



Integrating New Council Members into the Burien City Council

Plan for Orientation & Retreats (draft)

Staff presentation

11.25.2013



Integrating New Council Members into the Burien City Council *Orientation & Retreats*

On January 1, 2014, the Burien City Council welcomes four new members to begin a 4-year term.

The orientation and retreats serve to inform/train new Councilmembers on:

- Roles and responsibilities
- City programs and projects
- Working relationships among Council members, staff and the public
- Related topics



One Orientation & Two Retreats:

1. Orientation in December 2013 (Dec. 14 - 21)
2. Retreat in January 2014 (Jan. 4, 11 or 18)
3. Retreat in May or June 2014 (depending on new City Manager's start date)

Orientation

December 2013

Part I (Administrative):

1. HR (New Hire paperwork, Personnel Policies, City Manager Performance Review, etc.)
2. City Clerk (Role of City Clerk, Council Meeting Guidelines, Electronics at the dais, etc.)

Part II (Substantive):

1. City Manager Department
2. Legal Department
3. Finance Department
4. Public Works Department
5. Community Development Department
6. Parks, Recreation and Cultural Services Department
7. Police Department

Part III (Wrap-up): New and incumbent Councilmembers & City Manager

Facilitated Retreat

January 2014

1. When: Suggested dates of January 4, 11 & 18.
2. Attendees: All Councilmembers, facilitator, Interim City Manager.
3. Potential topics:
 - Council & City Manager: Roles and responsibilities
 - Team-building/Working together/Respecting differences in learning, communication, leadership styles.
 - Related topics

Facilitator Selection Process

1. Staff send Request of Qualifications to recommended facilitators.
2. Staff receive Statement of Qualifications by December 2.
3. City Council selects facilitator at December 16 City Council meeting .

List of Recommended Facilitators

1. James Reid, the Falconer Group
2. Rhonda Hilyer, Agreement Dynamics, Inc.
3. Ron Holifield, SGR
4. Neil Aaland, Aaland Planning Services, Inc.
5. Cary Bozeman, former Mayor of cities of Bremerton and Bellevue.

Facilitated Retreat

May or June 2014

1. **When: May or June, 2014 when new City Manager is in office.**
2. **Attendees: All Councilmembers, facilitator, City Manager, Leadership Team.**
3. **Potential topics:**
 - **Council & City Manager: Roles and responsibilities**
 - **Follow-up of January retreat**
 - **Related topics**



Integrating New Council Members
into the Burien City Council

Questions/Comments

Staff presentation
11.25.2013

DRAFT
Orientation for New Councilmembers
Checklist
December 2013

Department Directors/Managers

City Manager Department

- Human Resources Manager to provide copy and/or overview:

Meet individually with Councilmembers (10 minutes each)

- ◆ W-4
- ◆ Auto Payroll Deposit Form
- ◆ VEBA Paperwork

Group Session (25 minutes)

- ◆ Good2Great Program
 - ◆ Relevant Personnel Policies
 - Administration of the Personnel System
 - Employment of Relatives
 - Anti-Harassment/Sexual Harassment Policies & Reporting of Harassment
 - Whistleblower Protection Act
 - ◆ City Manager Performance Review
- City Clerk to provide copy and/or overview in Chambers: (15 mins)
 - ◆ Role of City Clerk
 - ◆ Council Meeting Guidelines Excerpts
 - Motions
 - Attendance at Meetings
 - Election of Mayor/Deputy Mayor
 - ◆ Queuing and Voting System
 - Economic Development Manager to provide copy and/or overview: (20 mins)
 - ◆ Burien Downtown Redevelopment
 - Town Square and Beyond
 - ◆ Northeast Redevelopment Area (NERA)
 - ◆ Burien Business and Economic Development Partnership (BEDP)
 - ◆ Soundside Alliance
 - Small Business Development Center at Highline Community College
 - HCC Startzone
 - ◆ Discover Burien/SW King County Chamber of Commerce/Burien Wellness Cluster
 - ◆ Performing Arts/Restaurants/Parking-Business District
 - Management Analyst / Public Information Officer to provide copy and/or overview: (30 mins)
 - Special Projects (Management Analyst)
 - ◆ CARES & Pet Licensing Sales and Revenues
 - ◆ Emergency Operations Center (EOC) Functions
 - ◆ Solid Waste Collection & Disposal: Transition to CleanScapes
 - ◆ Outreach and Engage Diverse Communities
 - Communications Office (Public Information Officer)
 - ◆ TV, Radio, Newsletter, Social Media
 - ◆ City Website
 - ◆ Contact with Media

Legal Department (45 mins)

- City Attorney to provide copy and/or overview:
 - ◆ Legal Policies/Form of Government
 - ◆ Conflict of Interest – Contracts
 - ◆ Code of Ethics (Resolutions No. 115 & No. 215)
 - ◆ Quasi-Judicial Hearings and the Appearance of Fairness Doctrine
 - ◆ Distinguished from Legislative Actions
 - ◆ Open Public Meetings Act
 - ◆ Executive Sessions
 - ◆ Overview of Burien Municipal Code
 - ◆ Code Enforcement
 - ◆ Risk Management

Finance Department (60 mins)

- Director to provide copy and/or overview:
 - ◆ Biennial Budget
 - ◆ Budget Process Overview
 - ◆ Financial Policies
 - ◆ Six-Year Financial Forecast
 - ◆ Capital Improvement Program Budget
 - ◆ Potential Financial Issues
 - ◆ Travel Reimbursement Policy
 - ◆ Councilmember Computer Policy, Usage and Support

Public Works Department (30 mins)

- Director to provide copy and/or overview:
 - ◆ Department Divisions and Responsibilities
 - ◆ Transportation Improvement Program (TIP)
 - ◆ Capital Improvement Plan (CIP)
 - ◆ Storm Drainage Master Plan
 - ◆ NERA – Current Projects and Funding
 - ◆ NPDES Responsibilities
 - ◆ Day to Day Public Works Operations

Community Development Department (30 mins)

- Director to provide copy and/or overview:
 - ◆ Growth Management Act
 - ◆ Multi-County Policies (Vision 2040)
 - ◆ King County Countywide Planning Policies
 - ◆ Comprehensive Plan
 - ◆ Development Regulations
 - ◆ Zoning Code and Map
 - ◆ Subdivision Code
 - ◆ Shoreline Master Program (SMP)
 - ◆ Other City Codes and Regulations
 - ◆ Other Implementation
 - ◆ Capital Improvement Plan (CIP)
 - ◆ State Environmental Policy Act (SEPA)
 - ◆ Market Forces
 - ◆ Major Planning Initiatives

Parks, Recreation and Cultural Services Department (30 mins)

- Director to provide copy and/or overview:
 - ◆ Parks, Recreation, and Open Space (PROS) Plan
 - ◆ Parks Development Projects (current & near term)
 - ◆ Organizational Chart/Functions
 - ◆ Overview of Recreation programs
 - Youth, Adults, Seniors, and Arts programming
 - Community Events (i.e., Night of the Pumpkin, Spring SpEGGtacular, Wild Strawberry Festival, Summer Concerts, Arts-a-Glow, etc.)
 - Facility Rentals
 - Pricing Policy & Program Revenue
 - ◆ What's the Future Look Like?

Police Department (30 mins)

- Chief to provide copy and/or overview:
 - ◆ Organization Chart
 - ◆ Contract and Oversight
 - ◆ Annual Report
 - ◆ Website
 - Crime Statistics
 - Report Crime(s) Online
 - ◆ Citizen Involvement:
 - Block Watches/National Night Out
 - Citizen Emergency Response Team (CERT)
 - Community Police Academy

INCOMING COUNCIL

Task List

City Manager's Department

Executive Assistant to coordinate:

- Receptions for outgoing Councilmembers in December and incoming Councilmembers in January
- Photo op in January for incoming members and Council as a whole
- AWC New Council orientation workshop/webinars
- New Councilmember orientation with department heads

Public Information Officer to coordinate:

- Photograph(s) in City newsletter
- Photograph(s) & biography for City webpage
- News Release to Highline Times and blogs
- Update TBC 21

City Clerk to coordinate:

- Update city publications and telephone lists (includes Elected Officials and EOC cards)
- Oath of Office Ceremony
- Name tags and business cards
- Name plates for Chambers (2 sets)
- Update queuing/voting system in Chambers with IT
- Update Council Agendas
- Mailing List/Labels
- Mailbox Labels
- City of Burien Logo Lapel Pin
- Calendars
- New Councilmember Orientation (CD/Printed Materials)
 - ◆ City Council Meeting Guidelines
 - ◆ City Vision Statement
 - ◆ Code of Ethics for City Officials Resolution No. 115, Amended by Resolution No. 215
 - ◆ Phone Lists
 - ◆ Appearance of Fairness by MRSC
 - ◆ Code City Handbook by MRSC
 - ◆ Knowing the Territory by MRSC
 - ◆ Local Government Policy-Making Process by MRSC
 - ◆ Mayor's Handbook by MRSC
 - ◆ The Open Public Meetings Act by MRSC
 - ◆ Council-Manager Plan of Government, RCW 35A.13

Finance Department

- Payroll
- City computer, Council E-mail Address