



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 12, 2026

Subject: 2026-2027 Term

Category: Other – Discussion, Study Session

Staff Contact(s): Jeff Swanson, City Manager

Summary

As the Council begins its 2026-2027 legislative term and in the interest of continuous improvement, it is helpful to discuss generally the coordination and support between the Legislative and Administrative branches of City government, and specifically the effectiveness of the workflow structure and related issues pertaining to attainment of policy goals and direction.

Background

Adopted February 10, 2020, the City of Medina City Council Rules and Guidelines provides general context for how the Council is intended to work with each other, City staff, and the community to accomplish the public's business and serve the public good effectively. In preparation for this study session discussion, review of this document with particular attention to the following sections will be helpful:

- 2.10 Medina City Council Core Values
- 4.7 Council Meeting Rules for Councilmembers
- Chapter 5 City Council Meeting Procedures

Additionally, the general process of the City Council workflow as of the end of 2025 involves:

- Advisement of an upcoming item through the Council process for adding items to upcoming agendas, City Manager reports in Council meetings, and/or email notification from the City Manager/staff.
- Informal work on policy items (especially more complex issues) in Council study sessions.
- Bringing the item for formal consideration and possible action at a City Council regular meeting.

Each week the City Manager meets with City department heads and the Clerk to review the schedule for upcoming City Council meetings and coordinate the preparation of agenda items. One week prior to each City Council meeting the Mayor, Deputy Mayor, City Manager, City Attorney, and City staff meet to review the agenda for the upcoming meeting. The packet is then prepared during the course of the week and published (with notification to the Council), ideally by the Thursday afternoon prior to the upcoming City Council meeting.

Considering for yourself the answers to the following questions will also be helpful in having a focused, productive discussion:

- What is working well in City Council meetings? What could work better?

- What changes would make the workflow structure and Council packet more effectively meet your needs as a Councilmember?
- What would work best to meet your needs and expectations for following up and staying informed on issues raised in Council meetings? What support do you need between Council meetings? (examples: standing meetings with City Manager, weekly report from City Manager, etc.)
- Considering Medina's City Council Guidelines, how do these align with your preferences for the structure of City Council deliberations?
- As a Council, what agreements would you like to make as to how you consider agenda topics and conduct City Council business?
- How should individual Councilmembers represent themselves and the City when off the dais out in the community?
- How best can Councilmembers serving on committees and in external board assignments representing the City coordinate development of official positions with the City Council?

The intention of the discussion is to work together to create and improve work processes and information formats that best support the work of the City Council. In addition to a robust discussion and prioritization exercise around City work items, tasks, and policy topics, the upcoming January 24 City Council retreat will include continued discussion on this.

Supporting Documents

City of Medina City Council Rules and Guidelines, adopted February 10, 2020 available on the City of Medina website at https://www.medina-wa.gov/sites/default/files/fileattachments/city_council/page/98/city_council_guidelines.pdf

Recommendations

Discuss the topics outlined and provide feedback to City Manager.

This study session meets and supports Council's priority 3.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachment(s): City of Medina City Council Rules and Guidelines, adopted February 10, 2020

Budget/Fiscal Impact: None.

Recommendation: Discussion.

City Manager Approval: 

Proposed Council Motion: None.

Time Estimate: 50 minutes

