

1 [Transition Management]

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3 **Resolution requesting that the City Attorney develop proposed transition management**
4 **plans for City elective offices.**

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6 WHEREAS, The City and County of San Francisco is governed by the following
7 elective offices: Mayor, Board of Supervisors, City Attorney, District Attorney, Assessor-
8 Recorder, Public Defender, Sheriff and Treasurer; and

9 WHEREAS, Effective transition from one officeholder to another is critical to the
10 operation of City government; and

11 WHEREAS, The City and County has no formalized procedures governing transition
12 and current methods employed vary from office to office; now, therefore, be it

13 RESOLVED, That the Board of Supervisors of the City and County of San Francisco
14 hereby requests that the City Attorney, in consultation with current and former officeholders
15 and their staff, the City Controller and other individuals with extensive local government
16 experience, develop proposed transition management plans for each elective office of the City
17 and County, commencing with the office of Mayor; and, be it

18 FURTHER RESOLVED, That such plans should present a summary of current law,
19 recommendations and policy options based on interviews with the individuals identified in the
20 preceding paragraph and transition plans in other governmental offices that could serve as
21 models for San Francisco; and, be it

22 FURTHER RESOLVED, That such plans should include, but not be limited to, the
23 following:

- 24 (a) Selecting a transition team;
- 25 (b) Sunshine and records retention;

- 1 (c) Hiring for key staff positions;
 - 2 (d) Exit interviews with outgoing officeholders and their staff; and
 - 3 (e) Recommended interviews with other City staff; and, be it
- 4 FURTHER RESOLVED, That with respect to transition to a new mayoral

5 administration, a plan should include the following:

- 6 (a) Department briefings;
- 7 (b) Choosing commissioners;
- 8 (c) Department director selection process; and
- 9 (d) Critical timelines during the first six months of an administration; and, be it

10 FURTHER RESOLVED, That the Board of Supervisors urges the City Attorney, in
11 responding to this request, to incorporate recommendations that constitute policy advice in the
12 form of reports of interviews conducted; and, be it

13 FURTHER RESOLVED, That the Board of Supervisors Board may, based on the City
14 Attorney's report, consider adopting formal City policy for transition planning.

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