

RULES, ELECTIONS, INTERGOVERNMENTAL RELATIONS, AND NEIGHBORHOODS COMMITTEE REPORT relative to a standardized transition plan for City Council offices.

Recommendations for Council, as initiated by Motion (Ryu - Wesson):

1. INSTRUCT the Chief Legislative Analyst (CLA), with the assistance of the City Attorney, to report with recommendations for a standardized transition plan for City Council Offices.
2. INSTRUCT the CLA to form a working group relative to this matter and to report to the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee in 30 days with a preliminary update on the progress that has been made, with said report to also include:
 - a. The departments that comprise the working group.
 - b. Ideas put forth by the working group.
 - c. The tasks the working group will undertake, and in what order.

Fiscal Impact Statement: Neither the CLA nor the City Administrative Officer has completed a financial analysis of this report.

Community Impact Statement: None submitted.

SUMMARY

At a special meeting held on February 16, 2016, the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee considered Motion (Ryu - Wesson) relative to recommendations for a standardized transition plan for Council offices. Additionally, a letter from the maker of the Motion was submitted to the Committee that provides further background regarding this matter. The letter states that when the maker of the Motion assumed office, there was no documentation nor paperwork relative to open land cases, constituent inquires, and commitments of discretionary funds. In order to ensure a seamless transition between the incoming and outgoing administrations of Council offices, a standardized plan is needed to ensure that relevant documents are retained so that current cases and projects are not delayed.

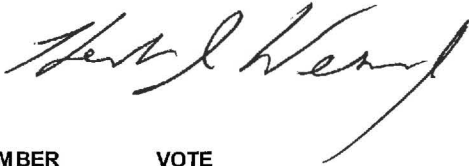
During discussion of this matter, the Assistant CLA addressed the Committee and reported that there are currently transition procedures for Council Offices, although, those procedures are unwritten. The Assistant CLA also reported that official documents relating to open land use cases and other matters are available on the Internet and other locations. However, the Committee Chair stated that it is still necessary to have a written set of step-by-step standardized procedures for transition between Council offices. The member of the Committee who was recently newly elected concurred with the Chair based on experiencing similar issues as those related in the letter submitted by the maker of the Motion.

After providing an opportunity for public comment, the Committee approved the Motion as amended to instruct the CLA to form a working group and report back to the Committee within 30

days regarding the composition of the working group, the scope of work, and the progress that has been made. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

RULES, ELECTIONS, INTERGOVERNMENTAL RELATIONS, AND NEIGHBORHOODS
COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
WESSON:	YES
HUIZAR:	ABSENT
HARRIS-DAWSON:	YES

REW
2/19/16
FILE NO. 15-1489

-NOT OFFICIAL UNTIL COUNCIL ACTS-