



## STRUCTURED ONBOARDING PROCESS FOR ELECTED OFFICIALS

City Manager's Office

Inclusive, Community Engagement & Governmental Processes Committee  
January 5, 2022

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## DISCUSSION

The onboarding of elected officials requires a coordination of resources between multiple city departments. Through the establishment of a structured onboarding process, key actions and resources associated with onboarding new councilmembers, commissioners, and legislative staff will be outlined to ensure operational needs are met in a timely manner.



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## DISCUSSION

The process includes a series of benchmarks and objectives that will be managed and updated by the City Manager's office as authorized by Resolution No. 23559.



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## PROCESS OBJECTIVES

- Establish a blueprint of key benchmarks and suggested timelines for completion.
- Outline department responsible for facilitating benchmarks/onboarding tasks.
- Identify required or suggested trainings for elected officials.



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## STRATEGIC PLAN ALIGNMENT



### High Performing Government

Provide world class public service that is efficient, accessible and responsive to all.

This item contributes to Strategic Priority No. 5 *High Performing Government* and Goal 5.2 – Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.



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## RECOMMENDATIONS

That the Inclusiveness, Community Engagement and Governmental Processes Committee receive and provide feedback on the establishment of a structured onboarding process for elected officials.



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