

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE APPROVING A NEW COUNCIL POLICY NO. 0-47, "TRANSITION OF ELECTED OFFICIALS," FOR AN EFFECTIVE TRANSITION BETWEEN INCOMING AND OUTGOING MAYOR AND COUNCILMEMBERS, INCLUDING THE STANDARD USE AND OWNERSHIP OF DIGITAL MARKETING AND COMMUNICATIONS ASSETS, SOFTWARE ACCESS AND ADMINISTRATION, USE OF CITY-BASED ACCOUNTS, ASSET INVENTORIES, PHYSICAL EQUIPMENT, AND OTHER TRANSITION ACTIVITIES

WHEREAS, the Council of the City of San José ("City") recognized the need for a policy to govern the transition of digital solutions and physical equipment to newly elected Mayor and City Council Offices, ensuring a consistent transition during changes in elected officials while maintaining services to community members throughout these transitions; and

WHEREAS, on September 27, 2023, the Rules and Open Government Committee approved the recommendation for the City Manager and City Attorney, in collaboration with the City Clerk and the Information Technology Department, to evaluate the feasibility of a Council policy that would standardize transitions for the Mayor and Councilmembers; and

WHEREAS, staff evaluated the feasibility of a Council policy to standardize transitions for the Mayor and Councilmembers as set forth in the memorandum, dated September 20, 2024, from the City Clerk, Toni Taber, for the October 22, 2024 City Council Meeting; and

WHEREAS, staff proposes that the City establish a new Council Policy No. 0-47, entitled "Transition of Elected Officials," that establishes guidelines for an effective transition regarding the standard use and ownership of digital marketing and

communications assets, software access and administration, use of City-based accounts, asset inventories, physical equipment, staffing and budget administration, and other transition activities; and

WHEREAS, the City Council desires to establish a new Council Policy No. 0-47, entitled “Transition of Elected Officials”;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

A new Council Policy No. 0-47, “Transition of Elected Officials,” which is attached hereto as Exhibit A and incorporated herein by this reference as though fully set forth herein, for an effective transition between incoming and outgoing Mayor and Councilmembers, including the standard use and ownership of digital marketing and communications assets, software access and administration, use of City-based accounts, asset inventories, physical equipment, and other transition activities is hereby approved.

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ADOPTED this _____ day of _____, 2024, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

MATT MAHAN
Mayor

ATTEST:

TONI J. TABER, CMC
City Clerk

EXHIBIT A

City of San José, California

COUNCIL POLICY

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EFFECTIVE DATE	REVISED DATE	
APPROVED BY COUNCIL ACTION		

PURPOSE AND SCOPE

The City of San José (City) residents and businesses are best served by a standardized and seamless process for transitioning newly elected Mayor and Councilmembers into their new roles.

The purpose of this policy is to establish guidelines for an effective transition regarding the standard use and ownership of digital marketing and communications assets, software access and administration, use of City-based accounts, asset inventories, physical equipment, staffing and budget administration, and other transition activities.

POLICY

Following these procedures will support a seamless transition between incoming and outgoing Mayor and Councilmembers with the intent to facilitate service continuity and ensure constituents are served well through and after the transition.

1. RESPONSIBILITY

A. Mayor and Councilmembers

The Mayor and Councilmembers shall be responsible for being in compliance with the policy and maintaining a regularly updated inventory list of technology and physical equipment in coordination with the appropriate departments (City Clerk, Information Technology (ITD), Public Works (DPW)).

B. The Office of the City Clerk

The Office of the City Clerk shall lead and coordinate the transition for newly elected and outgoing Mayor and Councilmembers.

C. The City Manager's Office

The City Manager's Office shall support the transition for newly elected officials and provide an overview of City departments and functions.

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D. The City Attorney’s Office

The City Attorney’s Office shall support the City Manager, City Clerk and others in the transition for newly elected officials and assist in providing necessary trainings, such as on the Brown Act, Public Records Act or other legal matters.

E. Information Technology Department

ITD shall support the transition for newly elected Mayor and Councilmembers by ensuring ITD asset management for all information technology items. ITD will be the designated super user administrator for social media accounts and administer software technology contracts.

F. Public Works Department

DPW will support the transition for newly elected Mayor and Councilmembers and ensure DPW asset management for standard physical items.

2. TRANSITION

The Office of the City Clerk coordinates with City departments (ITD, DPW, Human Resources, and the City Manager’s Office) to prepare for incoming and outgoing Mayor and Councilmembers transitions.

A. On-boarding

The Office of the City Clerk will begin the transition process for newly elected officials after the final election results, prior to assuming office. On-boarding items may include, but are not limited to, the following:

1. Staffing and hiring.
2. Mayor or Council Office budget review.
3. Mayor or Council Office non-personal/equipment procurement.
4. Council Policy 0-38 “City Council Expenditure and Reimbursement Policy.”

The City Manager’s Office will provide and coordinate an orientation to Mayor and Councilmembers on City departments and functions. The City Attorney’s Office will assist City Manager, City Clerk, and others in providing necessary trainings to Mayor and Councilmembers on topics including, but not limited to, the Brown Act, Public Records Act, or other legal matters.

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Training outside the transition period can be provided upon request as new staff joins the City.

B. Off-boarding

Off-boarding items for outgoing Mayor and Councilmembers will be coordinated by the Office of the City Clerk and may include, but are not limited to:

1. Final reconciliation of budgets, including grants.
2. Collecting returned inventory.
3. Deactivate procurement cards.
4. Administering staffing and notices of separation.

3. ADMINISTRATION OF TECHNOLOGY

The City will provide newly elected Mayor and Councilmembers with core accounts and software to social media, e-mail communications, and web platforms. To ensure continued services to constituents with no lapse, all outgoing Mayor and Councilmembers must transition communication accounts and software to the incoming Mayor and Councilmembers.

Use of City-based accounts for all software and services used for City business: All software and service accounts used for City business (e.g., social media, e-mail marketing, constituent database, software subscriptions) must be connected to users with an active City-based account. The Mayor and City Councilmembers may not convert their campaign social media accounts into an official government account. All official City business communication must originate from a City-based account.

City-based social media accounts are to be set as business accounts for the use of the office and should be used as the primary account for constituent communications.

Website Domain Registrations: In accordance with California AB 1637, all local agencies that maintain an internet website for use by the public are required to have a “.gov” or “.ca.gov” domain by January 1, 2029. City Administrative Policy 1.7.9 Website and Digital Services Governance enacts the policy and procedures for website domains including responsibilities and technical definitions. ITD acquires, maintains, and administers website domains per City Policy 1.7.9.

Equipment: ITD will manage the lifecycle of ITD equipment, DPW will manage assets including, but not limited to, furniture, City badges, and fleet vehicles, and

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the City Clerk will manage the budget and procurement of ITD equipment for the Mayor and Councilmembers and ensure the inventory lists are regularly updated.

The Office of the City Clerk will oversee an exhaustive inventory list from all Mayor and Councilmembers. Mayor and Councilmembers are responsible for maintaining an updated inventory list of technology and physical equipment. This list must be updated quarterly.

Each outgoing Mayor and Councilmembers will provide the Office of the City Clerk a final inventory list to provide to the incoming elected official. All branded items (i.e., promotional items and marketing material) that cannot be used by the next elected Mayor and Councilmembers, but was paid for with City funds, must remain with the City, and shall be transferred to DPW Surplus.