

2016 NEW ELECTED OFFICIAL ORIENTATION

**NATIONAL ASSOCIATION
OF LATINO ELECTED AND
APPOINTED OFFICIALS**

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OVERVIEW OF RESPONSIBILITIES

You've been elected by a landslide! Now what?

■ Legal & Policy Roles

- Robert's Rules of Order
- City Charter

■ Understanding Roles

- Mayor
- Council Colleagues
- City Manager
- Staff

■ Type of Government

- Council/Manager
- Strong Mayor
- District System

■ Agenda Process

■ Orientation

- City Manager
- City Attorney
- City Clerk

FULL SPEED AHEAD!

**ALIGNING YOUR VISION WITH
CONSTITUENTS, COUNCIL,
ORGANIZATION, LABOR, AND
BOARDS & COMMISSIONS**

■ Community Partners

- schools,
- non-profits,
- businesses,
- churches,
- neighborhoods

■ Regional partners

- County
- State
- Federal
- League of Cities
- Special Districts Boards

■ Peer Groups

- NALEO
- National League of Cities

■ Appointments

- Your Appointments (boards/commission)
- What You Are Appointed To

**A BUDGET IS A REFLECTION
OF YOUR VALUES, ISN'T IT?**

- **Budget/Audits**
- **Capital Improvement Program, Grants & Leveraging**
- **Debt & Credit Rating**
- **General Plan, Housing Plan, Innovation Plan, Shoreline Plan, Parking Plan**
- **Unfunded Obligations, Financial Trending**

NEED THE INFO!

■ **Organizational Culture**

- balanced?
- staff leading?
- council kingdoms?

■ **Good Staff Work**

- concise analysis
- fiscal impact
- legal review,
- recommendation or options

■ **Open to Public**

- transparency,
- appropriate lead time for decision making

■ **Emerging Issues**

- planning to succeed
- chess not checkers
- local & current events

**COUNCIL MEETINGS/PUBLIC MEETINGS
IN THE SPOTLIGHT – FOREVER...**

- **Council Meetings**

- recorded
- televised
- internet
- social media

- **Council Meetings Part II**

- closed sessions
- work sessions
- ad-hoc committees
- city council sub committees
- “special” community task forces

- **Public impressions**

- engaged/disengaged
- comportment
- laptops/cellphones

- **Council Handbooks/Administrative Guides**

- attendance
- authority

- **Engaged groups**

- interested public
- press
- gadfly’s
- clicktivists
- neighborhood associations
- single item attendees

**POLICY YES,
PERSONNEL RARELY,
VISION YES,
PROGRESS!**

- **Council Orientation**
 - demand it from staff
 - utilize other resources/support networks
- **Council Hiring**
 - City Manager
 - City Attorney
 - City Clerk
- **Council Planning Process**
 - annual,
 - work plan,
 - report card,
 - aligns with budget

- **Council Protocol**
 - civility,
 - attendance
 - public expectation
 - ethics
- **Council Decision Making**
 - consensus,
 - majority
 - disclosure,

QUESTIONS?