Governing Body Orientation
Thank you to the City of Derby, City of Nickerson, City of Lenexa, City of Hillsboro, City of Leoti and City of Atchison for materials to review to create this webinar.
The Shouting Match (we can’t look away):

https://www.youtube.com/watch?v=EPfvLKPW3ro&t=2m00s
Why Orientation Matters?

- To avoid chaos;
- Understand the mission, values, vision and current projects for the municipality;
- Discuss the relationship and role of the elected officials and city staff; and
- Create a welcoming environment where leadership is encouraged.
When to Do Orientation?

- Every municipality is different. Some options:
  - Before swearing in;
  - First official meeting after seating; or
  - Special retreat – works well for goal setting and outside of regular meetings (make sure to provide public notice)
What to Do?

- Tour city facilities
- Meet city staff
- Overview city goals, strategic plan, outline local issues, policies pertaining to Governing Body

Tip! Make sure to thank officials (new and seasoned) for their public service. It is an honor, privilege & great responsibility to be an elected official.
Housekeeping

- What forms are need from elected officials (W-4, I-9, payroll, ethics filing, etc.)
- Information to gather from officials:
  - Public vs. staff contact information
  - Photo & bio for use for city business
  - Electronic signature file
  - If they want city-provided technology & email address
Housekeeping

- Let the Governing Body know how they should contact staff:
  - What is appropriate? (E-mail, call, in-person)
  - Who to contact?
  - Provide contact information for staff for city business and city organization chart with general duties by department.
## Housekeeping

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Experience</th>
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<tbody>
<tr>
<td>Diane Stoddard</td>
<td>Interim City Manager</td>
<td>Joined the city in October 2007. Previously Deputy City Manager with the City of Manhattan and has filled the positions of Assistant City Manager and Assistant to the City Manager. Previously worked for the cities of Ottawa and Lenexa. Holds a master’s in Public Administration and a bachelor’s degree in Political Science, both from the University of Kansas. Diane is a Lawrence native and life-long Kansan.</td>
</tr>
<tr>
<td>Casey Toomay</td>
<td>Assistant City Manager</td>
<td>Joined the city in 2003, as a Management Analyst in the Finance Department. Became the city’s first Budget Manager in 2006. Appointed Assistant City Manager in June 2014. Prior to working in Lawrence, was the Assistant to the City Manager for City of Rye, NY. Earned a B.A. in Political Science, Juris Doctorate, and master’s in Public Administration at the University of Kansas.</td>
</tr>
<tr>
<td>Megan Gilliland</td>
<td>Communications Manager</td>
<td>Joined the City Manager’s Office in August 2009 as the Communications Manager. Prior to working in Lawrence, she served as the Assistant to the City Manager/Public Information Officer for the City of Leavenworth and technology analyst for Sprint Communications. Earned a bachelor’s degree in Journalism and Mass Communications from Kansas State University and a master’s of Public Administration from the University of Missouri – Kansas City. For the majority of 2015, Megan served as the Interim Director of the Convention and Visitors Bureau and Destination Management, Inc.</td>
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<tr>
<td>Brandon McGuire</td>
<td>Assistant to the City Manager</td>
<td>Joined the city in 2014. Previously served as a Budget Analyst for Sedgwick County and a City Management Fellow with the City of Wichita. Holds a Master’s in Public Administration from the Hugo Wall School of Public Affairs at Wichita State University and a Bachelor’s in Music Performance at Wichita State University.</td>
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Housekeeping

- Make sure to update:
  - City website, contact info & biography
  - Business cards & letterhead
  - Name badges for meetings
City Structure & History

- Brief city history
- Define Home Rule and powers of the city
- What is the structure of the Governing Body (wards, at-large/Mayoral power)
- Chain of Command and Role of Staff
- Identify city utilities and/or partner organizations
Procedural Quandary:

https://www.youtube.com/watch?v=WM8Lml_3Eyo&t=4m25s
Meetings 101

- Provide Governing Body members basic meeting info:
  - Time, date, location of meetings
  - When agenda packets are available and what is the expectation for elected officials prior to the public meeting? How to add items to the agenda?
  - What is their role during the meeting (Mayor, Vice-Mayor)
Meetings 101

- Their Role as an Elected Official:
  - What other public roles do the Governing Body members needs to serve?
    - Liaison to city boards/commission
    - Special roles defined by your City Code
    - Other duties as assigned (ribbon cutting representative, outside agency representation)
Meetings 101

- Define a quorum for your Governing Body
- What type of meetings are held (regular, study session, special meetings, etc.)?
- What types of votes are taken at meetings?
- What is a resolution, an ordinance and other governmental procedures that are frequently used?
Meetings 101

- Educate about the city’s rules governing the meeting procedures (Code of Procedure vs. Roberts Rules of Order)
- Define public comment and public hearings
- Define Executive Session
  - Why it is used
  - Confidentiality is a must
Role of Governing Body

- Generally, the role of the elected official is:
  - Enacting ordinances, resolutions & policies;
  - Establish city fees and utility rates;
  - Approve appointments of staff (city manager/admin, municipal judge, boards/commissions, other staff depending on city structure, etc.);
  - Review and approve the annual budget, set the tax rate and approve the financing of city operations; and
  - Authorize contracts to be executed on behalf of the city.
Role of Governing Body

- It is not the role of the Governing Body member to administer city affairs. The Governing Body sets policy, and the appointed staff (City Manager/Admin/Clerk/Etc.) actually oversee that policies are implemented.* (*In smaller cities, Mayor will administer in some instances.)
- The Governing Body gives direction to the appointed staff as a body in votes made in public meetings, not individually.
Role of Governing Body

- Governing Body members are elected to look after the interest of the entire city. Your effectiveness depends on providing input as a representative of your constituents, while thinking and voting for the needs of the whole community.
Role of Governing Body

- Once the Governing Body makes a decision, it becomes the entire Council’s decision. If you are asked about the issue and do not wish to defend it, simply explain why the Governing Body made the decision it did.
Tips for Successful Governing

“The easy part was getting elected. The difficult part is governing.”

– Clarence Anthony,
Executive Director and CEO,
National League of Cities
Tips for Successful Governing

- Give elected officials tips for challenges they will face as a governing body.
- Encourage them to focus on mutual interests and shared goals.
- Remember to separate a person from the problem.
Tips for Successful Governing

- Be open, honest and willing to learn from all perspectives.
- Always be courteous to other governing body members, staff, and the public.
- Address conflict head-on and with respect.
Tips for Successful Governing

- Build relationships focused on respect.
- Adopt and/or use a Code of Conduct.
- Make decisions based on the entire community’s needs – not the needs of a few.
Encourage Good Questions:

- Questions are one of the most important tools you can use to obtain information and focus the group and facilitate decision making. Here are some samples:
Encourage Good Questions:

- Questions for Other Elected Officials:
  - What do you think about this item?
  - What do you think the proposed action will accomplish?
  - Would you please elaborate on your position?
  - What results are we looking for?
  - How does this fit into our priorities?
Encourage Good Questions:

- Questions for Staff:
  - What other alternatives did you consider?
  - What are we trying to accomplish with this?
  - What are the benefits and drawbacks?
  - Will you please explain the process?
Governing Body Relations

- Do you have a defined set of guidelines which outline how elected officials are expected to act on behalf of the city?
- If not, may we suggest....
Governing Body Relations

- Managing complaints from citizens and staff/personnel management
- Media relations & who speaks to the media on behalf of the city
- Agenda preparation (who sets agenda)
- Use of city resources (cars, phones, city equipment, etc.)
- Governing Body involvement in negotiations/staff meetings
- Policies on misconduct:
  - Ethics
  - Civility
  - Conflict of Interest
City Resources to Provide

- City Code
- City newsletter, Annual Report, list of city social media accounts, website address
- Encourage them to sign up for city e-mail distribution
- City map
- Comprehensive Plan & Necessary Planning Documents
- Current budget, audit and capital improvements programming
- List/description of city advisory boards/commissions
Technology Considerations

- City provided materials:
  - Laptop, iPad, e-mail address
  - Business cards
  - Purchasing card
  - City badge/building access codes
League Resources

- We’re Here to Help!
  - Governing Body Handbook
  - Code of Procedure
  - KOMA/KORA Manuals
  - Governing Body Institute
  - League News & *Kansas Government Journal*
  - You’ve Been Elected Now What?
I was not convicted!

https://www.youtube.com/watch?v=rFeA-pM0o8Y&t=6m35s