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Policy & Procedure

NEW ELECTED OFFICIALS ORIENTATION

1.0. Purpose

Welcoming newly elected officials and providing them with appropriate resources is critical to developing an effective, efficient governance team. The purpose of this policy is to provide an outline for a comprehensive orientation to all newly elected officials including the Mayor, Councilmembers, and City Treasurer so that they may begin their service with a broad knowledge base to ensure their best chance for success in serving the community.

2.0. Policy

The City of La Mesa is a general law city governed under the council-manager form of government. In a council-manager government, an elected City Council serves as the city's primary legislative body. It appoints a City Manager to oversee day-to-day municipal operations, develop the budget, and implement and enforce the City Council's policies and direction.

The role of the City Council is to set policy while the role of the City Manager is to implement that policy.

The newly elected official orientation shall:

- A. Explain roles and responsibilities;
- B. Provide practical information such as access to City Hall, office space, security procedures, meeting calendars and protocols;
- C. Review a typical City Council meeting agenda and explain the order of business, consent calendar, business from the floor, and other meeting sections and protocols such as making motions and providing direction to the City Manager and staff during a City Council meeting;
- D. Review rules regarding ethics, confidentiality, the Brown Act, and gift reporting;
- E. Introduce department heads and arrange facility tours.

3.0. Procedure

The city manager's office is responsible for organizing and implementing the newly elected official orientation. As much of the orientation as possible shall be completed within 3 months of the elected official swearing in date.

A newly elected official check list shall be updated on an annual basis on December 1st and used for the orientation process.

A checklist for elected officials leaving office shall also be updated on an annual basis on

December 1st. A copy of the checklist is attached to this administrative instruction.

4.0 Attachments

- A. Newly Elected Official Incoming Office Checklist
- B. Elected Official Outgoing Office Checklist