percent, excluding the structural coverage bonus set forth in MMC 16.23.040.~~

Table 16.23.050(A): Maximum Height Standards

Measurement Points		Zoning/Height Overlay Maximum Height					
		R-16	R-20/R-30	SR-30	N-A	Public	Medina Heights
Original Grade	High Point	25 feet	N/A*	N/A*	None	None	N/A*
	Low Point		25 feet	25 feet			20 feet

Finished Grade	High Point	28 feet	N/A*	N/A*	30 feet	35 feet	N/A*
	Low Point		28 feet	28 feet			23 feet
Eligible for Height Bonus		No	Yes	Yes	No	No	No

*Not applicable.

B. Maximum height is determined by the zone or height overlay where the building or structures is located and the corresponding unit of height specified for original and finished grade prescribed in the tables.

~~C. A property owner electing to apply the height bonus allowed pursuant to subsection (A)(3) of this section shall apply the height limits specified in Table 16.23.050(C).~~

Table 16.23.050(C): Bonus Height Standard

Measurement Points	Maximum Height	
Original Grade	High Point	30 feet
	Low Point	36 feet
Finished Grade	High Point	30 feet
	Low Point	36 feet

~~CD.~~ The methods for measuring the height of buildings and structures are set forth in MMC 16.23.060.

~~DE.~~ Exemptions from maximum height requirements are set forth in MMC 16.23.070.

~~F. Eligibility for the bonus height standard in subsection (A)(3) of this section shall not apply where the total structural coverage on the lot exceeds 13 percent, excluding structural coverage that qualifies for the bonus under MMC 16.23.040.~~

Section 6. Subsections C and D of Section 16.23.060 of the Medina Municipal Code are hereby amended to read as follows:

16.23.060. Measuring building and structure height.

* * * * *

C. In the R-20, R-30, and SR-30 zones ~~(except where the bonus height standards in Table 16.23.050(C) are used)~~ and in the Medina Heights overlay, height shall be measured as shown in Figure 16.23.060(C) and as set forth in the following procedures:

* * * * *

~~D. Where the bonus height standards in Table 16.23.050(C) are used, height shall be measured as shown in Figure 16.23.060(D) and as set forth in the following procedures:~~

- ~~1. The original grade shall be established as set forth in MMC 16.23.080;~~
- ~~2. The base elevation for measuring height shall be taken at four points where the outside of the exterior walls/sides of the building or structure intersect the following:~~
 - ~~a. The lowest point of the original grade;~~
 - ~~b. The highest point of the original grade;~~
 - ~~c. The lowest point of finished grade; and~~
 - ~~d. The highest point of finished grade;~~
- ~~3. Starting at the four base elevation points ascertained under subsection (D)(2) of this section, a vertical line shall be extended by the distance of the applicable maximum height prescribed in Table 16.23.050(C);~~
- ~~4. The grade (original or finished) and corresponding vertical line established under subsection (D)(3) of this section that has the lower upper elevation (measured from a zero elevation surface) shall be used to measure maximum height;~~
- ~~5. Maximum height shall be a horizontal plane intersecting the upper elevation of the vertical line established in subsection (D)(4) of this section for measuring maximum height and shall be perpendicular to the same vertical line as shown in Figure 16.23.060(D);~~
- ~~6. The maximum height envelope shall be the area between the applicable grade (original or finished) and the horizontal height plane established in this section and shown in Figure 16.23.060(C);~~
- ~~7. No part of the building or structure, including roof lines, shall protrude above the maximum height envelope, except as allowed otherwise by law;~~
- ~~8. See subsection (E) of this section for establishing the height plane parameter and subsection (G) of this section for height calculation exemptions.~~

Figure 16.23.060(D): Bonus Height Measurements

IMAGE IS DELETED

* * * * *

Section 8. Section 16.44.040 of the Medina Municipal Code is hereby amended to read as follows:

16.44.040. Minimum maintenance standards for vacant residences.

Properties containing vacant single-family dwellings, whether under construction or complete, shall, at a minimum, be maintained as follows:

- A. The premises shall be clean, safe, and sanitary, free from waste, garbage, litter and excessive vegetation.
- B. The building and structures shall be maintained in good repair and be structurally sound. Structural members shall be free from safety, health, and fire hazards.
- C. Doors, windows, and other openings shall be weather-tight and secured against entry by birds, vermin, and trespassers. Missing or broken doors, windows, and other openings shall be covered by glass, plywood, or other weather-resistant materials and tightly fitted and secured to the opening.
- D. Exterior walls shall be free of holes, breaks, and loose or rotting materials.
- E. Foundation walls shall be animal- and vermin-proof and be maintained in a structurally sound and sanitary condition.
- F. Chimneys, decks, balconies, canopies, awnings, exhaust ducts, cornices, corbels, trim, wall facings, drains, gutters, downspouts, and similar features shall be safely anchored.
- G. Roofs and flashings shall be maintained in good repair and be structurally sound.
- H. Interior lights which can be seen from outside of the dwelling shall be kept turned off except when the structure is occupied.
- I. Exterior lights shall only be on after dark if they are shielded and angled away from other properties and dwelling units. Light shall not be permitted to trespass onto other properties.

Section 9. Effect on Vested Rights. The interim official control imposed under Sections 3 through 8 of this Ordinance shall apply prospectively only and shall be all Permit Applications, Land Use Development Applications, Land Division Applications, and Variance Applications submitted after the effective date of this ordinance. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Medina's regulations, provided that such an applicant has filed a complete Permit, Development or Variance Application before the effective date of this ordinance.

Section 10. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact, on or before April 24, 2026. The Council hereby schedules the public hearing for **April 13, 2026**.

Section 11. Interpretive Authority. The City of Medina Development Services Director, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 12. 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 13. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 14. 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.

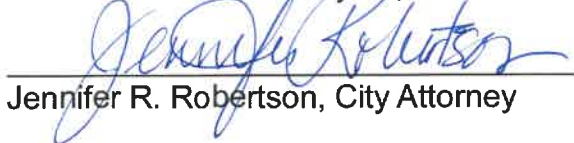
Section 15. Direction to Planning Commission. The Planning Commission is directed to review this Ordinance and study the issues presented and to develop and process final regulations for City Council consideration.

Section 16. Effective Date; Declaration of an Emergency. The City Council hereby declares an emergency exists which necessitates that this Ordinance take effect immediately upon passage in order to ensure consistency in land use decisions and to avoid vesting to amended code. Such declaration preserves public health, safety, and welfare. This interim official control ordinance shall take effect immediately upon passage of a majority plus one of the City Council and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 23rd DAY OF FEBRUARY, 2026 BY A VOTE OF 5 FOR, 1 AGAINST, AND ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 23rd DAY OF FEBRUARY, 2026.


Jessica Rossman, Mayor

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


Jennifer R. Robertson, City Attorney

Attest:


Dawn Nations, Acting City Clerk

PUBLISHED: 3/2/2026
EFFECTIVE DATE: 2/23/2026
ORDINANCE NO.: 1052 / AB



MEDINA, WASHINGTON

AGENDA BILL

Monday, August 24th 2026

Subject/Topic: 2027 Preliminary Budget Discussion Dept. Origin: Finance/HR Category: City Business Prepared by: Ryan Wagner – Finance Director Attachments: Attachment A – 2027 Budget Calendar Attachment B – 2027 Preliminary Budget Workbook	Proposed Council Action/Motion: ☐ Information Only ☐ Receive and File ☒ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☐ Other:
--	--

Summary

This agenda item will continue the Council's discussion with staff on the 2027 preliminary budget workbook and major staff recommendations for the next fiscal year and beyond.

Staff are excited to bring a proposed balanced budget to the City Council and the Medina community.

Below are some highlights from the preliminary budget workbook.

- Expected 2027 revenue for the General Fund is \$9,443,211.
- Budgeted 2027 General Fund expenditures are \$9,422,834.
- Expected Capital Fund Revenue for 2027 is \$1,495,000
- Expected Capital Fund Expenditures for 2027 Is \$1,670,000.
- Expected Development Services Revenue for 2027 is \$1,085,000.
- Expected Expenditures for Development Services are \$1,077,310.

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: 2027 Budget Impacts.

Recommendation: N/A

City Manager Approval: 

Proposed Council Motions: N/A



2027 Preliminary Budget Calendar City of Medina, Washington

Statutory Dates	Planned/Actual Dates	2027 Budget Process
July 1, 2026	June 22, 2026	Council holds Public Hearing on 6 year Capital Improvement Plan (CIP/TIB/Non-TIB)
July 31, 2026	July 13, 2026	Council approves 6 year Capital Improvement Plan, file w/ Sec of Transp. by 7/31
No legal requirement	August 24, 2026	Staff and Council will participate in a budget retreat to make sure community needs are heard prior to the preliminary budget being put together.
Sept 11, 2026	July 27, 2026	Department Directors begin preparing 2027 Budget Requests.
Sept 24, 2026	August 27, 2026	Department Directors 2027 Budget requests submitted to Finance Director. RCW 35.33.031 and RCW 35A.33.030.
Oct 2, 2026	August 27, 2026	2027 Preliminary Budget estimates are presented to the City Manager by Finance Director for modification, revision or addition. RCW 35.33.031 and RCW 35A.33.030.
No legal requirement	September 14, 2026	Council holds a Public Hearing to gather input on 2027 Preliminary Budget.
Oct 2, 2026	September 14, 2026	City Manager provides City Council with 2026 Revenue projections for the current year. City Manager provides a 2027 Preliminary Budget showing 2027 Revenue and Expenditures by Department.
No legal requirement	Sept 28, 2026	City Council holds a study session on 2027 Preliminary Budget. <i>Balancing decisions made if necessary.</i>
Nov 2, 2026	October 12, 2026	City Manager files 2027 Updated Preliminary Budget & Budget Message with the City Clerk and the City Council.
Prior to November 25, 2026	October 12, 2026	City Council holds Preliminary Public Hearing on 2027 Budget & Revenue Sources (Property Tax Levy)
No legal requirement	October 14, 2026	Council holds an Open House to engage the public on the 2027 budget process and preliminary numbers.
No later than Nov 2, through Nov 20, 2026	Dates as needed prior to Nov 9 th meeting	City Clerk publishes notice of filing of 2027 Budget and publishes notice of public hearing on final budget once a week for two consecutive weeks.
Nov 21, 2026	Nov 9, 2026	Copies of 2027 proposed final budget are made available to the public at the Regular City Council meeting.



Nov 30, 2026 (KC due date) (Hearing due date 12/4/26)	Nov 9, 2026	Council holds Final Public Hearing and sets the 2027 Property Tax Levy to certify property tax levy to King County Assessor's Office
Dec. 31, 2026	Nov 9, 2026	Council adopts Final 2027 Budget at the Regular Monthly City Council meeting.
After Adoption	After Adoption	Copies of 2027 Final Budget Ordinance are filed with the Washington State Auditor's Office, MRSC and AWC.

City of Medina 2027 Budget - General Fund				
Revenue				
Total Revenue		\$		9,443,211
Change		\$		586,824
Expenditures				
Department	2026 Adopted Budget		2027 Proposed Budget	Delta
Exec.	325,603	\$	344,903	\$ 19,300
Finance	632,123	\$	650,287	\$ 18,164
Central Services	1,083,030	\$	1,072,661	\$ (10,370)
Police	2,893,217	\$	3,213,187	\$ 319,969
Fire	1,060,791	\$	1,198,836	\$ 138,045
Parks	639,065	\$	671,731	\$ 32,665
Rec Services	45,600	\$	45,800	\$ 200
Legislative	80,000	\$	80,000	\$ -
Long Range Planning	281,745	\$	350,759	\$ 69,014
Legal	562,000	\$	575,000	\$ 13,000
Social and Env. Services	56,143	\$	57,166	\$ 1,023
Equipment Replacement	432,495	\$	392,505	\$ (39,990)
Transfers	655,000	\$	770,000	\$ 115,000
Total General Fund Exp.	\$ 8,746,813	\$	9,422,834	\$ 676,021
Total General Fund Surplus				\$ 20,378

City of Medina 2026 Budget Capital Fund				
Revenue				
Total Revenue	\$			1,495,000
Change:	\$			100,000
Expenditures				
Total Capital	\$			600,000
Total Stormwater	\$			1,070,000
Total Capital Fund Exp.	\$			1,670,000
Change:	\$			450,000
City of Medina 2026 Budget Dev Services Fund				
Revenue				
Total Revenue	\$			1,085,000
Change	\$			100,000
Expenditures				
Total Expenditures	\$			1,077,310
Change	\$			51,112
Total Development Services Deficit				\$ 7,690

GENERAL FUND REVENUE

ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Actuals	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget	Comments:
	GENERAL FUND - REVENUES								
001 000 000 311 10 00 00	PROPERTY & SALES TAX								
001 000 000 313 11 00 00	General Property Taxes	4,185,696	4,329,063	4,460,475	4,585,732	4,741,397	4,741,397	4,812,518	▲1.50%
001 000 000 313 11 00 00	Local Retail Sales & Use Tax	1,883,644	1,904,907	2,042,597	2,059,543	2,023,000	3,400,000	2,063,460	▲2.00%
001 000 000 313 71 00 00	Criminal Justice Funding	104,390	106,831	104,614	105,119	108,150	110,000	112,200	▲3.74%
	TOTAL PROPERTY & SALES TAX	5,598,447	6,340,801	6,607,685	6,750,394	6,872,547	8,251,397	6,988,178	▲1.68%
	BUSINESS & OCCUPATION-UTILITY TAX								
001 000 000 316 41 00 00	Electric - Puget Sound Energy	260,933	277,553	303,007	336,559	330,000	360,000	378,000	▲14.55%
001 000 000 316 42 00 00	Gas - Puget Sound Energy	134,020	155,272	158,596	167,895	167,000	175,000	183,750	▲10.03%
001 000 000 316 43 00 00	Water & Sewer	227,411	252,757	261,494	295,863	291,000	300,000	315,000	▲8.25%
001 000 000 316 45 00 00	Garbage, Solid Waste	46,820	50,705	64,697	71,102	69,000	74,000	77,700	▲12.61%
001 000 000 316 46 00 00	Cable - Comcast	92,924	80,555	88,200	97,737	97,000	92,000	96,600	▼0.41%
001 000 000 316 47 00 00	Telephone - Mobile & landline	33,458	35,753	37,800	43,901	46,000	46,000	48,300	▲5.00%
001 000 000 317 20 00 00	Leasehold Excise Tax	1,698	(2,480)	(3,093)	1,154	-	1,200	1,260	
	BUSINESS LICENSE/PERMITS-FRANCHISE FEES								
001 000 000 321 91 00 00	Franchise Fees - Water/Sewer COB, Cable Comcast	196,894	222,209	212,085	221,416	218,000	218,000	228,900	▲5.00%
	TOTAL UTILITY TAX & FRANCHISE FEES	891,325	1,072,324	1,122,066	1,235,626	1,218,000	1,266,200	1,329,510	▲9.16%
	LICENSES & PERMITS								
001 000 000 322 30 00 00	Animal Licenses	165	350	440	230	4,500	30	4,500	▲0.00%
001 000 000 322 90 00 00	Other Non Bus. Licenses & Permits (Gun Permits)	20	-	362	563	750	600	600	▼20.00%
001 000 000 322 99 00 00	Business Licenses	290	-	-	-	25,000	12,000	25,000	▲0.00%
	TOTAL LICENSES & PERMITS	\$475	350	802	793	30,250	12,630	30,100	▼0.50%
	INTERGOVERNMENTAL								
001 000 000 331 17 20 13	State Grant - Criminal Justice							235,000	
001 000 000 336 06 21 00	MVET-Criminal Justice-Pop.	3,558	1,054	1,118	1,176	1,166	1,166	1,312	▲12.52%
001 000 000 336 06 26 00	Criminal Justice-Special	334	202	3,928	4,117	4,081	4,081	4,547	▲11.42%
001 000 000 336 06 51 00	DUI/Other Criminal Justice	20,645	285	285	288	-	-	-	
001 000 000 336 06 94 00	Liquor Excise Tax	21,515	20,438	-	-	20,055	20,055	18,190	▼9.30%
001 000 000 336 06 95 00	Liquor Control Board Profits	1,132	17,830	33,770	32,602	21,484	21,309	21,309	▼0.81%
001 000 000 336 06 95 01	Liquor Control Board Profits-Public Safety Portion		4,458	8,443	8,151				
001 000 000 342 11 00 00	Hunts Point Police Contract- Add'l Police Serv	322,030	338,353	267,920	451,178	378,984	378,984	416,883	▲10.00%
	TOTAL INTERGOVERNMENTAL	370,232	395,635	504,689	569,978	425,770	425,770	697,241	▲63.76%
	CHGS FOR GOODS AND SERVICES								
001 000 000 341 99 00 00	Passport & Naturalization Fees	2,100	2,646	1,365	595	1,000	600	750	▼25.00%
	TOTAL CHGS FOR GOODS/SERVICES	312,057	2,646	1,365		1,000		750	▼25.00%
	FINES & FORFEITURES								
001 000 000 353 10 00 00	Municipal Court-Traffic Infrac	15,965	11,099	19,606	34,193	30,000	45,000	40,000	▲33.33%
	TOTAL FINES & FORFEITURES	31,250	11,099	19,606	34,193	30,000	45,000	40,000	▲33.33%
	MISCELLANEOUS REVENUE								
001 000 000 361 11 00 00	Investment Interest	61,640	197,796	290,513	320,104	145,000	295,000	225,000	▲55.17%
001 000 000 361 40 00 00	Sales Interest	1,741	5,131	7,069	9,045	6,000	4,000	4,000	▼33.33%
001 000 000 362 00 00 10	Wireless Commun. Facility Leases	23,223	27,801	28,635	28,494	30,631	30,378	31,243	▲2.00%
001 000 000 362 00 00 20	Post Office Facility Lease	88,508	88,508	88,508	100,951	93,054	95,054	93,054	▲0.00%
001 000 000 367 11 00 00	Contributions/Donations		54,784	-	-	-	-	-	
001 000 000 369 30 00 10	Confiscated Property-Auction	199	-	-	-	-	-	-	
001 000 000 369 91 00 00	Other	25,354	18,571	5,362	1,941	3,500	6,000	3,500	▲0.00%
001 000 000 369 91 00 10	Other-Copies	459	172	10	-	75	25	75	▲0.00%
001 000 000 369 91 00 15	Other-Fingerprinting	240	379	220	105	400	80	400	▲0.00%
001 000 000 369 91 00 35	Other-Notary	10	70	29	10	100	850	100	▲0.00%
001 000 000 369 91 00 45	Other-Reports	78	60	30	69	60	25	60	▲0.00%
	TOTAL MISCELLANEOUS REVENUES	128,007	393,272	420,375	461,719	278,820	431,412	357,432	▲28.19%
	DISPOSITION OF CAPITAL ASSETS								
001 000 000 395 10 00 00	Proceeds From Sales of Capital Assets	6,474	18,288	655	982	-	26,284	-	
	TOTAL DISPOSITION OF CAPITAL ASSETS	3,000	59,509	655	982	-	26,284	-	
	TOTAL GENERAL FUND REVENUE	\$ 7,909,764	8,275,635	8,677,243	\$ 9,053,685	\$ 8,856,387	\$ 10,458,694	\$ 9,443,211	▲6.63%

LEGISLATIVE SERVICES

ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Actuals	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		
	GENERAL FUND - EXPENDITURES									
	LEGISLATIVE SERVICES									
001 000 000 511 60 41 00	Professional Services			1,482	9,417	10,000	9,800	10,000	▲0.00%	CC retreat, End of year banquet
001 000 000 511 60 41 01	Legislative Activities-Regional Intergovt	6,799	5,540	6,399	5,011	7,000	4,600	7,000	▲0.00%	AWC (\$1900), PSRC (\$700), Eastside Transp, Sound Cities (\$2425)
001 000 000 511 60 43 00	Training	6,075	9,680	5,710	65	10,000	9,000	12,000	▲20.00%	AWC training, conferences, meals, and travel
001 000 000 511 60 49 00	Miscellaneous	623	882	969	5,018	3,000	1,500	3,000	▲0.00%	Park Board, Planning Comm, Council misc meeting expenses
001 000 000 511 60 49 10	Medina Days	4,657	37,980	37,114	46,694	50,000	46,000	48,000	▼4.00%	\$20,000 Fireworks+ \$14,000 barge, \$8,000 sani-cans, \$6,000 assorted costs
	TOTAL LEGISLATIVE SERVICES	18,154	54,082	51,674	62,694	80,000	70,900	80,000	▲0.00%	

LEGAL

ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Actuals	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		
										Notes:
	LEGAL DEPARTMENT									FTE's: NA, contracted
001 000 000 515 41 40 00	City Attorney	225,429	260,081	208,467	400,384	365,000	350,000	365,000	▲ 0.00%	Per SM, hx avg of "routine legal service", "excluding itigation or highly contentious events"= \$235K. \$50K for 520 Litigation, Staff added \$100K for "contentious"
001 000 000 515 45 40 00	Special Counsel	10,284	879	59,303	5,895	50,000	40,000	50,000	▲ 0.00%	\$50K for State Route 520 Mediation
001 000 000 515 45 40 00	Unfunded Mandate				0	50,000	0	50,000	▲ 0.00%	\$50K budget, for City Manager and Council to allocate throughout the year
001 000 000 512 50 40 10	Municipal Court-Traffic/NonTrf	15,453	10,471	37,229	34,052	35,000	35,000	40,000	▲ 14.29%	Required Service/Expenditure - Offset by Court Revenue
001 000 000 512 50 41 10	Prosecuting Attorney	44,000	48,671	40,000	52,000	48,000	48,850	48,000	▲ 0.00%	
001 000 000 515 91 40 00	Public Defender	3,725	9,950	20,200	22,200	14,000	22,000	22,000	▲ 57.14%	Required Service/Expenditure
	TOTAL LEGAL DEPARTMENT	298,891	330,051	365,198	514,531	562,000	495,850	575,000	▲ 2.31%	

SOCIAL AND ENVIRONMENTAL SERVICES

ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Est.	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		Notes:
	SOCIAL & ENVIRONMENTAL SERVICES									Including Admin Fees and GF plus \$11K passthrough
	SOCIAL SERVICES									
001 000 000 551 10 40 00	Public Housing Services - ARCH	32,109	29,611	36,350	10,538	38,066	38,066	38,066	▲0.00%	
	TOTAL SOCIAL SERVICES	32,109	29,611	36,350	10,538	38,066	38,066	38,066	▲0.00%	
	ENVIRONMENTAL SERVICES									
001 000 000 553 10 40 00	Land & Water Conservation Resources-King County	-	-	5,370	3,541	3,804	3,804	4,100	▲7.78%	
001 000 000 553 70 40 00	Pollution Prevention-Puget Sound Clean Air Agency	9,582	-	22,676	12,430	13,273	13,273	14,000	▲5.48%	
	TOTAL ENVIRONMENTAL SERVICES	9,582	-	28,046	15,971	17,077	17,077	18,100	▲5.99%	
	MENTAL HEALTH SERVICES									
001 000 000 564 60 40 00	Mental Health Services-KC Substance Abuse Fees	899	856	845	840	1,000	802	1,000	▲0.00%	
	TOTAL SOCIAL & ENVIRONMENTAL SVCS	42,590	30,467	65,242	27,349	56,143	55,945	57,166	▲1.82%	

RECREATIONAL - LIFEGUARD

		2022	2023	2024	2025	2026	2026	2027		
ACCOUNT NUMBER		Year End	Year End	Year End	Year End	Adopted	Year End	Prelim.		
DESCRIPTION		Actuals	Actuals	Actuals	Actuals	Budget	Est.	Budget		Notes:
RECREATION SERVICES (LIFEGUARDS AND BOYS & GIRLS CLUB)										Lifeguard Program at Medina Beach Park
SALARIES & WAGES										
001 000 000 571 00 10 00	Salaries & Wages	28,714	29,910	31,685	28,707	32,000	30,000	32,000	▲0.00%	
001 000 000 571 00 11 00	Overtime		-							
TOTAL SALARIES & WAGES		28,714	29,910	31,685	28,707	32,000	30,000	32,000	▲0.00%	
PERSONNEL BENEFITS										
001 000 000 571 00 20 00	Personnel Benefits	3,463	3,713	3,902	3,570	3,000	2,500	3,000	▲0.00%	
001 000 000 571 00 30 00	Uniforms	1,468	1,847	1,149	513	2,000	1,000	2,000	▲0.00%	
TOTAL PERSONNEL BENEFITS		4,931	5,559	5,051	4,083	5,000	3,500	5,000	▲0.00%	
SUPPLIES										
001 000 000 571 00 31 00	Operating Supplies		212	82	240	500	1,733	1,500		
001 000 000 571 00 32 00	Miscellaneous Lifeguard Expense	4,441	3,403	3,670	5,137	7,300	6,000	6,500	▼10.96%	
TOTAL SUPPLIES		4,441	3,615	3,752	5,377	7,800	7,733	8,000	▲2.56%	
OTHER SERVICES & CHARGES										
001 000 000 571 00 40 00	Travel & Training		1,370	1,321	781	800	600	800		
001 000 000 571 00 41 00	Recreation - Boys & Girls Club			90						
TOTAL OTHER SERVICES & CHARGES		-	1,370	1,411	781	800	600	800		
TOTAL RECREATION-LIFEGUARDS		38,086	40,455	41,898	38,948	45,600	41,833	45,800	▲0.44%	

Long Range Planning

ACCOUNT NUMBER	DESCRIPTION	2025 Adopted Budget	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		
							Notes:
	Planning						.5 FTE 2.7 CPI-W (Split from Dev Services)
001 000 000 558 60 11 00	Salary and Wages	61,222	67,305	66,468	69,863	▲3.80%	Building Official, Split for Code Enforcement
001 000 000 558 60 11 16	ICMA 457 Plan	3,000	3,000	3,000	3,000	▲0.00%	
001 000 000 558 60 21 00	Personnel Benefits	36,000	15,940	13,250	16,896	▲6.00%	
001 000 000 558 60 41 01	Long Range Planning Consultant	150,000	150,000	90,000	250,000	▲66.67%	Phase 2 for Middle Housing and other assorted planning projects, refer to City's planning calendar
001 000 000 558 62 41 00	Tree Canopy and ROW Inventor.	65,000	34,000	32,000	0	▼100.00%	
001 000 000 558 60 41 03	Code Enforcement		5,000	3,000	5,000		
001 000 000 558 66 49 00	Misc.		6,500	6,000	6,000		\$4K for Tree Plotter Software
	TOTAL LONG RANGE PLANNING	315,222	281,745	213,718	350,759	▲24.50%	

EXECUTIVE

		2022	2023	2024	2025	2026	2026	2027		
ACCOUNT NUMBER DESCRIPTION		Year End Actuals	Year End Actuals	Year End Actuals	Year End Actuals	Adopted Budget	Year End Est.	Prelim. Budget		
EXECUTIVE										FTE's: 1
SALARIES & WAGES										CPI-W=3.8% COLA-- See Salary Model for addl details
001 000 000 513 10 11 00	Salaries & Wages	221,558	191,813	194,780	274,028	229,021	229,021	237,724	▲3.80%	
001 000 000 513 10 21 50	Auto Allowance	2,983	5,989	6,000	6,806	8,500	8,500	8,500	▲0.00%	
001 000 000 513 10 11 16	ICMA 457 Plan	13,164	13,245	24,554	13,094	4,800	4,800	4,800	▲0.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
TOTAL SALARIES & WAGES		237,705	224,824	238,192	305,667	242,321	242,321	251,024	▲3.59%	
PERSONNEL BENEFITS										
001 000 000 513 10 21 00	Personnel Benefits	21,339	13,528	19,147	30,617	43,282	46,000	45,879	▲6.00%	SR520 Consultant WCIA and other training
TOTAL PERSONNEL BENEFITS		21,339	13,528	19,147	30,617	43,282	46,000	45,879	▲6.00%	
OTHER SERVICES AND CHARGES										
001 000 000 513 10 41 00	Professional Services	36,128	33,000	39,000	78,053	36,000	36,000	36,000	▲0.00%	
001 000 000 513 10 43 00	Travel & Training	285	35	1,086	2,235	3,000	4,000	10,000	▲233.33%	
001 000 000 513 10 49 01	Dues, Subscr.	-	-	365	-	1,000	1,000	2,000	▲100.00%	
TOTAL OTHER SERVICES & CHARGES		36,413	33,035	40,451	80,288	40,000	41,000	48,000	▲20.00%	
TOTAL EXECUTIVE DEPARTMENT		295,456	271,387	297,790	416,572	325,603	329,321	344,903	▲5.93%	

LAW ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Actuals	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		Notes:
POLICE DEPARTMENT										FTE: 12
SALARIES & WAGES										
001 000 000 521 20 11 00	Salaries & Wages	1,208,938	1,200,455	1,307,772	1,375,578	1,425,110	1,440,000	1,584,264	▲11.17%	CPI-W=3.8% COLA 2 non-rep employee; 3.8% CBA Clerical;N/A CBA PD est ceiling COLA 10 employees
001 000 000 521 20 11 11	Longevity	21,180	24,607	28,397	37,341	40,110	43,000	43,319	▲8.00%	
001 000 000 521 20 11 14	Education	9,587	1,449	608	600	600	600	600	▲0.00%	
001 000 000 521 20 11 16	ICMA 457 Plan	41,252	50,585	44,317	46,125	49,000	56,000	52,000	▲6.12%	
001-000-000-521-20-11-17	Opt Out Medical	31,757	23,998	27,115	36,670	40,234	38,500	42,648	▲6.00%	
001 000 000 521 20 11 18	Night Shift Differential	9,504	11,972	11,661	13,097	20,808	21,500	21,599	▲3.80%	Based on "average" week of coverage provided by Sergeant
001 000 000 521 20 11 19	Physical Fitness Incentive	10,961	11,620	13,182	15,182	19,063	14,000	16,000	▼16.07%	All officers utilizing
001 000 000 521 20 12 00	Overtime	118,568	112,384	114,316	165,447	130,000	130,000	140,000	▲7.69%	Training, vacation leave, non-funded special events (Medina Days/SeaFair/Shredder Day, etc.)+ summer emphasis patrols
001 000 000 521 20 12 01	Exemplary Pay	75,511	50,255	50,221	65,094	71,205	72,108	74,765	▲5.00%	
001 000 000 521 20 13 00	Holiday Pay	-	42,291	-	62,198	72,811	68,000	80,092	▲10.00%	Increase due to potential additional of Juneteenth
TOTAL SALARIES & WAGES		1,527,258	1,529,617	1,597,590	1,817,332	1,868,940	1,883,708	2,055,287	▲9.97%	
PERSONNEL BENEFITS										
001 000 000 521 20 21 00	Personnel Benefits	388,916	416,295	425,867	461,806	536,540	509,000	592,877	▲10.50%	Payroll taxes, Medical (8.7% increase 2026), Dental benefits,etc, less DRS/ICMA replacement above.
001 000 000 521 20 21 10	Personnel Benefits-Retirees	22,844	23,408	24,368	24,704	27,826	23,000	29,495	▲6.00%	LEOFF 1 Medical plus Unum (+4%) + 12 mos rolling reimb(+10%)
001 000 000 521 20 22 00	Uniforms	32,013	15,998	17,520	25,165	17,500	17,500	25,000	▲42.86%	Uniform replacement
001 000 000 521 20 22 01	DOJ Bullet Proof Vest Program	-	6,981	1,960	5,519	4,000	4,000	4,500	▲12.50%	Two vest replacements
001 000 000 521 20 23 00	Tuition	3,017	4,954	2,744	1,257	6,000	6,400	15,750	▲162.50%	Two officers collecting on tuition reimbursement
TOTAL PERSONNEL BENEFITS		446,789	467,637	472,460	518,451	591,866	559,900	667,622	▲12.80%	
SUPPLIES										
001 000 000 521 20 31 00	Office Supplies	12,925	23,354	21,949	20,346	15,000	17,000	20,000	▲33.33%	
001 000 000 521 20 31 01	Off Equip, IT HW, SW <\$5K	18,041	8,523	13,853	2,262	6,000	500	6,000	▲0.00%	Upgrades, normal operating costs
001 000 000 521 20 31 40	Police Operating Supplies	5,937	16,519	24,078	18,961	20,000	6,000	20,000	▲0.00%	evidence processing equip, radio batteries, etc.; NARCAN replacement
001 000 000 521 20 31 60	Ammo/Range (Targets, etc.)	10,903	5,624	3,679	7,191	11,000	8,000	10,000	▼9.09%	Per ofc. contract and for training/firearms qualifications - ammo costs
001 000 000 521 20 32 00	Vehicle Expenses-gas, car wash	28,220	35,126	36,664	342,345	35,000	37,000	60,000	▲71.43%	Includes bridge tolls,fuel costs
001 000 000 521 20 35 20	Firearms (purchase & repair)	649	100	4,662	2,754	2,500	4,500	6,000	▲140.00%	
TOTAL SUPPLIES		76,675	89,247	104,885	393,859	89,500	73,000	122,000	▲36.31%	
OTHER SERVICES & CHARGES										
001 000 000 521 20 41 00	Professional Services	7,365	6,821	4,000	3,715	4,000	3,600	4,000	▲0.00%	
001 000 000 521 20 41 50	Recruitment-Background	4,836	14,951	2,500	10,803	5,000	4,300	5,000	▲0.00%	Public Safety Testing fees
001 000 000 521 20 42 00	Communications (Phone,Pager)	15,453	16,007	15,000	18,159	18,000	16,500	18,000	▲0.00%	Cell phones and service, computer modems in patrol car, KC INET service.
001 000 000 521 20 43 00	Travel & Training	1,897	3,148	10,000	18,582	18,000	25,000	25,000	▲38.89%	Ongoing training requirements, large mandatory CJTC training requirements increase, new officers
001 000 000 521 20 45 00	Equipment-Lease & Rentals	14,018	5,425	2,500	2,039	2,000	3,000	3,000	▲50.00%	Copy machine
001 000 000 521 20 48 00	Repairs & Maint-Equipment	12,043	9,649	28,000	1,425	12,000	4,500	12,000	▲0.00%	Maintain serviceable fire extinguishers, radar, property room software yearly maintenance fee of \$2500
001 000 000 521 20 48 10	Repairs & Maint-Automobiles	14,368	5,886	8,500	11,770	10,000	12,200	10,000	▲0.00%	
001 000 000 521 20 49 30	Animal Control	500	-	-	-	-	1,000	5,000		New for 2026
001 000 000 521 20 49 40	Dues,Subscriptions,Memberships	6,289	5,649	5,000	5,210	7,000	6,000	7,000	▲0.00%	WSPC, IACP Professional Memberships
001 000 000 521 20 49 41	Lexipol Manuals	5,150	550	6,000	(2,827)	9,000	6,628	7,000	▼22.22%	Yearly maintenance agreement per contract to Lexipol. PowerDMS needed for WASPC Accreditation Requirements
001 000 000 521 20 49 60	Crime Prevention/Public Educ	6,506	4,776	5,500	253	7,500	6,000	7,500	▲0.00%	Shredder Day costs, victim resource & crime prevention brochures, school resource materials.
TOTAL OTHER SERVICES & CHAR		88,424	72,862	87,000	69,129	92,500	88,728	103,500	▲11.89%	
INTERGOVERNMENTAL SERVICES										
001 000 000 521 20 41 15	Dispatch Services-Norcom Trans	65,533	81,566	65,533	92,773	85,808	92,011	\$101,383	▲18.15%	NORCOM - 2027 Estimate per Norcom
001 000 000 521 20 41 20	Dispatch-PSERN	6,020	8,899	6,500	11,519	12,000	16,500	17,325	▲44.38%	Per contract - cost to maintain 800 Mhz police radio connectivity (change title to PSERN)
001 000 000 521 20 41 40	Marine Patrol Services	88,000	95,568	90,000	101,553	108,000	113,400	119,070	▲10.25%	Anticipated cost with Mercer Island
001 000 000 521 20 41 41	Bellevue CARE program	5,739	9,805	28,000	8,375	8,000	8,850	9,000	▲12.50%	Increase due to 2026 trend
001 000 000 521 20 41 55	Jail Service-Prisoner Board	3,805	1,321	15,000	21,465	14,000	10,500	17,500	▲25.00%	King County Jail/SCORE/Kirkland Jail
001 000 000 521 20 41 60	Prisoner Transport	-	-	500	-	500	-	500	▲0.00%	Cost to shuttle prisoners from jail to court and back to jail
TOTAL INTERGOVERNMENTAL SE		169,097	197,160	205,533	235,685	228,308	241,261	264,778	▲15.97%	
TOTAL POLICE DEPARTMENT		2,308,242	2,356,523	2,467,468	3,034,456	2,775,155	2,846,597	3,213,187	▲15.78%	

FIRE AND MEDICAL

		2022	2023	2024	2025	2026	2026	2027		
ACCOUNT NUMBER	DESCRIPTION	Year End Actuals	Year End Actuals	Year End Actuals	Year End Est.	Adopted Budget	Year End Est.	Prelim. Budget		
										Notes:
FIRE & MEDICAL AID DEPARTMENT										2027 Will see a 13.22% rise in Fire and EMS Costs Updated 7/31/26 with COB notice received. LEOFF1 contract obligation
INTERGOVERNMENTAL SERVICES										
001 000 000 522 20 41 00	Fire Control Services	736,426	784,686	891,444	950,544	1,044,283	1,044,283	1,182,328	▲13.22%	
001 000 000 522 20 41 00	Fire Control Services (LEOFF1 Liab.)	30,000	30,000	30,000	30,000	16,508	16,508	16,508	▲0.00%	
TOTAL INTERGOVERNMENTAL		766,426	814,686	921,444	980,544	1,060,791	1,060,791	1,198,836	▲13.01%	
TOTAL FIRE & MEDICAL DEPT		766,426	814,686	921,444	980,544	1,060,791	1,060,791	1,198,836	▲13.01%	

CENTRAL SERVICES

ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Actuals	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		Notes:
CENTRAL SERVICES										FTE's: 3
001 000 000 518 10 11 00	SALARIES & WAGES									
	Salaries & Wages	294,274	301,992	315,096	317,519	337,380	221,000	337,380	▲0.00%	CPI-W=3.8% COLA 1 non-rep employee; 3.8% CBA est COLA 3 employees--see salary model notes for details
001 000 000 518 10 11 11	Longevity	4,634	6,783	6747.84	9,044	9,209	10,250	10,640	▲15.53%	
001 000 000 518 10 11 14	Education	1,798	1,799	1800	1,800	1,800	1,800	1,800	▲0.00%	
001 000 000 518 10 11 16	ICMA 457 Plan	2,995	3,999	6725.52	7,125	12,000	3,250	12,000	▲0.00%	Assumes participation full participation
001 000 000 518 10 11 17	Opt-Out of Medical	9,194	9,990	11545.31	8,277	-	8,200	-		
001 000 000 518 10 12 00	Overtime				4,104		15,000			
	TOTAL SALARIES & WAGES	312,894	324,563	341,915	347,869	360,389	259,500	361,820	▲0.40%	
	PERSONNEL BENEFITS									
001 000 000 518 10 21 00	Personnel Benefits	109,936	112,691	122,641	107,459	114,691	83,000	114,691	▲0.00%	AWC Medical, Vision, DRS, Empt Security and L&I, Payroll Taxes
	TOTAL PERSONNEL BENEFITS				107,459	114,691	83,000	114,691	▲0.00%	
001 000 000 518 10 31 00	Office and Operating Supplies	28,242	23,432	13,004	15,351	35,000	25,000	25,000	▼28.57%	City Hall Office and Operating Expenses, Konica Copier, PW Printer, Pitney Bowes, CH Replacement Chairs
001 000 000 518 10 41 00	Professional Services	136,647	106,114	267,023	49,557	37,200	37,000	37,200	▲0.00%	Proshred - \$2,200, Municode Codification Updates - \$4,000, Debtbook - \$6,000, Civic Plus Website and Notification Platform Update - \$25,000, LaserFiche/Records Management Consulting and Scanning Services - \$50,000 and Additional Projects - \$37,800 removed from budget pending further community discussions
001 000 000 518 10 42 00	Postage/Telephone	3,048	2,877	2,389	1,642	8,000	7,800	8,000	▲0.00%	Postage (City Hall printing/mailling services); fax & credit card lines
001 000 000 518 10 43 00	Travel & Training	6,379	4,973	8,468	3,086	8,000	2,000	6,000	▼25.00%	Training for clerk, Deputy Clerk/Admin Asst, ISC
001 000 000 518 10 44 00	Advertising	11,912	13,362	9,810	8,248	7,500	6,500	7,500	▲0.00%	DS, CS legal advertisements
001 000 000 518 10 47 00	Utility Serv-Elec,Water,Waste	26,450	19,778	20,940	24,774	28,000	40,000	30,000	▲7.14%	Calculated using current year YTD, annualized
001 000 000 518 10 48 00	Repairs & Maint-Equipment	-	233	662	430	750	250	750	▲0.00%	office equipment repairs - Printer Svcs-Budget
001 000 000 518 10 49 10	Miscellaneous	1,440	205	1,322	5,146	6,000	3,500	6,000	▲0.00%	City Council Meeting Food and Drink
001 000 000 518 10 49 20	Dues, Subscriptions	415	730	435	636	700	500	700	▲0.00%	City Clerk and Deputy Clerk
001 000 000 518 10 49 30	Postcard, public information	13,422	10,011	7,354	8,878	18,000	15,000	18,000	▲0.00%	Community mailings placeholder, New Community Member Outreach
001 000 000 518 10 49 40	Photocopies	382	139	28	22	500	250	500	▲0.00%	Most expenditures reflect pass through costs related to public records
	TOTAL OTHER SERVICES & CHARGES	228,338	181,855	331,436	117,770	149,650	137,800	139,650	▼6.68%	
	BUILDING MAINTENANCE									
001 000 000 518 30 45 00	Facility Rental	7,983	9498.34	3643	5,884	4,800	6,000	6,000	▲25.00%	1 Public Storage Unit
001 000 000 518 30 48 00	Repairs/Maint-City Hall Bldg	82,767	94583.42	82687.49	77,019	60,000	40,000	60,000	▲0.00%	\$10k City Hall & P.O cleaning Maint. \$5k Beach/Park Bathroom cleaning, \$10k HVAC Maint., Alarm/I-re Monitoring \$2,500, tire inspt, misc cleaning, bug service etc.
	TOTAL BUILDING MAINTENANCE	90,750	104,082	86,330	82,903	64,800	46,000	66,000	▲1.85%	
001 000 000 518 80 31 00	IT HW, SW, Operating Supplies	17,789	17,789	549	769	1,500	500	1,500	▲0.00%	Replacement mouse, keyboards, Data Center replacement battery, etc
001 000 000 518 80 41 50	Technical Services, IT	222,407	304,475	195,152	171,025	170,000	140,000	160,000	▼5.88%	IT Managed Services (less 15.56% for TIG DS allocation) \$150,000for Maint, monitoring, helpdesk, incident support; \$20,000 for Dell VXRail Server Replacement and Storage Array Project.
001 000 000 518 80 41 60	Software Services (Split from Technical Services)			121,012	154,195	150,000	160,000	160,000	▲6.67%	Email/Social Media archive, GovDelivery (Granicus), Municode Website hosting and Agenda Management, King County INET, DUO Access, Azure Storage, O365 Licenses, Phones/Meetings Software Subscription, NextRequest PRA Software, Blue Beam Electronic Plan Review, Laserfiche, Sophos, DocuSign.
001 000 000 518 80 48 00	Repairs & Maint: Annual Software Maint.	4,202	11,442	4,914	7,662	15,000	5,000	12,000	▼20.00%	VEEAM,Cisco SmartNet, Avidev, Domain Name Renewal, Vision Application Suite, Cisco FirePower, Cisco Umbrella
	TOTAL INFORMATION TECHNOLOGY	244,398	333,706	321,626	333,650	336,500	305,500	333,500	▼0.89%	
	SUBTOTAL CENTRAL SERVICES	876,380	944,206	1,081,306	989,651	1,026,030	831,800	1,015,661	▼1.01%	
	CAPITAL EXPENDITURES									
001 000 000 594 14 64 00	City Hall - IT HW/SW >\$5K Capital Outlay				56,000	57,000	56,000	57,000	▲0.00%	HW: VXRail Server Replacement with Storage Array \$135,000 over three (3) years at \$45,000/year, Computer Replacement (6) \$12,000
	TOTAL CAPITAL EXPENDITURES				56,000	57,000	56,000	57,000	▲0.00%	
	TOTAL CENTRAL SERVICES				1,045,651	1,083,030	887,800	1,072,661	▼0.96%	

FINANCE AND HUMAN RESOURCES

		2022	2023	2024	2025	2026	2026	2027		
ACCOUNT NUMBER DESCRIPTION		Year End Actuals	Year End Actuals	Year End Actuals	Year End Actuals	Adopted Budget	Year End Est.	Prelim. Budget		
FINANCE DEPARTMENT										FTE's: 1.7
SALARIES & WAGES										
001 000 000 514 20 11 00	Salaries & Wages	215,430	190,255	203,896	217,081	233,054	218,000	241,910	▲3.80%	CPI-W=3.8% COLA---see salary model notes
001 000 000 514 20 11 16	ICMA 457 Plan	9,179	10,495	9,250	8,750	9,000	9,000	9,000	▲0.00%	Assumes full participation
TOTAL SALARIES & WAGES		224,608	200,749	213,146	225,831	242,054	227,000	250,910	▲3.66%	
PERSONNEL BENEFITS										
001 000 000 514 20 21 00	Personnel Benefits	54,118	50,950	65,142	60,732	68,575	60,000	68,575	▲0.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 514 20 21 17	Opt-Out Of Medical	7,531	11,836	4,973	4,862	5,754	-	-	▼100.00%	
TOTAL PERSONNEL BENEFITS		61,650	62,786	70,115	65,594	74,329	60,000	68,575	▼7.74%	
OTHER SERVICES & CHARGES										
001 000 000 514 20 41 01	Professional Services	9,600	28,305	39,998	42,783	44,000	44,000	46,200	▲5.00%	Vision PS, Finance/Financial System Support + ADP Payroll and HR Platform
001 000 000 514 20 42 00	Intergvtml Prof Serv-Auditors	24,500	7,238	36,096	-	25,000	20,000	25,000	▲0.00%	Hybrid model utilized, \$139 per hour but will save on travel expenses
001 000 000 514 20 43 00	Travel & Training	678	-	-	1,042	1,500	12,000	1,500	▲0.00%	PSFOA, Budgeting Workshop for DFD
001 000 000 514 20 46 00	Insurance (AWC)	176,975	238,997	310,502	212,297	217,240	218,359	228,102	▲5.00%	Liability rate increase per 9/26 AWC RMSA notice. Rate increased voted on by RMSA Board on Sept 26, 3% increase for Medina. notice less 15.56% alloc to DS
001 000 000 514 20 49 00	Misc-Dues,Subscriptions	1,921	234	99	783	1,000	800	1,000	▲0.00%	WFOA, PSFOA, GFOA (Dues, Memberships),
001 000 000 514 20 49 10	Miscellaneous	3,547	10,650	5,137	6,056	15,000	7,500	15,000	▲0.00%	Non DS Merchant credit card fees (offset by Revenue), Flex Spend Admin, Microflex, Tax/AP Forms, L&I,
001 000 000 514 40 40 00	Elections Serv-Voter Reg Costs	12,857	11,172	1,218	12,226	12,000	14,396	14,000	▲16.67%	Election year costs (every other year is higher), 2027 increase due to 2026 actuals
TOTAL OTHER SERVICES & CHARGES		230,080	296,595	393,050	275,187	315,740	317,055	330,802	▲4.77%	
TOTAL FINANCE DEPARTMENT		516,338	560,130	676,311	566,612	632,123	604,055	650,287	▲2.87%	

35% of expense due to insurance

PARKS

		2022	2023	2024	2025	2026	2026	2027		
ACCOUNT NUMBER DESCRIPTION		Year End Actuals	Year End Actuals	Year End Actuals	Year End Actuals	Adopted Budget	Year End Est.	Prelim. Budget		
PARKS DEPARTMENT										FTE: 3 of 5 total allocated Public Works are split 60% Parks and 40% Streets
SALARIES & WAGES										
001 000 000 576 80 11 00	Salaries & Wages	296,866	298,072	294,815	325,681	331,718	333,000	346,645	▲4.50%	CPI-W=3.8% COLA 1 non-rep employee; 3.8% CBA est COLA 4 employees ---see salary model notes for details
001 000 000 576 80 11 11	Longevity	6,193	6,409	7,184	7,632	7,633	11,000	7,977	▲4.50%	
001 000 000 576 80 11 14	Education	3,236	3,194	3,240	3,105	3,240	3,240	3,240	▲0.00%	
001 000 000 576 80 11 16	ICMA 457 Plan	10,772	10,607	10,800	10,500	10,800	10,800	10,800	▲0.00%	Assumes full participation
001 000 000 576 80 11 17	Opt-Out of Medical	14,321	10,802	10,618	12,218	7,806	9,500	11,500	▲47.32%	
001 000 000 576 80 10 00	Salaries & Wages, SEASONAL WORKERS		10,779	23,264	14,414	22,089	15,000	22,089	▲0.00%	Seasonal Help
001 000 000 576 80 12 00	Overtime	9,360	12,355	10,327	15,233	17,054	15,000	17,395	▲2.00%	Special Events:Medina Days, Seafair, Parkboard, Snow Plowing
TOTAL SALARIES & WAGES		340,748	352,218	360,248	388,783	400,340	397,540	419,646	▲4.82%	
PERSONNEL BENEFITS										
001 000 000 576 80 21 00	Personnel Benefits	104,911	112,142	114,778	113,485	118,429	124,000	125,534	▲6.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 576 80 22 00	Uniforms	2,270	1,535	1,970	1,992	2,800	2,200	3,000	▲7.14%	
TOTAL PERSONNEL BENEFITS		107,181	113,677	116,748	115,477	121,229	126,200	128,534	▲6.03%	
SUPPLIES										
001 000 000 576 80 31 00	Operating Supplies	38,517	28,003	35,078	31,067	37,000	35,000	37,000	▲0.00%	Garbage bags, toilet paper, fertilizer, bark, topsoil, Mutt Mitts, bathroom supplies, Purell sanitizer, light bulbs, paint, mower blades, irrigation parts, tennis court nets, gloves, ear plugs, eye protection.
001 000 000 576 80 32 00	Vehicle Fuel & Lube	5,369	4,108	4,747	4,721	5,000	4,800	5,000	▲0.00%	Public Works equipment & vehicles
TOTAL SUPPLIES		43,886	32,111	39,825	35,788	42,000	39,800	42,000	▲0.00%	
OTHER SERVICES & CHARGES										
001 000 000 576 80 41 00	Professional Services	10,891	5,374	10,522	15,617	20,000	12,000	18,000	▼10.00%	Arborist, irrigation repairs, engineering, Back-flow device testing, hazardous material disposal, fertilizing and spraying
001 000 000 576 80 41 04	Professional Services-Misc	7,471	7,610	9,951	10,980	4,000	11,200	6,000	▲50.00%	Debris Disposal Dumpster
001 000 000 576 80 42 00	Telephone/Postage	6,346	9,483	5,483	8,846	8,000	6,600	8,000	▲0.00%	mobile phones, alarm/fire monitoring line, internet
001 000 000 576 80 43 00	Travel & Training	2,576	423	320	1,023	4,000	750	4,000	▲0.00%	Pesticide training, flagger training, certifications, licenses, conferences, qtrly safety meetings
001 000 000 576 80 47 00	Utilities	29,782	41,098	40,648	48,847	28,000	30,000	32,000	▲14.29%	Utilities for public works shop and park restrooms, irrigation water, pond power
001 000 000 576 80 48 00	Repair & Maint Equipment	7,055	8,585	4,914	13,939	12,500	500	12,500	▲0.00%	Backhoe, Mowers, UTV
001 000 000 576 80 49 00	Miscellaneous, annual lease	1,000	-	500	-	600	600	600	▲0.00%	yearly lease for Shop Yard
001 000 000 576 80 49 01	Misc-Property Tax	339	283	276	348	450	391	450	▲0.00%	KC Real Estate Tax
TOTAL OTHER SERVICES & CHARGES		65,459	72,856	72,613	99,600	77,550	62,041	81,550	▲5.16%	
TOTAL PARKS DEPARTMENT		557,274	570,862	589,434	639,648	641,119	625,581	671,731	▲4.77%	

FUND TRANSFERS OUT

		2022	2023	2024	2025	2026	2026	2027		
ACCOUNT NUMBER	DESCRIPTION	Year End Actuals	Year End Actuals	Year End Actuals	Year End Actuals	Adopted Budget	Year End Actuals	Prelim. Budget		
										Notes:
OPERATING TRANSFERS										
From General Fund to:										
001 000 000 597 00 30 00	Levy Stabilization Fund	\$ 500,000	1,000,000	\$ 400,000	\$ 285,000	\$ -	\$ -	\$ -		
001 000 000 597 00 00 03	Street Fund	\$ 405,628	478,000	\$ 460,000	\$ 440,000	\$ 455,000	\$ 455,000	\$ 470,000	▲3.30%	
001 000 000 597 00 30 04	Development Service Fund	\$ 1,010,835				\$ 100,000	\$ 100,000	\$ 200,000		Transfer to offset projected deficit
TOTAL TRANSFERS FROM GENERAL FUND		1,916,463	1,478,000	1,860,000	725,000	555,000	555,000	670,000	▲20.72%	
From Capital Projects Fund to:										
307 000 000 597 00 00 30	Street Fund	-	75,000	75,000	100,000	100,000	100,000	100,000	▲0.00%	Transfer from Capital Fund to Street Fund or REET1 eligible or unrestricted Capital
TOTAL TRANSFERS FROM CAPITAL FUND		-	75,000	75,000	100,000	100,000	100,000	100,000		
TOTAL OPERATING TRANSFERS		1,916,463	1,553,000	1,935,000	825,000	655,000	655,000	770,000	▲17.56%	

Equipment Replacement Fund

ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Est.	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		Notes:
001 000 000 594 18 64 00	CITY HALL CAPITAL OVERLAY City Hall Capital 5K>	66,948	126,689	49,216	46,615	46,295	51,774	46,295	▲0.00%	Replacement Mobile Generator, to power PW and emergency response stations Axon body cameras, Tasers, Two PD Vehicles (Purchased) Mandated mobile platform requirements Vehicle leasing costs - 4 vehicles (this is included in line above) Park Benches & Tables, Flags, Tennis Court Accessories Replacement Gass Ride on Mower, Electric is \$70K Asset Essentials Licensing \$5k, Electronic Street Notifications Sign
	TOTAL CITY HALL CAPITAL OUTLAY	66,948	126,689	49,216	46,615	46,295	51,774	46,295	▲0.00%	
	POLICE DEPARTMENT CAPITAL OUTLAY									
001 000 000 594 21 64 10	Surveillance Cameras and Body Cameras		58,715	66,000	66,971	66,500	66,500	236,500	▲255.64%	
001 000 000 594 21 64 10	Police HW/SW, Equip >\$5K Capital		2,809	10,455	3,000	4,500	4,500	4,500	▲0.00%	
001 000 000 594 21 70 00	Police Vehicle Leasing, Princ. Cost	62,292	62,641	113,689	85,392	93,600	100,000	29,741	▼68.23%	
001 000 000 594 21 80 00	Police Vehicle Leasing, Int. Cost	16,741	22,412	18,989	24,904	27,600	25,000	12,319	▼55.37%	
	TOTAL PD CAPITAL OUTLAY	215,908	146,576	209,133	180,267	192,200	196,000	283,060	▲47.27%	
	PARKS DEPARTMENT CAPITAL OUTLAY									
001 000 000 594 76 30 00	Park Improvements		(3,100)	70	8,238					
001 000 000 594 76 00 00	Furniture and Equipment: Replacement	-		-	-	9,000	6,000	9,000	▲0.00%	
001 000 000 594 76 64 00	Parks Capital Outlay >\$5K	10,099	78,150	608	11,600	180,000	185,816	35,000	▼80.56%	
	TOTAL PARKS CAPITAL OUTLAY	10,099	75,050	608	11,600	189,000	191,816	44,000	▼76.72%	
	STREET FUND CAPITAL OUTLAY									
101 000 000 594 42 64 00	>\$5,000 Equipment, HW & SW	8,529	65,336	38,928	5,000	5,000	5,000	19,150	▲283.00%	
	TOTAL CITY STREET FUND	8,529	65,336	38,928	5,000	5,000	5,000	19,150		
	TOTAL EQUIPMENT REPLACEMENT	301,485	413,652	297,885	243,482	432,495	444,590	392,505	▼9.25%	

STREET FUND REVENUE

ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Actuals	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		
	CITY STREET FUND REVENUE									Notes:
	INTERGOVERNMENTAL REVENUE									
101 000 000 334 03 60 00	DOE Sweeping Grant									
	Nat'l Pollution Discharge Elim		75,000	32,897	130,000	65,000	65,000	65,000	▲0.00%	NPDES DOE Grant
101 000 000 336 00 71 00	Multimodal Transportation - Cities	3,846	3,785	3,750	7,687	3,236	3,647	3,615	▲11.71%	2027: MRSC estimated distribution of State Shared Revenue, available late July
101 000 000 336 00 87 00	Motor Fuel Tax and MVA Transpo	54,846	53,975	51,775	45,511	50,983	52,700	49,992	▼1.94%	2027: MRSC estimated distribution of State Shared Revenue, available late July
	TOTAL INTERGOVERNMENTAL	58,692	132,760	88,421	183,198	119,219	121,347	118,607	▼0.51%	
	OPERATING TRANSFERS									
101 000 000 397 00 20 00	From Capital Reserves (302)									
101 000 000 397 00 10 00	From General Fund (001)	405,628	478,000	460,000	444,856	455,000	455,000	470,000	▲3.30%	
101 000 000 397 00 30 00	From Capital Projects Fund (307)	-	75,000	75,000	100,000	100,000	100,000	100,000	▲0.00%	Transfer from Capital Fund to Street Fund or REET1 eligible or unrestricted Capital
	TOTAL OPERATING TRANSFERS	405,628	553,000	535,000	544,856	555,000	555,000	570,000	▲2.70%	
	TOTAL CITY STREET FUND	464,320	685,760	623,421	728,054	674,219	676,347	688,607	▲2.13%	

STREET FUND

ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Actuals	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		
										Notes:
	CITY STREET FUND									FTE: 2 of 5 total allocated Public Works are split 60% Parks and 40% Streets
	SALARIES & WAGES									
101 000 000 542 30 11 00	Salaries & Wages	200,731	262,004	266,893	216,856	221,146	221,000	231,097	▲4.50%	CPI-W=3.8% COLA 1 non-rep employee; 3.8% CBA est COLA employees---see salary model notes for remaining staff
101 000 000 542 30 11 11	Longevity	4,129	4,423	5,488	5,088	5,089	8,000	5,343	▲5.00%	
101 000 000 542 30 11 14	Education	2,157	2,754	3,458	1,990	2,200	2,200	2,200	▲0.00%	
101 000 000 542 30 11 16	ICMA 457 Plan	7,181	12,154	8,550	7,000	7,200	7,200	7,200	▲0.00%	Assumes full participation
101 000 000 542 30 11 17	Opt-Out of Medical	9,547	7,436	7,079	8,145	5,212	7,500	8,000	▲53.49%	
101 000 000 542 30 10 00	Salaries & Wages (Seasonal Workers)			5,924	9,609	13,800	9,000	13,800	▲0.00%	Seasonal Help
101 000 000 542 30 12 00	Overtime	6,239	8,496	6,885	10,156	12,000	11,000	13,000	▲8.33%	Special Events:Medina Days, Seafair, Parkboard, Snow plowing
	TOTAL SALARIES & WAGES	215,908	297,268	304,277	258,844	266,646	265,900	280,640	▲5.25%	
	PERSONNEL BENEFITS									
101 000 000 542 30 21 00	Personnel Benefits	70,628	91,141	90,630	73,427	78,952	76,000	83,690	▲6.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
101 000 000 542 30 22 00	Uniforms	1,202	2,445	2,423	3,162	3,000	2,200	3,000	▲0.00%	
	TOTAL PERSONNEL BENEFITS	71,204	93,586	93,053	76,589	81,952	78,200	86,690	▲5.78%	
	ROAD & STREET MAINTENANCE									
101 000 000 542 30 31 00	Operating & Maintenance Supplies	5,652	4,406	4,951	5,467	7,000	6,500	9,000	▲28.57%	Storm drain pipe, catch basin grates, marking paint, gravel, cement, bark, roadside plantings, sweeper brushes REET1 eligible
101 000 000 542 30 35 00	Small Tools/Minor Equipment	3,384	4,951	7,186	7,574	8,000	7,500	8,000	▲0.00%	power tools, mower parts, Pole Saw, Weedeater
101 000 000 542 30 41 00	Professional Services	71,130	41,060	52,009	67,333	60,000	85,000	75,000	▲25.00%	84th Median & 24th Roadside Maint, 24th traffic Signal (shared Clydehill # netted), REET1 eligible
101 000 000 542 30 41 03	Prof Svcs- NPDES Grant	20,971	8,389	7,038	13,646	60,000	12,000	50,000	▼16.67%	NPDES Requirements Grant \$50k
101 000 000 542 30 41 10	Road & Street Maintenance	10,801	412	6,918	-	11,000	24,000	15,000	▲36.36%	Pavement patching, pavement markings, sidewalk maintenance, curb repairs REET1 eligible
101 000 000 542 30 45 00	Machine Rental	-	2,277	2,000	3,499	4,000	5,000	10,000	▲150.00%	ditch witch, compactor, compressor, manlift, boom mower for roadside
101 000 000 542 30 47 00	Utility Services	888	645	903	615	1,000	900	1,000	▲700.00%	Utility locates
101 000 000 542 30 48 00	Equipment Maintenance	350	9,569	8,611	11,136	7,000	4,500	8,000	▲114.29%	PW vehicle and power equip repairs
101 000 000 542 40 41 00	Storm Drain Maintenance	13,548	23,777	19,924	-	15,000	5,000	15,000	▲0.00%	Catch Basin Vactoring, Storm Line jetting, root cutting, camera
101 000 000 542 63 41 00	Street Light Utilities	25,195	22,958	22,763	19,246	22,500	17,000	22,500	▲0.00%	PSE street light Power, REET1 eligible
101 000 000 542 64 41 00	Traffic Control Devices	13,602	11,558	3,249	12,467	10,000	3,500	10,000	▲0.00%	Posts, reflective signs(Fed Req), barricades, cones
101 000 000 542 66 41 00	Snow & Ice Removal	115	-	-	-	2,000	1,500	2,000	▲0.00%	Sand, ice melt
101 000 000 542 67 41 00	Street Cleaning	2,223	22,466	22,677	69,620	78,000	65,000	78,000	▲0.00%	Street sweeping
101 000 000 542 70 40 00	Street Irrigation Utilities	16,620	28,932	17,092	12,429	18,000	10,000	15,000	▼16.67%	
	TOTAL ROAD & ST MAINTENANCE	228,000	181,401	175,322	223,032	303,500	247,400	318,500	▲4.94%	
	TOTAL CITY STREET FUND	515,112	572,255	572,651	558,465	652,099	591,500	685,830	▲5.17%	

CAPITAL FUND REVENUE

		2022	2023	2024	2025	2026	2026	2027		
ACCOUNT NUMBER	DESCRIPTION	Year End Actuals	Year End Actuals	Year End Actuals	Year End Actuals	Adopted Budget	Year End Est.	Prelim. Budget		
Notes:										
CAPITAL PROJECTS FUND REVENUE										
TAXES										
307 000 000 318 34 00 00	Real Estate Excise Tax 1	668,019	641,355	815,543	1,413,309	600,000	550,000	600,000	▲ 0.00%	KC Parks Levy, Nov 2019 went to ballot for renewal, passed, updated to reflect notice rec'd from KC of COM annual portion
307 000 000 318 35 00 00	Real Estate Excise Tax 2	668,019	638,478	815,459	606,459	600,000	550,000	600,000	▲ 0.00%	
TOTAL TAXES		1,336,037	1,279,832	1,631,002	2,019,768	1,200,000	1,100,000	1,200,000	▲ 0.00%	
307 000 000 332 92 10 01	Coronavirus Local Fis. Rec. (ARPA)	349,367								
307 000 000 334 03 80 00	State Transp Improv Board Grant - Sidewalks	36,405	207,160	604,090						
307 000 000 334 06 91 02	Property II Levy		64,311	67,501	72,379	50,000	78,036	70,000	▲ 40.00%	
307 000 000 334 06 91 05	TIB-LED Streetlight Conversion Grants									
TOTAL INTERGOVERNMENTAL		385,772	271,471	671,591	72,379	50,000	78,036	70,000	▲ 40.00%	
307 000 000 344 10 02 00	Roads Street CIP Improvements	333,012	-		-		-			
TOTAL TRANSPORTATION		333,012	-	-	-	-	-	-		
307 000 000 361 11 00 00	Investment Interest Earnings	92,460	296,694	290,513	282,982	145,000	298,000	225,000	▲ 55.17%	Assumes LGIP and Bond Investments Interest, allocated between General Fund (50%) & Capital (50%)
307 000 000 367 00 00 00	Capital Project Donations - Non-Gov			2,000						
307 000 000 382 20 00 00	Refundable Retainage Deposits	4,083	9,176	31,000	9,299		12,500			
OPERATING TRANSFERS - IN										
307 000 000 397 00 10 00	From General Fund to Capital									
307 000 000 397 00 04 00	From Custodial (relcass 2019 only)									
307 000 000 397 00 40 00	From Capital Reserve Fund to Capital	-		-		-		-		
TOTAL TRANSFERS		-	-	-	-	-	-	-		
TOTAL CAPITAL PROJECTS FUND		2,147,281	1,857,173	2,593,106	2,384,428	1,395,000	1,488,536	1,495,000	▲ 7.17%	

		2022	2023	2024	2025	2026	2026	2027		
ACCOUNT NUMBER	DESCRIPTION	Year End Actuals	Year End Actuals	Year End Actuals	Year End Actual	Adopted Budget	Year End Est.	Preliminary Budget		
Notes:										
TREE FUND REVENUE										
MISCELLANEOUS REVENUE										
103 000 000 345 89 00 00	Other -Tree Replacement	2310	950	888	1500	3,075	1500	3,075	▲ 0.00%	Expecting only minimum fines
103 000 000 382 20 00 00	Refundable Retainage Deposits									
TOTAL MISCELLANEOUS REVENUE		2,310	950	888	1,500	3,075	1,500	3,075	▲ 0.00%	
TOTAL TREE FUND		2,310	950	888	1,500	3,075	1,500	3,075	▲ 0.00%	

2026 Capital Fund Adopted Project List

Account Code	2022 Actuals	2023 Actuals	2024 Actuals	2025 Actuals	2026 Budget	2026 Actuals Est.	2027 Budget	2027 Budget Breakdown	2027 PROPOSED PROJECT LIST
CAPITAL STREETS:									STREETS:
307 000 000 595 30 63 01	\$ 595,770.00	\$ 134,584.00	\$ 364,415.00	\$ 170,198.00	\$ 260,000.00	\$ 260,000.00	\$ 180,000.00	\$ 70,000.00	81st Ave Overlay
								\$ 110,000.00	Lake WA Blvd Overlay
CAPITAL SIDEWALK:									SIDEWALK:
307 000 000 595 30 63 10	\$ 9,806.00	\$ 206,870.00	\$ 1,382,599.00	\$ 54,400.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	Pedestrian Improvements - Draft Construction Plans
CAPITAL PARKS:									PARKS:
307 000 000 594 76 63 20	\$ 117,292.00	\$ 34,211.00	\$ 57,768.00	\$ 93,977.00	\$ 420,000.00	\$ 85,000.00	\$ 70,000.00	\$ 50,000.00	Hardscaping and Landscaping Improvements
								\$ 20,000.00	Invasive Species Removal and Planting Plan
CAPITAL STORMWATER:									STORMWATER:
307.000.000.595.30.63.02	\$ 498,134.00	\$ 291,068.00	\$ 417,144.00	\$ 193,895.00	\$ 200,000.00	\$ 200,000.00	\$ 1,070,000.00	\$ 470,000.00	NE 28th Water Quality Filter and Outfall Vault/Biofiltration
								\$ 600,000.00	Medina Park North Pond Stormwater Improvements
CAPITAL BUILDING:									BUILDING IMPROVEMENTS:
307 000 000 594 18 60 00	\$ 15,393.00	\$ 42,559.00	\$ 286,874.00	\$ 149,758.00	\$ 40,000.00	\$ 120,000.00	\$ 50,000.00	\$ 20,000.00	Lobby and Workspace Planning and Design
								\$ 30,000.00	PW Fuel Station
TRANSFERS:									OTHER:
307 000 000 597 00 30 00		\$ 75,000.00	\$ 75,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	Transfer to Street Fund for Road Maintenance
TOTALS	\$ 1,236,395.00	\$ 784,292.00	\$ 2,583,800.00	\$ 762,228.00	\$ 1,220,000.00	\$ 965,000.00	\$ 1,670,000.00	\$ 1,670,000.00	

TREE FUND:									OTHER:
103 000 000 558 60 49 10	\$ 13,696.00	\$ 25,431.00	\$ 25,853.00	\$ 3,946.00	\$ 30,000.00	\$ 10,000.00	\$ 30,000.00	\$ 30,000.00	Tree Planting and Hazardous Tree Removal

DEVELOPMENT SERVICES REVENUE

Permitting Fees									
		2022	2023	2024	2025	2026	2026	2027	
ACCOUNT NUMBER	DESCRIPTION	Year End Actuals	Year End Actuals	Year End Actuals	Year End Actuals	Adopted Budget	Year End Est.	Prelim. Budget	
DEVELOPMENT SERV. ENT. FUND,									Notes:
Transfer from Gen. Rev tab:									Revenue forecasts, from 2026 actuals YTD Building permit related Includes, Tree, ROW, Mechanical, CAP and G&D Permits
401 000 000 322 10 00 00	Building Permits	\$ 656,228	\$ 914,174	\$ 709,829	\$ 663,680	\$ 635,000	\$ 625,000	\$ 635,000	▲0.00%
401 000 000 322 11 00 00	Building Permit - Technology Fee	\$ 11,769	\$ 9,316	\$ 8,786	\$ 8,582	\$ 8,500	\$ 8,500	\$ 8,500	▲0.00%
401 000 000 345 81 00 00	Zoning	\$ 46,900	\$ 56,401	\$ 70,808	\$ 43,764	\$ 40,000	\$ 55,000	\$ 50,000	▲25.00%
401 000 000 345 89 00 00	Additional Permit Fees	\$ 198,288	\$ 218,078	\$ 84,690	\$ 143,446	\$ 100,000	\$ 78,000	\$ 90,000	▼10.00%
401 000 000 359 00 00 00	Misc. Fine, Penalties, Code			\$ -	\$ 1,480	\$ 1,500	\$ 500	\$ 1,500	▲0.00%
401 000 000 369 91 00 05	Other-CC Convenience Fees	18,253	22,378	18,480	20,148	20,000	21,000	20,000	▲0.00%
401 000 000 397 00 30 00	Transfer from General Fund	\$ 1,010,835				\$ 100,000	\$ 100,000	\$ 200,000	▲100.00%
	REVENUES	\$ 1,969,478	\$ 1,336,010	\$ 892,593	\$ 881,100	\$ 905,000	\$ 888,000	\$ 1,005,000	▲14.06%
TOTAL DEV. SERV. ENT. FUND		\$ 1,969,478	\$ 1,336,010	\$ 892,593	\$ 881,100	\$ 905,000	\$ 888,000	\$ 1,005,000	▲11.05%
Advanced Deposits									
Revenue		2022 Actuals	2023 Actuals	2024 Actuals	2025 Actuals	2026 Budget	2026 Estimate	2027 Budget	
401 000 000 382 10 00 02	Refundable DS Adv Deposit	\$ 15,590	\$ 34,711	\$ 48,399	\$ 76,522	\$ 40,000	\$ 125,000	\$ 75,000	▲87.50%
401 000 000 382 10 00 03	Advanced Deposits Used for Consulting Fees			\$ 79,073	\$ 82,903	\$ 80,000	\$ 80,000	\$ 80,000	▲0.00%
	Total Advanced Deposit \$ Brought In:	\$ 15,590	\$ 34,711	\$ 127,472	\$ 159,425	\$ 120,000	\$ 205,000	\$ 155,000	▲29.17%

DEVELOPMENT SERVICES FUND

Paid For By Permitting Fees										
ACCOUNT NUMBER	DESCRIPTION	2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Actuals	2026 Adopted Budget	2026 Year End Est.	2027 Prelim. Budget		Notes:
	DEVELOPMENT SERVICES DEPT									FTE's: 3.5 Rob Salary and Benefits will be allocated 50/50 to DS and General Fund (Planning) Long Range Planning and Code Enforcement Has been pulled back to the General Fund to isolate development and permitting within this fund CPI-W=2.7% COLA 3 non-rep employees; 2.7% CBA est COLA 1 employees-----see salary model notes for step increase info Staff now conduct after-hours CAP open houses. Staff has the option of overtime or comp time.
401 000 000 558 60 11 00	SALARIES & WAGES Salaries & Wages	\$ 438,929.96	\$ 390,877.52	\$ 416,016.78	\$ 412,911.00	\$ 342,168.00	\$ 342,168.00	\$ 355,170.38	▲3.80%	
401 000 000 558 60 12 00	Overtime	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -			
401 000 000 558 60 11 11	Longevity			\$ 699.25	\$ 448.00					
401 000 000 558 60 11 14	Education	\$ 3,599.11	\$ 3,049.83	\$ 3,002.33	\$ 2,773.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	▲0.00%	
401 000 000 558 60 11 16	ICMA 457 Plan	\$ 16,569.33	\$ 18,714.88	\$ 16,500.00	\$ 15,875.00	\$ 12,000.00	\$ 15,000.00	\$ 12,000.00	▲0.00%	Assumes full participation
401 000 000 558 60 11 17	Opt-Out of Medical	\$ 5,066.40	\$ 5,073.96	\$ 12,172.42	\$ 8,094.00	\$ 5,408.00	\$ 12,000.00	\$ 12,000.00	▲121.89%	
	TOTAL SALARIES & WAGES	\$ 467,164.80	\$ 420,716.19	\$ 451,390.78	\$ 440,101.00	\$ 364,976.00	\$ 371,568.00	\$ 381,570.38	▲4.55%	
401 000 000 558 60 21 00	PERSONNEL BENEFITS Personnel Benefits	\$ 147,270.25	\$ 130,549.62	\$ 129,538.76	\$ 121,623.00	\$ 103,950.00	\$ 108,000.00	\$ 110,187.00	▲6.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
401 000 000 558 60 23 00	Tuition Reimbursement									
	TOTAL PERSONNEL BENEFITS	\$ 147,270.25	\$ 130,549.62	\$ 129,538.76	\$ 121,623.00	\$ 103,950.00	\$ 108,000.00	\$ 110,187.00	▲6.00%	
	SUPPLIES									
401 000 000 558 50 31 00	Operating Supplies	\$ 741.36	\$ 209.64	\$ 987.83	\$ 136.00	\$ 1,500.00	\$ 600.00	\$ 1,000.00	▼33.33%	Development site signs, business cards, etc.
401 000 000 558 50 32 00	Vehicle Expenses - Gas, Oil, Maint.	\$ 3,633.90	\$ 2,625.31	\$ 685.22	\$ 1,233.00	\$ 1,000.00	\$ 600.00	\$ 1,000.00	▲0.00%	New vehicle basic maintenance
	TOTAL SUPPLIES	\$ 4,375.26	\$ 2,834.95	\$ 1,673.05	\$ 1,369.00	\$ 2,500.00	\$ 1,200.00	\$ 2,000.00	▼20.00%	
	OTHER SERVICES & CHARGES									
401 000 000 558 50 03 00	Insurance (WCIA)	\$ 32,611.74	\$ 44,040.71	\$ 57,217.08	\$ 38,865.00	\$ 58,933.59	\$ 39,955.00	\$ 41,952.75	▼28.81%	AWC Liability insurance. 15.56% alloc to DS
401 000 000 558 50 04 00	City Attorney, Dev. Serv.	\$ 4,927.50	\$ -	\$ 8,229.43	\$ 5,214.00		\$ 20,000.00	\$ 35,000.00	#DIV/0!	Estimate based upon 2026 DS activity.
401 000 000 558 50 05 00	Technical Services, Software Services	\$ 23,483.28	\$ 27,319.92	\$ 25,941.38	\$ 28,575.00	\$ 27,238.45	\$ 22,000.00	\$ 25,000.00	▼8.22%	IT - TIG DS allocation of 15.56% of total from CS for Maint, monitoring, helpdesk, incident support.
401 000 000 558 60 41 00	Professional Services	\$ 50,910.00	\$ 96,720.00	\$ 74,497.25	\$ 65,205.00	\$ 35,000.00	\$ 10,000.00	\$ 30,000.00	▼14.29%	Building permit architectural and structural engineering review.
401 000 000 558 60 41 01	Planning Consultant	\$ 122,513.60	\$ 152,372.21	\$ 169,869.50	\$ 221,155.00	\$ 175,000.00	\$ 165,000.00	\$ 175,000.00	▲0.00%	Current planning.
401 000 000 558 60 41 02	Hearing Examiner	\$ 16,020.00	\$ 16,273.50	\$ 10,080.75	\$ 25,131.00	\$ 20,000.00	\$ 10,000.00	\$ 25,000.00	▲25.00%	Cost recovery through fee and deposit. Anticipated 2027 estimated increase due to new development impacts process.
401 000 000 558 50 41 06	Building Inspector Contract	\$ -	\$ 4,650.00	\$ 700.00	\$ 965.00	\$ 2,500.00	\$ 4,400.00	\$ 2,500.00	▲0.00%	Consultant inspections support for the Building Official. Vacations, medical leave, and similar.
401 000 000 558 60 42 00	Communications	\$ 2,570.98	\$ 1,182.42	\$ 4,595.48	\$ 2,800.00	\$ 5,000.00	\$ 2,500.00	\$ 4,000.00	▼20.00%	Estimate based upon prior years activities.
401 000 000 558 60 43 00	Travel & Training	\$ 2,112.28	\$ 1,844.96	\$ 5,849.93	\$ 1,861.00	\$ 5,000.00	\$ 1,500.00	\$ 4,000.00	▼20.00%	Staff training. Required for certifications and administrative improvements.
401 000 000 558 60 49 00	Dues, Subscriptions, Memberships	\$ 3,018.95	\$ 956.53	\$ 2,199.79	\$ 1,861.00	\$ 3,600.00	\$ 3,000.00	\$ 3,600.00	▲0.00%	APA, AICP, WABO, ICC, WSPT, AWC Director.
401 000 000 558 60 49 10	Miscellaneous	\$ 21,059.84	\$ 28,974.00	\$ 24,284.06	\$ 22,997.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	▲0.00%	Bank fees for permits paid by CC which are reimbursed with customer fees, postal expenses for code enforcment, etc.
401 000 000 558 50 41 08	Sound Testing Consultant	\$ 21,371.66	\$ 13,377.82	\$ 10,080.00	\$ 2,310.00	\$ 1,500.00	\$ 3,200.00	\$ 3,500.00	▲133.33%	A new consulting contract in 2027 could change the estimate. Cost recovery uses fees only for certain sound tests (no advanced deposit).
401 000 000 558 50 41 55	Shoreline Consultant	\$ 34,000.00	\$ 12,682.50	\$ 56,765.70	\$ 30,431.00	\$ 32,000.00	\$ 60,000.00	\$ 45,000.00	▲40.63%	Shorelines and critical areas specialist. A new consulting contract in 2027 could change the estimate.
	TOTAL OTHER SERVICES & CHARGES	\$ 334,599.83	\$ 400,394.57	\$ 450,310.35	\$ 447,370.00	\$ 389,772.04	\$ 365,555.00	\$ 418,552.75	▲7.38%	Non-budget item
	CAPITAL OUTLAY									
401 000 000 594 XX 64 00	Furniture & Equipment		\$ 450.00	\$ -						Director office chair.
401 000 000 594 60 64 05	Vehicle	\$ -	\$ -	\$ 39,746.00	\$ (1,030.00)		\$ -			
401 000 000 594 60 64 00	DS- IT HW/SW >\$5K Capital Outlay	\$ 20,910.71	\$ 30,000.00		\$ 28,000.00	\$ 30,000.00	\$ 28,000.00	\$ 30,000.00	▲0.00%	Brightly (E-permitting, public portal); BlueBeam (License, Maintenance).
	TOTAL CAPITAL OUTLAY	\$ 20,910.71	\$ 30,450.00	\$ 39,746.00	\$ 26,970.00	\$ 30,000.00	\$ 28,000.00	\$ 30,000.00	▲0.00%	
	TOTAL DEVELOPMENT SERVICES	974,321	984,945	1,072,659	1,037,433	891,198	874,323	942,310	▲5.74%	
Paid For By Advanced Deposits										-
Expenses		2022 Year End Actuals	2023 Year End Actuals	2024 Year End Actuals	2025 Year End Actual	2026 Budget	2026 Year End Est.	2027 Preliminary Budget		
DESCRIPTION										Notes:
401 000 000 558 50 41 07	Engineering Consultant	\$ 79,892.39	\$ 60,577.76	\$ 72,016.39	\$ 121,013.00	\$ 85,000.00	\$ 86,000.00	\$ 85,000.00	▲0.00%	Grading & drainage Svcs similar to 2025 82% of 2025 of service costs have been recovered through Adv. Dep.
401 000 000 558 50 41 50	Arborist	\$ 102,983.19	\$ 65,082.50	\$ 37,946.25	\$ 54,801.00	\$ 50,000.00	\$ 37,500.00	\$ 50,000.00	▲0.00%	Arborist. Hourly rate increase in 2025. Approx. 50% of the 2025 invoiced service costs,recovered through Adv. Deposit.
401 000 000 582 10 00 02	Refund of DS Adv Deposits	\$ 23,459.15	\$ 162,633.00	\$ 61,509.00	\$ 37,243.00	\$ 40,000.00	\$ 25,000.00	\$ 50,000.00	▲25.00%	Money returned to Payer upon completion of project
	Total Consulting Expenses:	\$ 206,334.73	\$ 288,293.26	\$ 171,471.64	\$ 213,057.00	\$ 175,000.00	\$ 148,500.00	\$ 185,000.00	▲5.71%	