

## **Bainbridge Island - Change in Form of Government To Do List**

### **Legal/Technical Actions\***

- First reading of an ordinance memorializing the change of government
- Receive certification from County Auditor on change of government
- Second reading and public comment on an ordinance memorializing the change of government
  - Request Pat Mason of MRSC to attend, make a presentation and answer questions of Council on legal aspects
  - Request a local city manager or retired manager to attend and answer questions of Council on best practices under a C/M
- Third reading and adoption an ordinance memorializing the change of government
  - Council to select a method on choosing the Mayor and Mayor pro tempore
- Request the City Council choose a Mayor and Mayor pro tempore
- Request the Salary Commission review salaries for the Council and Mayor to reflect the C/M form of government
  - Adopt an ordinance setting those salaries
- Negotiate, amend or terminate the City Administrator's contract
- Review and modify municipal code to reflect the C/M form of government
  - Powers and responsibilities consistent with the RCW Chapter 35A.13
  - Propose changes to Council where the RCW is silent the modify as needed to reflect Council policy

### **Procedural/Protocol\***

- Work with Mayor on transferring administrative tasks
- Work with Council to establish and pass by resolution City Council Rules of Procedure
  - Ensure compliance with RCW Chapter 35A.13 in our practices
  - Establish clear roles and responsibilities in accomplishing city business
  - Improving communications and relations between Administration and Council
  - Utilize well developed protocols from other cities as well as our existing City Council protocol
  - Determine if most efficient to work with an ad hoc committee or Council as a whole
  - Draw upon outside assistance such as MRSC, AWC or municipal consultant
- Meet with all City staff members to educate them on impact of the change of government
- Meet with community agencies with city relationships on impact of the change of government
- Work with Council or designees on City Manager accountability agreement, goal setting and evaluation methodology
- Develop communications and reporting methods to keep Council and public informed of city operations
  - City Manager's Report
  - Periodic and structured meetings between City Manager and council members
  - Periodic and structured meetings between Directors and committee chairs

- Develop and conduct a public outreach program that can begin to address broader concerns from the community that surfaced during the campaign to change form of government

\*Legal and Procedural steps should move in parallel