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# New Council & Board Member Orientation

## MFOCTA

*October 28, 2022*



### Why you should have an Orientation for New Council & Board Members

- ~Being an effective Council/Board member is hard work
- ~ Important decisions often will not wait
- ~ Great way to learn about the new members
- ~ New members take on new legal responsibilities
- ~ New members may be surprised about the public nature of community input engagement and group decision-making
- ~ New member issues and priorities can be identified early
- ~New members learn of areas where they need more information

# CITY OF GREENVILLE, SC



## Process of City Council Orientation (1990's - 2017)

- Two-day orientation process two weeks following election
  - One hour meeting with each Department Director  
(12 Directors + City Clerk)
- Separate meeting scheduled with City Manager
- Lunch w/ City Manager, Mayor and/or Council Members  
(no quorum)
- Tours of facilities (scheduled w/ Department Directors)



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# CITY OF GREENVILLE, SC



## Process of City Council Orientation (2017 - present)

### Separation of Orientation Process:

#### 1. City Manager

- Agendas
- Council Priorities
- Capital Improvement Projects
- Organization Chart / Facilities

#### 2. City Clerk

- Orientation Handbook
  - a. Administrative
  - b. Organization



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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Welcome, Address, Office Hours

### City Limits and Council District Maps

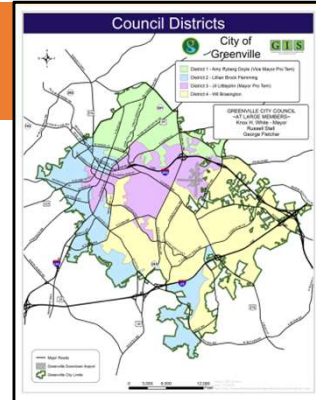
### Operating Indicators by Function (statistical information)

Police (citations written / arrests)

Fire (structure fires / inspections)

Parking (garages, lots, number of parking spaces)

Public Works (street mileage, sidewalks, traffic signals)



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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### City Council Priorities

### ESRI Demographic and Income Profile

(includes populations, families, median age, incomes by households, population by age, race and ethnicity, etc.)



### Neighborhood Associations Contact List (President contacts)

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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Form of Government

City Seals (1869, 1949, 1973)



### History of Municipality

Act No. 2540, Incorporation of the village of Greenville

Summary of the History

MASC Uptown Article – Home Rule Act (June 2012)

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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Council Rules and Procedures

Code of Ordinances – Articles on City Council and Code of Ethics

S.C. Code Title 8, Chapter 13, Article 7 – Rules of Conduct

MASC Uptown Articles – Ethics Reporting, Parts 1, 2, and 3

(June, July, August 2013)

MASC Uptown Article – Statement of Economic Interest Reporting  
(2017 Update)



Zoning Districts (located in Code of Ordinances)

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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Ordinances and Resolutions (definitions and enforcement)

### City Council Meetings and Agenda Process (*View City Code*)

Formal Meetings	Agenda Packet
Work Session Meetings	Consent Agenda/Regular Agenda
Executive Session Meetings	Mayor Pro Tem / Vice – Selection
Retreat	Quorum
Standing Committees	Voting – ayes / nays
Meeting Calendar	Conflicts of Interest
Invocation Schedule	Rules of Order (language)



Minutes

Budget/CIPS

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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Daily Activities – Administrative (Examples)

Greenville Cares (Customer Service)	Special Events:
Security Badges	Employee Recognition Awards
Parking Access/Reserved Spaces	Employee Service Awards
Council Calendar / Holidays	MLK Celebration Breakfast
U.S. Mail / Email	Green Day (August)
Constituent Contacts	Quarterly RE Breakfasts
Teams / Sharefile	Citizen Academies
Invitations/Registrations/RSVPs	Poinsettia Christmas Parade



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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Daily Activities – Administrative (Examples)

IT / Computer Support

State Ethics Commission Filings

Historical Records/Archives

Media Archives

City Hall Space Availability

BS Wellness Arena Suite

Greenville Drive Suite

Philanthropic Participation

Official Photographer

Business Cards

Name Tags

City Logo Clothing/Attire

Employment Information (ESS)

Payroll / Direct Deposit

Salaries and Benefits

Public Information and Media



Occupational Health Nurse

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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Budget - Administrative

General Operating Budget

Individual Expense Appropriations

Visa Charge Card

Late Fees

Travel Reimbursement

Discretionary Use of Public Funds

Mileage / Travel Forms



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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Boards and Commissions

**Application Program and Process**  
**Staff Liaisons**  
**Application Review**  
**Interviews**  
**Appointment Recommendations**  
**Orientations**  
**Attendance Records**  
**Minutes Depository**

**Required Training**  
**Appreciation Events**  
**Lunch with Council**  
**City Manager / Chairmen Meeting**  
**Annual Vacancies List**  
**City Council Representatives (Liaisons/Ex Officio)**



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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### City Council – Affiliates / Training

**Municipal Association of South Carolina**  
**Hometown Legislative Action Day**  
**MASC Annual Conference**  
**Regional Advocacy Meetings**  
**Municipal Elected Officials Training**  
**Literature / Manuals from MASC**  
**National League of Cities**

**Chamber of Commerce**  
**Annual Chamber Banquet**  
**Intercommunity Visits**  
**Annual Legislative Breakfast**



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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Human Resources – Employee Orientation and Benefits

#### Contact Information:

Family / Emergency Contacts  
Residence Address  
Employer Information  
Telephones / Emails  
Travel Information / Reservations  
Reward/Honors Programs

#### Organizational Forms:

Parking Application  
Payroll Direct Deposits  
Keys and Security Access  
Equipment / IT  
Benefit Forms  
Signature (digital use)

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# CITY OF GREENVILLE, SC

## City Council Orientation Notebook



### Department Directors (Leadership Team / Senior Supervisors)

Introduction of Leadership Team  
Organizational Chart  
Emergency Contact List  
City Clerk – office responsibilities, staff,  
all contact information

#### CITY OF GREENVILLE – LEADERSHIP TEAM



City Manager  
John F. McDonough  
864-467-xxxx (direct line)  
xxx-xxx-xxxx (cell)  
[jmcdonough@greenville.gov](mailto:jmcdonough@greenville.gov)



City Attorney  
Leigh B. Paoletti  
864-467-xxxx (direct line)  
864-xxx-xxxx (cell)  
[lpaoletti@greenville.gov](mailto:lpaoletti@greenville.gov)



Municipal Judge  
Matthew R. Hawley, Jr.  
864-467-xxxx (direct line)  
864-xxx-xxxx (cell)  
[mhawley@greenville.gov](mailto:mhawley@greenville.gov)



City Clerk  
Camilla G. Pitman, MMC, PLS  
864-467-xxxx (direct line)  
864-xxx-xxxx (cell)  
[cpitman@greenville.gov](mailto:cpitman@greenville.gov)

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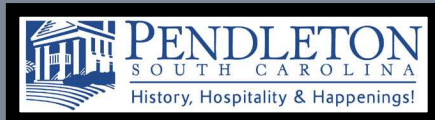
# CITY OF GREENVILLE, SC



Camilla G. Pitman, MMC, Certified PLS  
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City of Greenville, South Carolina  
864-467-4431  
cpitman@greenvillesc.gov

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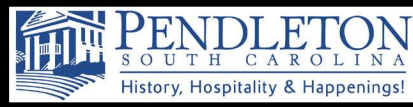
## Town of Pendleton's Orientation



- Introduced to all staff during Thanksgiving Luncheon
- Meeting with Town Administrators
- Tour of Town

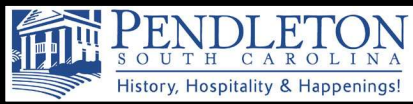


## Town of Pendleton's Orientation



**ALLOW NEW MEMBERS TO SHARE  
THEIR PRIORITIES & GOALS**

## Town of Pendleton's Orientation



Department Budget Overview

Personnel, Buildings & Equipment

Capital Items

Accountability Tools

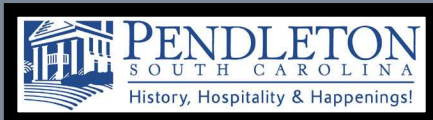
Future Needs

## Town of Pendleton's Orientation



ALLOW NEW MEMBERS TO SHARE  
THEIR PRIORITIES & GOALS

## Town of Pendleton's Orientation



Categorized Goals of Pendleton Town Council  
February 2022

### Ranking of Goals by Town Council:

1. Public Infrastructure Improvements
2. Staffing/Compensation/Knowledge Development
3. Operational Efficiencies
4. Community Outreach
4. Enhance Public Safety for the Town
6. Enhance Parks & Recreation for the Town
7. Communication & Branding

Tie

### Potential Revenue Increases of Town Council: (ranked by 4 out of 5 members of Town Council)

1. Adopt proposed rate study
2. Increase credit card fee from \$1/transaction to \$2/transaction
3. Increase bulk container fee
4. Across the board fee schedule increase
5. Increase capacity fee for water and sewer
5. Increase sanitation fee from \$14/month to \$15/month
6. Charge a fee for recycling and brush pickup
7. Increase Business License Tax
8. Increase Property Tax

Tie

## Town of Pendleton's Orientation

