



# CITY OF MEDINA

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**Date:** May 9, 2022

**To:** Honorable Mayor and City Council

**From:** Stephen R. Burns, Interim City Manager

**Subject:** Interim City Manager Report – April 2022

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1. City Management Transition – On January 4<sup>th</sup>, I started my role as interim city manager and have continued to work with department directors and staff to make an efficient transition. I continue to meet routinely with directors to ensure projects and programs stay on track.
2. State Route 520 Expansion Joint – University of Washington did a high-speed test at the PACCAR technical center track in Mount Vernon on March 11. They continue to review data and will be giving me an update within the next few weeks.
3. Medina Days – I met with the chair/organizer to continue planning for Medina Days 2022. It is anticipated that Medina Days events will occur during the week of August 8<sup>th</sup>, 2022. More information to come soon.
4. City Hall Reopens – On May 2, Medina City Hall reopened to the public and eliminated any restrictions for city business. During COVID, City employees continued to perform city related activities while City Hall was closed to the public. Opening City Hall allows residents to visit and handle city business in person.

Attachment - City Council Agenda/Action Calendar 2022



**MEDINA CITY COUNCIL**

2022 AGENDA/ACTION CALENDAR

Meetings scheduled for 4:00 pm, online (unless noticed otherwise).

<b>JANUARY 10, City Council Regular Meeting, 4:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	Introduction of New CM's	Burns			
Presentation	Election of Mayor and DM	Kellerman			
Presentation	CM and Regional Committees	Burns/Rossman			
Consent Agenda	December, Check Register			Approved	
Consent Agenda	PC Nov. 16 Meeting Minutes			Approved	
Consent Agenda	Draft CC October 11, Minutes			Approved	
Legislative Hearing	None				
Public Hearing	None				
City Business	Police Department WASPC Accreditation			No Action	
City Business	Resolution Regarding King County Metro Bus Route 271			Approved	
City Business	MTP Discussion			No Action	

<b>JANUARY 24, City Council Regular Meeting, 4:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Executive Session	RCW 42.30.140 (4)(a) Labor Relations RCW 42.30.110(1)(i) Potential Litigation	Sofia Mabee	1 hr each		
Presentation	None				
Consent Agenda	None				
Legislative Hearing	None				
Public Hearing	None				
City Business	Management Transition Plan	Burns/Missall	Discussion/Direction	No Action	
City Business	Development Services Committee	Wilcox	Approve	Approved	

<b>FEBRUARY 14, City Council Regular Meeting, 4:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	None				
Presentation					
Consent Agenda	January and 13th Month, Check Register		Approve	Approved	
Consent Agenda	PB Meeting Minutes		Receive and file	Approved	
Consent Agenda	PC Meeting Minutes		Receive and file	Approved	
Consent Agenda	Draft 1/10 and 1/24 CC Minutes		Approve	Approved	
Consent Agenda			Approve	Approved	
Consent Agenda	Mercer Island MP Agreement	Sass	Approve	Approved	
Legislative Hearing	None				
Public Hearing	None				
City Business	Permanent Supportive and Transitional Housing	Keyser	Discussion	No Action	
City Business	Council Committees	Burns	Approve/Appoint	Approved	
City Business	Council Retreat	Burns	Discussion	No Action	
City Business	City Management Transition Plan	Burns/Missall	Discussion/Direction	Referred to PC	

<b>FEBRUARY 28, City Council Regular Meeting, 4:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	None				
Consent Agenda	Confirm DS Committee Appointments	Wilcox	Approve	Approved	
City Business	City Manager Update Review	Burns	Discussion/Direction	None	
City Business	Management Transition Plan - 30 Minutes	Rossmann	Discussion/Direction	Referred to PC	
Executive Session	RCW 42.30.110(1)(g) Evaluate Public Employee - 30 Minutes		N/A	None	
Executive Session	RCW 42.30.140 (4)(a) Labor Relations - 30 Minutes		N/A	None	
<b>MARCH 10, RETREAT</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Retreat Item	Introductions and icebreakers				
Retreat Item	City Council Priorities				
Retreat Item	Council Goals 2022 and 2023				
Retreat Item	Council Workplan				

ATTACHMENT

<b>MARCH 14, City Council Regular Meeting, 4:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	None				
Consent Agenda	Approved PB Minutes		Receive and file	Approved	
Consent Agenda	Approved PC Minutes		Receive and file	Approved	
Consent Agenda	DRAFT 2/28 CC Minutes		Approve	Adopted	
Consent Agenda	February 2022, Check Register		Approve	Approved	
Consent Agenda	Bellevue Cares ILA		Approve	Approved	
Consent Agenda	Confirmation of Appointment to PC		Approve	Approved	
Consent Agenda	Teamsters Contracts		Approve	Approved	
Consent Agenda	ARCH Business		Approve	Approved	
Legislative Hearing	None				
Public Hearing	Permanent Supportive and Transitional Housing	Keyser	Adopt	Adopted	2/17/2022
Public Hearing					
City Business	Management Transition Plan	Burns/Missall	Discussion/Direction	no action	
City Business					
Executive Session	RCW 42.30.140 (4)(a) Labor Relations - 30 Minutes	Burns			

<b>MARCH 28, City Council Regular Meeting, 4:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	None				
Consent Agenda	Confirmation of Appointment to PB			Approved	
Legislative Hearing	None				
Public Hearing	None				
City Business	Stormwater Infrastructure Update - 90 Minutes	Osada	Discussion/Direction	no action	
City Business	Management Transition Plan	Burns/Missall	Discussion/Direction	no action	
Executive Session	RCW 42.30.110(1)(i) Potential Litigation	Missall/Osada			

APRIL 11, City Council Regular Meeting, 4:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Senator Kuderer, Representatives Slatter and Walen	Burns		completed	
Presentation	Introduction of New Tree Consultant Andrea Starbird	Wilcox		update given	
Presentation	Introduction of New Finance/HR Director Ryan Wagner	Burns		completed	
Consent Agenda	March 2022, Check Register		Approve	Approved	
Consent Agenda	PB Minutes 2/15		Receive and file	Approved	
Consent Agenda	PC Minutes 2/22		Receive and file	Approved	
Consent Agenda	3/14 & 3/28 CC Meeting Minutes		Adopt	Adopted	
Consent Agenda	ARCH Business	Burns	Approve	Approved	
Consent Agenda	2022 Sexual Assault Awareness Month Proclamation			Approved	
Legislative Hearing	None				
Public Hearing	None				
City Business	Permanent Supportive and Transitional Housing 1000ft buffer update	Missall		update given	
Executive Session	RCW 42.30.110(1)(g) Evaluate Public Employee			no action	

APRIL 25, City Council Regular Meeting, 4:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	none				
Consent Agenda	none				
Legislative Hearing	none				
Public Hearing	none				
City Business	Housing Action Plan Update	Keyser	discussion only	no action	
Executive Session	RCW 42.30.110(1)(g) Evaluate Public Employee RCW 42.30.140 (4)(a) Labor Relations - 30 Minutes			no action	
				approved	

<b>MAY 9, City Council Special Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Presenter</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	Presentation on Lake Washington Lake Line	Angela Chung, Bellevue Senior Planner and Linda Debolt, Bellevue Utilities Assistant			
Consent Agenda	March/April 2022, Check Register	Wagner	Approve		
Consent Agenda	Approved 3/29 PC Minutes	Keyser	Approve		
Consent Agenda	4/11 and 4/25 DRAFT CC Minutes	Kellerman	Adopt		
Consent Agenda	National Police Week and Peace Officer Day Proclamation	Sass	Approve		
Consent Agenda	Safe Boating and Safe Paddling Week 2022 Proclamation	Burns	Approve		
Consent Agenda	Passport Services Reinstatement	Kellerman	Approve		
Consent Agenda	Amendments to Medina Municipal Code Section 16.40.060 Building Permit Expiration	Wilcox	Approve		
Legislative Hearing	None				
Public Hearing	None				
City Business	Permanent Supportive and Transitional Housing 1000ft buffer update	Missall	Update, Discussion and possible Action		
City Business	Management Transition Plan	Missall	Discussion		
Executive Session	RCW 42.30.140 (4)(a) Labor Relations	Burns			
Executive Session	RCW 42.30.110(1)(g) Evaluate Public Employee				

<b>MAY 23, City Council Special Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					

<b>JUNE 13, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Presentation					
Consent Agenda	May 2022, Check Register				
Consent Agenda	Approved PB Minutes 3/21				
Consent Agenda	Approved PC Minutes 4/26				
Consent Agenda	Draft 5/9 and 5/23 CC Meeting Minutes				
Consent Agenda	Volunteer Appointments				
Consent Agenda	Ordinance Rescinding Emergency Proclamation				
Consent Agenda	Ordinance Amending Council Meeting Date/Time/Location				
Legislative Hearing					
Public Hearing	6 year Capital Improvement Plan (CIP/TIB/Non-TIB)	Osada			
Public Hearing					
City Business	Ordinance Rescinding Street Vacation	Missall			
City Business	Comp Plan Contract - Tentative	Wilcox/Keyser			
City Business					

<b>JUNE 27, City Council Retreat, 5:00 pm - 7:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Presenter</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Retreat Items	Work Plan				

<b>JULY 11, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					

Public Hearing	Average Grade	Keyser			
Public Hearing	Tree Code Update	Keyser			
City Business					
City Business					
City Business					

<b>JULY 25, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

<b>AUGUST 8, City Council Dark No Meeting</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Legislative Hearing					
City Business					

<b>AUGUST 22, City Council Dark No Meeting</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					

<b>SEPTEMBER 12, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

<b>SEPTEMBER 26, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

<b>OCTOBER 10, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

<b>OCTOBER 24, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

<b>NOVEMBER 14, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

<b>NOVEMBER 28, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
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Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

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DECEMBER 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

DECEMBER 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

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**Parking Lot Items for Future Discussions:**

City Business	Undergrounding Utilities - Discussion	Burns/Osada
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City Business	Cost Vs. Service Analysis and Advance Deposit	Wilcox
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City Business	Code Enforcement Discussion	Wilcox
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City Business	Gas Powered Lawn Equipment	Burns
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