



# 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)

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**Date:** December 11, 2023

**To:** Honorable Mayor and City Council

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

**Subject:** Protocols for Council Projects

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Clear and detailed communication is vital to effective and efficient meetings. The below “Protocols for Council Projects” is intended to provide staff with the tools to present projects to the Council in a unified and consistent manner. Standardizing the protocols should assist staff to prepare the Council with the information necessary to confidently move on important City business.

- Guidelines for Proposal and Projects:
  - Title and Purpose:
    - Project/proposal Title
    - Short summary of project/proposal
    - Outline of what will be covered in the presentation.
    - Anticipated timeline of project/proposal implementation.
  - Background:
    - How is the City currently addressing this issue (or is this a new issue).
    - Has the City attempted to address this in the past, if so a short outline of what was done.
    - Provide the Council with current laws, codes, or other methods that are relevant to this topic.
  - Content:
    - Outline the issue or problem we are trying to solve.
    - Justify the reason for the recommended change. Specific examples and how the change would correct the issue.
    - List all stakeholders.
    - Metrics of success - measurable data used to determine the achievements of the project's efforts.
    - Provide the recommended funding source, if applicable.
    - How will enforcement be handled and provide any additional costs.
    - Include impacts of recommended changes on residents – both positive and negative.
    - If applicable, include alternatives considered and why they were rejected.

- If it is not a Medina-specific issue, how is it handled by other communities, particularly those that are close and comparable like the other Points Communities?
  
- Supporting Documents:
  - List supporting information and where it was obtained.
  
- Recommendation(s):
  - Provide a range of options for Council to consider, including detailed information on each option.
  - If one option is desired, please articulate your reasoning for that specific option.