



CITY OF MEDINA

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Date: December 11, 2023

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- 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.
 - *The final draft is on the December 11, 2023, Medina Council Meeting Consent Calendar for final approval.*
 - 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 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 has been in the process of the buildout of phase 2 for the Human Resources piece that includes preparing a Human Resource Manual to ensure we are HR compliance. City staff is reviewing the initial draft and will be bringing the initial manual to Council in the beginning of 2024.*
 - 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.medicinawashington.gov).

- 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 the year.*
 - Research available options for reducing ghost homes.
 - *City Attorney Scott Missall presented a brief to the Council at the October 23, 2023, Council Meeting. Medina City Council members will continue to individually research ways to address this issue.*
- Bellevue Fire Report – See Attached.
- 2023/2024 City Council Calendar – See Attached.