




MEMORANDUM

TO: Mayor and Councilmembers

FROM: Michael McDonald, Deputy City Manager 

DATE: December 8, 2014

SUBJECT: Transition of Council Offices

The purpose of this memo is to inform you that I have instructed Eric Stockton, Building Services Manager, to contact your offices as soon as possible regarding the transition of the new Council. We anticipate the new Councilmembers will move into their offices the day they are sworn in, which will be January 6, 2015. We wanted to contact you well in advance of this date to provide you with the resources you may require for this transition.

We are aware, that the current Council still has a Council meeting and other business to conduct prior to January 6th. Our aim is to insure that we make contact with your offices in a timely fashion because each of you may require different levels of assistance. Moreover, we want to be sensitive to your many needs and requirements.

Please contact me if you have any questions or need further assistance.

cc: Marc A. Ott, City Manager
Assistant City Managers
Eric Stockton, Building Services Manager