

La Mesa Elected Official Outgoing Office Checklist

Responsible Department or Individual	Date Completed	Task (assisting staff)
--	----------------	------------------------

HumanResources/Risk Management		
		Keycard for City Hall - return and remove access code
		Payroll Transmittal to HR
		Retirement Plaque

Information Technology		
		Remove computer access and email effective day after last day

Executive Assistant		
		Boutonnieres/corsages for outgoing officials
		Cell Phone return (provide password or deactivate password) - give to IT to wipe info
		Distribution list - update in Outlook
		Letterhead - delete
		Photo Update – photo in the City Manager’s Office lobby
		Photo Update – photos displayed at all city buildings: City Hall, PD, (3) Fire Stations, Public Works, Adult Enrichment Center, Community Services
		Nameplate Council Chambers – give to Councilmember or destroy

		Nameplate inbox in Council Conference Room – give to Councilmember or destroy
		Street Sign for outgoing official (check with City Manager then Public Works Director)
		Voice Mail Ext 106 update – phone in the Council Conf Room
		Updated conflict map - Community Development
		Website update
		Form 700 Leaving Office(City Clerk)
		Updates to delegation of authority for Mayor and City Treasurer (Finance)