

## **New Councilmember Orientation Agenda**

- 1. Mayor's Welcome**
- 2. Councilmember's Agenda/Concerns/Desires for the City**
- 3. Charter / Roles & Responsibilities / Administrative Procedures**
  - a. Municipal Code Overview – *City Attorney*
    - i. Charter/Administration
  - b. Open Meetings / Open Records – *City Attorney*
  - c. City Council Manual – *City Attorney*
  - d. Oath of Office – *City Attorney*
  - e. Mayor Pro-Tem terms – *City Clerk*
  - f. Council Meetings (Standard Agenda Format/electronic vs. hard copy?) – *City Manager*
  - g. Council Compensation and Benefits: pay, retirement, per diem, and meetings list – *City Manager*
  - h. Newly Elected Officials Training – February in Athens – *City Clerk*
  - i. Annual Calendar (Council meetings, GMA, JMA, Community Events) – *City Clerk*
  - j. Mayor and Council Requests – *City Clerk*
- 4. Annual Planning Retreat**
  - a. Strategic Plan
  - b. Work Program
  - c. Capital Projects
- 5. Budget – *Finance Director***
  - a. Budget Procedure and Schedule
  - b. Annual Budget
  - c. Fee Schedule – on website
  - d. Long Term Debt
- 6. Employee Compensation and Benefits – *City Manager***
  - a. Compensation Plan
  - b. Health Care, Life Insurance, Disability Insurance, Dental Benefit
- 7. Georgia Municipal Association (GMA) Resources – *City Manager***
  - a. Survivors Guide
  - b. Municipal Government Manual
- 8. Intergovernmental Relations – *City Manager***
  - a. County-wide Joint Municipal Association
  - b. Service Delivery Strategy (HB 489)

**9. City Update – *City Manager***

**10. City Services (website review)**

- a. Police and Municipal Court – *Police Chief*
- b. Public Works – *Public Works Director*
- c. Sewer – *Public Works Director*
- d. Stormwater – *Public Works Director*
- e. Planning and Development (Comp Plan, Zoning Map, Overlay District) – *Community Development Director*
- f. Code Enforcement – *Community Development Director*
- g. Community Services (Parks, Pool, Cemetery, Events) – *Public Works Director*

**11. Support Services**

- a. Human Resources – *HR Director*
  - i. Personnel Policy
- b. Finance – *Finance Director*
  - i. Financial Policy
  - ii. Procurement Policy
- c. Information Technology – *City Clerk*
- d. Public Education and Outreach (website, facebook, media relations) – *City Clerk*

**12. Wrap Up**