

La Mesa Newly Elected Official Incoming Office Checklist

Responsible Department or Individual	Date Completed	Task (assisting staff)
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Human Resources/Risk Management		
		Appointment for Orientation with HR
		Keycard for City Hall and Password - Sheryl Sherman (Management Analyst)
		Payroll Transmittal to Finance

Information Tech		
		Set up computer network access and email. Network Access form to be completed by Executive Assistant

Executive Assistant		
		Orientation Appointment with City Manager (requests for information, Council meeting agendas, Council initiated items, Council committees)
		Orientation Appointment with City Attorney (the Brown Act, conflict of interest, closed sessions)
		Bio for website
		Boutonnieres/corsages for new officials
		Business Cards
		Provide Technology Allowance Form
		Council Info - send email only to Admin Support Staff
		Council Info – send to Senior Mgmt Group: address, phone #s, and email
		Distribution list - create an Outlook distribution list for the new City Council
		Register for League of California Cities New Mayors and Council Members Academy (www.calcities.org)

		Create Letterhead
		Photo – (1) 8x10, (10) 5x7 from photo studio of their choice
		Photo Update – Mayor’s photo in the Council Chambers
		Photo Update – photo in the City Manager’s Office lobby
		Photo Update – photos displayed at all city buildings: (Some are now digital) City Hall, PD, (3) Fire Stations, Public Works, Adult Enrichment Center, Community Services
		Nameplate Council Chambers (blue/black marble 2"x9") – order from Randy at Village Engraving at randy@villageawards.net
		Plaque for Mayor’s office door
		Nameplate inbox in Council Conference Room (med. Woodgrain 2"x8") – order from Village Engraving at randy@villageawards.net
		Voice Mail Ext 106 update – phone in the Council Conf Room
		Updated conflict map - Community Development
		Website update
		Schedule Emergency Operations Center Training (Andy McKellar, Heartland Fire)
		Schedule City Council Chambers security training (Police Department)
		Expense and Use of Public Resources for City Business
		Ethics Training AB 1234 (City Clerk)
		Form 700 Assuming Office(City Clerk)
		Updates to delegation of authority for Mayor and City Treasurer (Finance)
		Appointments with Department Heads (CD, CS, PW, Fin, PD, Fire, CC)
		Appointments with Utility Companies (Cox, EDCO, Helix Water, SDG&E)