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DONOT REMOVE Councilmember Election and Transition



April/May 2024

COIA & FOIA Training

Options Online through State/Dept. of Legislative Services

Candice Reid City Clerk

11 June 2024

Filing Deadline

All local Elected roles

No Dictate regarding City Employees engaging in campaing activities outside of work setting.

City Registar

Laura Drewry City Attorney

1 July 2024 No more than 50% of District funds may be spent or encumbered before December 31st

\$16,088.50

Debora Shaw

Council Budget Analyst

Shantae Coleman Council Management Analyst

July 2024

Summer Council Advance

Goal Setting | Budget Setting | End-of-Year Succession

LaTesha Holmes Council Chief of Staff

5 August 2024

90 Day Prohibition Period

No Councilmembers may authorize new grants

No publications related to contested Council seats can be funded with public monies

Debora Shaw

Council Budget Analyst

Matthew Slaats

Sr. Mgr. Communications & Engagement

5 November 2024

Election Day

No campaign related expenses may be incurred with District Funds

City Registar

6 November 2024

Identify outgoing Councilmembers

Begin writing award letter for outgoing members; design and order plaques

Matthew Slaats

Sr. Mgr. Communications & Engagement

Steve Skinner

Council Public Information
Manager

11 November 2024 Determine if there are changes in Liaison staff

Begin changes to Council Orientation Manual

LaTesha Holmes

Council Chief of Staff

Kimberly Kyle

HR Liaison

LaTesha Holmes New Liaison hiring process to begin. 14 Council Chief of Staff ~3 week turnaround between posting and November 2024 **Kimberly Kyle** hirina. HR Liaison Separation of Staff LaTesha Holmes Confirm Separation agreements, terms, Council Chief of Staff November funding. 2024 Kimberly Kyle HR Liaison Document Retention and Succession Last Formal Council Meeting for the year **Candice Reid** December Presentation to outgoing council members. City Clerk 2024 SAPRs must be Placed Shantae Coleman DIT requires at least 2 weeks. Council Management Analyst December 2024 MS Account | Email | Distribution lists | David Lansdell Special Assitant to CCOS SharePoint Sites. Shantae Coleman Collect City Technology December Council Management Analyst 2024 Cell Phone | Laptop | Tablet David Lansdell Special Assitant to CCOS **MUST HAVES:** Laptop | Cell Phone | Desk Phone Shantae Coleman Council Management Analyst 2 January 2025 **PAPERWORK** David Lansdell ID Badge | Parking | Orientation Manual | Hiring Special Assitant to CCOS Paperwork **City Orientation** Organizational Meeting (Swearing in) LaTesha Holmes Council Chief of Staff 6 January 2025 **OD Standing Committee** Candice Reid Election of Vice/President City Clerk **Standing Committees** First Formal Meeting LaTesha Holmes Arrange 1:1s with new Councilmembers and Council Chief of Staff 13 January Office Heads. 2025 Candice Reid City Clerk Arrange 1:1s with CCOS COIA & FOIA Steve Skinner Training must be conducted within two months of

Swearing In

City or State resource allowable

6 March

2025

Council Public Information

Manager

City Clerk

Candice Reid