

NEW COUNCIL PERSON ORIENTATION PACKET AND INFORMATION SHEET

- City Council, City Manager, and Administration Guidelines for Professional Leadership
- City Charter
- City Budget
- City Boards & Commissions Listing
- Code of Ordinances
- Comprehensive Plan
- MML Handbook for Municipal Officials
- MML Elected Officials Academy

- Discussion Points:
 - Professional Leadership Guidelines
 - Council Packets and Council Mondays (calls)
 - Getting on Agenda
 - Contacting Staff
 - Tour of City Facilities
 - Travel
 - Council Calendar
 - February-March MML Legislative Conference
 - March Board of Review
 - September (even # years) Goal Setting & Visioning
 - September-October MML Annual Conference
 - Council packets, and Council Mondays

- How to contact/preferences:
 - Phone Numbers: H _____ W _____

 - Mailing Address: H _____
W _____

 - Delivery Address H _____
W _____

 - Email _____

 - Fax _____

 - Cell phone _____

 - Pager _____

- Have meeting with new Council member to discuss goals, issues, concerns, things to be accomplished.