

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