



DATE: October 7, 2019

TO: Mayor Chelminiak and City Councilmembers

FROM: Kyle Stannert, Assistant City Manager, 452-6021
Charmaine Arredondo, City Clerk, 452-6466
City Clerk's Office

SUBJECT: Item 6a – Report of the City Manager – Change to Oral Communications Sign-in and Additional Updates

Summary

The purpose of tonight's briefing is to preview an upcoming improvement to the oral communications and public hearings sign-in process. The improvement is intended to more accurately reflect the topics being addressed under oral communications and ultimately create a more complete record.

In addition, the Clerk's Office is excited to announce additional changes available to the public related to Council meeting agendas and the PowerPoints shown at the meetings.

Electronic Sign-in Kiosk

Staff in the City Clerk's Office have been working in partnership with the Information Technology Department on a solution that will allow for electronic sign-in for oral communications and public hearings at City Council meetings.

Using the City's new website platform, the City is able to provide a sign-in form that mirrors our website and provides a familiar look and feel to our customers. In addition, creating the form on our current platform was at no additional cost to the City, making it a win/win.

This electronic sign-in project is intended as a pilot program and, if successful, is anticipated to be rolled-out to the Council appointed Boards and Commissions in early 2020, as well as to other city-sponsored public meetings where capturing lists of attendees and accurate contact information is required. In addition, as a next phase of the program, staff will add sign-in forms translated into the top 5 languages spoken in Bellevue, addressing the broad range of diversity within our city and upholding the Council's vision that "Bellevue welcomes the world. Our diversity is our strength."

The new sign-in kiosk will be available beginning at the October 21st Regular Session meeting. Staff will be available to assist individuals in signing up and to address any questions that may be raised.

New Feature on Agendas

Beginning on October 21st as well, a new feature will be added as part of the City Council Study and Regular Session agendas: terms and definitions. The terms and definitions section will address questions regarding items on the agenda, for instance

Executive Sessions, Ordinances, Resolutions and Consent Calendar, to name a few. The definitions will provide more information to the public and provide a better understanding of the business of the Council and where specific items are addressed on the agenda.

PowerPoint Availability

In response to feedback received, all PowerPoint presentations made to the City Council during Study and Regular Session meetings will now be available on the Council calendar page. PowerPoints can be found by clicking the specific agenda item and then looking under the Supporting Documents header. All presentations are labeled "PowerPoint" and staff will seek to upload the PowerPoints within 24 hours of the Council meeting at which they were presented. In addition, staff have spent time over the past few weeks adding PowerPoints for each agenda item for all Council meetings 2017 to present. As time allows, presentations dating back to 2014 will be uploaded to the site.

For additional information about the new sign-in kiosk or new features of the agendas or Council calendar page, please contact Charmaine Arredondo, City Clerk, at 452-6466.