



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 27, 2022

Subject: Resolution Addressing Interim City Manager (ICM) Compensation

Category: Consent

Staff Contact: Scott Missall, City Attorney

Summary

Stephen R. Burns was appointed the Interim City Manager for the City of Medina effective January 4, 2022. On June 13, 2022, the City Council appointed Stephen Burns to the position of Medina City Manager effective July 1, 2022, and in doing so “directed the City Attorney to finalize the resolution paying retroactive compensation to Stephen Burns for his service as Interim City Manager from January 4 to June 30 at the flat rate of \$1,000/month”.

Attached Resolution No. 427 implements that direction, requiring the compensation sum (\$6,000) be paid to Stephen Burns pursuant to the City’s usual procedures, practices and requirements, and directing that the City Clerk and Finance Director timely report completion thereof to the Council.

Attachment:

- Resolution No. 427 – Determining compensation payable to Stephen R. Burns for his service as Interim City Manager

Budget/Fiscal Impact: \$6,000.

Recommendation: Adopt Resolution No. 427 to complete performance of Council’s June 13, 2022 motion.

City Manager Approval:

Proposed Council Motion: “I move to approve Resolution No. 427 as presented.

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 427

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DETERMINING COMPENSATION PAYABLE TO STEPHEN R. BURNS FOR HIS SERVICE AS INTERIM CITY MANAGER FOR THE CITY OF MEDINA FROM JANUARY 4, 2022, THROUGH JUNE 30, 2022

WHEREAS, Stephen R. Burns was appointed Interim City Manager for the City of Medina by motion of the City Council at its regular meeting on December 13, 2021, said position to formally commence on January 4, 2022 upon completion of former City Manager Michael Sauerwein's duties on January 3, 2022; and

WHEREAS, Stephen Burns and the City Council confirmed the terms of said interim appointment by letter agreement dated January 3, 2022; and

WHEREAS, the letter agreement provided that Stephen Burns "will continue to receive [his] current salary as Police Chief as set forth in the City's 2022 budget, and may be increased while serving as the Interim City Manager in an amount to be set by the Council in the first quarter of 2022 with retroactive effect to [his] first day as Interim City Manager"; and

WHEREAS, the Council was unable to meet the schedule for adjusting compensation in the first quarter of 2022 due to workload; and

WHEREAS, the Council took action at its June 13, 2022 meeting and appointed Stephen Burns to serve as Medina's regular City Manager effective July 1, 2022, and in said motion "directed the City Attorney to finalize the resolution paying retroactive compensation to Stephen Burns for his service as Interim City Manager from January 4 to June 30 at the flat rate of \$1,000/month"; and

WHEREAS, the Council has now determined it is appropriate to complete its consideration of additional compensation payable during Stephen Burns' service as Interim City Manager.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RESOLVES AS FOLLOWS:

Section 1. Recitals Acknowledged. The Council acknowledges that the action authorized by this Resolution is made upon due consideration of the facts and circumstances and pursuant to the foregoing recitals.

Section 2. ICM Compensation. The Council formally approves payment to Stephen Burns the amount of \$1,000 per month for his service as Interim City Manager from January 4, 2022 through June 30, 2022, said amount being the total sum of \$6,000. Said sum shall be paid to Stephen Burns per the City's usual procedures, practices and requirements.

Section 3. Completion and Confirmation of Action. The City Finance Director and City Clerk shall timely take the necessary steps to complete the payment described herein and shall report completion thereof to the Council.

Section 4. Effective Date. This Resolution shall be effective upon its adoption by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON JUNE 27, 2022 AND
SIGNED IN AUTHENTICATION OF ITS PASSAGE ON JUNE 27, 2022.**

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

FILED WITH THE CITY CLERK: June 28, 2022
PASSED BY THE CITY COUNCIL: June 27, 2022
RESOLUTION NO. 427