



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
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Occoquan Town Council Orientation
Thursday, June 21, 2018 | 5:00 pm

- 1. Welcome - Mayor-Elect**
- 2. Department Presentations**
 - a. Administration
 - b. Finance
 - c. Parks and Events
 - d. Public Works
 - e. Public Safety
 - f. Town Clerk
- 3. Governing Body**
 - a. Town Attorney - Open/Closed Meetings, Social Media Participation
 - b. FOIA/COIA - Town Clerk
 - c. Robert's Rules of Order/Meeting Decorum - Mayor-Elect
- 4. Status of Current Projects and Activities - Town Manager**
- 5. Council Questions**
- 6. Closing Remarks - Mayor-Elect**

Enclosed Documentation

1. Council Orientation Manual
2. FOIA/COIA 2016-2017 Edition Guide for Local Government Leaders
3. Roberts Rules of Order
4. Position Descriptions