MEMO TO: Members of the City Council

FROM: Mayor Angela Birney

DATE: April 14, 2020

SUBJECT: **Council Subcommittees**

I.   RECOMMENDED ACTION

Conduct initial discussion about Council subcommittees to support various city projects and programs.

I.   DEPARTMENT CONTACTS

Maxine Whattam, Chief Operating Officer	425-556-2310
Lisa Maher, Communications and Marketing Manager	425-556-2427
Malisa Files, Finance Director	425-556-2166
Carrie Hite, Parks and Recreation Director	425-556-2326
Carol Helland, Planning and Community Development Director	425-556-2107
Jonny Chambers, Technology and Information Services Director	425-556-2160

II.   DESCRIPTION/BACKGROUND

Council leadership and other individual Councilmembers have been discussing with the Mayor an interest in forming Council subcommittees to support various city projects and programs.

The Mayor requested that staff provide ideas on city projects and programs for consideration that will be discussed with Council. This is not a complete list, and through discussion, there may be other opportunities that arise.

These proposed subcommittees are highlighted in a matrix in attachment A.

The matrix includes the following framework for the proposed subcommittees:
- City project or program to include a subcommittee
- Lead department for the project or program
- Project or program overview
- Role of Councilmembers
- Time Commitment
- Other Considerations

III. **PREVIOUS DISCUSSIONS HELD**

March 31, 2020 – Council Retreat

IV. **IMPACT**

    A. **Service/Delivery:**

    Please refer to the matrix in attachment A for Councilmember roles.

    B. **Fiscal Note:**

    N/A

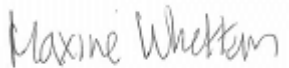**V.** **ALTERNATIVES TO STAFF RECOMMENDATION**

Council could not form and/or modify subcommittees for city programs and projects.

VI. **TIME CONSTRAINTS**

Time constraints are based on project and program commitments.

VII. **LIST OF ATTACHMENTS**

Attachment A: Matrix of Proposed Council Subcommittees

Maxine Whattam

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Maxine Whattam, Chief Operating Officer

Angela Birney

Approved for Agenda _____
          Angela Birney, Mayor