



COUNCIL STUDY SESSION

Council Handbook

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Purpose

- Overview of the Council Handbook Project
- Project Goal - Increased Visibility, Access, and Centralization of Council Processes
- Questions and Feedback



Overview

Council Handbook Created to Contain

- Public-facing Informational Materials
- LEAN Internal Processes
- Future Elements



Council Handbook

- Single point of reference
- Living document
- Public document
- Helpful and accessible information
- Transparent legislative process
- Increased community involvement
- Lean processes





Progress

- Reviewed existing processes and documents
- Identified process improvements/Mapped the processes
- Produced supporting documents
- Identified reference materials needed
- Determined general outline and format of the Handbook.
- Began gathering content and drafting handbook



Public Participation Guide

- Explanation of Council Meetings
- Meeting Schedule
- What the Public Can Expect in Meetings
- How the Public Interacts in Meetings
- Contacting the Council
- Glossary of Meeting Terminology



Next Steps

- Feedback from Council
- Finalize Onboarding and Public Participation Guide
- Continue to Develop Additional Sections
- Continue to Report to Finance, Administration, and Communications COTW and Discuss with Council





Thank you

Any Questions?

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