**Newly Elected Officials Training**

*Suggest 45 minute sessions prior to 1st Council meeting of the month.*

Topics Leader

1. Structure of Village Council Amy
2. Meetings
   1. Packet (website and minutes on demand)
   2. Participation
   3. Closed Meetings
3. Attendance/Quorum
4. Committees
5. Ordinances & Resolutions
6. Ethics
7. State Laws/Requirements Amy
8. Open Meetings Act
9. FOIA basics
10. Levying Tax Michelle Present with IV
11. Calculating the Tax base
12. Headlee Act
13. Process for establishing a millage
14. Where does other income come from?
15. Budgeting Process Kim Present with III
16. Revenue Projections
    1. Sources & Trends
17. Capital Replacement Plan Process
    1. Working with capital replacement plans
    2. Evaluate asset management plans/project proposals
18. Which funds support which departments/% of budgets
19. Committee structure to Council approval
20. Fund Balance Requirements
21. Financials Kim
22. Monthly Reports
    1. Cash & Investments
    2. Income Statements
    3. Payables
    4. Budget amendments
23. Audit Process
24. Planning & Zoning Diane 30 minutes
25. Understanding the Process
26. Master Planning
27. Understanding the Planning Commission
28. How to review a site plan that comes to Council
29. Downtown Development Authority Amy
30. Structure
31. Function
32. Expenditures
33. Infrastructure Scott
34. Understanding Services to the Community
35. Tour Sewer & Water locations
36. Budget Review
37. Committees
    1. Sewer & Water
    2. Streets & Sidewalks
    3. Asset Management
38. Police Department Jeff
39. Staff and services
40. Budget Review
41. Asset Management
42. Committee – Police Oversight
43. Future Training Opportunities
44. Webinars
45. MML Newly Elected Officials

Newly Elected Officials receive:

1. Village email address; instruction on remote access
2. Tax forms
3. Door pass code
4. Thumb drive with:
   1. Master Plan
   2. Rules and Procedures for General Law Village
   3. Robert’s Rules of Order FAQ
   4. Village Mission Statement
   5. Employee Policy & Procedures Manual
   6. Quick Reference Contact information
   7. Handbook for Newly Elected Officials