

DRAFT

Onboarding for Newly Elected Officials

Final results from election: Confirm results with Bexar, Guadalupe, and Comal County Election Offices

Pre-Onboarding Tasks-City Secretary

- Notify the newly elected council members of their election results.
City Secretary will send a notification of the election results to new councilmember and information about the meeting to Canvass the Election
- Prepare and Schedule an orientation session for the newly elected officials
City Secretary's Office: prepare City Official Notebook with copies of City Charter, Code of Conduct and Procedure, City Staff phone directory, organizational chart, TML Information for Newly Elected, information on Northeast Partnership, Chamber Luncheon, Open Meetings Act and Public Information Act information, Employee Handbook etc.
- City Secretary will order name tags, business cards, dais name plates, shirts. Prepare HR-Payroll Forms, and schedule I.D. badge appt.

Orientation Day

***Newly elected officials take Security Training immediately**

- Welcome the newly elected members to the council-Staff Introductions
Mayor/City Manager/City Secretary/Department Heads
- Provide an overview of the council's structure, responsibilities, and procedures.
Mayor will give an overview to the newly elected officials and discuss the roles and responsibilities of being a Councilmember, discuss Council meeting protocol.
- Introduce key staff members and their roles.
City Manager's Office introduces Department Heads- discuss ongoing projects and priorities
- Review City policies, ethics, guidelines, and legal requirements.
City Secretary, City Manager's Office, H.R, Finance, Public Affairs, I.T.
- Provide the necessary tools and resources: such as email accounts, office space, and communication channels.
After completion of Security Training : email addresses, iPads, city cell phones will be issued
- Schedule training sessions on parliamentary procedure, conflict resolution, and other relevant topics.
City Secretary's Office, Mayor, City Manager's Office

L: City Secretary/City Council/Onboarding

First Few Weeks: Tasks

- Schedule with City Manager's Office: *Tour of the City*
- Assist with setting up the newly elected members' schedules and calendars
I.T.
- Encourage networking opportunities with other council members and stakeholders.
NEP, Chamber Luncheon, BCC Liaisons, SSLGC, CVLGC
- Review upcoming meeting agendas and provide guidance on preparation.
Mayor, City Manager, City Secretary Office

Ongoing Support

- Schedule regular check-ins with the newly elected members to address any questions or concerns.
City Secretary
- Provide ongoing training and development opportunities as needed.
Mayor, City Manager, City Secretary
- Foster a supportive environment for the new members to acclimate to their roles.
Mayor, City Council, City Manager's Office, City Secretary Office, and Dept. Heads
- Encourage collaboration and communication among council members.
Mayor, City Manager, City Secretary
- Monitor progress and provide feedback as necessary
City Secretary's Office

*Before Candidate Filing, (June) schedule a ***brief informational meeting*** for interested citizens who are considering running for City Council*

-Mayor/City Manager

-A few sitting Councilmembers to answer questions

-City Secretary