



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: May 8, 2023

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- The City Council has identified six goals and priorities for staff to work on in 2023. Below are the goals and status update.
- Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.
 - *City staff is working on this with a tentative timeline to report back to Council in the Fall of 2023.*
 - Strategy for creative revenue sources, relook at fine structure and compare or calibrate with other cities.
 - *Development Services Director Steve Wilcox provided an update to the City Council on February 27 covering short-term and long-term budget outlook and stabilization for Development Services. Looking forward, one item we will continue to monitor is the fee schedule to ensure it accurately reflects cost recovery.*
 - Implement a full HR system that covers employee lifecycle.
 - *Finance/HR Director Ryan Wagner has implemented the first phase of implementing a full-service Human Resources program that will standardize Medina employment requirements. The first phase was moving the city staff from paper timesheets to a fully automated payroll software solution through ADP. The city went live with solution on May 1, 2023. The Finance department will continue the buildout of phase 2 for the Human Resources piece that includes hiring, onboarding, and managing HR compliance. City staff estimates that this will be ready to come to Council in the Fall 2023.*
 - Add each department's business lines and service levels on the website.
 - *In the first week of June, Central Services Director Aimee Kellerman, worked with staff to get business lines and service levels on the city website – under “Know Your Government” - [Check Out Your Local Government and the Services We Provide | Medina Washington \(medina-wa.gov\)](http://www.medina-wa.gov). **Complete***

- Research and develop a plan for undergrounding utilities; and
 - *Public Works Director Ryan Osada provided an update to the Council at the April 24 City Council Meeting. Staff will create a web page about undergrounding utilities with updated FAQ's as directed by Council. This page is expected to be live by the end of June.*

- Research available options for reducing ghost homes.
 - *City Attorney Scott Missall is researching options and will be providing a brief to Council in the Fall of 2023.*

- Gas-Powered Leaf Blower Education Plan – City staff has created an education and resource page on the city's website. This page includes an introduction to what Medina is looking into, FAQs, and links to other cities that have banned or are considering a ban on gas-powered leaf blowers. This is part of the education and outreach regarding gas-powered leaf blowers that the Council directed to staff. City staff held an Open House at City Hall on May 11, 2023, from 5pm to 6:30pm – 15 residents attended and provided input and feedback to City Staff. A survey, which went out city wide, has been receiving comments and suggestions from residents about gas-powered leaf blower restrictions. Final survey information will be provided at the July Council Meeting.

- Bellevue Fire Report – **Attached.**

- 2023 City Council Calendar – **Attached.**