



CITY OF MEDINA

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Date: April 10, 2023

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- State Route 520 Expansion Joint - The University of Washington completed their final work on the Phase 2 joint noise mitigation study. We are working to get the funding included for Phase 3 included in the Washington State Transportation Budget.
- Medina Post Office Mail Box Replacement Update – The staff at the Medina Post Office ordered the mail box in January to replace the one that was stolen. As of April 6, the replacement box has not yet been delivered or installed. Part of the delay was with the mailbox coming from Topeka, Kansas. They will be keeping City Hall staff informed of the progress.
- 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 are 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 is working to implement a Human Resources program that will standardize Medina employment requirements. City staff estimates that this will be ready to come to Council in the Summer 2023.*
 - Add each department's business lines and service levels on the website.
 - *Central Services Director Aimee Kellerman is working with staff to include business lines and service levels on the city website. In addition, city staff are working to improve the search capabilities to the city website. We are still working on the timeline for completion.*

- Research and develop a plan for undergrounding utilities; and
 - *Public Works Director Ryan Osada will be providing an update to the Council at the April 24 City Council Meeting.*
- 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, FAQ’s, 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 will be holding an Open House at City Hall on May 11, 2023, from 5pm to 6:30pm. Staff is working on a survey that will go out city wide to get feedback regarding residents’ opinion about gas-powered leaf blower restrictions.
- Bellevue Fire Report – no report for March