

New Councilmember Orientation

City of Tumwater
2019

Agenda

- Roles and Responsibilities
 - City Organization
 - Council Rules and Working Agreements
 - Being an Effective Councilmember
 - Open Public Meetings
 - Public Records
 - Parliamentary Procedure
 - Partnerships with others
 - Mission, Vision and Beliefs
 - Strategic Priorities, Current Initiatives and Accomplishments
 - Financial Overview
 - FAQs
 - What's Next and Handouts
 - Walk Through the Week
 - Details – How do I get paid?
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City of Tumwater–Board of Directors

- \$100 million corporation and 210 employees
- **Major facilities** (City Hall, Library, 2 Fire Stations, Public Works Shops, Golf Course, parks, etc.)
- **Responsible for:**
 - transportation Δ clean environment
 - public safety Δ safe buildings
 - quality of life Δ drinking water
 - saving lives Δ justice
 - parks Δ recreation
 - great community

Roles and Responsibilities

- City has only the powers given to it by the State
 - Separation of Powers - 3 branches
 - Clear roles - and staying in role - is key to everyone's success
 - Legislative Branch (Council)
 - Adopt policy
 - Adopt budget
 - Define powers, functions, duties of City officers and employees
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Legislative (Council) Powers

- Fix compensation of officers and employees
- Establish working conditions
- Enter into contracts (can be delegated)
- Regulate the acquisition, ownership, and sale of property
- Impose taxes
- Approve settlement of claims against the City
- License businesses
- **Keep the 30,000 ft. view**

Executive (Mayor/CA) Powers

- Execute City policy
- Day-to-day operation of the City
- Supervise (including hiring and termination) of City employees
- Enforce contracts
- Bring lawsuits – with Council approval
- Preside at Council meetings
- Prepare a proposed budget
- Report to Council on the condition, affairs, and needs of the City

Judicial Branch

- City contracts with Thurston County District Court for:
 - Contested traffic infractions
 - Criminal misdemeanors and gross misdemeanors
 - Contract since August 2013
 - Non-contested traffic infractions and code violations are processed by the Violations Division of the Finance Department
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Who Does What?

Council

- ❑ *“Council heard from people that junk cars are a problem.”*
- ❑ Council made it a goal in the budget to study junk car regulations and budgeted \$20,000 for a study.
- ❑ Council reviewed the study, held a public workshop and a public hearing, and adopted a regulation to prohibit cars that don't run from parking on the street.
- ❑ Council worked with the Executive's staff to determine the Police Department could best enforce this regulation at a cost of \$35,000 additional per year with a part-time employee.
- ❑ Council decided to fund this program instead of the wading pool monitor in the summer.

Executive

- Provide staff support to the Council for study, hearings, and review of alternatives.
- Draft the regulations per Council direction.
- Provide legal and technical advice.
- Work with Council to determine costs and give options for staffing.
- Develop hiring specifications and hiring new employee. Monitor their performance and discipline as necessary.
- Enforce the new regulation.

Judicial

- Adjudicate appeals of the new regulation.

City Organization

- Review Org. Chart

Council Rules

- Regularly reviewed
- Rules and Procedures for:
 - Meetings
 - Public comments
 - Council actions
 - Committees
 - Working relations with staff
 - Media representation
 - Council computers
 - Confidentiality
 - Disciplinary sanctions
 - Courtesy Norms
 - No Surprise Rule
 - Role of Mayor, Council, staff
 - Council Initiative Process
 - Media Relations

Training and Travel

- Budget includes funds for three officials to attend the annual AWC Conference.
 - Each Councilmember has \$500/biennium for travel and training.
 - Collectively, Council has \$2,000 set aside for national/international travel and training. Requires Council vote.
 - See Council Rule 23 for details.
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Being an Effective Councilmember

- Campaigning ≠ Governing
 - Be clear what you stand for – What do you want to accomplish?
 - Act today for tomorrow – *“Great community leaders plant shade trees under which they will never sit”*
 - Follow: ***Two Ears/One Mouth Rule***
 - Get to really know people – what is their story?
 - You represent everyone, including those not in the room and maybe not even born yet
 - Maintain relationships – a councilmember does little alone but make noise
 - True to our beliefs, take time to learn and teach
 - Use staff as a resource
 - Respect everyone’s role – that is how this system works
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Open Public Meetings

- All meetings, regular and special, must be open to the public and must have proper notice.
 - A meeting is a quorum of the Council transacting or discussing City business. A quorum can also be formed by two Councilmembers on the same subcommittee (i.e. Public Works, General Government, Public Health and Safety, Budget and Finance).
 - The governing body may meet in executive session but only for one of the reasons specified in and in accordance with the procedures identified in RCW 42.30.110.
 - A member of the public may not be required as a condition of attendance to register his or her name or other information.
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Open Public Meetings, cont.

- The governing body may require the removal of members of the public who disrupt the orderly conduct of a meeting.
 - Votes may not be taken by secret ballot.
 - Voting by telephone or other electronic means is allowed provided it is in compliance with State public meetings and public records law and the Councilmember(s) appearing by telephone can hear the entire proceedings and participants at the meeting can hear the Councilmember(s) that are appearing by telephone.
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Public Records

- Everything we create is a public record (letters, studies, memos, email, photos, electronic records)
 - Certain exemptions:
 - Investigative or victim information
 - Certain employee information
 - Appraisals and proprietary information
 - Drafts and preliminary reports (if not cited)
 - Don't mix personal and City email
 - Don't write anything you don't want to read in the paper
 - Open Government Trainings Act - required to be completed in 90 days from date of appointment:
<http://www.atg.wa.gov/opengovernmenttraining.aspx>
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Parliamentary Procedure

- Per City Council rules, all questions of practice or procedure not provided for by Council rules shall be guided by *Robert's Rules of Order*.
 - The City Attorney serves as the official parliamentarian at Council meetings.
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Partnerships with Others

- LOTT – Lacey, Olympia, Tumwater, Thurston County shared wastewater treatment plant
 - Joint Animal Services – Managed by Lacey for other jurisdictions
 - TRPC – Thurston Regional Planning Council – provides regional planning and federal transportation funding
 - TCOMM911 – shared public safety communications
 - Timberland Regional Library – operates library services in the City building
 - WCIA – Washington Cities Insurance Authority – Insurance
 - Regional Housing Council – Coordinate housing and homeless response
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Participation (sample)

- AWC – Association of Washington Cities – training, lobbying, insurance
 - Intercity Transit Authority – provides transit service
 - Economic Development Council – partnership to promote economic development in the County and Innovation Partnership Zone
 - Health and Human Services Council – Regional coordination
 - Visitor and Convention Bureau – markets the Olympia/Thurston County area for conventions, tours, and to individual travelers
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Our Vision – Where we are going

Tumwater of the future will be people-oriented and highly livable with:

- ❑ a strong economy;
 - ❑ dynamic places;
 - ❑ vibrant neighborhoods;
 - ❑ a healthy natural environment;
 - ❑ diverse and engaged residents; and
 - ❑ a living connection to its history.
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Mission – What we do

In active partnership with our citizens we provide leadership and essential municipal services to cultivate a prosperous economy, a healthy natural environment, vibrant neighborhoods, and a supportive social fabric.

Beliefs

■ **People**

- *Ask others for input or opinions*
- *Treat others as you want to be treated*
- *Show concern for how the message is said and heard*

■ **Excellence**

- *Exhibit pride in work, the City, and community*
- *Be professional in your work – know how and what to do – and do it at your best*

■ **Opportunity**

- *Seek to understand change in the City, community, profession, and the impacts on ourselves and our work*
- *Pause to reflect on how things could be better*

■ **Partnership**

- *Seek to understand the norms, practices, values, and challenges of current and potential partners*
- *Seek to find the middle ground and avoid being stuck on principles*

■ **Learning**

- *At the end of an effort; ask what worked? What could be improved? What did I learn?*
- *Invest in training and reading to keep current on issues and changes*

■ **Environment**

- *Understand the impacts of our individual and collective actions on the environment and community*
 - *Invite “strangers” into the conversation; help those who appear new or different*
 - *Know that lots of little actions can make a difference and a community is composed of lots of individuals*
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Strategic Priorities, 2017-2022

- Aggressively Pursue Targeted Community Development Opportunities
 - Build a Community Recognized for Quality
 - Create and Maintain a Transportation System for All Modes of Travel
 - Refine and Sustain a Great Organization
 - Provide Quality Public Safety Services
 - Be a Leader in Environmental Sustainability
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Current Major Initiatives

- **Brewery Redevelopment** – Focus on “bringing brewing back” via Innovation Partnership Zone for Craft Brewing, Distilling and Cider-Making. No significant movement on large brewery.
 - **Tumwater Old Brewhouse Tower Restoration** – Working with donors to restore Historic Brewhouse. Phase 1 (brick repair and roof) will be done at end of year. Phase 2 (structural upgrades in 2020/21). Funded with \$1.0 million in grants as part of a total cost of approximately \$8 million.
 - **Affordable Housing and Homelessness** – Working through Action Plan on tenant protections, regional projects, local support to help keep people in housing, encampment mitigation, direct assistance, regulatory reform.
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More Major Initiatives

- **Climate Change Planning** – Working with other cities and TRPC to further strategies for greening City operations and moving community to address global warming.
 - **Legislative Agenda** – Advance Tumwater Legislative Agenda and Shared Agenda with the region each year.
 - **Urban Forestry** – Finalizing Urban Forestry Plan.
 - **School District Partnerships** – Continue to cultivate partnership with School District around building a stronger community.
 - **New Maintenance and Operations Facility** – Initial design for Trails End location.
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More Major Initiatives

- **Transportation Trails** – Focus on valley, but includes Tumwater Hill and other areas.
 - **Economic Development Activities** – Focus on brewery, brewing/distilling/craft, Littlerock, Brewery Neighborhood, and Capitol Boulevard.
 - **Facility Maintenance** – Significant four-year investment in facilities improvements.
 - **Gopher** – Mitigating the impact of federal ESA gopher listing through a Habitat Conservation Plan (HCP).
 - **Regional Fire Services** – Commissioned study of regionalization of fire and emergency medical services.
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More Major Initiatives

- **Metropolitan Park District** – Launching implementation of levy funded improvements to parks and recreation programs.
 - **Traffic Calming** – Traffic Team staff use a 3E approach (education, enforcement, engineering).
 - **Capitol Boulevard** – Implementing new plan for transportation, land use, design and pedestrian improvements. New Credit Union represents design features. Have grant for engineering. Trosper/I-5/Capitol is major feature that has grant funding and is in ROW acquisition.
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More Major Initiatives

- **Transportation Benefit District** – In third year of major street maintenance and preservation projects.
 - **Cultural Arts Plan** – Task Force is developing Plan to guide the City's initial investment in the cultural arts.
 - **Enterprise Resource Project (ERP)** – 3-5 year project to replace the entire computer software system that supports financial management, budgeting, payroll, utilities, and permitting.
 - **Septic Conversion** – Working with LOTT and property owners to convert properties in high risk areas with septic tanks to sanitary sewer service.
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2019 Accomplishments

- Updated Comprehensive Plan, including new Economic Development Plan
 - Formed Metropolitan Park District entity
 - Record attendance at Brewfest and July 4th Parade/Festival
 - Initiated Craft District project, started new Tumwater Valley Drive construction, started construction of SPSCC Center
 - Major street maintenance/chip seal project
 - IAFF contract ahead of time with significant schedule change
 - Hired 25 new employees
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More Accomplishments

- Cleaned up the Percival Creek area
 - Celebrated Sesquicentennial
 - Initiated repairs to Old Brewhouse Tower - completed brick work and roof - Received funding for Phase II
 - Exhaust system installed in T-2 and grant received for system in T-1
 - New hiring process for firefighters/IDEA Team
 - Purchased new fire engine
 - Online B&O tax payment operational
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City Finances

- Overall City biennial budget \$206 million
 - Organized into 26 funds
 - General Fund \$76.5 million
 - Special Revenue Funds – Drug, Lodging Tax, Development Fees
 - Debt Service - golf course, energy upgrades, fire trucks, police facility expansion
 - Capital Facility Funds – general fund, transportation, utilities
 - Proprietary/Enterprise Funds – utilities and golf
 - Internal Service Funds - equipment
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General Fund Revenue

- Property Tax (24.8%)
 - 1% cap, growth from new construction
- Sales Tax (20.2%)
 - Strong growth in retail sales
 - Transportation Benefit District
 - Volatility due to construction, currently high
- Utility Tax (8%)
 - Wild seasonal fluctuations, rate-dependent
- Business & Occupation Tax (6.7%)
 - Stable
- Medic One (9%)
- Permits, Fees, Classes, Internal Charges (11%)
- Interfund Charges (5%)
- Levy Lid Lift (4%)
- State Shared Revenue (3%)
- Court Fees (less than 1%)

*Inc. BFB

General Fund Expenditures

- Fire & Emergency Medical – 25%
- Police – 24%
- Court – 3%
- Streets – 9%
- Finance – 5%
- Community Development – 6%
- Parks, Recreation, Facilities – 11%
- Administrative Services – 2%
- City Attorney – 2%
- Executive – 3%
- City Council – less than 1%
- Non-Departmental (brewery project, fire regionalization study, LEOFF 1 care, hearing examiner, lobbying, insurance, dues, human services, animal control) – 6%

Financial Condition Overview, cont.

■ Revenue Drivers

- ❑ Development pushes property tax base, sales tax from construction, real estate tax, permit revenue, impact fees, new sales/utility taxes
- ❑ Retail sales tax in Tumwater historically stays in the middle band, but has started to become a bigger growth center
- ❑ Land use permit activity correlates today to tax revenue in two+ years
- ❑ State shared revenue in jeopardy
- ❑ Property tax has seen significant growth
- ❑ Focus on craft food and beverage can result in development and tourism revenue

Financial Condition Overview, cont.

■ Expenditure Drivers

- ❑ General Fund is 70% employee costs
- ❑ Additional police = additional court & jail costs
- ❑ State budget – passing along more costs
- ❑ Major project implementation
- ❑ Major planning projects focused on long-term opportunity
- ❑ Infrastructure associated with redevelopment
- ❑ Emergency preparation
- ❑ Can't forget maintenance of what we already have
- ❑ Inflation
- ❑ Structural deficit
- ❑ In utilities – costs go up but revenues are limited to rates

“Promises Made – Promises Kept”

■ Levy Lid Lift (2011)

- ❑ Permanent property tax increase for public safety
- ❑ Three police officers including SRO
- ❑ 5,000 sq. ft. police expansion/renovation
- ❑ Replacement program of fire engines for 25 years
- ❑ Three firefighters

■ Transportation Benefit District (2015)

- ❑ Dedicated revenue source
- ❑ 10-year voter approved 0.2% sales tax increase
- ❑ Estimated revenue: \$1.1M/year

■ Metropolitan Park District (2018)

- ❑ Permanent property tax increase of \$0.45/\$1,000 for five years and increase to \$0.75/\$1,000.
- ❑ Funds maintenance, recreation staff, parks, trails, open space, community center (in 5 years) per schedule

Financial Condition Overview, cont.

- Looking into the future – Things to watch:
 - ❑ Economy fluctuations – recession in our future?
 - ❑ \$3.10 property tax cap
 - ❑ Minimal State and Federal grants
 - ❑ Infrastructure deficiencies
 - ❑ Energy conservation/greening/carbon footprint
 - ❑ Continuing structural deficit
 - ❑ “À la carte government” – voter fatigue
 - ❑ Employee costs (healthcare, pension, L&I, COLA)
 - ❑ Reliance on development more difficult
 - ❑ Changing face of retail
 - ❑ Fire and EMS costs
 - ❑ Expanding expectations – housing/homelessness
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FAQs

■ What's an ordinance, resolution, and proclamation?

An ordinance is the highest level of official City action. It is the only means by which laws can be created and budgets adopted. Ordinances generally require Council and Mayor action. Resolutions are the official way of expressing the decision of the Council in terms of policy, approval, acceptance, or giving authority. Resolutions do not require Mayor approval. Proclamations have no substantive power other than to express the will of the Mayor and are primarily ceremonial. Proclamations may be issued by the Mayor without limitation.

■ Do we have an office?

The City Council does not have an office. City conference rooms are available for Councilmembers to meet with constituents when not being used for other City business. City conference rooms may only be used by Councilmembers for official City business and not for campaign purposes. Council does have individual mailboxes near the Executive Department.

FAQs (more)

- Who does the City Attorney work for?

In short, everyone. The City Attorney is the legal advisor to the City as an entity; embodied by the Mayor, City Administrator, City Council, and departments. Municipal attorneys are particularly skilled at working with multi-headed clients.

- What do I do if employees contact me? (Unions, individual employees, etc.)

There are no legal restrictions on contact with employees. Councilmembers should be mindful of pending collective bargaining negotiations, employee disciplinary and employment actions, and separations of legislative and administrative functions. Staff are available to either assist or provide background. You may also refer them to the Mayor or City Administrator.

FAQs (more)

■ How do I respond to complaints?

If you know the appropriate department for complaints (e.g., potholes, or park equipment), encourage the citizen to contact that department by phone or email. Citizens may also contact the City Administrator about a particular issue. Alternatively, you may collect the information and contact the department or administrator.

■ What about when people ask me about permits?

If they are permit applicants or have proposed zoning or plan changes, encourage them to talk to the Community Development Director. They may also talk with the City Administrator about an issue. Permits fall under the Administrative process and Council should avoid making promises about permit outcomes. Involvement with permits is a particularly problematic area for Councilmembers.

■ What do I do if the media calls?

Individual Councilmembers should consult the Council rules and should avoid speaking on behalf of the City or the entire Council unless authorized. There are no prohibitions on talking with the media solely on your own behalf stating your own personal opinions. You should be mindful of personnel issues, pending or potential litigation, quasi-judicial permit issues, and emergency situations. You may refer people to the Communications Manager, Ann Cook.

FAQs (more)

■ How do I manage my email?

You should use your City email address for ALL City correspondence. Mixing your personal email with City email can expose your personal email and computer to public disclosure. If you receive email regarding City business you can forward them to your City email and then respond from your City email account or you can create a folder that you always use to keep City email on your personal computer. If you have any City files on your personal computer (we strongly encourage you to only use the City provided tablet), make sure you create a City folder separate from your personal folders. The only exception is political emails for campaigns, even if they are about your position. They may not be sent to your City email address. The Executive Assistant can help you manage your email if necessary. IT suggests keeping attachments to no more than 10mb for file storage purposes.

Handouts

- Strategic Priorities
 - Council Rules
 - PDC Reporting Memo
 - Elected Official Responsibilities in an Emergency
 - Phone List
 - Top 10 Ways for a Councilmember to get in Trouble
 - MRSC – Getting into Office
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What's Next

- Complete Open Public Meetings Act Training within 90 days of taking office (mandatory)
- Tour of City facilities & parks (optional)
- Public Works tour (optional)
- Ride Along with Police and Fire (optional)
- AWC Training (New Elected Official & Certified Municipal Leader Program)
- MRSC – Municipal Research & Services Center (www.mrsc.org)
- Have at it!

Walk through the week

- Friday – Agenda packets are delivered by email or to mailboxes (for those requesting them)
 - Agenda Packet has agenda, schedules, and agenda reports with attachments for main meetings and committees
 - Weekend – Study the packet/email or call with questions
 - Tuesday – Refer to schedule for meeting days and times
 - During the Week – Committee meetings and/or Intergovernmental meetings
 - Tuesday and Thursday – Senior staff meet to develop and finalize agenda
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Details

- Regular mail will be opened and saved for the City's archive record and a copy will be distributed (except campaign mail which is thrown away)
- Email will be archived (except campaign email which is deleted)
- Phone messages will be recorded and you can choose to be notified (After January 1st, check your voicemail by calling 360-754-4131)
- Mail – 555 Israel Road SW, Tumwater, 98501
- Computer – IT will provide
- Email – See Hanna for questions
- Phone Numbers – See Hanna for questions
- Reserve a Room – See Hanna to reserve a room
- Keys/Access – See Hanna
- PDC – your responsibility (www.pdc.wa.gov)