

**Newly Elected Officials Orientation**  
Location: City Hall Council Chambers

**AGENDA**

December 18, 2015

2:00 p.m.

*INTRODUCTION OF NEW OFFICIALS – 5 Minutes each to state their background and goals for their term and/or why they ran for office?*

**WELCOME/OVERVIEW**

**DEPARTMENT HEADS**

**Quick Department Overview - 2 Minutes Each** (*Overview of what your department is in charge of and current priorities*)

Police Department- Les Hall  
Streets Department- Paul Sifford  
Water Department- Paul Sifford  
Sewer Department- Paul Sifford  
Cemetery Department- Paul Sifford  
Parks Department- Paul Sifford  
Electric Department- Paul Sifford  
Library Department- Paulina Freeburg  
Admin Department- Sara Gauthier  
Garbage Department- Sara Gauthier

**HUMAN RESOURCES-** (**Overview of Employee Groups, benefits of Elected Officials**)

**FINANCIAL OUTLOOK-** Sara Gauthier & Marissa Hanlan (**Overview of Financial Terms, deferent budgets/allocations, financial responsibilities**)

**CITY CLERK-** Sara Gauthier (**Overview of Appointed Officials and Official Records, Opening Meeting requirements, setting of agenda and swearing in event on January 14, 2016**)

**ADJOURNMENT**