

Orientation Checklist



Use this orientation checklist as a guide to collect information that will help you familiarize yourself with your municipality and other intergovernmental agencies.

General Information:

- Collect key staff contact information (e.g., fellow elected officials, city manager/clerk, department directors).



Tip: Print this information and laminate it for your wallet or purse.

- Collect key dates for the year such as council meetings, retreats, workshops, advisory board meetings, conferences, special events and training opportunities.
- Familiarize yourself with municipal terminology.



Tip: Check out the League's *City Government 101 Glossary of Terms*.

- Review the organizational chart of your municipality, including boards and committees.

Key Documents:

Review the following key documents:

- Charter. Pay attention to your municipality's form of government, the responsibilities of the council/commission and other charter offices.
- Comprehensive plan.
- Map of city and county boundaries (with voting districts, if applicable).
- Budget book, annual audit and annual financial report.
- Strategic plan.

Continued ►►

Familiarize Yourself With the Following Procedures:

- How to request agenda items
- How to request a public record (for yourself and when a citizen asks)
- How citizens can file a municipal request (e.g., pothole, garbage pick-up)
- The process for appointing boards and committees
- Reimbursement of city expenditures
- Reporting requirements (state law and other) for gifts or financial disclosure
- How citizens can provide public input at council/commission meetings
- Guidelines for talking to the press.

Intergovernmental Relations:

- Familiarize yourself with the names of area and regional officials, such as county commissioners, state legislators, congressional delegation, water management district, special district boards, school board, local or regional league of cities, etc.
- Utilize your statewide association, the **Florida League of Cities**, for training and other resources.
 - If applicable, use the **National League of Cities**.

Next Steps:

- With staff, review your city's comprehensive plan and land planning code.
- Ask for a review of quasi-judicial meeting procedures with your city attorney.
- Set a date to take the four-hour required ethics class.