



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 11, 2023

Subject: Council Projects - Timeline and Protocols

Category: City Business

Staff Contact: Stephen R. Burns, City Manager

Summary

At the November 13, 2023, Medina Council Meeting, staff presented Council with a draft of the "Protocols for Council Projects." This 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. Below is the final document.

- 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.

Attachments:

Memo Discussing Protocols for Council Projects

Budget/Fiscal Impact: None

Recommendation: Discussion and direction.

City Manager Approval:



Proposed Council Motion: N/A