



CITY OF MEDINA

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Date: May 8, 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 in January 2023. WSDOT and UW prepared a proposal for funding Phase 3 study to further research the long-term durability of their product. The funding was presented to the Legislature for Phase 3 but was not included in the final 2023 Washington State Transportation Budget. Staff is working with lobbyists and legislators to work to get it included in the 2024 Supplemental budget.
- 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 this 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 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, the city staff is working to improve the search capabilities of the city website. Each department director has been busy revising their written business lines and service levels from 2019. The department's business lines, and service levels will be on each department's web page by mid-May.*

- 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 May or first week 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 will be holding an Open House at City Hall on May 11, 2023, from 5pm to 6:30pm. Councilmember Gokul and I have created a survey, which will go out city wide the week of May 15 to get feedback regarding residents' opinion about gas-powered leaf blower restrictions.

- Bellevue Fire Report – See Attached.

- 2023 City Council Calendar – See Attached.