CITY COUNCIL ORIENTATION AND TRAINING OPPORTUNITIES

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In the Beginning........

Why a major change in Council Member Orientation?

– 4 Brand New City Council Members in 2014
– Possibility of a New Mayor
– 2 Current Council Members had served only 2 years
– New City Manager since 2011 Election
In the Beginning......

• City Clerk’s Office Took Leadership

• Formed a “Tiger Team” – 6 Months Before Election
  • City Clerk’s Office
  • Communications
  • IT
  • Community Development
  • Finance
  • City Attorney’s Office
  • City Manager’s Office
1st Step

• Survey Current Council Members:
  – After you were elected, what information would have helped you?
  – What types of information would you find useful in an orientation?
  – Provide one topic of training that you would most like to see.
  – Feedback – likes and dislikes about previous orientation sessions.
1st Step Continued

• Staff reached out to other Municipalities
• Research on Internet – other Cities/States
• Looked at other Training Opportunities – (CML, Alliance for Innovation)
THINK OUTSIDE OF THE BOX

– Jeopardy Style Quiz on Municipal Government
– City Tours: Discussions of Land Use and Public Works using “real” examples
– Mock Meetings
– Ride a-long: Public Works/Police/Animal Services
– Wanted to Move Around – Try to Avoid Sitting in One Room Too Long
They Don’t Know
What They Don’t Know

Johannes Kepler's Uphill Battle

...so, you see, the orbit of a planet is elliptical.

What's an orbit? What's a planet? What's 'elliptical'?
Concentrate on the Basics
Starting to Put It Together.....

Recommendations from “Tiger Team”:
✓ 2 Night Orientation (Monday & Tuesday)
✓ 1st Night – Human Resources, IT, Legal
✓ 2nd Night – Mock City Council Meetings
✓ On-Going: Friday Focus Meetings Beginning in January
Try to Avoid the “Parade” of Department Managers Discussing Their Roles....
What They Needed To Know

First: Media Training

Within 2 Weeks Following the Election: The Communications Department met individually with all new members to discuss the media; training on interviews and giving statements to the press.
What They Needed To Know First

• Human Resources
  – New Council Members – Are Like New Employees
  – OnBoarding – ID Cards, Tax Forms, Benefits, Security in the Building, Organizational Chart, etc.

• IT – Technology
  – Computers, Emails, Phones & Numbers, WiFi, Accessing City Documents, Voting, Microphones, etc.
What They Needed to Know First

• Legal Topics
  – A City Council Member’s Role in the City Government – Policy Making
  – CORA
  – Open Meetings Laws
  – Ex Parte Communications
  – Code of Ethics / Code of Conduct
What They Needed to Know First

What Does a City Council Meeting Look Like
• How to Participate in the Meeting
• How to Make a Motion
• How to Vote
• Public Comment
• Public Hearings
• Consent Agendas
• Discussion Agendas
• Study Sessions or Work Sessions
• Special Meetings
Forming the Agendas for Orientation

2 Night Orientation

1\textsuperscript{st} Night:

- Dinner with Introductions by City Manager
- Human Resources On-Boarding
- IT Overview of Council Members Technology
- Legal Issues of Being a City Council Member

2\textsuperscript{nd} Night: Mock Meetings
1st Night of Orientation

- 5:30pm – 6:00pm: Dinner / Welcome and Introductions (City Manager) (Employee Break Room)
- 6:15pm-6:45pm: OnBoarding (Human Resources)
- 6:45pm – 7:00pm: Tour of City Building (Deputy City Manager)
- 7:00pm – 7:45 pm: Overview of Technology (IT Manager) Council Chambers
- 7:45pm-8:00pm: Break/Dessert – Larkspur Room
- 8:00pm – 10:00pm: Legal Topics (City Attorney)
Night 2! Mock City Council Meetings

5:30pm – 6:30pm: Dinner / Introductions of Department Managers

6:30pm – 8:15pm: Mock Study Session

8:30pm – 10:00pm: Mock Regular Meeting
Study Session (Work Session)

Topics Covered:
• What is a Study Session (City Attorney)
• Land Development Code Overview (Deputy Director of Community Development)
• City Long-Range Plans (Deputy Director of Community Development)
• Open Space Program (Deputy Director of Community Development)
• Capital Improvement Program Overview (City Engineering Manager)
• Boards/Commissions/Committees – Appointment Committees (City Clerk)
• City Policies and Administrative Directives Overview (Assistant City Manager)
Regular Meeting (Mock Session)

Topics Covered:
• Public Comment Process – City Attorney
  “Mock Public Comment” – Staff
• Proclamations Overview – City Clerk
• Consent Agenda Overview – City Attorney
  “Mock Vote”
• Discussion Agenda Overview – City Attorney
  “Mock Land Use Case” – CD Staff
• Public Hearings – Resolutions
  “Mock Supplemental Appropriation” – Finance Staff
• “Mock” Executive Session – City Attorney / City Manager
• City Council Member Reports & Other Matters as May Come Before Council – Overview – City Attorney
Orientation Feedback

• Overall Great Feedback
• Council Members Enjoyed the “Mock” Meeting and a Chance to Practice
• Council Members & Staff liked the Variety
• Better Understanding of Council Members Roles and Staff Roles
Other Orientation Items

- City Council Resource Book
- No Paper Hand-outs – We used electronic agenda management system just like a new meeting
- Provide a list of up-coming “Friday Focus” items with a place for notes
FRIDAY FOCUS MEETINGS
“Friday Focus Meetings”

• Recognized the need for more in-depth training on certain topics
• Staff led - educational sessions
• Avoided case specific topics – general information discussed
• Very informal – Good format for discussion and questions
Friday Focus

Friday Morning Breakfast Sessions

– 7:30am to 9:00am – two Friday’s a Month
– Beginning in February – April
– Once a month: May - August
– Public Meeting – Posted – All Council Members Invited to Attend
– Various Staff Members Present
– Educational Driven – Not Policy Driven
Friday Focus Sessions

- Community Development – Intro to Land Use and Open Space Planning (2 Sessions)
- Advanced Legal Issues
- Public Works
- Annexations
- Capital Improvement Projects
- Economic Development
- Finance – Budget Process
- Office of Management (GIS, IT, City Clerk’s Office, Park Reservations, Emergency Management Plan, HR)
- Key Performance Measurements and Contractor Monthly Reporting
- Court Administration / Sheriff’s Office
- Code Enforcement – Nuisances
Friday Focus

• Very Successful
• Good Turnout
• Council Members Loved the Format – Informal, Not Policy Driven, Educational
• Presented by Different Staff – Variety of Presentation Styles
• Moved Around – Used Different Conference Rooms and Buildings
Centennial Citizens Academy

- Educational
- Interactive
- Over 60 applicants for 1st session
- Held to 30 Participates
- Next Session in January
- Seeing alumni apply for Boards/Commission openings
“Tell me and I forget, teach me and I may remember, involve me and I learn.”

-Benjamin Franklin
Questions?