



CITY OF MEDINA

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

Date: September 11, 2023

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- Medina Days 2023 was a huge success as this year's weeklong celebration was attended by Medina and residents. This year's events included:
 - Tuesday - Concert-in-the Park in Medina Park. Three separate acts entertained the community along with three separate food trucks.
 - Wednesday - pickleball tournament in Hunts Point. New this year, St. Thomas Church and Eastside Heritage hosted a beer and wine garden in the St. Thomas parking lot.
 - Friday – multiple block parties throughout the city.
 - Saturday morning - kids parade and carnival in Medina Park.
 - Saturday evening/night - Beach Party at Medina Beach Park with live music, three food trucks, water tour ice cream cruise with Eastside Heritage Center, an open house at City Hall, and ending with fireworks from western Display.
 - Sunday - Overlake Golf and Country Club hosted “Hot Cakes and Hot Cars.”

Medina Days is a community run event that cannot be done without all the volunteers. We thank all the residents and city staff that made this happen.

- 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 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 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, working with staff, has included 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 \(medina-wa.gov\)](https://www.medina-wa.gov/Check-Out-Your-Local-Government-and-the-Services-We-Provide).*

- 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 are finalizing 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 July.*

- Research available options for reducing ghost homes.
 - *City Attorney Scott Missall is researching options and will be providing a brief to the Council at the October 23, 2023, Medina City Council meeting.*

- Bellevue Fire Report – No Report this month.

- 2023 City Council Calendar – See Attached.