



MEMO TO: Members of the City Council

FROM: Mayor John Marchione

DATE: May 28, 2019

SUBJECT: **City Council Handbook**

I. RECOMMENDED ACTION

Present for information and discussion.

II. DEPARTMENT CONTACTS

Maxine Whattam, Chief Operating Officer	425-556-2310
Lisa Maher, Communications and Marketing Manager	425-556-2427
Cathryn Laird, Deputy Human Resources Director	425-556-2125
Brant DeLarme, Communications Specialist	425-556-2165
Michelle Hart, City Clerk	425-556-2190

III. DESCRIPTION/BACKGROUND

The project team began meeting in November 2018 to discuss the creation of a City Council Handbook. City staff will provide the Council with a status of the project at the May 28, 2019, study session, and welcomes Council's feedback and direction.

The City Council Handbook will serve as a collection of reference material for use by Council Members and external stakeholders. The process documentation will improve the efficiency of onboarding and training new Council members. In addition, the reference materials will provide increased transparency of the legislative process and City government generally; and encourage and enable community involvement.

Sections of the Handbook will be brought online to the City Council's webpage as they are created, discussed with the Council, and approved for publication.

IV. PREVIOUS DISCUSSIONS HELD

The City Council has received monthly briefings on the City Council Handbook project at its Finance, Administration and Communication Committee of the Whole meetings.

V. IMPACT

A. Service/Delivery:

Increase the visibility and access to reference and process information for the Council and the Redmond Community.

B. Fiscal Note:

None

VI. ALTERNATIVES TO STAFF RECOMMENDATION

Not applicable

VII. TIME CONSTRAINTS


Not applicable

VIII. LIST OF ATTACHMENTS

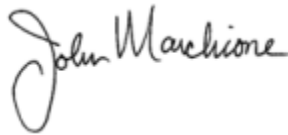
Attachment A: Presentation

Attachment B: Council Handbook – Onboarding

Attachment C: Council Handbook – Public Participation Guide



Maxine Whattam, Chief Operating Officer



Approved for Agenda _____

John Marchione, Mayor