

## Onboarding Incoming Council

### **Mayor**

Meet with new Councilmembers to discuss the roles and responsibilities of being a Councilmember  
Discuss protocol during Council meetings

### **City Manager**

Meet with new Councilmembers to discuss City Projects, the Budget and other areas of interest  
Introduce Department Heads  
Tour of the City

### **City Secretary**

Set up a meeting with new Councilmembers to go over the above items and answer any questions that might have.

Oaths of Office, Statement of Elected official

Complete Open Meetings and Open Records Training – get certificates

Dais and mailbox name plates

Update Council Chamber plaques – City Council - Mayor

Business Cards – Get with IT first for email address and city cell phone number

Shirts (3) Order/Jacket (?)

BIOs for website (Send to Devan)

Headshots – Group Photos (Devan taking care of – have Devan place on website)

Update City Council & Mayors Contact information

Update City Website information – elected officials

Update City Council email group list

Order name badges – Councilmember/Mayor and order spouse name badges

Order Letterhead and envelopes for new Mayor

Discuss – forms for paychecks, Credit cards – Order and explain allowable purchases.

Explain Travel and Training procedures, scheduling

L: City Secretary/City Council/Onboarding

**IT**

IT to issue City Cell phones, IPADS – make sure IPADS have Drop Box added

IT set up email address