



City Council – New Term Quick Start Guide

November 27, 2017

Quick Start Guide Overview

- Administrative Support
- Key “Quick Start” Reference Documents
- Advice from Outgoing Council Members
- Regular Meetings – Tips and Tricks
- Key Subject Area Update List and Prioritization



City Manager's Office - Support

- Calendar Management
- Travel Coordination
- City Council Action Items
- Help Coordinate Employee Benefits
- Oversees Legislative Budget
- Clerical Support



Calendar Management

- City Council events/meetings are sent to Council from Outlook “Res- City Council”
- Events that have a budget impact or that require an official RSVP will be included in reminder email (noting confirmations) and sent to the group every Monday afternoon
- Contact Lysa Gallegos if you have specific events to be added to the calendar



Travel Coordination

City Manager's Office administrative support will coordinate all travel details. Reminders and confirmation requests are sent at least 3 months prior to travel date. Budgeted out of town conferences noted below.

- **Early March:** Congressional City Conference, Washington DC
- **Mid June:** Colorado Municipal League Conference, Vail or Breckenridge
- **Mid November:** City Summit Conference, Location varies



City Council Action Items

Options for forwarding concerns/complaints:

- Submit through [Ask C3](#)
- Forward to the City Manager, Deputy City Managers, or Executive Administrator
- Report during a city council regular meeting
- Actions that require more than an hour of staff time to address may require City Council approval (see Council Policy #2)

Depending on how the item is submitted follow-up will be provided through the City Manager Update on Monday night or directly to City Council member.

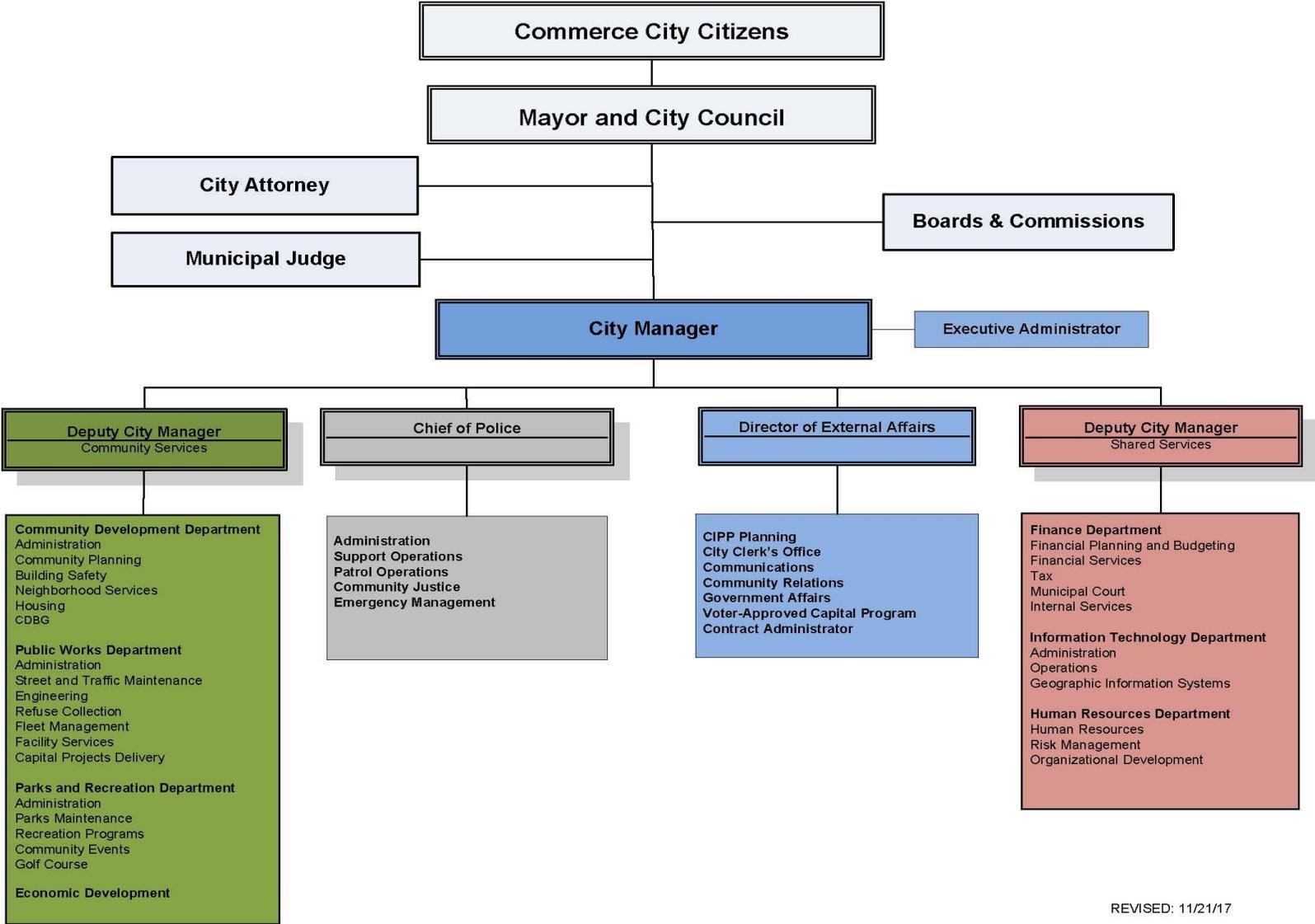


Employee Benefits

- New hire paperwork and 2018 benefits enrollment
 - New hire documents needs to be completed by Friday, December 1;
Benefits enrollment within 30 days
- Wages – paid monthly; first payment December 15, 2017
- \$250 Car allowance – monthly through payroll
- \$192 Cell phone and internet stipend – separate monthly check
- Recreational amenities
 - Free membership to Recreation Centers and pools
 - Free membership to Buffalo Run Golf Course
 - One free park shelter per year



Organizational Chart



REVISED: 11/21/17



Staff Contact List

Commerce City Leadership				
Robert Sheesley	City Attorney	City Attorney's Office	rsheesley@c3gov.com	303-289-8130
Brian McBroom	City Manager	City Manager's Office	bmcbroom@c3gov.com	303-227-8814
Carolyn Keith	Director	Parks, Recreation, and Golf	ckeith@c3gov.com	303-289-3691
Cathy Blakeman	Director	Human Resources	cblakeman@c3gov.com	303-289-3686
Chris Cramer	Director	Community Development	ccramer@c3gov.com	303-289-3678
Justin Bingham	Director	Information Technology	jbingham@c3gov.com	303-227-8822
Clinton Nichols	Chief of Police	Police Department	cnichols@c3gov.com	303-289-3631
Laura Bauer	City Clerk	City Clerk's Office	lbauer@c3gov.com	303-289-3676
Lysa Gallegos	Executive Administrator	City Manager's Office	lgallegos@c3gov.com	303-227-8808
Maria D'Andrea	Director	Public Works	mdandrea@c3gov.com	303-289-8156
Michelle Claymore	Director	Economic Development	mclaymore@c3gov.com	303-289-3747
Michelle Halstead	Director	External Affairs	mhalstead@c3gov.com	303-289-3719
Roger Tinklenberg	Deputy City Manager	City Manager's Office	rtinklenberg@c3gov.com	303-289-3608
Sheryl Carstens	Director	Finance	scarstens@c3gov.com	303-289-3724
Troy Smith	Deputy City Manager	City Manager's Office	tsmith@c3gov.com	303-289-3619

[City Structure and Departments](#)



Resources

Commerce City Website: www.c3gov.com

- [City Charter](#)
- [Commerce City Municipal Code](#)
- [Land Development Code](#)
- [Comprehensive Plan and Master Plans](#)
- [National League of Cities](#)
- [Colorado Municipal League](#)



Key Quick Start Documents

- City Charter
- Municipal Code (incl. LDC and Tax Code)
- Orientation Handbook
- CIRSA Guide
- City Council Goals & Administrative Work Plan
- Annual Budget
- Long Range Planning Documents



Key Legal Issues

- Sunshine Laws
- Confidentiality
- Ethics
- Councilmember Roles



Councilmember Orientation Handbook Overview

- Council Policies
- Council meeting procedures
- Communication
- Legislative Budget
- Boards and Commissions
- Compensation and Benefits
- Council Forms
- Staff Contacts & Department Information



City Council Policies

- Council Policies and Standards of Conduct
- “Rules of the road for council operations, interactions and process”
- Twenty three separate policies
- All adopted and modified at the discretion of the City Council
- Highly recommended reading for incoming council members
- Questions can be answered by the Mayor, City Attorney, City Manager or the Executive Administrator



Advice from Outgoing Members

- Transitioning from campaigning to legislating
- Key things you wish you knew, sooner
- Landmines and pitfalls to watch out for
- Other tips, tricks and strategies for being an effective elected official
- Suggestions on balancing life, work and council



Regular Meetings – Tips and Tricks

- Tour of Council Chambers
- Updated seating chart
- Voting system
- Alerting the Mayor that you wish to speak
- Role of the City Attorney, City Manager and City Clerk



Subject Area List and Update Priority

- List of Key Subject Areas that will require a more comprehensive update
- Make sure we have the list right, and then get updates scheduled in order of council's preferences
- Start thinking about when to have a winter retreat – which updates are critical before, but still aim for Q1 2018
- Limited study session schedule in first quarter



Key Subject Area Updates

- **Personal & Municipal Liability**
 - City Charter, CIRSA Training, Current Litigation, Open Meetings Law, CORA and Ethics
- **Public Safety & Code Enforcement**
 - Police Department Update, CPSAB, Neighborhood Services Overview
- **Budget, Finance & Taxation**
 - 2018 Budget, GIDs, URA
- **Capital Projects & Infrastructure Planning**
 - 2K, 5 Year CIP, Transportation, Drainage
- **New Development**
- **Overview of Programs and Services**
 - Economic Development and Development Review
- **Special Districts**
 - Fire Districts, SACFD, School Districts, Metro Districts, Anythink Library, UDFCD
- **County, State and Federal Affairs**



Key Subject Area Updates

- Other subject areas to cover?
- In what order would you like them presented?
- Which ones are crucial before the Winter Planning Retreat?
- Important to have retreat in the first quarter because it kicks off the 2019 Budget process



Final Comments & Questions

- Other questions or concerns?
- Appointments for benefits, iPads, network logins
- Thank you!!!

