



CITY OF MEDINA

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Date: February 10, 2024

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: Council Retreat Items

To assist in Council's discussion for the 2024 and 2025 goals and objectives, staff is providing a list of department projects being worked on in 2024 along with Council's requested agenda items and potential legislative items.

The list of "2023 Council Parking Lot" items to be discussed and prioritized:

- Development Services
 - Floatplane Moorage Code Update – Development Services
 - Airbnb Code Review - Development Services
 - Code Enforcement Discussion - Development Services
 - Cost vs Service Analysis and Advance Deposit - Development Services
- Public Works
 - City Reimbursement for ROW Hedge – Public Works/City Attorney
 - City ROW Policy - Public Works
 - Stormwater Management - Public Works

Council Future Agenda Item Requests:

- City Manager
 - Republic Services – Weekly Solid Waste Change – City Manager
 - Buildings/Facilities Management - City Manager
 - SR-520 Joints Noise Update – City Manager
 - Gas-Powered Leaf Blowers – City Manager
 - Holiday Hours for Medina Kitchen and Market - City Manager
- Public Works
 - Flashing Crosswalk Signs for NE 24th Street and NE 12th Street – Public Works
 - 77th Ave Sidewalk/Landscaping Project – Public Works
- Development Services
 - Location on where Permit Signs are posted, especially when it's a private lane – Development Services

2023 Council Direction:

- City Manager
 - Street Vacation Code Update – City Manager/City Attorney
- Development Services
 - Tree Management Code Amendments: Short-term Solutions as recommended by city arborist (Development Services):
 - Remove – “Supplemental trees in excess of those needed to meet the minimum required tree units shall not be required.”
 - Require species that can attain similar canopy size to trees being removed.
 - Expand “List of Suitable Trees” to allow select deciduous non-native species.
 - Tree preservation plan shall include a report by a qualified professional that identifies compliance with code objectives.
 - Increase minimum replacement trees to account for attrition.
 - Legacy and Landmark trees: Removes “the risk of the tree declining or becoming a nuisance is unenhanced by any proposed development.”

Department Work Projects for 2024:

- Public Works –
 - NE 12th Street Pedestrian Improvements – 3-month project with utility and resident coordination – anticipated start date in March and concluding by July.
 - Medina Park Pond Dredging – 3-month project with major park & community impact. Permitting and contractor coordination – anticipated to start in July and end by October.
 - Stormwater Permit Compliance – all year, private storm inspection, CB inspections, sweeping, line jetting, IDDE, & reporting – this is an ongoing requirement.
- Police Department –
 - The Comprehensive Emergency Management Plan (CEMP) update – updated every five years and provides a framework for how the City of Medina would coordinate with other local, county, and state agencies in the event of an emergency. The Police Department will be updating the CEMP throughout 2024 and will submit the updated plan to the Emergency Management Division of the Washington State Military Department once completed. Expected to be completed by the end of the year.
- Development Services
 - Comprehensive Plan Update - significant project led by our Planning Manager and city volunteers.
 - Middle Housing Legislation - significant project led by our Planning Manager and city volunteers.
 - Balancing Professional Services Costs - in 2024 a review of the methods of ensuring consultants’ costs are fully reimbursed as a policy

- decision enacted by a potential code amendment and administrative process is needed. Building and planning permit fees will be reviewed for possible discussion in 2025.
- Development Code Text Amendments - several code amendments in 2024. A few examples of potential revisions for 2024 and into 2025:
 - Revised code enforcement chapter which will include new processes and new fines.
 - Construction Activity Permit
 - Exterior lighting as a nuisance.
 - Building code inconsistencies.
 - Tree Management Code. Update the 'tree code' as possible now for improvements known to be needed. This is the beginning of an eventual review of the tree code by the Planning Commission.
 - Central Services
 - Laserfiche/Records Management Project
 - In process of testing Central Services folder structure and moving documents into Laserfiche repository – anticipated completion of CS records and testing – end of March 2024
 - Build public portal for city records – end of April 2024
 - Test and import records in Finance folder structure – end of April 2024
 - Build folder structure for PD, PW, and DS – by 4th quarter 2024
 - Public Storage
 - CS staff is currently reviewing records retention of paper records and dispositioning records as required by State Archives Retention Schedule. We are looking to store records onsite and get rid of or reduce Public Storage again to a small unit.