

City Council
Policy 0-47:
Transition of
Elected
Officials

Seamless Transition Framework for Incoming and Outgoing Offices

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- Standardize transition processes for elected officials



- Ensure service continuity during transitions



- Govern digital communications, constituent data, equipment, and access

Purpose and Scope

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- City-based accounts for official communications
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- Constituent data centralization
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- Asset inventory management
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- Onboarding and offboarding procedures
-
- .gov domain adoption

Key Policy Components

- Use City accounts for social media, CRM, domains, subscriptions

- ITD and City Clerk to have administrative access in order to ensure City paid for data is retained by the City

- Councilmembers may maintain personal accounts

Recommendation 1 – City-Based Accounts

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- AB 1637 mandates .gov domain by 2029
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- Policy 1.7.9 updated in FY 2025-2026
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- ITD and City Manager to lead transition

Recommendation 2 – .gov Domain
Compliance

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- Provide business-style accounts for City use as the primary account for constituent communications
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- Administered by ITD
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- Offices maintain content responsibility

Recommendation 3 – Business Social Media Accounts

- Led by City Clerk's Office and coordinated with City Manager's office and City Departments

- City Clerk responsible for assisting with onboarding

- City Manager responsible for orientation and training for new officials

Recommendation 4 – Transition Coordination

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- Checklist maintained by each office on a form provided by the City Clerk
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- Covers tech and event-related assets
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- Shared quarterly with City Clerk
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- Final reconciliation and asset return for outgoing

Recommendation 5 – Asset Inventory



- Legal review completed



- No exemptions post-2025 for non-City accounts



- Future evaluations to improve process

Recommendations 6–8 – Additional Considerations

- Clerk's Office to evaluate transitions and meet with relevant departments after each transition period to debrief and provide learning opportunities to improve processes.

- Policy refinements ongoing

- Full compliance by end of 2025

Implementation and Next Steps