

**NEW COUNCIL PERSON  
ORIENTATION PACKET AND INFORMATION SHEET**

- Council Policy Statement No. 37 – City Council, City Manager, and Administration Guidelines for Professional Leadership
- City Charter
- City Budget
- City CAFR
- City Boards & Commissions Listing
- Vision Statement & Goals
- CPS & SOP Book
- Code of Ordinances
- Comprehensive Plan
- MML Handbook for Municipal Officials
- MML Elected Officials Academy
- City Council Packets – “Council Only” and “Personal and Confidential”
- Discussion Points:
  - CPS No. 37 – 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
  - Explain “Council Only,” “Personal & Confidential,” 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.