



# CITY OF MEDINA

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**Date:** July 12, 2021  
**To:** Honorable Mayor and City Council  
**From:** Michael Sauerwein, City Manager  
**Subject:** City Manager Report

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## **City Council Meeting After Action Report**

**Medina Traffic Calming** – Council Member Morcos provided two suggestions for the implementation of the speed radar signs: for westbound NE 24<sup>th</sup> set further from Wells Medina Nursery for cars that pick-up speed going uphill. For the second radar sign on 12<sup>th</sup> should be closer to the golf course crossing by the schools where pedestrians cross.

Council Member Garone about asked for consideration – North of 24<sup>th</sup> speed markers/signs on Evergreen Point Rd near Park n’ Ride.

*Chief Burns has reviewed Council Member’s comments and will address them during his Department Director Report.*

Mayor Rossman suggested communications with OGCC and asking them to communicate with their members and sending out reminder messages about speeding in a residential area.

*City Staff has contacted Overlake and ask them to communicate with their Club Members.*

**Medina Park Playground Replacement Project** – Council Member Gokul suggested hosting a grand re-opening or celebration once the project is complete.

*The Park Board is planning a grand opening and ribbon cutting this fall.*

**Tree Code Enforcement** – Council Member Garone suggested having an inspector/arborist onsite when demolition/tree removal is scheduled to ensure compliance.

*City Staff and the Planning Commission are discussing enforcement of the City’s Tree Code. We anticipate making recommendations to the City Council this Fall.*

**Medina Park Playground Replacement Project Donation** – Council Member Morcos suggested sending out a post through Facebook letting residents know about the playground replacement project with a statement that says “The city is considering a significant improvement to the playground. If you are interested in donating to this project, you can reach out to the city. City Manager Sauerwein will include in the upcoming newsletter.

*City Staff with use social media and the Fall newsletter inform people about the playground project and request donations.*

### **Gas-Powered Lawn Equipment Community Forum**

On June 24, 2021, the City sponsored a Community Forum on Gas-Powered Lawn Equipment. The Forum was well attended (approximately 30 participants) who shared their insightful views and personal sentiments. I encourage all Council Members who were unable to attend the forum to review the recording, PowerPoint presentation (**Attachment 2**), and City Clerk Aimee Kellerman’s notes on participate comments (**Attachment 3**).

<https://media.avcaptureall.com/session.html?sessionid=3b48f072-6325-4a19-8278-7adb63fee316&prefilter=816,5834>

Based on community feedback, Staff believes this is an area of general interest in the City and we will be seeking City Council direction on how best to address this issue.

### **Community Survey**

The adopted 2021 City Manager Goals, Projects, and Objectives includes:

“**Community Survey** – 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.”

### **Survey Goal**

The goal of the survey is to solicit community input on current City projects, City services, community priorities, and quality of life in Medina.

### **Desired Outcomes**

Through a series of questions, establish a baseline of data that can be replicated every year.

### **Next Steps – Proposed Timeline**

- Draft Survey circulated to the City Council for review and comments – August 2021.
- Survey questions finalized – September 13, 2021, City Council Meeting.
- Survey conducted – September 20, 2021-October 8, 2021.
- Survey results discussed – October 18, 2021, City Council Meeting.

## **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.

## **2021 City Manager Goals, Projects, and Objectives**

The adopted 2021 City Manager Goals, Projects, and Objectives are attached (**Attachment 1**).

Updated 7-9-2021

**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.
  - Funding for Phase 2 is included in the State’s 2021-2022 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.

- Survey Timeline
  - Discussed with City Council **(4-12-2021)**
  - Draft Survey circulated to the City Council for review and comments – August 2021.
  - Survey questions finalized – September 13, 2021, City Council Meeting.
  - Survey conducted – September 20, 2021-October 8, 2021.
  - Survey results discussed – October 18, 2021, City Council 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)**.

## ATTACHMENT 1

- Virtual Tour of 2021 Public Works Projects (3-22-2021).
- Juvenile Safety Forum (3-31-2021).
- Open House – Medina Park Playground (5-13-2021).
- Community Forum – Gas Powered Lawn Equipment (6-24-2021).
- Community Forum – Mental Health with Susie Kroll (7-20-2021).

We are currently planning to re-start Coffee with City Manager and Coffee with a Cop in September 2021.

- **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*)
  - Discussed at City Council Meeting (4-12-2021)
  - Community Forum – Gas Powered Lawn Equipment (6-24-2021)
  - Discussed at the City Council Meeting (7-12-2021)
- **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.
    - The City’s Management Team has signed up for this training program.
  - **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.
    - Almost all regular employees have completed this training program.

## ATTACHMENT 1

- **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.
  - Selected the **NE 12<sup>th</sup> Street Sidewalk Improvements** as our undergrounding utilities demonstration project. Construction is scheduled for Summer 2022.
- **Annual Review Process** (first half) – Work with the Personnel Committee to develop an annual review process for all City Staff. (*2020 Performance Review*)
  - All City Staff Members performance will be reviewed on an annual basis.
- **All Staff Meeting** (on-going) – Schedule regular All Staff Meetings. (*2020 Performance Review*)
  - Regular All Staff Meetings have been scheduled.
- **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.
  - Due to conflicts with other planned projects, delayed until 2022.
- 77 Ave NE Overlay.
  - Construction Summer 2021
- 84<sup>th</sup> Ave NE Overlay – NE 12<sup>th</sup> to Overlake Drive.
  - Scheduled for August 2021.
- NE 12th St Sidewalk Improvements – West Segment.
  - Selected as our undergrounding utilities demonstration project. Construction is scheduled for Summer 2022.
- **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.
    - Construction Fall 2021
  - Medina Beach Park – Tree Re-Planting.
    - On-going
  - Fairweather Park – Tennis Court Resurfacing.
    - Completed Spring 2021
- **Other Projects** (first and second half).
  - Stormwater System Mapping and Evaluation Phase 2.
    - City Council presentation Fall 2021
  - Post Office Floors.
    - Construction Fall 2021
  - Police Department Floors.
    - Construction Fall 2021

**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.

- WASPC has assigned a “mentor” who will be providing guidance while evaluating the Medina Police Department progress.
  - Mentor reviewing proofs as they are entered into the system.
  - Anticipated competition by September 2021.
- **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.
- Acknowledged by the Washington State Criminal Justice Training Commission that we successfully met standard in 2020.
  - On track to ensure training requirements are either met or exceeded in 2021.
- **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.
- Increased “Direct Patrols” targeting high complaint areas:
    - Between the 800 block and 3200 block of Evergreen Point Road
    - Between the 7600 block and 8700 block of NE 12th Street
    - All areas of Overlake Drive East and Overlake Drive West
    - Between the 7600 block and 8200 block of NE 8th Street
  - Starting in 2<sup>nd</sup> quarter, increased traffic stops and infractions over 2020.
  - Education using E-Lert, Facebook, and Twitter. Three E-lerts reminding residents about obey traffic laws – school zone, construction zones, and texting.
  - Juvenile Safety Forum – part of the presentation covered young and inexperienced drivers.
- **Speeding and Traffic Calming** (second half) – the City will conduct a speed study of traffic on Evergreen Point Road, 84<sup>th</sup> Avenue NE, and the East/West Streets connecting these two main arterials. We will also study Overlake Drive West/East.
- In May, research was done on several less intrusive and costly traffic engineering options to calm traffic.
  - Pavement marking, new speed signs, and digital speed signs will be installed summer 2021.
  - 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).**
  - Two Emergency Preparedness Meeting held and attended by Police Department.
  - Police Officers routinely participate in Emergency Preparedness Radio Group exercise on Sunday evenings.

### Development Services

- **Public Portal** – Continue development of our new Public Portal with the goal of fully independent use by outside users.

Development Services Staff must assist all permit applicants through the public portal. DS reached the point early in 2021 where we realized that our public portal vendor, Dude Solutions, will not be able to solve the technical problems we continue to have. We are exploring other vendors and will make a decision by late August as to whether we will continue with Dude Solutions (SmartGov) or move on to a new vendor.

- **Staff Cross-Training** – This regular and primarily internal training program will assure continuity of services, service maintenance, and workload balancing.

Due to our Development Services Coordinator going onto maternity leave in April most of the cross-training has been for the director to learn those duties. Our Deputy Building Official does continue to cross-train with our Planning Manager and has taken most of the minor day to day zoning review work.

- **State Building Codes** – Adopt the 2018 Washington State Building Code.

The 2018 Washington State Energy Code was a monumental change for everyone. We are continuing to develop new and more efficient ways to implement this new code.

- **Right of Way Permit** – 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.

We hope to be able to implement this or something similar later this year.

- **Development Code and Process Complexity Reduction** – Establish goals and propose reductions in the complexity of our codes and process.

Minor Code Amendments were passed by Council. Additional Building Code changes for simplicity are planned for this year.

## ATTACHMENT 1

- **Cost vs. Service Analysis** – This is a full analysis of the costs of service vs. the fees charged.

This is part of a discussion about Development Services having its own fund. Fall 2021

- **Professional Services Contracts** – Modify existing consultant professional services contracts in combination with the cost vs. service analysis.

Updated draft of a new Acoustic Engineer contract. Continue work on this in Fall 2021.

- **Advance Deposit** – Change our existing Advance Deposit System to create better accounting and ease of use.

This will be updated, but the concept needs to continue.

- **Code Enforcement** – Update Medina Municipal Code Ch. 1.15: Code Enforcement.

Scheduled for late this year but may need to move into 2022.

### 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.

- 2022 Budget process.

- **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*)

As part of the 2021 City Manager’s Goals and Objectives, the City Clerk’s Office was assigned to develop a service level agreement on how staff responds to questions and complaints. Central Services receives questions and complaints through a variety of mediums, whether it is through email, phone calls, walk in (when city hall is open) or through the online citizen helpdesk portal on the homepage of the city’s website.

Central Services staff has a standard practice of responding to and redirecting to other departments as appropriate all inquiries or complaints within 24 hours during the work week or the next business day if an inquiry or complaint comes after hours or on the weekend.

At Central Services suggestion, the City Manager implemented the following practices to all departments:

- Acknowledge question or complaint within 24 hours or the next business day.
  - Investigate and respond either in person, by phone or in writing within 3 business days.
  - Follow-up if needed.
- **IT** (on-going).
    - Improve Network Security – Replace necessary hardware.
    - Upgrade City Hall Telecommunications – Replace 1980s Telephone System **(Completed 2-2021)**.
    - City Website – Update website pages to be more user-friendly **(see below)**.

In line with having standards in service levels to questions and complaints, Central Services has been busy at work on upgrading and redesigning the city’s website, cleanup of the online code that includes renumbering sections, chapters, and titles. Lastly, we are upgrading the agenda management system.

Central Services, after much research for software platforms that would help provide better service and ease of use for both patrons of our website and city staff engaged with Municode for all three services, known as Municode’s circle of governance. The circle of governance is a simple, integrated solution that will provide better transparency for residents, efficiencies for staff and cost savings for the city.

- **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 (Moved to 2022).
  - Public Access to City Records - Improve public ability to search for records online.
  
- **Payment Portal** (first half).
  - Research an Online Payment Portal (in conjunction with Development Services new on-line permitting portal).

# Gas-Powered Lawn Equipment

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COMMUNITY FORUM

JUNE 24, 2021

# Tonight's Presentation

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- Purpose of the Community Forum and our Goal in addressing the impacts of Yard Maintenance & Landscaping.
- Issues that need to be addressed. What problem are we trying to solve?
- 2020 Code changes to address the impacts of Yard Maintenance & Landscaping
- How have other Cities addressed this situation?
- Questions, Comments, and Open Discussion

# Purpose of the Community Forum and our Goal in addressing the impacts of Yard Maintenance & Landscaping.

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ATTACHMENT 2

## **Purpose of the Community Forum.**

Collect citizen input.

## **Goal in addressing Yard Maintenance & Landscaping.**

Establish a set of clear, concise, and easily enforced rules for yard maintenance & landscaping that balance citizen's need to maintain their property with the need to maintain Medina's unique character.

# Issues that need to be addressed. What problem are we trying to solve?

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ATTACHMENT 2

- Work in Progress. Citizen input this evening.
- Some recent input from Medina Citizens.
  - More day & time restrictions. (Limit time to mow your lawn).
  - Ban gas-powered equipment. (Electrical equipment is still noisy).
  - Battery/electrical equipment reduces greenhouse gases.
  - Cost for citizens and yard maintenance companies to replace gas-powered equipment.

# 2020 Code changes to address the impacts of <sup>ATTACHMENT 2</sup> Yard Maintenance & Landscaping

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In October 2020, the City Council amended Chapter 8.06 of the Medina Municipal Code in the following ways, to help address noise complaints from Medina Citizens.

- Limited **professional yard maintenance and landscaping** in the City to the same hours as **commercial construction and development activities**:
  - Weekdays: 7:00 AM – 7:00 PM
  - Saturdays: 9:00 AM – 5:00 PM
  - Sundays: No work allowed
  - Legal Holidays: No work allowed
  
- Limited sounds created by powered equipment when **used by a resident or by the Overlake Golf & Country Club** to:
  - Weekdays: 7:00 AM – 7:00 PM
  - Saturdays: 9:00 AM – 7:00 PM
  - Sundays: 9:00 AM – 7:00 PM

# How have other Cities addressed this situation?

ATTACHMENT 2

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## ➤ **Washington State**

- I am unaware of any cities in Washington that have banned gas-powered lawn equipment.
- Day & time restrictions are common.

## ➤ **California**

- About 2 dozen cities have banned gas-powered blowers. Several have banned electric blowers as well.
- *California Air Resources Board* is finalizing regulations.
  - Require all small off-road engines sold be zero-emissions by 2024. (New sales only. Not existing equipment).

## ➤ **Other States**

- Number of Northeastern cities have banned gas-powered blowers and lawn equipment.

## ➤ **Typical Process**

- 3-5 years notice to ban use or sale of gas-powered lawn equipment.

We want to hear from you!  
Questions, Comments, and  
Open Discussion

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# Gas-Powered Lawn Equipment

1. Medina is a quiet, safe, small city – Gas-Powered Lawn Equipment is not in line with this statement.
2. GP equipment creates air pollution and emit low frequency sounds.
3. GP equipment creates noise pollution.
4. Potentially narrow/restrict the hours/days for GP equipment.
5. Identify how we can enforce.
6. 3 to 5 years to transition companies from gas to electric. Could we reduce the transition time?
7. Research the cities that have bans in place – how long did the transition take? How do they enforce?
8. What is reasonable for companies? – Number of electric equipment they need. Commercial operation? Spare batteries? Do they only use electric in Medina and use gas elsewhere?
9. Incentives for companies that switch from gas to electric.
10. The city could lead and start using electric powered lawn equipment.