

CITY COUNCIL ORIENTATION MENU

		NO	YES			
1.	CITY ADMINISTRATION		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
A.	Tour of City Hall					
B.	Introduce staff					
C.	Review organizational chart, biographical information of senior leadership.					
D.	Constituent contacts processing					
E.	Open meetings					
F.	Open records / data practices / records retention					
G.	Parliamentary procedures					
H.	Strategic plan and process – mission, vision, values, critical success factors, citizens survey					
I.	Role of advocacy groups / associations: I. League of Minnesota Cities (LMC) II. Municipal Legislative Committee (MLC) III. Metro Cities IV. Suburban Rate Authority (SRA) V. International City Management Association (ICMA)					
J.	Outstanding lawsuits against City					
K.	Communication and contact with staff					
L.	Commissions and establishing ordinances					
M.	Task forces and committees					
N.	Roles of Council and Mayor					
O.	Role of Administrator with Mayor & Council					
P.	Elections – County					
Q.	Assessments – County					
R.	Citizen's Academy					
S.	Council wage and benefits, financial disclosures					
T.	Conflicts of interest					
U.	Personnel policies / code					
V.	Labor Unions					
W.	Media relations, protocol and training					
X.	Council Directives and Administrative Directives					
Y.	Organization development					

		NO	YES			
2.	ENGINEERING		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
A.	Introduce staff					
B.	Review of capital projects					
C.	Review assessment policy					
D.	Street construction standards – residential					
E.	Development Area Charges I. storm water II. sanitary sewer III. water					
F.	Water supply system					
G.	Traffic control / traffic calming					
H.	Public improvement process and assessments					
I.	Transportation Funding I. Major roadway charges II. Property tax street reconstruction III. Special assessments IV. Street Task Force Report V. Developer contributions					
J.	Role of Watershed Districts					
K.	Storm Water / NPDES					
L.	Sustainability					
M.	Professional services					

		NO	YES			
3.	PUBLIC WORKS		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
A.	Tour of public works buildings					
B.	Tour storm water facilities / maintenance program					
C.	Tour parks buildings					
D.	Review PW Divisions: I. Streets / Stormwater II. Utilities – water and sanitary sewer III. Parks & Forestry IV. Fleet services V. PW Administration					
E.	Review snowplowing policy					
F.	Review trail policy / program					

		NO	YES			
4.	FINANCE		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
A.	Audit and Investment Commission					
B.	Role of Independent Auditor					
C.	Role of Financial Advisor					
D.	Role of Bond Counsel					
E.	Fee schedule ordinance					
F.	Contracted services (e.g. banking, ambulance billing)					
G.	Annual budget: I. Time line II. Budget check-ins with council III. September budget workshop IV. Truth in Taxation V. Fiscal Disparities program VI. Residential Homestead Exclusion VII. MN property classified system VIII. Taxable Market Value IX. Tax Capacity					
H.	Fund accounting: I. General Fund II. Special Revenue Funds III. Capital Improvement Funds IV. Enterprise Funds V. Other Funds VI. Capital Improvement Plan					
I.	Financial policies: I. Purchasing policy II. Investment policy and reporting III. Travel & training policy IV. Collections (e.g. utility bills, EMS, etc.)					
J.	Comprehensive Annual Financial Report (CAFR)					
K.	GASB, GFOA					
L.	Insurance programs (LMCIT)					
M.	Long-term financial projections					

		NO	YES			
5.	COMMUNITY DEVELOPMENT		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
A.	Annual Development Tour					
B.	Community affairs liaison role					
C.	Comprehensive Plan I. Land use and phasing II. Role of Metropolitan Council III. Role of City Council					
D.	Purpose / role of zoning					
E.	Development review I. Subdivision II. Site plan III. Conditional uses IV. Development agreements V. Other					
F.	Code enforcement and community standards					
G.	Building Inspections					
H.	Fire inspection					
I.	Economic Development					
J.	Affordable Housing					
K.	Commissions Supported: I. Economic Development Commission II. Economic Development Authority (Council) III. Housing & Redevelopment Authority (Council) IV. Planning Commission					
L.	Gold Line BRT					

		NO	YES			
6.	PARKS AND RECREATION		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
A.	Tour Central Park					
B.	Tour Ojibway Park & master planning					
C.	Tour HealthEast Sports Center					
D.	Tour other parks & open spaces					
E.	Tour Eagle Valley Golf Course					
F.	Review field use policy					
G.	Park Dedication Fund					
H.	Park and open space acquisition plan					
I.	Future park development plan					
J.	Overview of partnerships and agreements with community groups, athletic associations, school districts, YMCA, private schools, county, Summit, etc.					
K.	Summary and review of recreation programming and facility use services					

		NO	YES			
7.	INFORMATION AND COMMUNICATIONS TECHNOLOGY		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
A.	Introduce IT staff and how to get help					
B.	Mobile device policy					
C.	Use of technology policy					
D.	E-mail protocols					
E.	iAnnotate / iPads for agenda packets (provide loaner iPad until they purchase their own)					
F.	Email and calendar setup on mobile devices					
G.	Remote computer access (Citrix and/or the Intranet via Office 365)					
H.	Voicemail access and notification					
I.	Significant IT issues					
J.	What is available on the web					

		NO	YES			
8.	PUBLIC SAFETY		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
A.	Tour of public safety building					
B.	Tour of fire stations					
C.	Support services / PIO roles					
D.	Crime statistic history					
E.	Fire Division I. Integration II. Paid-on-call reliance					
F.	Relationships with county I. Jails II. Dispatch III. 800 Mghz. IV. Mobile Data Terminals (MDT's) / Records Management System V. SRT Team					
G.	Training program					
H.	Use of Force Policy					
I.	EMS Program I. Medicare / Medicaid billing II. Police / Paramedic program III. Statistics					
J.	Police Division I. Investigations II. Patrol III. Support IV. SWAT V. SRO's VI. Street crimes VII. Cameras					
K.	Emergency Management I. Plan II. Authorities III. Situations and locations IV. VERT V. Council role in emergencies					
L.	HERO (Health and Emergency Response Occupations) Center					

		NO	YES			
9.	OTHER TRAINING OPPORTUNITIES		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
A.	League of Cities I. New council member orientation II. Comprehensive planning III. League boards IV. League elected officials handbook					
B.	ICMA Material I. Working Together: A Guide for Elected and Appointed Officials II. Effective Council Meetings III. Consensus Building: Keys to Success IV. The Manager as Coach: Increasing the Effectiveness of Elected Officials					
C.	Other Materials I. Answering the Cheshire Cat: The First 4 – 5 days of a New Council II. 10 Habits of Highly Effective Councils III. The Value of Going Back to the Basics					