



OFFICE OF MICHAEL J. GARCIA, MAYOR-ELECT

MEMORANDUM

To: Honorable Alan Webber, Mayor
Mark Scott, City Manager

From: Michael J. Garcia, Mayor-elect

CC: Charlotte Roybal, Garcia Transition Team Co-Chair
Manuel Garcia, Garcia Transition Team Co-Chair

Date: 11/10/25

Re: Mayoral Transition Planning from Webber Administration to Garcia Administration

Mayor-elect Michael Garcia will be sworn into office and begin his term of service on December 30, 2025. To ensure a smooth and efficient transition between the Webber Administration and the incoming Garcia Administration, the Garcia Transition Team respectfully submits the following requests for coordination and support.

If any of the requests below cannot be accommodated, we ask that the reasons for non-accommodation be provided to the Transition Team in writing.

Transition Requests

1. **Department Communication**
Obtain contact information for all department directors and key staff to facilitate open communication and accountability. This should include the staff member's name, position, work email, and office telephone number.
2. **Staff Coordination**
Ensure that city staff are fully informed and prepared to collaborate with the Transition Team. We request that either the Mayor or the City Manager inform city staff in writing that Transition Team members will be reaching out to collect necessary information to support a smooth transition.
3. **Transition Operations**
Secure appropriate meeting spaces for Transition Team operations and interdepartmental coordination. There may be occasions when Transition Team members will need to meet with city staff; therefore, we request that designated meeting space be identified and made available for this purpose.

4. **Comprehensive Assessment (SWOT Analysis)**

The Transition Team will conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis with department leadership. Transition Team members will schedule meetings with relevant city staff to conduct these assessments. Mayor-elect Garcia will personally conduct SWOT analysis sessions with the City Manager, City Attorney, and City Clerk.

5. **Budget Overview**

Request that the City Manager provide an updated budget report for each department. To the greatest extent possible, we ask that the current budget planning materials also be shared to support a full understanding of departmental operations and fiscal conditions. This shall include the budget allocated vs the budget expended.

6. **Receivables**

Requesting a detailed breakdown of all receivables for each City department that bills customers for services. For each department, please provide a summary of the receivables, including the total outstanding balance, aging schedule (e.g., current, 30, 60, 90+ days past due), and a description of the primary sources of these receivables. This report should include, but not be limited to, the following departments:

- Land Use Department
- Parking Department
- Municipal Court
- Public Utilities Department
- Police (alarm and enforcement)

7. **Department Engagement**

Request that the City Manager convene a meeting with all department heads within the next two weeks to align on priorities of the Transition Team. Mayor-elect Garcia and the Transition Team Co-Chairs should be invited to participate in this meeting.

8. **Staffing Review**

Provide a list of current vacancies within each department to identify critical staffing needs. The list should include the vacant position, the duration of the vacancy, and any updated information regarding recruitment status (e.g., whether the position is currently posted for hire).

We kindly request that this information be provided in a timely manner. As transition planning continues, additional requests may be forthcoming. It is imperative that this transition be conducted cooperatively and efficiently to ensure continuity of city services and the continued success of our municipal government.

We appreciate your partnership and support in this important process.