

**REPORT OF THE
CHIEF LEGISLATIVE ANALYST**

DATE: October 24, 2016

TO: Honorable Members of the Rules, Elections, Intergovernmental Relations, and
Neighborhoods Committee

FROM: Sharon M. Tso *KEY*
Chief Legislative Analyst
Council File No: 15-1489
Assignment No: 16-08-0721

SUBJECT: City Council Office Transition Practices

BACKGROUND

On December 11, 2015, Motion (Ryu-Wesson) was introduced, which instructed the Chief Legislative Analyst (CLA), with assistance from the City Attorney, to report to the Council on recommendations for a standardized transition plan for City Council offices. The subject Motion was heard at a special meeting of the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee (Rules Committee) on February 16, 2016. Subsequent to consideration of the Motion, the Rules Committee recommended that the Motion be adopted, and further, the CLA was instructed to form a working group consisting of related departments, to address the issue of the transition plan for City Council offices.

In addition, a related report from the City Clerk's Office was considered by the Entertainment and Facilities Committee, which proposed the establishment of a records disposition schedule for Council Offices, and recommended that the City Clerk be instructed to provide training and guidance to each Council Office to implement the records disposition schedule. The report's recommendations were approved by the Entertainment and Facilities Committee, and were subsequently considered, and adopted, by the Council on September 7, 2016.

SUMMARY

In response to the Rules Committee's instructions on February 16, 2016, and in consideration of recent Council action on the records disposition schedule, this Office has consulted with the City Clerk, Ethics Commission, General Services, Information Technology Agency (ITA), and the Los Angeles City Employees' Retirement System (LACERS) with regard to existing practices to assist Councilmembers during transitions when assuming and departing office. This Office also provides transition assistance to newly elected members of the Council.

Each department/office mentioned in this report has a role in the transition of every elected official when assuming and departing office, and has provided such assistance for years. In addition to the usual transition tasks performed by each department/office, the City Clerk will also assist with the newly adopted records disposition schedule. The following is a summary of the transition assistance provided, by department/office (see page 2):

Department/ Office	Assuming Office	Leaving Office
CLA	<ul style="list-style-type: none"> • Council office briefing (legislative program review, City budget process, office budget, staffing, salaries, etc.). • District tour • Council meeting training • Policy briefings 	Assistance is provided on an as-needed basis.
City Clerk	<ul style="list-style-type: none"> • Reach out to newly elected officials • Budget procedures • Personnel assistance (payroll, employee benefits, etc.) • Records assistance • Inventory (cell phones, furniture purchases, office supplies) 	<ul style="list-style-type: none"> • Provide budget reconciliation assistance and ensure that obligatory expenses are paid • Personnel procedures • Records assistance • Take inventory • Collection of keys, badges, and cell phones
Ethics	<ul style="list-style-type: none"> • Meeting is offered to newly elected officials and their staffs on the following: <ul style="list-style-type: none"> ○ Governmental Ethics laws (such as gift restrictions, travel, statements of economic interests (Form 700 and Form 60), etc.); ○ Deadlines for mandatory online ethics training; ○ Reference publications, such as the “Ethics Handbook for City Officials” (paper copies and web links are provided); ○ Officeholder accounts; and ○ How to obtain advice and compliance assistance throughout tenure 	<ul style="list-style-type: none"> • Elected officials and their staffs are notified of leaving office obligations under the ethics laws • Offices are informed that Form 700 and Form 60 must be submitted within 30 days of leaving office. • Information regarding lobbying restrictions, revolving door restrictions, and other issues are automatically provided upon electronic filing of Form 700 • Voluntary meetings with Council offices (if requested)

(continued on page 3)

General Services	<ul style="list-style-type: none"> • A meeting is offered to the newly elected official and a member of the transition team on: <ul style="list-style-type: none"> ○ vehicle distribution, fueling, and parking services; ○ stationery and business cards; ○ keys; ○ move-in assistance; and ○ field offices, e.g. review locations and leases, if any • Transition team is provided a liaison from GSD and a list of contacts for each service provided 	<ul style="list-style-type: none"> • Assistance is offered through the designated GSD liaison before the end of the term of the outgoing Councilmembers and/or staff on the following: <ul style="list-style-type: none"> ○ vehicle collection; and ○ move-out assistance
ITA	<ul style="list-style-type: none"> • Upon assuming office, in coordination with General Services and the City Clerk, ITA works to: <ul style="list-style-type: none"> ○ Set up office computers, and provide technical assistance to Councilmembers and their staffs as to how to log on to the City's network, use email, google drive, network drives, etc.; and ○ Set up office phone system and provide troubleshooting 	<ul style="list-style-type: none"> • Meeting is provided to the Chief of Staff and Council staff to assist as necessary. • Collection of laptops, projectors, mobile devices, and disposition of desktop computers.
LACERS	<ul style="list-style-type: none"> • Meeting is offered to newly Elected Officials to discuss retirement plan options • LACERS retirement plan information packets are distributed to Council staff as they are hired, in the same manner as other City staff 	<ul style="list-style-type: none"> • Prior to leaving office, depending on the number of departing Council offices, and in conjunction with the City Clerk, LACERS: <ul style="list-style-type: none"> ○ reaches out to meet with Council office staff to discuss retirement options, if leaving City service; or ○ offers presentations with staff on retirement options if leaving City service • LACERS offers to meet with Councilmembers separately regarding their retirement options, prior to leaving office
Various	Security briefing (Police Department), and parking passes (Personnel), and other assistance as needed	Assistance is provided on an as-needed basis

SMT:cc