



DAVID E. RYU  
COUNCILMEMBER, 4TH DISTRICT

Date: 2/16/16  
Submitted in Rules Committee  
Council File No: 15-1489  
Item No: 7

~~Report~~ Communication from  
Council member David  
Ryu

February 16, 2016

Honorable Councilmembers of the Rules, Intergovernmental Relations, and Neighborhoods Committee,

Thank you for hearing my motion today asking the Chief Legislative Analyst, City Clerk, and City Attorney's Offices to report back to the City Council on recommendations for a standardized transition plan for City Council Offices.

As has been widely reported, my office started with no documentation or paperwork related to open land use cases, constituent inquiries, or information on outstanding commitments of discretionary funds. Background material could have been useful for service delivery to our constituents but more importantly could provide information necessary for important issues facing the district and city.

No standard protocol exists for transitioning council offices and in the absence of transition rules, departing officials may leave nothing behind.

Council Districts deserve a seamless transition between elected leaders so that current cases and projects are not delayed when offices turn over. There are state guidelines that may provide direction and examples at other cities of ways to establish standardized office transitions.

At the end of the day there is always a balance to be met between document retention guidelines and burdensome red tape around filing and archiving; however, at a minimum, I believe guidelines need to be put in place for Council Offices to retain and transition documents pertaining to active land use projects, open constituent cases, and open discretionary fund commitments.

I believe these safeguards would ensure continuity between offices that would improve constituent outcomes during the natural flux between an incoming and outgoing administration.

Thank you again for hearing this item and I look forward to seeing the recommendations from the CLA, City Clerk, and City Attorney's Offices.

Sincerely,

David E. Ryu  
Councilmember