



Administration Department

Hank Williams, Mayor

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Memorandum

TO: Central Point City Council
FROM: Chris Clayton, City Manager; Tanea Browning, Council President
SUBJECT: New City Council Member Orientation and “On-Boarding” Recommendations
DATE: 2-12-2020

In consultation with City Council President Tanea Browning, the City Manager has developed a series of training recommendations for newly elected/appointed City Council Members. The purpose of these recommendations is to streamline the “on-boarding” process and allow new Council Members to integrate themselves into their role as local government policymakers as quickly and conveniently as possible. Moreover, both City Staff and City Council recognize that acclimating new policymakers through accelerated learning/training is a “best-practice” for public resources because it is critical to continuing City Council productivity and efficiency.

Timelines:

With the election of new council members occurring in November every other year, and the newly elected council members being officially “seated” at the first January City Council meeting of the new year, the initial orientation period is often less than 60 days. Inasmuch, we have prioritized activities and training opportunities that new Council Members should leverage in order to adequately prepare themselves for their first official council meeting.

Recommended LOC Training Opportunities:

The League of Oregon Cities (LOC) offers a wide array of “government basics” training opportunities, and if any of the following courses are available during the initial 60-day

period, new Council Members would be well-served by attending these excellent learning opportunities: *Council Roles & Responsibilities; Public Meetings; Public Records; Ethics; Budgeting; Community Visioning and Strategic Planning.*

City Attorney Training Opportunities:

The City Attorney offers a variety of training related to *government ethics and land-use decision making*. Training sessions are routinely provided to City Council Members/Planning Commission Members and should be attended by newly elected/appointed Council Members. To that end, the City Manager and City Attorney will coordinate training dates during the initial 60-day period.

Recommended Document Review:

The following documents should be thoroughly reviewed after a new Council Member is elected or appointed:

1. Recent City Council Agenda Packets.
2. City Charter.
3. City Council Rules.
4. Current City Budget Document
5. Current City Strategic Plan.
6. Roberts Rules of Order.

Recommended Meeting Attendance:

In developing the recommendations for new Council Members orientation, the concept of attending a series of public meetings was discussed and is encouraged as one of the most beneficial opportunities for accelerated learning. Although newly appointed/elected Council Members are encouraged to attend any public meeting,

the following were recommended as part of our orientation program discussions:

1. Existing City Council Committee meetings/assignments (City Recorder can provide a list of meeting times and locations).
2. City of Central Point Planning Commission Meeting.
3. City of Central Point Parks Commission Meeting.
4. City of Central Point Citizen Advisory Committee Meeting.
5. City of Central Point Council/Development Commission Meeting.
6. A regional city council meeting for a city other than Central Point.

Additional Recommendations:

1. We would encourage each newly appointed/elected City Council Member to schedule a police “ride-along” with the Central Point Police Department.
2. The City Manager encourages new Council Members to schedule a sit-down meeting to discuss current policy issues, ongoing development, and any concerns or questions that the new Council Member would like answered prior to their first official meeting.
3. Given that the City Council rarely has a need for December City Council Study Sessions, we are recommending this date be reserved for a “mock” Council Meeting during election years. A “mock” meeting would allow the Council, Staff, and City Attorney to review standard operating procedures and “run through” a series of procedural steps/scenarios.
4. If desired, we would encourage new Council Members to contact existing Council Members to see if they could accompany them to some of their official Council obligations during the initial 60-day period.

In addition to the above, City Council Members and City Staff would like to extend a message of encouragement and reassurance to those who have recently become policymakers. Specifically, attempting to learn and retain the suggested information in a limited timeframe can be a daunting task that leaves an individual feeling overwhelmed. Do not fret, City Staff and Council Members remain available as your best possible resource. If you encounter difficulty, do not hesitate to contact a fellow member of the staff or council. One of the greatest strengths of the City of Central Point is our commitment to treating each other, even during periods of public debate, with gratitude, respect, appreciation, and civility. Finally, congratulations on your new role as a local government policymaker and do not forget the words of President Woodrow Wilson: “There is no higher religion than public service. To work for the common good is the greatest creed.”