

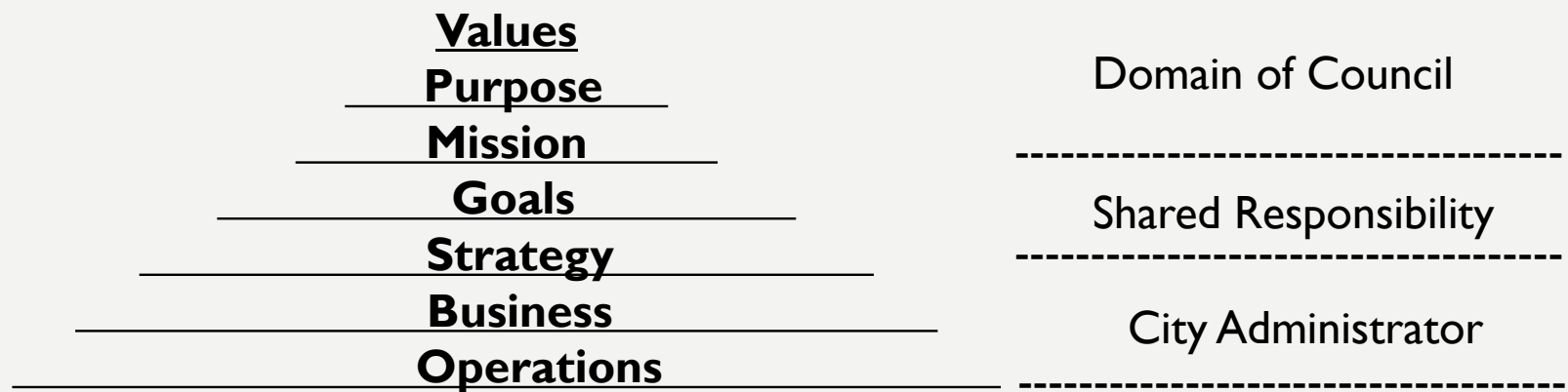
**CITY OF ALTOONA  
CITY COUNCIL  
ONBOARDING**

# OVERVIEW

- Altoona at a glance
- Altoona's form of government
- Policies and practices
- Staff
- Finance
- Legal Issues
- Land Use
- Council Conduct

# STRONG MAYOR FORM WITH DUTIES DELEGATED TO ADMINISTRATOR

City Council	Management
<ul style="list-style-type: none"><li>• Representing the interests of all residents</li><li>• Ensuring long-term success of the city</li><li>• Revising and approving the purpose, mission and vision statements</li><li>• Identifying, providing input on, and prioritizing issues</li><li>• Allocating resources and approving the budget</li><li>• Asking for data to support positions</li><li>• Approving the strategic plan</li><li>• Evaluating the City Administrator</li></ul>	<ul style="list-style-type: none"><li>• Educating the council on the need for planning, how the council can participate, and emerging issues</li><li>• Presenting its assessment of the relative significance of emerging issues</li><li>• Developing the strategic and action plans</li><li>• Preparing studies that justify its recommendations</li><li>• Implementing approved initiatives</li><li>• Reporting on progress of goal attainment</li><li>• Supervision of employees</li><li>• Oversees daily operations</li></ul>



Staying in your lane while governing isn't easy!

# POLICIES AND PRACTICES

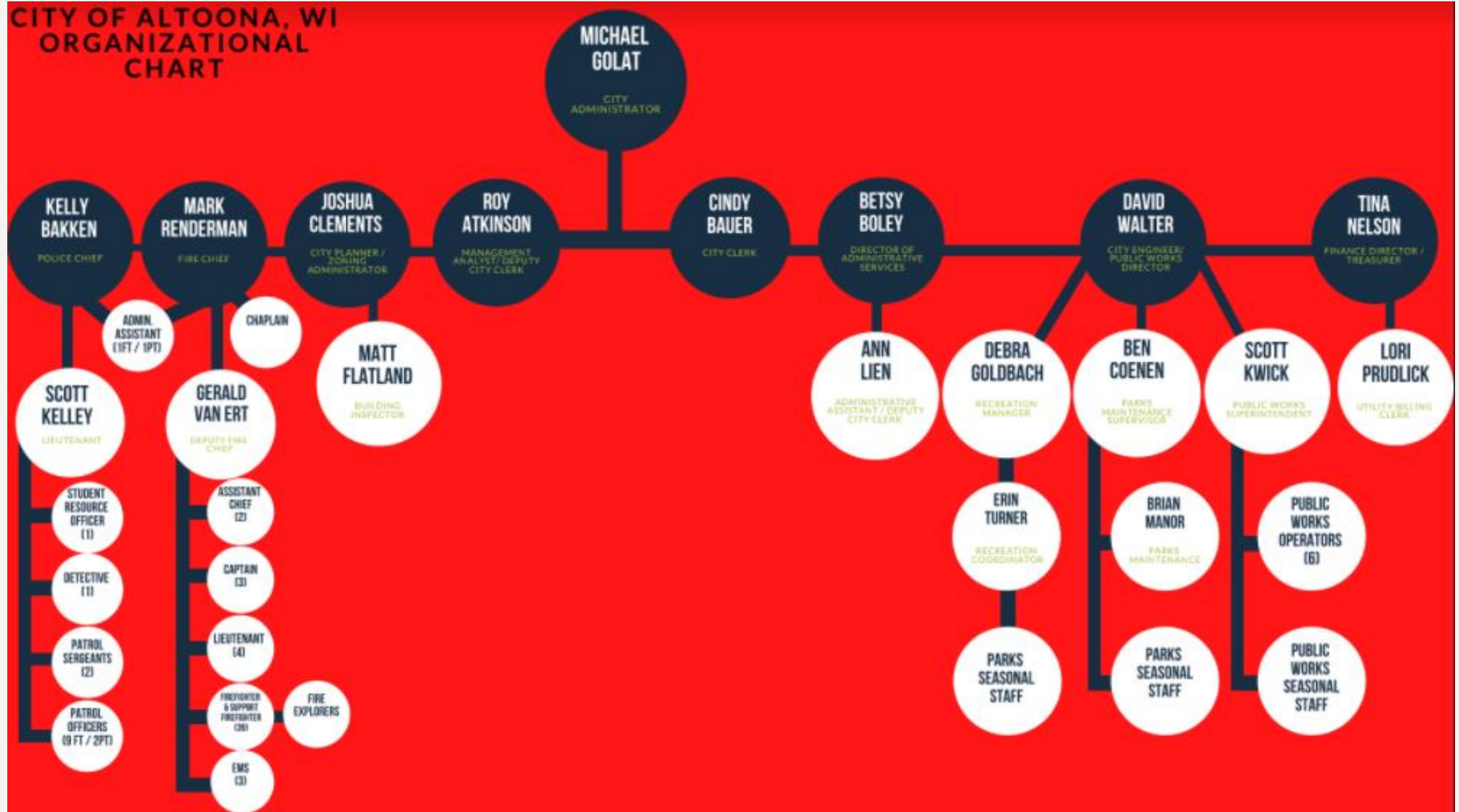
- Role of Mayor
- Responsibilities of Council members
- Council goals and priorities
- Agendas and minutes
- City council and committee meetings
- Other policies and protocols

# STAFF

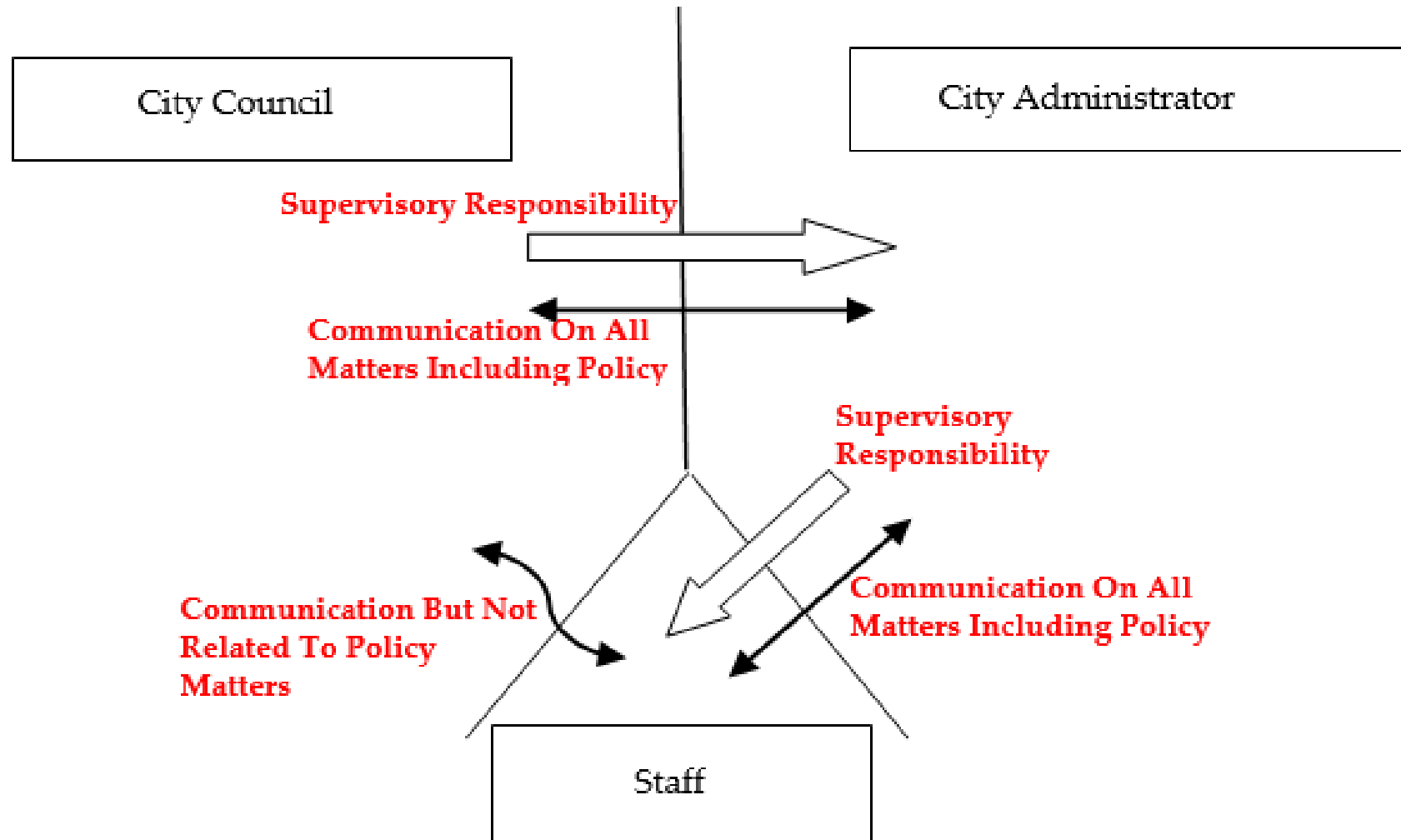
- Staffing highlights
- Role of City Administrator
- Role of City Attorney
- Role of City Clerk
- Other key positions, staff and contracting agencies
- Communication with staff members

THE CITY of *Altoona*

# CITY OF ALTOONA, WI ORGANIZATIONAL CHART



## COMMUNICATION AND SUPERVISION



It's Delicate, but Important!



# FINANCE

- Financial policies
- Fund Explanation—General Fund, Utility Fund, TID Funds, Capital etc.
- Revenue sources: taxes, license fees, user fees, utilities
- Role of intergovernmental revenues
- Tax increment districts
- Capital Improvement plan



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# LEGAL ISSUES



- City of Altoona's ordinances—Provide copy and go over organization
- Public meetings—Notice Requirements, Walking Quorums
- Public records—FOIA
- Conflicts of interest
- Accepting gifts

ALTOONA  
MUNICIPAL  
CODE

3. REVENUE AND FINANCE

Title 14  
10. VEHICLES AND TRAFFIC

17. MOBILE HOMES AND

6. ANIMALS

# LAND USE



- **Planning and zoning board**
- **Comprehensive Plan**
- **Subdivisions**
- **Annexation**
- **Variances**
- **Rezoning**
- **Conditional Uses**

# COUNCIL CONDUCT

- Effectiveness and efficiency
- Interacting with the public
- Dealing with the media
- Additional resources
- Ethics
- Meeting Decisions



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**It is expected and encouraged that we disagree on issues, but it is important that we all collectively support the decisions of Council once a decision is made....**