

# Outline for New Commissioner's Packet

## County Government Organizational Chart

- This should include each office that falls under the umbrella of county commission
- Should also include offices of tax officials, sheriff, probate judge, and any other offices funded by county commission
  - May want separate charts for these offices?

## County Information

- County Map or information relating to accessing map
- Copy of resolution or local law establishing district or unit system in county
  - May want to include something about funding district system offices
- Demographics of county
  - Paved v. unpaved roads
  - Road miles
  - Number of bridges/bridge structures
  - Population split for each district
  - Other

## Overview of the Commission Office personnel

- A brief description of office personnel/positions
  - Include highway department and EMA
- Bio info on department heads
- Relevant contact information for key personnel

## Overview of the Other County Government Offices

- Explanation of commission funding obligations for each office
- Information on how other offices interact with commission
- Which employees fall under county commission personnel policies
- Include contact information

## County Attorney

- Role of county attorney
- Financial arrangements (contracts, retainer, etc.)
- "Rules" for contacting, etc.

## Personnel Matters

- County Employee Handbook/Personnel Policy
- Relationship of employees working for other county officials (sheriff, tax officials, probate judge)
- Role of County Commission in hiring/firing
- New Employee Orientation packet
- List of holidays

## Property/Buildings

- Provide a list of major buildings owned by the county
- Include property that is maintained by the county
- Provide a list of state offices to whom the county provides office space
- Consider including a list of election places, identifying those places owned/leased/loaned

## Local Boards/Commissions

- Explanation of various local boards and commissions “created” by county commission or by statute
- Include appointment process for each and list of those currently serving
- Role, if any, of county commission in operation of board
- Any county funding/appropriation

## Local Laws

- Compilation of any local laws of particular importance
  - This should be limited to local laws affecting how county commission operates or how it impacts role of administrator/engineer
  - Ex: home rule law, planning and zoning authority, etc., district or unit system law, county commission makeup law, mileage reimbursement

## Budgets

- Copy of Current Budget
- Summation and overview of the county's budgets by funds
- Explanation of each fund
- Outline of process for developing/approving budget

## Revenue Sources

- Explanation of federal/state/local revenue sources for county
- Not detailed explanation of revenue sources but what does county get
- Itemization of local revenue and distribution

## County Commission Meeting Items

- Organizational Session Requirements
- Copy of Rules of Procedure
- Agenda-setting process
- Any local policies/resolutions affecting meetings

## County Commissioner

- Responsibilities/duties
  - This should be very brief bullet sheet of main areas of concentration
  - Expense reimbursement policy/travel reimbursement policy
  - This will be covered in detail by ALGTI training
- County Commission Makeup
  - Include court order/local law creating system
- Chairman Role
  - How is chair selected
  - How is vice-chair selected
  - Include any local policy/laws/court orders addressing chairman role
- Compensation and Benefits
  - Salary and how/when paid
  - RSA info if in retirement system
  - Health insurance coverage –who pays
  - Travel reimbursement rules
  - County vehicle usage
  - Any other benefits

## Association of County Commissions of Alabama

- Description of Organization
- Contact Information
- Include something about NACO
- Conference/Training information
- Joint Bid Program

## Training

- ALGTI requirement/information
- Required Ethics Training Information
- County Government Education Institute

- Other conferences and workshops

### **Legislative Issues**

- Contact info on all local legislators
- Explanation of "local" local legislation process
  - How handled with local legislators (re: resolution/meeting, etc.)

### **Calendar of Events**

- County Commission Meeting Dates
- Important Dates for commission action (levy of taxes/budget approval, etc.)
- ACCA Calendar of Events
- Legislative Session Days

### **Current Events**

- Summaries/Reports from department heads of top pending issues
  - Administrator
  - Engineer
  - EMA Director
  - County Attorney
- These will be reports of pressing ongoing matters such as lawsuits, negotiations, major impending road project, etc.

### **Important Contact Information**

- Key state agencies (Ethics Commission, ALDOT, DOR, Governor's office, Examiners, other)
  - Include contact persons
- We addressed local contacts under other headings

### **Information on County Insurance**

Who is carrier

- Liability insurance
- Property insurance
- Workers comp insurance
- Other?
- What are renewal dates/process
- Process for reporting claims
- Who is covered