



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 22, 2024

Subject: Council Committees and Regional Meetings

Category: City Council Business

Staff Contact: Stephen R. Burns, City Manager

Summary

Every two years following the Mayor election, each Councilmember will designate themselves to sit on a City committee. Currently, there are two standing committees (Finance and Personnel) and one ad-hoc committee (Development Services).

Council committees are policy review and discussion arms of the Council, made up of no more than three Council members, that discuss issues and develop recommendations for consideration by the full Council. Committees may be ad hoc or standing.

The City Manager or Council by majority vote or consensus may send items to committees for review on an as-needed basis. Committees meet as needed to carry out their purpose.

Membership on each Council committee includes the Mayor. The Mayor makes appointments to each committee after asking each Councilmember's preference and taking those preferences into account.

Personnel Committee:

The Personnel Committee meets as need to conduct interviews of candidates that apply to serve on the City's Boards and Commissions, manages the City Manager evaluation process on an annual basis, and other personnel needs as needed for the city.

Finance Committee:

The Finance Committee meets with the Finance Director quarterly or as needed to review the status of the city's finances to ensure the city stays on track financially or make budget recommendations as needed.

Development Services Committee:

This is an ad-hoc committee created in February 2022. This committee provide advisory guidance to the Development Services Director as needed and to create efficiency in Council review and adoption of Planning Commission proposals. The committee will also provide guidance and support on other topics as requested by the Development Services Director. The term of this committee ends with the completion of the Comprehensive Update, currently scheduled for June 30, 2024. The committee is comprised of three Councilmembers and three Planning Commissioners.

Regional Committees:

Regional committees include Sound Cities Association (SCA) and Eastside Transportation Partnership (ETP).

This meets and supports Council's priorities 1 through 5.

Council Priorities:

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

Attachment

None.

Budget/Fiscal Impact: None.

Recommendation: Appoint Committee Members.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 15 minutes