

Medina City Council 2024/2025 DRAFT  
Proposed Work Plan

\* indicates task is over 1 year old

**CITY MANAGER**

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Right-of-Way Policies (ROW)	Street Vacation Code Update	<p>12/11/2023 - Regular Meeting</p> <p>Council directed staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.</p> <p>Council directed staff to take into consideration comments from resident Rosalie Gann. (12/11/23 minutes). "On a process level, she suggested that the City Council create requirements to increase transparency and timely communications with neighbors. Residents should not have to submit a public records request to find out about an issue that has the potential to impact their neighborhood. She asked Council to consider a similar process to construction proposals that are sent out via direct mail and placards onsite. On a policy level, she requested that Council consider before selling Medina-owned land, that Council seriously and meticulously anticipate adverse, long-term, and unintended consequences of the city's sale of collective land."</p>	<p>February 26, 2024 Council Meeting, City Attorney Jennifer Robertson updated Council on moratorium.</p> <p>Council directed staff to prepare a workplan and set the public hearing for April 8.</p> <p>Public Hearing and Workplan scheduled for April 8 Council Meeting.</p>	<p>4/8/2024 - Moratorium Ext.</p> <p>5/13/2024 - Work Plan</p> <p>7/8/2024 - Work Plan Follow-up</p>	
*SR-520 Lid: Discussions with WSDOT	SR-520 Lid Maintenance	<p>Points Communities have retained Jack McCullough as our representative for mediation with WSDOT. Mediator selection and scheduling are ongoing in discussions between McCullough and WSDOT.</p> <p>Mediation likely to occur in May 2023, considering mediator availability.</p>	<p>Mediation set for May 8 and 9, 2024. Staff is working with Points Communities and McCullough in preparation for upcoming mediation.</p> <p>Council updated on 3/11/24</p>		
	SR-520 Joints Noise Mitigation	<p>3/13/23 - Regular Meeting</p> <p>Project update by UW prof Per Reinhall and WSDOT engineer Evan Grimm. Positive technical progress reported.</p> <p>State legislature did not fund continuation of joint noise mitigation study. Project suspended pending funding source.</p>	<p>Working with State of Washington to get funding for the University of Washington Phase 3 testing. Washington State 2024 Transportation Budget <b>did not</b> include this funding. Staff is continuing to work with lobbyists to identify other funding possibilities.</p> <p>Council updated on 3/11/24</p>		
	Communication	<p>2/10/24 - City Council Retreat</p> <p>Develop a plan on how to keep the community informed of status.</p>	<p>Communication Plan will be presented at June 10, 2024 Council Meeting.</p>	6/10/2024	
*Solid Waste	Weekly Recycling and Compost Pick-ups	<p>11/13/23 - Regular Meeting</p> <p>City Manager Steve Burns gave an update on moving to weekly recycling, including composting. Staff will invite Wendy Weiker from Republic Services to give a presentation to Council as well as work on a survey to send out to the community the first quarter of 2024.</p>	<p>Working with Republic Services to get cost estimates for added service to residents. A survey to go out to receive input from residents to gage the level of importance for adding the service.</p>	5/28/2024	
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Annual City Manager Review	Wrap-Up of 2023 Review	<p>Council directed only one specific action for follow-up by City Manager: "To accelerate his learning of city management policy and process, we ask Steve to create a learning plan that reflects this feedback and share it with Council." (S Burns Annual Review, 11/14/23) "The Personnel Committee will schedule some time to review this with you (Burns)."</p> <p>Executive session meeting between S Burns and Gokul, Johnston, Reeves, &amp; Rossman expected to finalize and close out 2023 process</p>	Personnel Committee to schedule meeting for wrap-up of 2023 review.		
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Resident Welcome Packet		<p>Goals: to help new residents have comfortable transition to Medina; to improve neighbor relations by establishing shared expectations; to improve emergency preparedness; to market Medina's high quality residential character and attract people drawn to it</p> <p>Potential inclusions: # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc.</p> <p>2/10/24 - City Council Retreat</p> <p>Council directed staff to look at Resident Welcome Packet and come to Council with a plan.</p>	<p>City of Medina "Community" page New Residents - adding "Need to Know" resource box to include # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. Page located at <a href="https://www.medinawa.gov/community/page/new-resident-resources">https://www.medinawa.gov/community/page/new-resident-resources</a>.</p> <p>Staff is preparing a letter from the City addressing Medina specific issues to be aware of as well as contact resources. First Review for Council will be in June 2024.</p>	6/10/2024	
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Council Goals & Work Plan Visible and Trackable Online, including status, current calendar expectations, and links to relevant staff work			Tabled until Work Plan is adopted.		
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Short-term Rentals		<p>10/23/23 - Regular Meeting</p> <p>Council requested that the City Attorney and staff look at... business licenses for short term rentals. Council will continue their independent research including in more detail the city of Leavenworth code as it pertains to short term rentals."</p> <p>Re vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council.</p> <p>If adopted into Work Plan, staff proposes this as a 2025 task.</p>		
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Vacant Houses		<p>10/23/23 - Regular Meeting</p> <p>Vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council.</p> <p>If adopted into Work Plan, staff proposes this as a 2025 task.</p>		
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DEVELOPMENT SERVICES					
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Comprehensive Plan	Community Design Element	Council First Review on 11/27/23	Element has been drafted by the City. Ready for DSC Review in April 2024		
	Housing Element	Council First Review on 1/22/24	Element has been drafted by the City. Ready to send to PSRC and Commerce for Review.	3/25/2024	
	Utilities		Started 3/11/2024		
	Land Use		Started 3/11/2024		4/8/2024
	Natural Environment (with Shoreline Sub-Element)		Estimated to start in April.		4/8/2024
	Transportation & Circulation		Estimated to start in April.		4/8/2024
	Parks and Open Spaces		Estimated to start in April.		4/8/2024
	Capital Facilities	Stormwater Management	Council & Planning Commission have been asked to consider implications of increased impervious surface area as a result of development [Staff to DSC]		3/25/2024
Zoning	Comp Plan	<p>5/22/23 - Regular Meeting</p> <p>As part of the Comprehensive Plan update, Council directed staff to work with Planning Commission to look at reconfiguring parts of R-16, creating a smaller zoning district and applying it to lots that more appropriately fit that standard, allowing the City greater nuance with zoning controls in the future.</p> <p>DSC discussed and agreed on possible approach based on common understandings within the city, which also included adjustments to boundaries of adjoining zoning districts.</p>	<p>Planning Manager Jonathan Kesler to include in 2025 Planning Commission Workplan to be presented to Council at the November 2024 Council Meeting.</p>	11/12/2024	
		Lot Coverage		<p>5/22/23 - Regular Meeting</p> <p>Council also directed staff to work with Planning Commission to look at decreasing impervious surface and structural coverage per staff recommendation</p>	<p>Planning Manager Jonathan Kesler to include in the Planning Commission Workplan to be presented at the November 12, 2024 Medina Council Meeting.</p>
Implementation of HB 1110 Middle Housing	Grant Funding	<p>9/11/23 - Regular Meeting</p> <p>Council approved staff to apply for the middle housing grant in the amount of \$35,000 with help of Mayor &amp; staff as needed.</p>	<p>Development Services Director Steve Wilcox to provide update to Council on April 8 at City Manager/Department Directors Report.</p>	4/8/2024 - DS Report	

	Council Consideration of Hiring Specialized Experts	11/13/23 - Regular Meeting Council directed staff to come back to Council at the December meeting with... potential options, in addition of hiring a planner, to include the cost savings or increase for use of a land use attorney and consultants.	Hired new Planning Manager, Jonathan Kesler Hired new City Attorney, Jennifer Robertson Hired new Planning Consultants, LDC		Completed
	Education for Council and PC re: state legislative requirements	Initial planning discussions expected at DSC Q1 of 2024.	City Attorney Jennifer Robertson will update Council at the June 24 Council Meeting.	6/24/2024	
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Implementation of HB 1337 (ADU/DADU update)			Once confirmed on Council's Work Plan, staff needs direction.		
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Wireless Facility Regulations		In Spring 2023, Council discussions relating to T-Mobile proposal that was unacceptable to community raised questions about whether current wireless facility code is sufficiently protective of community interests and character. When code was adopted, Council was assured that it was as protective as could be within limitations of federal law. That's no longer clear, given T-Mobile experience. Interest expressed in updating and strengthening code with this experience in mind, to prevent recurrence as best possible.	Telecom Law Firm can update Medina' Wireless Facility Regulation for a flat rate of \$12,350. They will prepare and deliver the Small Wireless Facilities policy and Permit Application Form. Not included in 2024 budget - can include in 2025 budget. Budget option for 2024 - use City Attorney funding. Staff to present to Council for discussion and direction.	June City Council Budget Retreat TBD	
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Nonadministrative Variances Policy		2/10/24 - City Council Retreat Council directed staff to review and amend the non-administrative variance policy.	Staff to clarify with Council as task assigned during the Council Retreat Follow-up in March 2024.	3/25/2024 4/8/2024	
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
CAP Minor Code Amendment		Amendment to Construction Activity Permit to require sign for project down private lane be visible to public, as consistent with sign's notice purpose.		4/22/2024	
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Tree Code	Violations Section	7/10/23 - Regular Meeting Council directed staff to include "special treatment for legacy and landmark trees in the draft ordinance. 9/11/23 - Regular Meeting Staff will send the proposed changes to the Department of Commerce for review. Following the Department of Commerce review, staff will bring an ordinance to the Council at a future meeting for discussion, direction and action.	Development Services Director Steve Wilcox to send proposed changes to DSC for review and discussion at a future DSC Meeting. Placed on the June 24 Council Meeting for discussion and approval.	6/24/2024	

	Updates	<p>1/23/23 - Regular Meeting</p> <p>Motion Reeves to direct city staff to prepare for Council consideration draft amendments to the Medina Municipal Code Chapter 16.52 Tree Management Code according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 meeting by our tree code consultants. This was seconded by Zook and carried by a 6:1 (Garone dissented) vote.</p> <p>Motion Reeves to direct staff to prepare for Council consideration a plan for a comprehensive review of the Medina Municipal Code Chapter 16.52 Tree Management Code. This was seconded by Johnston and carried by a 6:1 (Garone dissented) vote.</p>	<p>Wilcox to provide a status update at the April 8 Council Meeting during the City Managers/Department Directors Report.</p>	4/8/2024 - DS Report	
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### FINANCE/HR

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Property Tax Levy Planning	Future Planning	<p>Current levy lid lift was a 10 year plan, intended to provide financial stability through at least 2029. According to the 2024 adopted budget memo, "crossover to deficit spending is still on track for 2027 with the Levy stabilization amount predicted to supplement the general fund until at least 2031."</p> <p>2/10/24 - City Council Retreat</p> <p>Council moved Property Tax Levy Planning to the Budget Retreat in June of 2024.</p>	<p>Agenda item will be on the 2024 second quarter Finance Committee Meeting.</p>	<p>June City Council Budget Retreat TBD</p>	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
HR Lifecycle and Personnel Manual Updates	HR System	<p>10/24/22 - City Council Retreat</p> <p>Implement a full HR system that covers employee lifecycle" was identified as one of "priorities for staff to work on in 2023</p>	<p>Finance/HR Director Wagner gave an update on the HR Manual at the March 11 Council Meeting.</p> <p>Personnel Committee will discuss at their Mar 26, 2024 Meeting</p>		
	Revised & Updated Personnel Manual	<p>Staff reported intent to work with outside vendor to update and streamline personnel policy manual, while keeping existing Medina-specific policies intact. Council to review and approve new product after staff work complete.</p>	<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p>		
	Adopt process for manual & HR policy revisions that includes City Manager and Council		<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p>		
	Updated City Job Descriptions		<p>Will refer to Personnel Committee to clarify what action Council wants taken on this item.</p>		
	Clear Process for Staff Departure and Related Expectations		<p>Staff needs further clarification from Council on this topic at Retreat Follow-up Meeting. (Exit Interview???)</p>		

### PUBLIC WORKS

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Right of Way Policies	Privately Maintained ROW	<p>12/11/23 - Regular Meeting</p> <p>Council directed "staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.</p>	<p>Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.</p>	<p>Proposed February, 2025</p>	

	City ROW Policy	2/10/24 - City Council Retreat Create Street ROW Policy to include large lots Add clarity to "Allowable Parking" to ROW Policy	Staff recommends combining this with Privately Maintained ROW. Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the Street Vacation Code Update in 2024 and then handle Phase 2 of Privately Maintained ROW and City ROW Policies in 2025.	Proposed February, 2025	
	Hedge Reimbursement	Former City Manager Michael Sauerwein presented Council with a "Hedge Trimming Policy" in September 2019 with the recommendation to create a formal process to include billing property owners if the City does the work. Council Action - Council directed staff to work with residents by providing notice of hedge overgrowth and give them the option to trim themselves or the city will trim and bill the resident for cost recovery.	No further action has been taken. * Staff could work with the City Attorney to create an ordinance that allows the City to be reimbursed for the cost of performing the work to clear the right-of-way, either by Public Works or hiring an independent vendor to perform the work.  <b>If adopted into Work Plan, additional direction is needed and staff proposes this as a 2025 task.</b>		

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Stormwater Management	Infrastructure	3/28/22 - Regular Meeting  Council directed staff to create a roadmap with priorities tentatively by the end of the year that will include maintenance as well as Capital projects. Public Works will work in tandem with Development Services on major construction projects to determine any impact fees or any up front requirements for approvals.  11/14/22 - Regular Meeting  Council directed staff to include for future presentations and agenda items to include... discussion of storm drainage....	Council is provided a yearly CIP that covers capital projects. Stormwater projects are broadly listed. The Public Works Project List provides specific projects for the current calendar year. Costs and details are covered during the January Council Meeting. Storm water projects are covered specifically in the Project List and are presented to Council at the January Meeting. Project List will be included in Public Works Director monthly report.		
	Funding	4/24/23 - Regular Meeting  Council directed staff to move forward with funding stormwater infrastructure using capital reserves.	CURRENTLY COMPLETED: BUDGETED ACCORDING TO THIS DIRECTION IN 2024. 2024 budget and 6-year CIP/TIP/non-TIP plans call for stormwater infrastructure funding from REET.		11/13/2023 Budget Adoption
	In Connection with Comp Plan and Housing - See Comp Plan under DS				

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
77th Ave NE Sidewalk		10/10/22 - Regular Meeting  Council removed a construction plan & contract for the north end of the 77th sidewalk from the consent agenda and "directed staff to come back with alternative new design options.  At January 2024 meeting, Council discussed new driveway and plantings apparently permitted by city at the end of the paved sidewalk in the same location. Council discussion tabled to future meeting after staff has had further opportunity to consult & consider.	Staff will provide Council with options and take feedback from Council on 77th sidewalk at the March 25 Council Meeting.	3/25/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Buildings/Facilities Management Planning		3/13/23 - Regular Meeting  Council directed staff to report back to Council with a list of improvements for both city hall and the post office. The list of improvements should be in priority order and noted where in the budget they are funded.	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.		3/11/2024

	City Hall	<p>10/9/23 - Regular Meeting</p> <p>Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource.</p> <p>Improvements per CIP/TIP:  2024: Repaint exterior, excluding trim  2025: Repaint interior  2026: Reroof building</p> <p>Improvements expected per 2024 Capital Fund Preliminary Project List: City Hall Carpet Replacement</p>	<p>Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource.</p>	7/8/2024	
	Post Office	<p>Improvements expected per CIP/TIP:  2024: Repaint exterior  2025: Repaint interior  2027: Reroof building</p> <p>Improvements expected per 2024 Capital Fund Preliminary Project List: HVAC</p>	<p>Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.</p>		3/11/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Park Memorials Policy		<p>Expected request from Department of Parks &amp; Public Works for simple policy to govern memorials in Medina Park (who can request, is there a limit on how many we want in park, how long staff will be expected to maintain plaques, etc.).</p> <p>2/10/23 - City Council Retreat</p> <p>Council referred to Park Board</p>	<p>Osada to work with Park Board on the policy.</p> <p>On Park Board Agenda for discussion at their March 18, 2024 Meeting.</p>		

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Parks Management	Tennis Courts	<p>7/10/23 - Regular Meeting</p> <p>Council directed staff to keep status quo, not to add pickleball striping on existing tennis courts except to extent already done (at Fairweather), &amp; not to spend more time discussing.</p> <p>REMOVE AS COMPLETED UPON CONFIRMATION that pickleball conversion is no longer in CIP/TIP/non-TIP, city budget, or other workplan</p>	<p>Will be removed for approval at the adoption of the updated 6-year CIP/TIP and Non-TIP in July.</p>	<p>6/10/2024 - CIP/TIP/Non-TIP  7/8/2024 - CIP/TIP/Non-TIP</p>	
	Points Loop Trail	<p>7/10/23 - Regular Meeting</p> <p>Replacement signs in budget (2024 Capital Fund Preliminary Project List); Ryan Osada reports intent to coordinate with other Points Communities for consistency; Council wants updated map &amp; make available on website.</p>	<p>Osada to report to Council at the June 10 Meeting about the status on the signs.</p>	<p>6/10/2024 Director Report</p>	
	Park Board	<p>2/10/24 - City Council Retreat</p> <p>Council would like Park Board to develop a Work Plan to include a policy for off-leash and on-leash areas.</p>	<p>Staff will work with Park Board to develop draft work plan. An update will be provided to Council at the July Council Meeting.</p>	<p>7/8/2024</p>	

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Undergrounding Power Lines		<p>4/24/23 - Regular Meeting</p> <p>Council requested that staff create an informational page on the city's website with updated FAQs.</p> <p>Direction followed presentation demonstrating costs of city-wide undergrounding, including to individual homeowners with older homes. Council discussed desires to inform residents and empower individual neighborhoods to understand what undergrounding would entail for them and consider Local Improvement Districts if desired.</p> <p>Consider wrap-up report to confirm what action has been taken to comply with Council's direction</p>	Completed in 2023 - see <a href="https://www.mediawa.gov/publicworks/page/faq-utility-undergrounding-medina">https://www.mediawa.gov/publicworks/page/faq-utility-undergrounding-medina</a>		12/1/2023
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**CENTRAL SERVICES**

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

**POLICE**

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date: