



MEMORANDUM

DATE: January 18, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: New Resident Guide Discussion

Budgeted Amount:
N/A

Actual Amount:
TBD

Funding Source:
N/A

For Council Consideration

Council should provide direction on a putting together a new resident guide.

Background

At a recent City Council meeting, the City Council requested Staff bring forward a discussion on a new resident guide. A few things Council will want to consider:

How much information and what type should be included?

- Previously, a Communications Coordinator had begun to compile information for a potential new resident guide. That draft is attached, Council may want to review the information and decide what it would like to include or not. Note, the information in this draft is not up to date; any final product would be formatted and updated before distributing.
- One page handout versus a larger packet

How will it be distributed?

- Mailed out monthly to new residents, sent with utility bills or keep copies at the front for pickup?

Budget Impact

Any budget impacts will depend on the type of guide Council wants put together and how it is distributed to residents.

Attachment

Attachment A: Previous Draft New Resident Guide (Not Updated)