



## Legislation Details (With Text)

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<b>Type:</b>	Study Session	<b>In control:</b>	City Council Study Session
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<b>Title:</b>	City Council Handbook		
<b>Sponsors:</b>			
<b>Indexes:</b>			
<b>Code sections:</b>			
<b>Attachments:</b>	1. Agenda Memo, 2. Attachment A: Presentation, 3. Attachment B: Council Handbook Internal Process Documentation, 4. Attachment C: Public Participation Guide		

Date	Ver.	Action By	Action	Result
5/28/2019	1	City Council	presented	

**MEMO TO:** Members of the City Council

**FROM:** Mayor John Marchione

**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