Elected Officials Orientation

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City Manager
WELCOME TO GEORGIA’S WOODSTOCK

Current Population: 30,000 Estimate

# of Employees: 200 Full time
TRANSITIONING FROM CITIZEN TO LEADER

“Politics is perhaps the only profession for which no preparation is thought necessary.” - Robert Louis Stevenson

But how untrue that quote is! City Government is an intricate weave of public service, policy making, assistance, enforcement, adjudication, networking, planning, protecting, preservation and accountability.

That is why it is so important that City staff assist the newly elected official (and new employees) in their quest to understand City Government to its fullest. By doing so you are creating quality public servants and leaders who will make decisions based on their independent knowledge and conviction.

The City of Woodstock has created a “City Government 101” Manual available on our website for the general public, new employees, candidates and newly elected officials that will help them the fundamentals of our Municipal Government Operations.

- Once your newly elected official wins the election, welcome them into the fold and invite them to attend Council Meetings, executive sessions, and work sessions. Send them any information you send the current Council and notify them of any events or happenings within your City.

- Introduce them to the Georgia Municipal Association website where they can familiarize themselves with local legislation and all things Municipal.
HOW TO SUCCESSFULLY INTEGRATE A NEW ELECTED OFFICIAL INTO THE FOLD

- Newly Elected Officials have probably already been attending Council Meetings since their campaign began. Once the election is over but before they are sworn in, invite them to participate in Executive Sessions involving issues that will effect them or that they will be asked to vote on once elected.

- Hold a Reception for the Newly Elected Officials for their Swearing-In Ceremony and invite the public, City staff and other elected officials to attend.

- Have a preliminary meeting between the City Manager and Elected Official to discuss specific concerns, pet projects, expectations, ideas and suggestions. An “Orientation Day” will then be arranged where the elected official can meet with the individual department directors, tour facilities and meet staff. The City Manager will give the newly elected official a tour of the City; give a brief overview of pending and upcoming capital improvement projects that will be discussed in greater detail with the department directors.

- The City Manager will review the annual retreat purpose; the Council’s adopted “Strategic Plan” which includes the city’s vision statement; goals and objectives and priorities.

- Invite the Newly Elected Official to any upcoming work sessions or Mayor and Council Planning Retreats.
ELECTED OFFICIAL’S ROLE IN CITY GOVERNMENT

• The City Manager will review our organizational structure, and the City Manager-Council form of government and what the elected official can expect from the City Manager as well as the role of the elected official in our form of government.

• The City Manager will explain City boundaries, the function of the City Charter, ordinances, resolutions and policies in City government.

• The City Manager will provide an overview of where our government fits in the big scheme of things related to Federal, State and County government and will introduce the elected official(s) to the associations, boards or authorities that we support or that support us.
Administrative Support for Elected Officials

- The Role of the City Clerk and Deputy City Clerk is to provide Administrative Support to the Mayor and Council. The elected official(s) will meet with the City Clerk’s Office to discuss:
  1) Planning the Oath of Office Ceremony and Reception
  2) Training needs and protocol
  4) Communications – Mail, Email, Reimbursements, Phone Lists, Newsletters (Employee and Towne Hall News)
  5) Administrative support; filing of State Reports and research projects.
  6) Ordering of City shirts, business cards, name badge, name plate
  7) Open meetings/records act, boards and committee appointments, agendas, meetings and minutes protocol
  8) City website information – his/her bio, photo
ORIENTATION DAY
It’s Official….Now What?

• HUMAN RESOURCES: The elected official(s) will begin by meeting with Human Resources to go through a version of a new employee orientation whereby policies, benefits, and payroll procedures are introduced and acknowledged in writing. In Woodstock, our elected officials are entitled to health, dental and life insurance, as well as retirement benefits.

• INFORMATION TECHNOLOGY: The IT Department takes the elected official’s photo for production of a City ID access badge to the 2nd and 3rd floor offices of City Hall; conduct training on how to use email, email archives, email protocol, and logging in to our server and agenda management software. IT also discusses any special needs, gives a brief overview of the department’s programs and support efforts and provides information regarding our technology needs and progress.

• FINANCE: The CFO meets with the elected official(s) to discuss our current annual operating budget, fiscal year audit report, millage rate, cash flow, reimbursement for expenses, debts, assets, liabilities, and internal operations and protocol.
ORIENTATION DAY
Public Safety

Police

• POLICE DEPARTMENT: The elected official(s) will meet with department command staff, including the Police Chief, Assistant Chief, and Police Captain to discuss mission, goals & objectives, organizational structure, emerging crime trends, workload metrics, and community outreach initiatives.

Fire

• FIRE DEPARTMENT: Meet the Fire Chief to discuss budget, operations, Fire Safety Programs, working with the businesses, Community (ISO rating), and using new technology. The elected official will also have the option to tour our two fire stations and fire suppression equipment.
ORIENTATION DAY
Community Development
(Planning, Zoning, Building, Code Enforcement, Development Services and GIS)

• COMMUNITY DEVELOPMENT: Meet with Community Development Director to discuss department structure, planning studies and background, zoning processes and appointments to the Planning Commission.

• DEVELOPMENT SERVICES: Meet with Development Services Supervisor to discuss building permit and business license procedures. Discuss record retention management procedures.

• BUILDING DEPARTMENT: Meet with the Building Official to discuss construction projects, building permit and building permit fee procedures. Meet with Building Official to discuss Code Enforcement and City Ordinance procedures.

• GIS: Meet with GIS Manager to discuss currently available GIS tools and solutions for public and City Departments.
ORIENTATION DAY
Public Works


• Orientation Day with the Public Works Department will consist of a tour of the Public Works facilities, the Wastewater Treatment Plant and a tour of water towers, capital projects both current, planned and ongoing.

• The Stormwater Utility staff will give an overview of public outreach programs such as rivers alive, annual water quality report, stormwater articles and seminars offered as well as environmental resource programs such as the Toilet Rebate program and the Adopt-a-Road Program.

• The importance of training and safety for staff and the general public will be discussed as well as their role in providing safe roads, infrastructure and drinking water in the City.
ORIENTATION DAY
Economic Development, DDA, CVB, Main Street Program

• ECONOMIC DEVELOPMENT: The Economic Development Director serves as the
director to the Downtown Development Authority and the Convention and Visitors Bureau.
The Director also oversees the Main Street Program.

• DDA/CVB: The elected official meets with the Econ Dev Director, the DDA/CVB Chair
and other key staff to discuss economic and downtown development vision, past projects
and upcoming projects. The DDA and CVB board are one in the same and the Chair will
discuss the board appointment role and responsibilities.

• MAIN STREET/TOURISM/HISTORY: Other items to be discussed will be the Main
Street Program vision and programming, our award winning downtown, tourism efforts and
the role of the visitors center, and our history.
The Parks and Recreation Department encompasses:

- Parks Maintenance
- Trails Maintenance and Trails Watch Program
- Events (Arbor Day, Memorial Day, July 4th, Summer Concert Series, Brown Bag Luncheons, KidsFest, Veterans Day Ceremony, and the Christmas Jubilee)
- Recreation Programs and Blood Drives
- William G. Long Senior Center for Active Seniors

The Parks and Recreation Director will provide a tour of our parks and trail systems and discuss our CAPRA Certification and plans for new programs and other capital projects.
To Summarize

• Open the lines of communication between staff and current elected officials and your newly elected official. Express an invitation for newly elected officials to attend meetings, retreats, events – even before they are sworn in.

• Never assume because a person ran for office they understand or know the legalities and responsibilities they’ve undertaken. Make sure they understand their role in the organization.

• Introduce your newly elected official(s) to other surrounding local government officials, state officials and key personnel in County government.

• Share your knowledge and resources to educate and familiarize your elected officials with your Governmental Operations.

• Provide administrative support in order to promote trust and a good working relationship between staff and the elected official(s).

• Provide ample time for orientation where the elected official(s) can spend one-on-one time getting to know the leaders and key staff in your organization. Take time to show them the City they will govern from an insiders perspective.
Remember: Communication is KEY to a Productive and Successful Relationship