

February, 2018

CITY COUNCILOR ONBOARDING PROCESS

Needs for Day After Town Meeting Day:

- Email setup and training on access (HR Admin)
 - Create user account on PACIF University (link in the portal) (HR Admin)
 - Account created along with email setup
 - Supply username and Password to Staff Portal (HR Admin)
 - Granite Name Plaque (Exec Asst to Manager)
 - Business Cards (Exec Asst to Manager)
 - Parking Permit (City Clerk/Treasurer)
 - Provide information for mailing and to receive stipend (City Clerk/Treasurer)
 - Place contact information on City Website (Exec Asst to Manager)
 - Oath of Office (City Clerk/Treasurer)
- *Rikk noted that Portal should be available for Town Meeting Day

City Overview

List of Responsibilities of the Councilor

- Receiving Council Packets – Need to note if you want to receive this in paper or email
- Policies – Orientation and Review – Can Request a “Policy Book”
 - Council Policies ([website](#))
 - Operational and Personnel Policies (to be in the portal)
 - Technology Use Policy and Code of Conduct Policy; could be related to Councilor Onboarding and available for discussion
- Charter and Ordinance ([website](#))
- Vermont Statutes online ([website](#))
- Agendas and Minutes ([website](#))
- Most recent Budget – passed/failed on Town Meeting Day (website)
 - Also review Water/Sewer Budget
 - Be aware of Capital Plan and Infrastructure Projects
 - Review the most recent Audit
- City Councilors are also members of the BCA. There is an orientation book that will be provided from the City Clerk.
- Organization Chart (portal)
 - Department Head to attend a council meeting (set up through Manager/Dept Head)
 - Staff for meetings include - Manager, Public Safety Director, Public Works Director, Facilities, Human Resources, Planning and Zoning, Finance Director (TBD)
 - Initial meetings, have two key staff present at a time)
- Collective Bargaining (4) contracts (portal)

- Audit/Conflict of Interest Form (sign if required) (Auditor)
- Training – (HR Admin)
 - PACIF university and Select Board Institute (link in the portal)
 - Municipal Land Use (document in Portal)
 - Local Government Day (Capitol Plaza) (February – HR Admin sign up Councilors)
 - 2017 State Government Municipal Day (National Life) (Fall – HR Admin sign up Councilors)
 - VLCT Town Fair (Fall – HR Admin sign up Councilors)
 - Sexual Harassment training?
- Items of Interest:
 - Public Official Liability Insurance
 - Committees/ Boards (Councilor volunteers, appointed by Council/Mayor)
 - Listing of them, with members and contact information (Manager)
 - Discuss City Council appointments and approvals vs. Mayoral appointments
 - Robert Rules of Order (suggest reviewing information out on the web vs. having a formal training/cheat sheet)
 - Mayor acts as spokesperson
 - Councilors cannot act on behalf of the City unless directed by Council
 - Quorum is 4, majority of the Council including Mayor
 - Regardless of number in attendance, 4 votes needed to pass items as warned
 - At least one person present at meeting location with 3 calling in.
 - 5 of 7 members needed for 2/3rd majority votes
 - Meeting Types (Special, Regular, Emergency)
 - Charter allows Mayor to call a Council Meeting with 4 hours' notice, rather than 24. Be aware of difference between Charter and training materials
- Meeting with the Mayor (Set up between Councilors)
 - Discussion on Council Priorities
 - Discussion on concerns/issues
 - Improvements to be made to onboarding process
- Meeting with the City Manager
 - Orientation/overview of City Managers responsibilities and Operations
 - Orientation to the municipal budget and budgeting process
 - Orientation to Organizational Structure and Staffing
 - Introduction to Department Heads
- Meeting with City Clerk and Treasurer
 - Orientation to City Clerk's Responsibilities
 - Orientation to City Treasurer's Responsibilities
 - Other (By Carol) (include roles & responsibilities of serving on BCA & BOA)
- Set up Ground Rules

- Discuss within the first two meetings after election

City Facilities Tours

Spread out over the first number of council meetings vs. having a staff bring an individual or group around? (Set up group tours with Manager on a seasonal basis)

- City Hall
- Water Treatment Facility
- Waste Water Treatment Facility
- Public Work Campus
- Alumni Hall, Auditorium, BOR
- Public Safety Building – Fire, Rescue and Police
- Optional (or over Summer) – pool, parks, key projects; make aware of city properties
 - What other parcels does the city own (Barre Town, Orange, East Montpelier, etc.)

Identify a Mentor

- Provide information for a senior Council member to contact to ask questions that will arise during the first few weeks on City Council.
- Serve as a contact and follow-up with the new Councilor for the first one to three months to help him or her become acclimated.

Some other roles the mentor may help with:

- Tour the Facilities and Properties with the new Councilor.
- Introduce the new Councilors to others in the City with whom he/she may have frequent communication with.
- Follow up with the Councilor after meetings for the purposes of introductions and role clarity.

What to Expect as a Councilor?

Most people remember their first day on a new Board or Council. Our goal is to make you feel welcome and provide you with the tools, knowledge and an orientation plan that will start you on a path to a successful career with the City of Barre.

Councilors will receive this information, introductions to staff, and the ability to tour the City facilities. The tour may include discussion of safety and emergency response plans. You will be given your City of Barre Portal login user name and password and an overview of what is on the website.

You will also spend time speaking with the City Clerk/Treasurer. There will be some forms to complete for payroll and to receive a parking pass. The Mayor or mentor will provide an overview of what to expect in the days ahead and provide you with the opportunity to discuss any additional questions you may have. If you are elected during a Ward Caucus, you may work with the Manager to set up meetings to introduce yourself to Department Heads, which can occur during facility visits.

There will be several training opportunities afforded to you. You will receive a welcome e-mail with instructions for how to access PACIF University and Select Board Institute online.

What to expect in the months ahead?

You will meet with regularly at Council meetings, which are typically every Tuesday at 7:00 p.m. Meetings may be cancelled if there isn't much to discuss. If there is no meeting, warrants are to be signed by the Mayor, or the Council designated "Deputy Mayor" if the Mayor is not available.

Committees, Boards, Commissions, and work groups will meet on scheduled that they set up. You may attend any public meeting and may serve as a member of one or more of them as well. These groups also may come before City Council to present.

Dates to Remember:

BARRE DOWNTOWN CALENDAR OF EVENTS (Historical):

JANUARY:	Limited HOMELESS VIGIL/AWARENESS (2013-14 CITY HALL PARK)
FEBRUARY:	ONE COMMUNITY, ONE HEART CAMPAIGN, FIREWORKS, ICE SCULPTURE CONTEST, FIRE DEPARTMENT, ART IN WINDOWS (VDAY). ANTIQUES COLLABORATIVE
MARCH:	ART IN WINDOWS (STUDENTS)
APRIL:	EASTER SERVICE (CURRIER PARK), EGG HUNT, SUNRISE WORSHIP (CURRIER PARK)
MAY:	MOTHERS DAY, CAR SHOW (THUNDER ROAD), MAKERS FAIRE AND BBQ (PARTNERSHIP AND VGM), MEMORIAL DAY PARADE, BIKE RACE (SPARTA SYNERGY 2014/2015)
JUNE:	ROCK FIRE EVENT TIE IN/SIDEWALK SALES, FATHERS DAY, CONCERTS IN THE PARK, FLAG DAY, (VETERANS COUNCIL), CARNIVAL (CV CATHOLIC SCHOOL) , KIDS IN THE PARK (CURRIER PARK 2014) , VERMONT CANCER NETWORK PARADE (2015)
JULY:	HERITAGE FESTIVAL, CONCERTS IN THE PARK, DOWNTOWN SHOPPING SPREE
AUGUST:	CONCERTS IN THE PARK, SING-A-LONG/PRAYER/GAMES/MORNING STAR FELLOWSHIP (CURRIER PARK), SIDEWALK SALE - ANTIQUES (2017)
SEPTEMBER:	SUNDOWN SPECTACULAR, MUSIC (CURRIER PARK) CHICKEN BINGO (2013) , STAND DOWN EVENT (2017)
OCTOBER:	TRICK OR TREAT, EMPLOYEE COSTUME CONTEST, PUMPKIN HEADS HAUNTED HOUSE (VGM), GRANITE FESTIVAL/OKTOBER FEST (2018)
NOVEMBER:	BARRE 5K RACE (BARRE PARTNERSHIP), BOY SCOUT PARADE (2018)

VETERANS DAY PARADE, HUNTERS WIDOW SALE, BARRE OPEN HOUSE, SANTA PARADE, PRESENCE AT CRAFT FAIR, CIDER MONDAY, EMPLOYEE APPRECIATION DINNER

DECEMBER: BARRE UGLY SWEATER DAY, HOLIDAY PARADE, WINTER VIGIL (CURRIER PARK), SNOW MAN (Proposed)

ALL YEAR: FOLLOWING HAVE HAD ENTERTAINMENT LICENSES WITH YEAR-ROUND EVENTS

BARRE OPERA HOUSE/ OLD LABOR HALL/ SOUTH SIDE TAVERN/ BARRE ELKS CLUB/ CORNERSTONE/ GUSTOS/ LADDER 1 GRILL/ MULLIGANS/ ESPRESSO BUENO/ STUDIO PLACE ARTS/ AMERICAN LEGION/ ALLEY CAT/ VERMONT GRANITE MUSEUM

City Council Calendar of Events

- January
 - 1st Public Hearing (2nd either Late Jan/early Feb) for Charter Changes
 - Warn Charter Changes and the Annual Meeting Warning, Accept petitions, ballot items
 - Review Budget/Presentation of the BSU budgets
 - Annual Report, Dedications, and Pictures
 - Charge Point Service Renewal
- February
 - Approve Highway Mileage Certificate
 - Approve No Appeal of Suit Pending the Grant List
 - Absentee Ballots sent
 - Informational Meetings for questions on the ballot
- March
 - Discussion on Reappointments and new appointments to City bodies
 - Mayoral Appointments/Committee Appointment
 - Appointments to CV Regional Planning Commission/ ADA Coordinator, CVSWMD, Town Service Officer, Zoning Administrator, Health Officer, Deputy Health Officer, City Committees and Commissions
 - Audit Presentation
- April
 - Sexual Violence Awareness Week/Month
 - Egg Hunt
- May
 - Green Up Day
 - Thunder Road Car Show and Parade
 - National Peace Keepers Memorial Day Ceremony and Parade
 - Poppy Month – Mayoral Proclamation (day)
 - Yard Waste Drop off at the Auditorium
 - Was “Clean up your act Day” (June 18th, 2011)

- June
 - Tax Anticipation Note
 - Current Expense Note
 - National Pride Month
- July
 - Approve the Property Tax Rate
 - Approve Paving Contracts
- September
 - Senior Center Month – Mayoral Proclamation
 - Transportation Alternatives Projects Grants
- October
 - Breast Cancer Awareness Month
- November
 - November 1st, extra mile day
 - Towing Contract and winter park ban
 - Free Holiday Parking request/window judging request
- December
 - Snow Bees/ Thunder Chickens Snowmobile request
 - Dollar Drop on Main Street
 - Council Meeting to warn 1st and 2nd Public Hearing for Charter Changes

Check List:

- Meet with City Clerk/Treasurer for Parking Badge
- Meet with City Clerk/Treasurer for payroll information regarding stipend, W-4 and I-9
 - Need to bring in two forms of identification (Passport, Driver’s License, SS Card)
- Meet with City Clerk/Treasurer to complete Oath of Office
- Provide City Manager with contact information for website and mailings
 - Mailing Address, personal email, phone contact
 - Place of work, work phone and other contact information as needed
- Receive Email Account and Portal Access from HR Administrator
 - Access PACIF University through the Portal
- Receive Granite Name Plaque and Business Cards from Exec Assistant to the Manager
- Review City Policy, Ordinance, Charter, and State Statutes
- Become familiar with the City Budget and review previous meeting minutes and agendas
- Become familiar with the City Organization Chart and understand who the department heads are.
- Review the four (4) City Collective Bargaining Agreements

Items for Consideration for City Council

- Appoint:
 - Animal Control Officer – with Barre Town (February)

- Committees (See Below)
- Approval of:
 - Accept donations (monuments, benches, etc.)
 - Animal Holding Agreements (January)
 - Bonds (varies)
 - Building Permits (varies)
 - Certificate of Highway Mileage (February)
 - Certificate of Open Highway (March)
 - Closing the Grand List (after any contested properties are resolved)
 - Current Expense Note – CEN (May 2011 Flood)
 - Downtown Designation Renewal (5 years)
 - Easements (varies)
 - Error and Omissions Report by City Assessor (varies)
 - Fee Schedule changes (varies on fees and timeline)
 - Civic Center Complex Rate increases (varies)
 - Set Water/Sewer Rates (May or June)
 - Food and Entertainment licenses
 - Grants (varies, see below)
 - Letters of Support (varies)
 - Land and Timber Sales (varies)
 - Land Option and Purchase Agreements (varies)
 - Sales of property like Ward 5 School
 - Mayoral Proclamations
 - Plans for the City (varies, see below)
 - Ratify GBCJC Board of Directors (varies)
 - Ratify Steel Workers/DPW/Firefighters/Police contracts (varies)
 - Listen to Union Grievance Appeals (varies)
 - Parking Lot Lease Agreements
 - Lease of Sidewalk usage
 - Set Tax Rate (July)
 - Staffing items
 - Annual Evaluation of the City Manager
 - Hiring City Manager
 - Set the City Clerk/Treasurer Compensation
 - Tax Anticipation Notes - TAN (May)
 - Tax Sales (varies)
 - Utility Relocation Agreements
 - Capital Equipment Purchases (varies)
 - Ambulances, fire trucks, dump trucks, tractors, vactors, etc.
 - VTRANS Annual Financial Plan (March)
- Award
 - Audit contract
 - Heating Oil and Fuel Bids
 - Mowing Bids (May)

- Paving Bids (May or June)
- Annual Supplies Bid (Annual - June)
- Review
 - Capital Equipment Plans and Infrastructure Projects
 - Storm Culvert Replacements (as funded)
 - Facility repairs and improvements (as funded or emergency repair)
 - WWTF Digester
 - Legislative changes (varies)
 - Ask for Representatives to give presentation in June, or as needed
 - Manager's Municipal (General Fund) Budget
 - Meeting Schedule of City Council
- Members of
 - Barre Civil Authority meetings (varies)
 - Board of Abatement
 - Property abatement
 - Water and Sewer abatements
 - Liquor Control Board (licenses, annual renewals)
 - Joint Meetings for CVPSA
- Legal Matters
 - Issues come up (varies)
- Plans
 - National Flood Insurance Program
 - HR Plan – staffing (do we have one?)
 - 2009 Stevens Branch River Corridor Management Plan
 - 2012 Hazard Mitigation Plan
 - Source Water Protection Plan
 - Solid Waste Implementation Plan (SWIP)
 - Capital Improvement Plan/Equipment Plan
 - Energy Plan
 - Parks and Recreation Plan
 - Open Space Plan
 - Long Range Bicycle and Pedestrian Plan
 - Gunners Brook Mitigation Plan
 - North Main Street to Summer Street Plan
 - Housing Distribution Plan (2008 Regional Planning Commission)
 - 2010 City Plan, adopted in 2014
 - VELCO's Long-Range Transmission Plan
 - 2011 Rapid Response Plan
 - 2011 Emergency Operations Plan
 - Materials Management Plan
- Grant Applications (varies with group and timeline)
 - Historic Grants
 - "Last Chance" Mitigation Grant
 - USDA Rural Development Grant

- Community Development Block Grant
- Circle/Barre City Policy Arrest Grant
- Downtown Transportation Fund Grant
- Pedestrian Program Grants
- BGS Grant
- Granite City Grocery Grant Application
- Federal Arrest Grant Program
- Department of Justice Grant
- DTF Grant
- VTrans Grant
- Century 21 Grant
- ANR Ecosystem Restoration Grant
- CDBG-DR Match Grant for Harrington Avenue Buyouts
- Water Asset Management Grant
- ERP Grant
- Clean Diesel and Clean Water Initiative Grants
- VCDP Scattered Sites Grant
- Municipal Roads Grant
- Asset Management Grant
- Committee and Partner Updates
 - Semprebon Committee (disbanded)
 - Multi-use Path Committee (rename)
 - BADC
 - BP (Heritage Festival, other)
 - Budget Committee/Financial Status Report
 - Barre Housing Authority (Quarterly update?)
 - Civic Center Committee
 - CVPSA
 - VGM
 - DRB (separate entity)
 - Public Safety Committee (Police and Fire)
 - Status updates from our Inspection Program (Annually?)
 - GMTA (Annually?)
 - District Offices of Dept of Health, DOC, etc. (annually?)
 - Aldrich Library presentation (annually)
 - Transportation Advisory Committee (Annually?)
 - ADA
 - Planning Commission
 - Cemetery Committee
 - Cow Pasture Committee
 - Dog Park Committee
 - Recreation Committee
 - Mathewson Playground Committee
 - Animal Control Committee

- Granite City Grocery
- CVSWMD
- Vermont Youth Conservation Corps
- Housing Inspection Program
- Events
 - Farmers Market (Joanne Darling/Scott Ackerman, now through Barre Partnership)
 - Taste of Home Show, Taste of Barre event
 - Barre Merry Holidays (Parade, Tree lighting, Fireworks)
 - JROTC Demonstration of National Drill Competition
 - Boy Scout/Eagle Scout Presentations
 - Presentations from College/University Students on areas of improvement in the City
 - SHS History Project Presentations
- Funds
 - Keith Fund Policy
 - Donations to 2012 Flood and Fuel Campaign
 - CVCAC (Capstone) Fuel Assistance Program
 - Brusa Trust
 - Recreation Program Scholarships
 - Shakespeare Program at Highgate
 - Revolving Loan Fund with Downstreet
 - Debt Services
 - Bonds
 - Overview on Bonding
- Other?
 - Cobblestone distribution
 - Approve processions/parades and other street closures
 - Approve Coin Drops
 - 6 Coin Drops
 - Letters, Thank you's, Awards by our City Staff
 - ISO Rating (current 3, tied for 1st in the State)
 - Mayoral proclamations
 - Resolutions
 - Public Hearings
 - Quasi-Judicial Hearings
 - Proper storage of 9V Batteries
 - Attend Dedication, Retirement, and Ribbon Cutting ceremonies/ Open Houses
 - Barre Farmers Market Location
 - Meet the Bike Patrol Bees
 - Home Share Now (Christina Goodwin)
 - Introductions of State's Attorney

Manager to Send New Councilor Announcement

- Manager to prepare public announcement/press release.
 - Will need to meet with the Councilor to learn some information about them
 - Welcome the Councilor at the first Council meeting

- Message to staff:
On <start date>, <Councilor Name> will be joining us in the position of <Position Title>. In this role, he/she will be responsible for <list some key duties>. <Brief overview of background and experience if appropriate>.
- Message to Councilor:
Dear <name>,

Welcome as a Councilor of the City of Barre.

Attached, please find some information to help orient you with the City of Barre as well as a brief overview of what you can expect as a new employee. Our office is located at <building address>. *(Provide instructions for entering building and parking)*.

I will be setting up Facility Tours and meetings with Department Heads. So that you are aware, below is a List for Facilities:

<List of Facilities>

If you have any questions, please feel free to contact me at <phone, email>.

<Attachment or link to Organization Chart>

Onboarding Plan and Schedule

The Manager with establish a timeline to assist Councilors in preparing for an effective onboarding experience. It is formatted to allow for the manager to add any additional tasks or information unique to the position.

	Timing	General Activities
Welcome: Day 1		
Orientation: Week 1-4	Week 1	
	Week 2	
	Week 3	
	Week 4	
Acclimation: Months 1–3	Month 1	
	Month 2	
	Month 3	