



Council Policy Proposal

Please save as a copy and return this form to Diedra Maher at dmaher@redmond.gov by Wednesday at 5 p.m. the week prior to the Study Session. Council Leadership will be alerted there is an item to schedule for consideration at a future Council Talk Time. This form and any attached documentation will be provided to the City Clerk for addition to the agenda for all Councilmembers and the public to review.

Tracking Number 0006 Date of Request 9/18/2024 Requester Jeralee Anderson

Problem Statement

A clear and concise description of the issue(s) that need(s) to be addressed.

Council does not have a leadership position responsible for overseeing the records of the Council or external affairs and activities.

At the moment, 6 available leadership positions for 7 councilmembers result in a structural inequity in terms of division of labor and perceived authority.

The Council currently has 4 committees. The Finance Administration and Communications, and this Chair is effectively the Council Treasurer, overseeing the budget process but not the Council records.

In the Council Rules of Procedure, Section C, Roles & Responsibilities, the Council President has significant duties and only one other assistant (Council Vice President). None of these roles as described, including Committee Chair roles, address records or external affairs like events or ombudsperson.

Proposal

What is being proposed to assist in addressing the issue described in the problem statement?

Addition to Rules of Procedure Section 3, Members B. Officers and addition to Appendix C, Roles & Responsibilities new item (i) to be renumbered accordingly as follows.

B. Officers

1. President. Biennially, and also whenever the position comes vacant, the Council shall elect from its members a President.

2. Vice President. Biennially, and also whenever the position comes vacant, the Council shall elect from its members a Vice President.

3. Secretary. Biennially, and also whenever the position comes vacant, the Council shall elect from its members a Secretary.

Appendix C

DUTIES OF THE COUNCIL SECRETARY

- a. Review minutes of past meetings prior to their inclusion in the business meeting agenda for approval.
- b. Oversee the distribution of agendas and minutes of Council subcommittee and leadership meetings
- c. Coordinating community service events for Council participation
- d. Fielding requests for Council appearances in line with Council's annual goals
- e. Responses to community comments and policy complaints (ombudsperson), and
- f. Monthly newsletter communications on behalf of Council in cooperation with city staff.

- g. **Other external affairs, as needed.**

Relationship to City Business or Proposed City Business/Services

Describe how this will enhance what is already offered and/or what it will provide that is not currently available. Why is this the City's issue to address? How will this create a more adaptive and resilient organization?

This proposal relates to shared leadership, equitable distribution of power, learning, and empowerment as well as good governance principles for the Council itself. For the past four years, Councilmembers have stated a commitment to improved community engagement in the Community Strategic Plan without a designated point of contact on the Council to oversee its own success in this commitment.

Connection to Strategic Plan and/or Budget Priorities

Choose all that apply or enter plan name

- Diversity, Equity, and Inclusion
- Environmental Sustainability
- Housing Choices
- Infrastructure
- Public Safety
- Other Council Strategic Plan on Community Engagement
- Healthy and Sustainable
- Safe and Resilient
- Vibrant and Connected
- Strategic and Responsive
- Capital Investment Program
- Other [Click or tap here to enter text.](#)

Timing

Is this issue time-sensitive? / Are there other timing factors to consider?

Yes, this item should be considered as soon as possible since it has to do with recordkeeping and community engagement.

Supporting Documentation

Are there documents that support your request or that should be considered?

In 2020/2021, the Council updated the code to remove the Regional Affairs Committee and reorganize the other four committee scopes in the code. Since 2018, the Regional Affairs Committee did not have an appointed chairperson and did not meet regularly, and leadership was distributed inequitably among Councilmembers (7 positions for 7 councilmembers). Removal of the Regional Affairs Committee resulted in a structural inequity (6 positions for 7 councilmembers).

Council maintains an informal "ombudsperson" role that divides the tasks for this role among all members, except for the Council President and Council Vice President. For this proposal, the Council Secretary could manage and oversee this division of labor as-is (send reminders, help with follow-ups etc.).

In 2024, Council established three-person subcommittees as well to work on specific Council projects from the retreat but no specific records of meetings of these groups are shared. A Council Secretary would be responsible for oversight and distribution of records of these subcommittees prior to council action.

Councilmember Sponsors (not required)

Cannot be a quorum unless discussed at an open public meeting.

When you submit/email this form to Staff also CC listed co-sponsors for affirmation of their support.

Anderson

Sponsoring Councilmember

1. Salahuddin _____
Councilmember

2. _____
Councilmember

Post Action (to be completed by Council Leadership)

Referral to: Study Session

Staff Review

No Action

Committee of the Whole

Add to Priorities List / Ranking _____

Legal Review