



CITY OF MEDINA

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Date: June 14, 2021
To: Honorable Mayor and City Council
From: Michael Sauerwein, City Manager
Subject: City Manager Report

City Council Meeting After Action Report

May 10, 2021, City Council Meeting After-Action Report

There were no items for the After-Action Report.

Medina Days 2021

After taking the COVID Year of 2020 off, Medina Days will be making a triumphal return this August. Current plans include a Concert in the Park on Tuesday, August 10, 2021, with food trucks, and a community picnic.

American Rescue Plan

As we discussed last month, the American Rescue Plan Act has allocated an estimated ~~\$720,000~~ \$917,839 to the City of Medina. 50% of the allocated funds will be distributed to the City in 2021 and 50% in 2022. The 2021 distribution will be on or around June 27, 2021. The deadline for expending all distributed funds is December 31, 2024. Eligible uses of the funds are outlined below.

The Five Eligible Uses of Funding

1. Supporting the public health response by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
2. Replace lost public sector revenue to strengthen support for vital public services and help retain jobs.
3. Support immediate economic stabilization for households and businesses.
4. Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.
5. Investing in infrastructure improvement, repairs, and replacement. Specifically:
 - a. Broadband, targeting rural and remote areas that have minimal access.
 - b. Water systems (our water system is owned and operated by the City of Bellevue).

- c. Sewer systems, in two subcategories:
- i. Wastewater (also owned and operated by the City of Bellevue).
 - ii. Stormwater.

City Staff's Recommendation

City Staff recommends the following three funding priorities:

- Maintain inventory of personal protective equipment.
- Work with Bellevue Hopelink to address the medical and behavioral healthcare needs of our community. Police Chief, Steve Burns, will be providing additional information about this program later this year.
- Invest in improvements, repairs, and replacement of our stormwater infrastructure. Public Works Director Ryan Osada, and City Engineer Roger Kuykendall will be presenting their recommendations at your July 12, 2021, City Council Meeting.

2021 City Manager Goals, Projects, and Objectives

The adopted 2021 City Manager Goals, Projects, and Objectives are **attached**.

Updated 6-11-2021

2021 City Manager Goals, Projects, and Objectives

City Manager

- **SR 520 Expansion-Joint** (on-going) – Continue to aggressively manage SR 520 expansion-joint noise issue to achieve an agreeable resolution.
 - Maintain regular and consistent communication with Washington State Legislators, WSDOT, and consultants.
 - Continue to work with Legislators, WSDOT, and consultants to include Phase 2 of the University of Washington Engineering Department’s Sound Mitigation Study in the State’s Supplemental Budget.
 - Have the University of Washington Engineering Department to present the results of Phase 2 of their Sound Mitigation Study to the City Council. (2022).
- **Community Survey** (first half) – In 2019 and 2020 the Development Services Department conducted three surveys to ascertain citizen’s attitudes regarding construction and development in their neighborhoods. Results of the surveys were discussed at the September 22, 2020 Joint City Council Planning Commission Meeting.

In 2021 we will conduct a Community Survey including city services, community priorities, and quality of life in Medina. **(4-12-2021 Discussed CC Meeting)**

- **Bi-Monthly Online Open House with the City Manager and Police Chief** (first half) – This is a temporary COVID replacement for “Coffee with the City Manager and Mayor” and “Coffee with a Cop”.
 - City Staff has/will hold the following on-line Community Forums:
 - Emergency Preparedness and other Community Public Safety Concerns **(1-14-2021)**.
 - Virtual Tour of 2021 Public Works Projects **(3-22-2021)**.
 - Juvenile Safety Forum **(3-31-2021)**.

Coffee with City Manager and Coffee with a Cop events will be scheduled when it is safe to do so.

- **Park Use Permit** (second half) – Update the City’s Park Use Permit Process.
- **Labor Contract Negotiation** (on-going) – Initiate negotiations of the City’s three expiring labor contracts.

- Public Works (Teamsters).
 - Clerical Employees (Teamsters).
 - Police Officers (Police Guild).
- **Speeding and Traffic Calming** – See Police Department
 - **Leaf Blowers and Gas-Powered Lawn Equipment** (first half) – Work with neighboring cities, to regulate use of this equipment. *(2020 Performance Review)* **(4-12-2021 Discussed CC Meeting)**
 - **Employee Training Programs** (second half) – The following programs are offered at no-cost through our insurance carrier; Washington Cities Insurance Authority (WCIA).
 - **Implicit Bias and Unlearning Racism** – I recently attended this excellent two-day program. While our Police Officers receive similar training on a regular basis as part of the Department’s accreditation process ...I would like to provide it to all City employees this year.
 - **Preventing Harassment and Discrimination in the Workplace** – This ½ day program is regularly provided to all employees. One session for employees. One for supervisors. We will also include lifeguards and seasonal employees if scheduling allows.
 - **Undergrounding of Utilities** (second half) – Direct City Engineer to prepare engineer’s estimate of project design costs within the right of way, (100% City responsibility). Obtain detailed and reliable pricing information from Puget Sound Energy of property owner costs. Prepare a plan that can help inform future City Councils in moving forward with pilot project or city-wide project.
 - **Annual Review Process** (first half) – Work with the Personnel Committee to develop an annual review process for all City Staff. *(2020 Performance Review)*
 - **All Staff Meeting** (on-going) – Schedule regular All Staff Meetings. *(2020 Performance Review)* **(Scheduled monthly meetings)**
 - **Continue working toward earning my PhD in Political Science** (on-going).
 - **Working with the City Council** (first and second half).
 - Organize ½-day virtual City Council Retreat this Spring. And, hopefully, 1-day Retreat this Fall **(2-22-2021)**.
 - Review the City’s Vision and Mission Statements **(2-22-2012)**.
 - Discuss City Council Rules and Guidelines **(2-22-2012)**.
 - **Brief Monthly Update/Expanded Quarterly Update** (on-going) – Provide the City Council with status reports on progress in meeting 2021 Objectives.

- **Maintain and Expand Visibility in the Community** (on-going).
 - Proactively drive around the community, noting any problem issues or areas, and report to Council.
 - As in past years, I will attempt to attend all City Events and Activities.
 - In addition to the monthly City Council Meetings and the Study Sessions, I also regularly attend Park Board, and Emergency Preparedness Committee Meetings.

Public Works

- **Streets and Sidewalks 2021** (first and second half).
 - 86th Ave NE Overlay.
 - 77 Ave NE Overlay.
 - 84th Ave NE Overlay – NE 12th to Overlake Drive.
 - NE 12th St Sidewalk Improvements – West Segment.
- **Streets and Sidewalks Ongoing** (on-going).
 - Trimming hedges and trees impacting sidewalk rights-of-way.
 - Street sweeping and vactoring catch basins per Department of Ecology.
 - Timely responses to any community complaints.
- **Parks** (first and second half).
 - Medina Park – Playground Addition.
 - Medina Beach Park – Tree Re-Planting.
 - Fairweather Park – Tennis Court Resurfacing.
- **Other Projects** (first and second half).
 - Stormwater System Mapping and Evaluation Phase 2.
 - Post Office Floors.
 - Police Department Floors.

Police

- **Washington Association of Sheriffs and Police Chiefs (WASPC) Accreditation** (second half) – Medina Police Department is up for WASPC re-accreditation in 2021. Department successfully passed re-accreditation in May 2017. The purpose of law enforcement agency accreditation is to professionalize the law enforcement industry by

providing a review process for agencies to be certified as operating under industry best practices and standards.

- **Training** (on-going) – Fulfilling the expanded training requirement for the Law Enforcement Training and Community Safety Act (LETCSA), passed in 2018. This will be the first year we will be required to fulfill higher training hours and requirements. In November 2018, voters passed Initiative 940 (I-940) in an effort to establish higher training requirements and police accountability standards so we will need to work to complete the new level of training.
- **Emphasis on Traffic Safety** (on-going) – Continue to focus on all traffic safety – vehicular, bicycle, and pedestrian – throughout the community through education, engineering (where possible and cost effective), social media, and enforcement to reduce collisions, improve awareness, and improve safety.
- **Speeding and Traffic Calming** (second half) – the City will conduct a speed study of traffic on Evergreen Point Road, 84th Avenue NE, and the East/West Streets connecting these two main arterials. We will also study Overlake Drive West/East.

Based on the data generated by the study, City Staff will recommend implementation of appropriate traffic calming techniques.

- **Support and promote Medina Emergency Preparedness Committee including Schools Sub-Committee** (on-going).

Development Services

- **Public Portal** (first half) – Continue development of our new Public Portal with the goal of fully independent use by outside users.
- **Staff Cross-Training** (on-going) – This regular and primarily internal training program will assure continuity of services, service maintenance, and workload balancing.
- **State Building Codes** – (first half) Adopt the 2018 Washington State Building Code.
- **Right of Way Permit** (second half) – Create a new Development Services Right of Way Use permit. This will consolidate all work associated with development projects into Development Services and reduce the Public Works Directors involvement in volumes of small projects.
- **Development Code and Process Complexity Reduction** (on-going) – Establish goals and propose reductions in the complexity of our codes and process.
- **Cost vs. Service Analysis and Advance Deposit** (second half) – This is a full analysis of the costs of service vs. the fees charged. We will also be changing our existing Advance Deposit System to create better accounting and ease of use.

- **Professional Services Contracts** (on-going) – Modify existing consultant professional services contracts in combination with the cost vs. service analysis.
- **Code Enforcement** (second half) – Update Medina Municipal Code Ch. 1.15: Code Enforcement.

Finance and Human Resources

- **Contingency Fund** (on-going) – Work with Finance Committee and City Council on a plan to replenish Contingency Fund **(2-24-2021)**.
- **2022 Budget** (second half) – Prepare a 2022 balanced budget with levy stabilization funding that is required to hit the 10-year mark of 2029.
- **Labor Contract Negotiation** (on-going) – Initiate negotiations of the City’s three expiring labor contracts.
 - Public Works (Teamsters)
 - Clerical Employees (Teamsters)
 - Police Officers (Police Guild)
- **Enterprise Fund for Development Services** (second half) – Work with Development Services to create their own “Enterprise Fund”, separate from the General Fund.
- **Stormwater Utility** (second half) – Work toward the development of a stormwater utility including a sustainable funding source.
- **State Audit** (second half) – Continue to follow the Washington State Auditor’s Office updates & policy recommendations to achieve another year of a clean audit.
- **Community Forum on the City Budget Process** (second half) – Fall 2021 (*2020 Performance Review*)

Central Services and City Clerk Office

- **Service Level Agreement** (first half) – Develop a Service Level Agreement specifying how City Staff responds to questions and complaints. Promote and encourage the use of our on-line Citizen Helpdesk. (*2020 Performance Review*)
- **IT** (on-going).
 - Improve Network Security – Replace necessary hardware.
 - Upgrade City Hall Telecommunications – Replace 1980s Telephone System **(2-2021)**.

- City Website – Update website pages to be more user-friendly.
- **Records Management** (on-going).
 - File System – Develop new file system following WA State Records Retention Regulations.
 - Development Services – Clear out old files from storage.
 - E-Records – Clean up e-records off servers.
 - Cloud-Based System – Implement cloud-based records management system.
 - Public Access to City Records - Improve public ability to search for records online.
- **Payment Portal** (first half).
 - Research an Online Payment Portal.