



## AGENDA ITEM

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**Meeting Name:** Town Council Meeting

**Meeting Date:** January 28, 2026

**Prepared By:** C. Copeland-Rodriguez, MMC, Town Clerk

**Item Title:** Town Council Orientation Packet

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### DISCUSSION:

At the December 10, 2025 Town Council Meeting, Mayor Wheeler, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to have the Town Council Orientation Packet as a discussion item on the next agenda.

Town Staff propose facilitating an orientation work session with qualified candidates and current elected officials to review the contents of the packet and address any questions.

The draft orientation packet is intended to provide a comprehensive overview of Town operations, policies, procedures, and expectations applicable to Town Council members.

The Town Council Orientation Packet consists of the following:

Attachment #1 - Cover Page, Orientation Packet Overview, and Tables of Contents

Attachment #2 – Foundational Governance

Attachment #3 – Administrative Structure and Operations

Attachment #4 – Community and Public Engagement

Attachment #5 – Financial and Planning Overview

### RECOMMENDATION:

Town staff recommends facilitating an Orientation Work Session with the qualified candidates and current elected officials to review the materials contained in the packet and to address any questions on Wednesday, February 4, 2026 at 3pm.