



**MEMO TO:** Members of the City Council

**FROM:** Mayor John Marchione

**DATE:** December 10, 2019

**SUBJECT:** Transition of Mayor and Council

**I. RECOMMENDED ACTION**

Review and discuss the transition of the Mayor and Council.

**II. DEPARTMENT CONTACTS**

Maxine Whattam, Chief Operating Officer	425-556-2310
Malisa Files, Finance Director	425-556-2166
Cheryl Xanthos, City Clerk	425-556-2191

**III. DESCRIPTION/BACKGROUND**

Over the past several months, the current Mayor and Councilmembers have been preparing for the transition of a new Mayor and Council. Through this process, the Council Handbook has been updated, a Mayoral Handbook has also been created, and other materials have been gathered to provide the incoming Mayor and all Councilmembers comprehensive resources about city operations and the city budget, as well as state laws that are pertinent to their roles and responsibilities. The Council Handbook and other resources have been prepared in binders and will be distributed to all incoming and existing Councilmembers. These handbooks will be public facing and available on the city website.

The Council webpages on the city website have also been refreshed with improved organization and content. Additionally, onboarding and separation checklists have been enhanced, and they are provided as attachment A. All of these materials will assist in the onboarding of the new Councilmembers and Mayor, and the transition of the outgoing Mayor and Councilmembers.

The transition process is comprised of four orientation elements:

1. Workshops
  - a. Overview of City Projects Currently Underway
  - b. The Technical and Legal Aspects of Being a Councilmember
  - c. City Budget (process, timelines, and policies)
2. December 10 Study Session

3. Human Resources (HR) Orientation
4. Computers

**IV. PREVIOUS DISCUSSIONS HELD**

May 28, 2019 Study Session

May 28, 2019 Finance, Administration & Communications Committee of the Whole

April 23, 2019 Finance, Administration & Communications Committee of the Whole

January 22, 2019: Finance, Administration & Communications Committee of the Whole

**V. IMPACT**

**A. Service/Delivery:**

The transition elements and handbooks support the onboarding and orientation of the new Mayor and Councilmembers.

**B. Fiscal Note:**

N/A

**VI. ALTERNATIVES TO STAFF RECOMMENDATION**

N/A

**VII. TIME CONSTRAINTS**

The new Mayor and Councilmembers will be sworn in on December 17, 2019. They will begin serving in their new roles on January 1, 2020.

**VIII. LIST OF ATTACHMENTS**

Attachment A: Onboarding and Separation Checklists for Councilmembers



---

**Maxine Whattam, Chief Operating Officer**



Approved for Agenda \_\_\_\_\_  
**John Marchione, Mayor**