



MEDINA, WASHINGTON

AGENDA BILL

July 8, 2024

Subject: City Hall Use and Public Resource Discussion

Category: City Council Business – Discussion

Staff Contacts: Ryan Osada, Public Works Director and Stephen R. Burns, City Manager

Summary

City staff is seeking clarification from Council on this agenda topic. From the City Council Work Plan, Council Notes: **“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.”**

History

Medina City Hall and the land known as Medina Beach Park were donated to the City in 1960 by the Medina Improvement Club. This historic site is the former ferry terminal that connected Medina with Seattle. City Hall was renovated and completed in 2011 with the main floor having five working spaces and a conference room. The five workspaces were divided into three workspaces separated by partitions and two working offices at the back. The basement of City Hall houses the police department, and the third floor has four offices for the City Manager, City Clerk, Finance/HR director, and Public Works director.

In 2017, the main floor went through another small renovation converting the conference room into an office space in anticipation of hiring a Planning Manager. Additionally, a workspace was added to the third-floor open space for an Assistant Finance Director.

Current Use

City Hall serves as the municipal center for the city. The City Council Chambers is located on the main floor where the City Council, Planning Commission, Park Board, Emergency Preparedness Committee, and other volunteer groups regularly meet. The main floor is open to the public where Central Services and Development Services are available to assist the public. The top floor consists of the City Manager, Finance Department, Public Works Director and City Clerk. The police department is located on the bottom floor.

Discussion

The staff is looking for Council direction to guide them on researching this request.

1. What specific research is the Council looking for?
 - a. Identify ways to increase use of the Council Chambers as a meeting space for volunteer groups?

- b. Identify ways to rent out the Council Chambers to the public for private parties or meeting space.
 - c. Other ideas?
2. Cost Considerations
 - a. How do we staff on weekends or after hours?
 - b. Scheduling.
 - c. Potential staffing cost issues and collective bargaining/change in work conditions.
 - d. Wear and tear of building.
3. Possible relocation of department to other City facilities to create open space for public use.
 - a. Where?
 - b. Cost.
 - c. Renovation and cost consideration of relocation.
4. Additional Considerations:
 - a. Janitorial Services or cleanup crew.
 - b. Building maintenance.
 - c. Remodeling needs.
 - d. Parking Infrastructure.
 - e. Increased traffic into the city.

“Medina City Hall Future Use” meets and supports Council’s priority number 5.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachment

None.

Budget/Fiscal Impact:

Recommendation: Discussion and direction.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 15 minutes