NEW COUNCIL MEMBER INFORMATION

For use by Mayor's Office. Begin as soon as election results are certified and complete prior to other onboarding activities. Contact new Council members using the information on file with the [Public Disclosure Commission (PDC)](#).

Council Member Full Name:	Onboarding Assigned to:
Preferred Spellings **Business Cards:** **Name Tags:** **Name Plates:** **Photo Name Plates:**	**Council Member Contact Information** **Home Phone:** **Cell Phone:**

Preferences

City Phone

You will be provided with a City of Redmond phone number and voicemail box, and the number will be listed on your business card.

Technology

Do you want a City cell phone?

You will be issued a City of Redmond tablet to conduct official business with.

Parking Pass

Do you want a City parking pass?

Do you want a City ORCA card?

Vehicle Information

Make:

Model:

Plate number:

Council Member Bio for Webpage:

Include a short bio for the incoming Council member, written or reviewed by the Council member (1 or 2 paragraphs, approximately 150 words), and attach a professional photo to be used for your online bio. An official portrait will be taken later. Email the bio and photo to Mayor's Office staff within two weeks.

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MAYOR'S OFFICE COUNCIL MEMBER ONBOARDING

For use by Mayor's Office personnel in coordination with other departments, teams, or individuals as noted. The information used to complete these processes can be found on the New Council Member Information form. Begin immediately after certification of election results.

Activity	Assigned to/Comments
Complete New Council Member Information Form	
☐ Contact new Council member and ensure that they provide answers to all questions.	Assigned to:
NOTE: The Technology Acknowledgement Form is now integrated into the Personnel Acknowledgement Form that is signed on the employee's first day. TIS requires no separate signature.	
Coordinate with Human Resources	
☐ Send Personnel Action Notice (PAN) to HR.	Assigned to:
☐ Schedule HR Orientation with Senior HR Analyst-Benefits	Assigned to:
Coordinate with Service Desk	
☐ Go to http://redweb/UserRequest/Initial.asp (Intranet) to initiate the City of Redmond Account Request. ▪ To initiate your new employee's network system account, select: "Create a new Account." List additional desired software applications in the comments section.	Assigned to: Comments: iLegislate, Chrome, MS Office
☐ Retain login information obtained from the Service Desk to give to Council member on first day.	Assigned to:
☐ Submit request for City email address.	Assigned to:
☐ Submit request for City phone number.	Assigned to:
☐ Submit request for key card access.	Assigned to:
☐ Submit request for City cell phone. (if applicable).	Assigned to:
☐ Submit request for City tablet.	Assigned to:
☐ Explain multi-factor authentication (MFA) and passphrases.	
Coordinate with Commuter Assistance Office	
☐ Call CAO to request parking pass and ORCA card. (if appropriate).	Assigned to:
Coordinate with Communications Division	
☐ Provide communications photo and biographic information for the City website and announcement email.	Assigned to:
☐ Schedule appointment for official portrait to hang in lobby.	Assigned to:

☐   Update GovDelivery lists to include new council members.
    ▪ Mayor/Council
    ▪ Council Agendas
	Assigned to:

Mayor's Office Completes Internally	
☐ Order and distribute council business cards.	Assigned to:
☐ Update Emergency Contact Cards.	Assigned to:
☐ Update Outlook address book.	Assigned to:
▪ !_Council	
▪ !_MayorCouncil	
☐ Update Council member mailboxes.	Assigned to:
▪ Email to Council distribution list and City Clerk to inform them of update.	
☐ Create label for Tuesday mail delivery folders.	Assigned to:
☐ Update routing slips for Council mail.	Assigned to:
☐ Order gold name plates for Council member official photos from preferred vendor.	Assigned to:

MAYOR'S OFFICE NEW COUNCIL MEMBER ORIENTATION

Complete prior to City Clerk training.

Activity	Assigned to/Comments
Mayor's Office Orientation for New Council Members	
☐ Schedule Mayor's Office orientation.	Date scheduled:
Required Orientation Activities	
☐ Instructions for OWA (TIS will issue equipment in January, but email can be accessed via owa.redmond.gov before computer is issued).	Assigned to:
☐ Provide Council member login information.	Assigned to:
☐ Explain Claim for Expense Procedure (keep all receipts for food, accommodations, mileage, conference announcements/confirmations/agendas, etc.).	Assigned to:
☐ Introduction to rules for engaging with City Staff.	Assigned to:
☐ Introduction to Emergency Management roles and responsibilities. (Basic Plan page 10).	Assigned to:
Optional Orientation Activities	
☐ Tour of Council Chambers, including walkthrough of a typical Council meeting.	Assigned to:
☐ Tour of Mayor's Office, City departments and facilities.	Assigned to:
☐ Introduce Council member to Association of Washington Cities (AWC) and Sound Cities Association (SCA). 　▪ AWC provides trainings for newly elected officials. 　▪ AWC has a conference early in the new year.	Assigned to:
☐ Introduce Council member to Council webpages, and quick-links sheet.	Assigned to:

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CLERK'S OFFICE TRAINING FOR NEW COUNCIL MEMBER

Council Member Full Name:	Assigned to:

All new Council members are required to undergo training and returning Council members may also periodically undergo refresher trainings. This checklist is designed to ensure that each Council member receives all appropriate training and that the date of that training is documented.

Training	Comments
Codes and Statutes ☐ Redmond Municipal Code (hardcopy and online) ▪ Link to Comprehensive Plan and Redmond Zoning Code ▪ Council Rules of Procedure ▪ Link to Ordinances/Resolutions online ☐ Revised Code of Washington ▪ http://apps.leg.wa.gov/rcw ▪ RCW 35 and 35A ☐ Open Meetings Act (RCW 42.30) ▪ Public Accessibility ▪ Public Notice ▪ Executive Sessions ▪ Serial Meetings ▪ Social Functions ☐ Public Records (RCW 42.56) ▪ Open Government Training Act ○ http://www.atg.wa.gov/opengovernmenttraining.aspx ▪ Disclosure ▪ Archiving Requirements for the Council ○ Email ○ Social Media ○ Text Messaging	Trainer: Date:
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Training	Comments

Redmond.gov www.redmond.gov
   ☐ General tour of the City's website
 	
Council Online Resources – Navigating the Website
   ☐ Meetings Information Page
   ☐ Council Webpage
   ☐ The Agenda
        ☐ Access Via Meeting Information Center calendar
        ☐ Access Via Tablet - ILegislate
        ☐ For Regular Meetings
            ▪ Items to Assemble/Distribute
            ▪ Order of Business
            ▪ Is Online and on Agenda to Go
        ☐ For Study Sessions (no public comment)
            ▪ Distribution
        ☐ For Council Committees (no public comment)
            ▪ Committee Work Plans
            ▪ Committee Schedules
            ▪ Distribution
        ☐ What are Distribution Timelines
        ☐ How is Material Received
        ☐ What is Found Online
        ☐ Staff's Role – Communication with Staff, Media, Mayor's Office (City Administration)
	Trainer:
	Date:

Parliamentary Procedure and Council Protocol ☐ Complete training	Trainer: Date:

Other Services the Clerk's Office Provides to the Council
   ☐ Council Legislative Support
        ▪ Mayor's Office vs. Clerk's Office
        ▪ Council Office	

COUNCIL MEMBER SEPARATION CHECKLIST

Council Member Full Name:	Assigned to:
Separation Date:	Last Day Worked (Physically on Job):

This checklist should be completed whenever a Council member retires, resigns, is not reelected or otherwise leaves office. The Mayor's Office performs the activities below in coordination with the departments, teams, and individuals noted.

Activity	Comments
If Council member chose to retire or resign, obtain a letter from the Council member. The letter should include: ☐ Council member's intent to resign or retire. ☐ The last day Council member will work. ☐ The effective date of Council member's retirement or resignation. ☐ Reason for resignation (if applicable). Obtain from Council member: ☐ Key card/keys (door, desk, drawer, etc.) and return to appropriate person/department. ☐ Laptop, tablet and any other City equipment. ☐ Cell phone. ☐ ORCA card and/or parking permit (forward to CAO @ 4SCC). ☐ New email address. ☐ Current mailing address for Mayor's Office records. Complete and send the following forms to Human Resources: ☐ Council Member's resignation letter (if applicable). ☐ Personnel Action Notice (PAN) for employee's separation. ☐ Employee Information Change Form ☐ Employee's phone number for contact purposes as necessary.	Assigned to: Assigned to: Assigned to:

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Activity	**Comments**

Complete account user disable requests for accounts including:
    ☐ Key card
    ☐ Laptop or tablet
    ☐ Cell phone
    ☐ Other:_____
☐ Document termination date of all network/phone accounts.
☐ Transfer employee's network files/folders, if applicable.
☐ Make necessary changes to email and set up an automatic reply as needed. Ask TIS to do one of the following with the email account:
    ☐ Close email account
    ☐ Forward emails to: _____
    ☐ Leave open until:_____
☐ Retain all electronic and hardcopy records and emails according to retention requirements. For questions, contact the City Clerk, (2191).
☐ Update Outlook address books.
    ▪ !_Council
    ▪ !_MayorCouncil
☐ Notify stakeholders of Council members departure, including regional boards and commissions.
	Assigned to:

Celebration or Recognition of Service ☐ Schedule and plan an event to recognize the service of departing Council member(s).	Assigned to: