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**Date:** November 25, 2024

**To:** Mayor and Town Council

**From:** John Brock, Town Clerk / Deputy Town Manager

**Re:** Discussion: **Selection of Date for New Councilor Orientation Workshop**

**Objective:**

The purpose of this agenda item is to select a date for the New Councilor Orientation Workshop. This workshop will provide incoming Town Councilors with a comprehensive overview of the Town's operational structure, governance framework, and key procedures as outlined in the Staff Guided Orientation and Training program. The workshop, facilitated by Town staff including the Town Manager, Town Clerk, and Town Attorney, is designed to prepare councilors for their new roles by covering essential topics such as the Town Charter, Land Development Code, Sunshine Law, and municipal finance. The session will last approximately four hours and aims to equip participants with the knowledge and tools needed for effective governance and collaboration.

**Summary:**

The New Councilor Orientation Workshop is a vital initiative to ensure that incoming Town Councilors are well-prepared to fulfill their responsibilities effectively. This session provides foundational knowledge of the Town's governance structure, legal requirements, and operational procedures, fostering informed decision-making and seamless integration into their roles. By equipping new councilors with the tools and insights needed for effective leadership, the workshop supports the Town's commitment to good governance and collaborative success.

**Fiscal Impact:**

The New Councilor Orientation Workshop will incur costs associated with the participation of the Town Attorney and Town Planner. Both professionals are scheduled to attend for the full 4-hour duration of the workshop. At a rate of \$310 per hour for the Town Attorney and \$120 per hour for the Town Planner, the total cost for the Town Attorney's services will be \$1,240, and the total cost for the Town Planner's services will be \$480. The combined fiscal impact for these services is \$1,720.

**Staff Recommendation:**

Staff recommends scheduling the New Councilor Orientation Workshop for one of the following time frames: either 8:00 a.m. to 12:00 p.m. or 1:00 p.m. to 5:00 p.m. This scheduling flexibility allows for the session to be conducted in a manner that accommodates participants' availability while ensuring ample time to cover all critical topics effectively within the four-hour duration. Staff seeks the Council's input to finalize the most suitable time.