



CITY OF MEDINA

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Date: January 27, 2025
To: Honorable Mayor and City Council
From: Stephen R. Burns, City Manager
Subject: 2024/2025 Council Workplan Overview

Summary

At the February 2024 Medina Council Retreat, the Council developed and finalized the 2024-2025 Council Workplan, which was subsequently prioritized and approved during the March 2024 Council Meeting. The attached workplan serves as a guiding document for Council's priorities. This update aims to provide clarity on the progress made so far and seeks input to ensure staff efforts remain aligned with Council's objectives through the remainder of 2025.

Staff acknowledges that the State's mandate on middle housing will dominate much of Council's time this year. To optimize the limited time available, staff is committed to focusing on the Council's highest priority needs and ensuring efficient progress on the workplan.

Council Workplan – Completed

The following items were completed in 2024:

Task – City Manager	Completion Date
Street Vacation Code Update	9/9/2024
Annual City Manager Review - Wrap-Up of 2023 Review	6/10/2024
Resident Welcome Packet	9/9/2024

Development Services	Completion Date
Comprehensive Plan – 8 elements	11/25/2024
Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU - Grant Funding	6/10/2024
Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU - Council Consideration of Hiring Specialized Experts	Completed

Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU - Education for Council and PC re: state legislative requirements	6/10/2024
Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU - Middle Housing Public Engagement and Communication Plan	6/10/2024
Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU – Middle Housing Consultant	9/13/2024
Nonadministrative Variances Policy	10/14/2024
CAP Minor Code Amendment	10/14/2024
Tree Code - Violations Section	12/9/2024
Tree Code - Updates	4/808/2024

Finance/HR	Completion Date
HR System	12/9/2024
Revised & Updated Personnel Manual	12/9/2024
Adopt process for manual & HR policy revisions that includes City Manager and Council	12/9/2024
Updated City Job Descriptions	9/9/2024

Public Works	Completion Date
Stormwater Management - Infrastructure	6/10/2024 - CIP/TIP/Non-TIP Adoption
Stormwater Management - Funding	11/13/2023
Stormwater Management - In Connection with Comp Plan and Housing - See Comp Plan under DS	11/25/2024
77th Ave NE	9/30/2024
Buildings/Facilities Management Planning	3/11/2024
Buildings/Facilities Management Planning- Post Office	3/11/2024
Parks Management - Tennis Courts	6/10/2024
Undergrounding Power Lines	12/1/2024

Council Workplan – Remaining

Looking ahead into 2025, the following items remain on the workplan:

City Manager	Council Meeting Date
SR-520 Lid: Discussions with WSDOT - SR-520 Lid Maintenance	Ongoing
SR-520 Joints Noise Mitigation	Ongoing
Weekly Recycling and Compost Pick-ups	Later 2025
Council Goals & Work Plan Visible and Trackable Online, including status, current calendar expectations, and links to relevant staff work	1/27/2025
Short-term Rentals	Tentative 5/27/2025
Vacant Houses	Tentative 5/27/2025

Development Services	Council Meeting Date
Comprehensive Plan - Stormwater Management	TBD
Zoning – Comp Plan	TBD
Lot Coverage	TBD
Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU – Frontage Fees and Impact Fees	TBD
Wireless Facility Regulations	March 2025

Finance/HR	Council Meeting Date
Property Tax Levy Planning - Future Planning	6/23/2025
Clear Process for Staff Departure and Related Expectations	TBD
Business License	3/10/2025

Public Works	Council Meeting Date
Privately Maintained ROW	2/10/2025
City ROW Policy	2/10/2025
Hedge Reimbursement	4/14/2025
Buildings/Facilities Management Planning – City Hall	End of 2025
Park Memorial Policy	1/27/2025
Parks Management – Points Loop trail	TBD
Parks Management – Park Board Workplan	1/27/2025

Additional Council Agenda Items

The following topics have been identified as agenda items or possible agenda items for Council.

Additional items:

- Gas-powered Leaf Blowers Ordinance.
- St. Thomas Crosswalk.
- King County Animal Control Contract Option.

- Revisiting Viewpoint Parking Stalls.

Middle Housing

With Middle Housing currently dominating the time and resources of both Council and staff, it is important to ensure our efforts remain aligned with Council's current objectives.

Ongoing Council Agenda items:

1. SR-520 Lid: Discussions with WSDOT - SR-520 Lid Maintenance.
2. SR-520 Joints Noise Mitigation.
3. Privately Maintained ROW
4. City ROW Policy
5. Short-term Rentals
6. Vacant Houses
7. Comprehensive Plan - Stormwater Management
8. Zoning – Comp Plan
9. Lot Coverage
10. Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU – Frontage Fees and Impact Fees
11. Wireless Facility Regulations
12. Hedge Reimbursement
13. Buildings/Facilities Management Planning – City Hall
14. Park Memorial Policy
15. Parks Management – Park Board Workplan
16. Weekly Recycling and Compost Pick-ups
17. Clear Process for Staff Departure and Related Expectations
18. Parks Management – Points Loop Trail

Additional items:

1. Gas-powered Leaf Blowers Ordinance
2. Revisiting Viewpoint Parking Stalls
3. St. Thomas Crosswalk
4. King County Animal Control Contract Option