



City of Arts & Innovation

Inclusive, Community Engagement & Governmental Processes Committee

TO: INCLUSIVE, COMMUNITY ENGAGEMENT AND GOVERNMENTAL PROCESSES COMMITTEE MEMBERS **DATE: JANUARY 5, 2022**

FROM: CITY MANAGER'S OFFICE **WARD: ALL**

SUBJECT: AUTHORIZE THE CITY MANAGER'S OFFICE TO ESTABLISH A STRUCTURED ONBOARDING PROCESS FOR ELECTED OFFICIALS

ISSUES:

Authorize the City Manager's Office to establish a structured onboarding process for elected officials.

RECOMMENDATION:

That the Inclusiveness, Community Engagement and Governmental Processes Committee receive and provide feedback on the establishment of a structured onboarding process for elected officials.

DISCUSSION:

The onboarding of elected officials requires a coordination of resources between multiple city departments. Through the establishment of a structured onboarding process, key actions and resources associated with onboarding new councilmembers, commissioners, and legislative staff will be outlined to ensure operational needs are met in a timely manner. The process includes a series of benchmarks and objectives that will be managed and updated by the City Manager's office as authorized by Resolution No. 23559. A proposed outline of Elected Officials Onboarding Benchmarks is included as Attachment A.

STRATEGIC PLAN ALIGNMENT:

The establishment of a structured onboarding process for elected officials supports Strategic Priority No. 5 *High Performing Government* and Goal 5.2 – utilize technology, data, and process improvement strategies to increase efficiencies, guide decisions making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The proposed structured onboarding process for elected officials builds community trust through the establishment of clear and transparent business practices that ensure consistent application year after year.
2. **Equity** – The implementation of an onboarding process for elected officials ensures an equitable distribution city resources among elected officials and wards.
3. **Fiscal Responsibility** – The proposed onboarding process for elected officials includes identifying and reviewing budget processes and procedures to allow for responsible fiscal actions.
4. **Innovation** – Through the implementation of a formal onboarding process, the City Manager’s Office offers an innovative approach to collectively introduce elected officials to city processes, departments, and daily office operations.
5. **Sustainability & Resiliency** – A formalized onboarding process allows for consistent business practices outside of staff changes and ensures elected officials are equipped with office resources to meet the elected official policy and procedural needs.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Megan Stoye, Senior Management Analyst
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Lea Deesing, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Elected Officials Onboarding Benchmarks
2. Presentation