

# CITY COUNCILOR ORIENTATION: GOVERNMENT 101

## A. PART 1: NUTS & BOLTS

### 1. Councilor Binder

- A) Handbook: Mission Statement & Goals*
- B) Handbook: Council Governance Policies*
- C) Handbook: Code of Conduct*
- E) Handbook: Annual Strategic Implementation Plan*
- F) Handbook: City Administrator Performance Evaluation Process*
- G) "Meet Madras City Council" brochure*
- H) City of Madras Charter*
- I) League of Oregon Cities: City Handbook, 2010*

### 2. Council Meetings

### 3. Council Rules & Procedures

- A) Various types of meetings: business, work session, executive session*
- B) Agenda process*

### 4. Council-Staff Communications

### 5. Council Office

- A) Council correspondence process: email, letters*
- B) Business expense policy*
- C) Miscellaneous: email, conferences, council photos*

### 6. Council Goals

- A) Council goals & goal setting process*
- B) Current fiscal year strategic plan*

### 7. Boards & Commissions

- A) Madras Redevelopment Commission (MRC)*
- B) Planning Commission*
- C) Urban Forestry Commission*
- D) Airport-Industrial Site Advisory Committee*
- E) Public Works & Parks Advisory Committee*
- F) Personnel Committee*
- G) Central Oregon Area Commission on Transportation (COACT)*
- H) Central Oregon Cities Organization (COCO)*
- I) Economic Development for Central Oregon (EDCO)*
- J) Redmond Airport Advisory Commission*
- K) Transportation Advisory Committee*

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## B. PART II: CITY SERVICES, DEPARTMENTS AND ASSETS

### 1. Police Department

- A) Personnel*
- B) Roles & responsibilities*
- C) Successes over last 12 months*
- D) Upcoming projects and/or challenges*

### 2. Central Services & Finance Department

- A) Personnel*
- B) Roles & responsibilities*
- C) Successes over last 12 months*
- D) Upcoming projects and/or challenges*
- E) CIS Insurance overview*

### 3. Community Development

- A) Personnel*
- B) Roles & responsibilities*
- C) Successes over last 12 months*
- D) Upcoming projects and/or challenges*

### 4. Public Works Department

- A) Personnel*
- B) Roles & responsibilities*
- C) Successes over last 12 months*
- D) Upcoming projects and/or challenges*

### 5. Madras Tour

- A) Airport-Industrial Site*
- B) Wastewater treatment plants, lift stations & farm properties*
- C) Trail System*
- D) Parks, PW Facilities*
- E) City property and Yarrow master plan*

# **CITY COUNCILOR ORIENTATION: GOVERNMENT 101**

## **C. PART III: BUDGET**

- 1. Oregon budget law and adopting a budget**
- 2. Understanding the City's different fund programs**
- 3. Adjusting an adopted budget**
- 4. Annual audit of the City's financial records**