



MEDINA, WASHINGTON

AGENDA BILL

Monday, November 13, 2023

Subject: Council Projects - Timeline and Protocols

Category: City Business

Staff Contact: Stephen R. Burns, City Manager

Summary

At the end of 2022 the Medina City Council met to set goals and priorities for 2023. The Council identified the top five priorities:

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

In addition, Council identified six priorities for staff to work on in 2023, one being to “*create clear timeline and protocols for Council projects to include no new code without an enforcement plan.*” Staff has prepared the following draft for discussion purposes at the November 13, 2023 Council Meeting.

Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.

- 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 recommend change. Specific examples and how the change would correct the issue.
 - 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: