



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

---

**Date:** November 13, 2023

**To:** Honorable Mayor and City Council

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

**Subject:** City Manager Report

---

- City Attorney Scott Missall Announced His Retirement - At the October 23rd Medina Council Meeting, contract-City Attorney Scott Missall announced he will be retiring at the end of the year. Missall has been the contract city attorney for Medina since April 2018. Missall has assisted the community with numerous key issues while being an active participant in City Council and City Staff discussions. His professionalism, experience, and positive demeanor will be missed.
  
- 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 initial draft will be presented to the Council at the November Council Meeting.*
  
  - 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 is working toward bringing the draft manual to Council in December 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 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 requested that the City Attorney and staff look at the current code, specifically right-of-way cost recovery and the city's existing nuisance code, and research business licenses for short-term rentals. Additionally, Council will continue their independent research including in more detail the city of Leavenworth code as it pertains to short-term rentals.*
- 
- Bellevue Fire Report – See Attached.
  
  - 2023/2024 City Council Calendar – See Attached.