



THE CITY OF SAN DIEGO

OFFICE OF THE INDEPENDENT BUDGET ANALYST REPORT

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City Council Standing Committees

OVERVIEW

On January 5, 2013 Council President Pro Tem Sherri Lightner distributed a memorandum to the members of the Rules and Economic Development Committee (Rules) that expressed her desire to review the structure and responsibilities of the City Council's standing committees.

At the January 9, 2013 Rules Committee, the members briefly discussed suggestions for improving the composition and responsibilities of the Council Committees and requested that the Office of the Independent Budget Analyst (IBA) return to the Committee on February 13th with a report providing a comparative analysis of other cities' structures and relevant practices related to the policy scope and administration of legislative committees. In addition, the Rules Committee requested that the IBA review the roles, functions and reporting practices of Council-appointed Boards and Commissions to improve the interaction with the Council.

In this report we respond to the Rules Committee requests by providing an overview of City of San Diego's current standing committee structure and the Council's authority to create/administer the committees and also provide a survey of seven other large cities' standing committee structures and operations. We also provide information regarding the Council-appointed Boards and Commission and what would be required to improve the interaction with the Council.

FISCAL/POLICY DISCUSSION

Authority to Establish Committees of the Council

The City Council's authority to establish Standing Committees of the Council resides in the City Charter with the specific make-up and responsibilities of standing committees codified in the City's Municipal Code.

Section 270(e) of the City Charter states:

“The Council shall have the right to establish committees of the Council....”

In addition, Rule 6, Standing and Special Committees, of the Permanent Rules of Council identifies the Council's standing committees and various operating requirements related to the committees. On December 17, 2012 the City Council unanimously adopted an interim resolution and introduced an ordinance to continue five of the standing committees and add a Committee on Infrastructure to replace the Committee on Economic Development and Strategies. The interim resolution and ordinance transfers the responsibilities of the Economic Development and Strategies Committee to the Rules Committee and adjusts the responsibilities between the remaining committees. The ordinance was unanimously adopted by the Council on January 8, 2013. The following outlines the City Council's standing committees and their responsibilities as of December 17, 2012:

Rules and Economic Development

Permanent Rules of Council, City Charter, Intergovernmental Relations, Ralph M. Brown Act, Public Records Act, Community Right to Know, Accuracy of Government Information, Citizens' Right to Privacy, Consumer Protection, Nominations, International Airports, Port District, Interagency/Binational Agreements, Committee Composition and Responsibilities, Workforce Development, City-wide Economic Development Programs, Enterprise Zones, and International Trade.

Land Use and Housing

Planning, Land Use, Affordable Housing, Development Services, General Plan Amendments, Subdivisions, Community Facility Finance, Annexations, Transportation Planning, Transit Services, Parking, Building Code Inspection, Land Development Code, Utilities, Sale and Lease of Property, Housing Commission Quarterly Reports, and Homelessness.

Natural Resources and Culture

Clean Water Program, Water, Energy, State and Federal Endangered Species Act, Multiple Species Conservation Program, Solid Waste Disposal, Recycling, APCD Air Quality, Hazardous Waste, Arts and Culture, Transient Occupancy Tax, Regional Parks, and Open Space.

Public Safety and Neighborhood Services

Police, Fire, Paramedics, Neighborhood Parks, Recreation Programs, Youth Services, Senior Services, Neighborhood Revitalization, Business Improvement Districts, Maintenance Assessment Districts, Litter Control, Community Development Block Grants, Code Enforcement, Graffiti Abatement, and Parking Regulations and Enforcement

Budget and Finance Committee

Annual Budget, Financial Reports, Taxes, Fees, Assessments, Independent Budget Analyst Reports, Performance Measures, Information Technology, Enterprise Resources Management (SAP), Purchasing and Contracting, and Managed Competition.

Infrastructure

Capital Improvement Program (CIP), creation of a 5-year CIP, community hearings on CIP Priorities, review and recommend, if necessary, revisions to any Council Policies dealing with CIP, oversight of CIP streamlining, infrastructure finance, Regional Transportation Improvement Program, and asset management.

Audit Committee

In addition to the six standing Council Committees, the City has the Audit Committee. City Charter section 39.1 authorizes and provides the specific make-up and responsibilities of the Committee. Per section 39.1, the Audit Committee is responsible for, among other items, the following:

“[O]versight responsibility of the City’s auditing, internal controls and any other financial or business practices required of this Committee by the Charter. The Audit Committee shall be responsible for directing and reviewing the work of the City Auditor and the City Auditor shall report directly to the Audit Committee.”

Unlike the Council’s six standing committees where the responsibilities can be changed by amending the Municipal Code via an ordinance, changes to the Audit Committee’s responsibilities would require a vote of the people to amend section 39.1 of the Charter. Attachment 1 to this report presents the Council’s Standing Committees’ areas of responsibilities in a table format. In reviewing the areas of responsibilities, our office has identified the following policy areas that are not included under any of the committees or they are significant enough that they should be called out specifically under a committee:

- Civic San Diego
- Pension
- PETCO Park
- Tourism Marketing District
- Public Outreach (City Website & City TV)
- Homeland Security
- Qualcomm Stadium
- Convention Center
- Equal Opportunity Contracting

We would note that when it is unclear what committee an item falls under, the Council President is authorized to assign an item to a committee under the Permanent Rules of Council, Rule 5.2(c) (role of Council President to manage docket process including referring items to Committee).

City Council Committee Structure in Comparable Cities

At the request of the Rules Committee, our office contacted various committee support staff from seven comparable municipalities requesting information on their respective City Council committee structures. The support staff contacts consisted of both Council staff and a range of City staff from Denver, Seattle, Los Angeles, Oakland, San Antonio, Phoenix, and San Jose. Our office’s research focused on gathering information relating to each city’s committee administration, operations and composition; verification of standing and special committees; meeting times; docketing process; and community outreach efforts.

Of the seven cities selected, four have a Strong Mayor form of government and the other three are City Manager cities, as detailed below. Although these municipalities vary in their form of government, patterns in their committee structures and operations emerged. These patterns, in addition to other city-specific practices, are highlighted to provide potential topics for exploration by the Rules Committee.

Areas to note from our research include:

- Many cities have a year-round presence of “Special Issues Committees” or Ad Hoc committees that meet on an as-needed basis to address short term or special issues.
- Some committees hold regular meeting times outside of normal business hours.
- Several committees in different cities occasionally hold meetings in the evenings throughout various communities in addition to their regularly scheduled meetings.
- The frequency of standing committee meetings vary between cities, ranging from weekly to monthly.

Additionally, Attachment 2 to this report compares the City of San Diego’s standing Council Committees to the seven comparable cities our office surveyed.

Detail of Cities’ Committee Structure

DENVER, CO

Form of Government: Strong Mayor

Number of Councilmembers: 13; 11 district representatives and two at-large members

Number of Committees: Four standing committees and additional “Special Issues Committees” for short term-issues

Committee Composition: Committee membership ranges from five to seven members, all of which are members of the Council. The Special Issues Committees are made up of members of the City Council.

Committee Administration & Operations:

Denver has a Legislative Services Department made up of seven staff members that support committee activities. Currently, three permanent Legislative Analysts serve as the main contact for issues related to their respective committees. Their duties include various policy analysis and assistance, attending meetings concerning their area of policy, and coordinating and distributing the agenda, among other tasks. Every year, once the Council President has made any changes to the committee structure or Councilmember assignments, the Director of the Legislative Services Department may reevaluate the Legislative Analysts’ assignments. During this reevaluation, any area of expertise or experience that they may possess will be taken into account, along with workload. Generally, each Legislative Analyst staffs about two committees, including the “Special Issues Committees”.

Most of the items reviewed by committees are ordinance requests from the administration, although Councilmembers occasionally bring forth their own proposed legislation. Committee Chairs have a great deal of discretion in determining their committee’s agenda.

In discussion with committee staff, no committee-specific outreach efforts were mentioned. For all committees, agendas are posted on Denver’s website, and subscribers to a committee email

list receive an agenda summary for the following week. Citizens are able to watch committee meetings on Denver’s public access channel.

Committees:

1. Business, Workforce & Sustainability

Areas of Responsibility:

- Business development, promotion, and retention
- Workforce training and development
- City contracting and concessions policies and programs
- Energy, waste, water, and other sustainability policies and programs
- Tourism and conventions
- Cultural and sports attractions
- Climate action planning and programs

Meets: Every Wednesday @ 1:30pm

Committee Members: 7; All are Council members

Committee Admin: Legislative Analyst from the Legislative Services Department

2. Health, Safety, Education & Services

Areas of Responsibility:

- Public health
- Public safety and security
- Education and youth programs and policies
- Senior services and programs
- Libraries and recreational programs and policies
- Municipal justice system
- Public housing, human services, and social assistance programs

Meets: Every Tuesday @ 1:30pm

Committee Members: 5; All are Councilmembers

Committee Admin: Legislative Analyst from the Legislative Services Department

3. Government & Finance

Areas of Responsibility:

- City budget, bonding, purchasing and other financial policies and decisions
- State and Federal legislation and lobbying
- Denver elections and ballot measures
- City personnel policies
- City internal organization and operations
- Relations with other local governments

Meets: Every Wednesday @ 10:30am

Committee Members: 6; All are Councilmembers

Committee Admin: Legislative Analyst from the Legislative Services Department

4. Land Use, Transportation & Infrastructure

Areas of Responsibility:

- Zoning and other land use decisions and planning
- Programs and policy for public buildings, parks, and transportation planning
- Streets, utilities, and other physical infrastructure

Meets: Every Tuesday @ 10:30am

Committee Members: 6; All are Councilmembers

Committee Admin: Legislative Analyst from the Legislative Services Department

Special Issues Committees: Denver’s Special Issues committees were created to support the four standing Council committees, and are meant to address short term issues. All Councilmembers are members of these committees. They usually meet once per month or on an as-needed basis. The three Legislative Analysts that support the standing committees also support these committees. Current Special Issues committees include:

- National Western Stock Show Committee
- Amendment 64 Committee (involving Denver’s recent legalization of recreational use of marijuana)

Items of Note: Prior to 2010, Denver had an average of 10 committees for many years. In 2010 the Council President changed the structure from 11 committees, which met every other week, to four committees which meet every week and are supported by the short-term Special Issues committees.

SEATTLE, WA

Form of Government: Strong Mayor

Number of Councilmembers: 9

Number of Committees: Nine standing committees and various Special Committees

Committee Composition: Each standing committee is composed of three Councilmembers. One alternate Councilmember is listed to fill in for an absent committee member.

Committee Administration and Operations:

Each committee is supported by three Legislative Assistants (LAs) associated with the Councilmember who chairs that committee and are employed from that Councilmember’s office budget. The LAs provide varying levels of support to the committee that their Councilmember chairs, ranging from policy analysis to administrative duties, such as developing the agenda. These Legislative Assistants also perform other tasks associated with their Councilmember’s office, thus the degree in which they are involved with the committee varies between offices. When committees are restructured every two years, LAs may change committee assignments, depending upon whether their Councilmember is reassigned as Chair of a different committee.

Items that are selected for the committees’ agendas are set at the discretion of the Chair, and driven in large part by legislation requiring Council action within a particular timeline. City departments, City Offices or Council’s policy staff (known as “Central Staff”) may request time to present legislation or make a briefing to a committee. The Legislative Assistant then prioritizes those requests and recommends an agenda to the Chair for approval. The chair also has the discretion to hold legislation that may be requested by not acting on it.

Seattle’s ten standing committees provide varying levels of community outreach. All committees post agendas online, email notifications of meeting topics and times, and televise meetings on TV and via the City’s website. In addition to this, some Legislative Assistants mentioned that their committees plan to hold additional evening meetings in the community throughout the year in order to supplement their regularly scheduled meetings.

Committees:

1. Economic Resiliency & Regional Relations

Areas of Responsibility:

- Economic resiliency and economic development policies and programs
- Regional, state, Federal and other governmental matters including Charter review, Office of Intergovernmental Relations, and rules of the City Council
- Historic preservation, including the Pike Place Market Levy

Meets: Twice per month (Tuesdays) @ 2pm

Committee Members: 3 and 1 alternate; All are Councilmembers

Committee Admin: 3 Legislative Assistants that work for the Councilmember who chairs the committee provide varying levels of support

2. Energy & Environment

Areas of Responsibility:

- Seattle City Light, including but not limited to City Light finances, energy utility rates, resource matters, regional matters, air pollution regulations, and alternative energy sources
- The City's energy and environmental policies, stewardship, conservation programs, and initiatives, including Community Power Works and climate protection

Meets: Twice per month (Tuesdays) @ 2pm

Committee Members: 3 and 1 alternate; All are Councilmembers

Committee Admin: 3 Legislative Assistants that work for the Councilmember who chairs the committee provide varying levels of support

3. Government Performance & Finance

Areas of Responsibility:

- Government performance and accountability
- The financial management and policies of the City and its agents, including the operating and capital budgets, levies, taxes, revenue, audits, and judgments and claims against the City
- Oversight of the City's public works construction projects except as otherwise specified
- The City's fleets, facilities, and other administrative functions
- Personnel issues, including labor-management relations, collective bargaining agreements, and other issues related to salary rates, hours and other conditions of employment
- The City Employees' Retirement System
- Oversight of ethics and elections
- Education activities, including strengthening City Council-School Board relations and oversight of the Families and Education Levy, with a goal of improving City schools and student success rates and reducing achievement gaps among students in schools and programs throughout the City
- The Customer Service Bureau

Meets: Twice per month (Wednesdays) @ 9:30am

Committee Members: 3 and 1 alternate; All are Councilmembers

Committee Admin: 3 Legislative Assistants that work for the Councilmember who chairs the committee provide varying levels of support

4. Housing, Human Services, Health & Culture

Areas of Responsibility:

- Human services, homelessness, child care, aging, and disability services
- Housing policies and programs
- Local and regional public health
- Arts activities, nightlife issues, and public access television

Meets: Twice per month (Wednesdays) @ 2pm

Committee Members: 3 and 1 alternate; All are Councilmembers

Committee Admin: 3 Legislative Assistants that work for the Councilmember who chairs the committee provide varying levels of support

5. Libraries, Utilities & Center

Areas of Responsibility:

- The Seattle Public Library
- Water, drainage, wastewater, and solid waste services provided by Seattle Public Utilities (SPU), including SPU environmental services and utility rates, regional water resources and endangered species recovery plans
- The Seattle Center

Meets: Twice per month (Tuesdays) @ 9:30am

Committee Members: 3 and 1 alternate; All are Councilmembers

Committee Admin: 3 Legislative Assistants that work for the Councilmember who chairs the committee provide varying levels of support

6. Parks & Neighborhoods

Areas of Responsibility:

- Parks, public grounds, recreation, community centers, the Woodland Park Zoo, and the Seattle Aquarium
- Neighborhoods, including engagement, outreach, and funding opportunities

Meets: Twice per month (Thursdays) @ 9:30am

Committee members: 3 and 1 alternate; All are Councilmembers

Committee Admin: 3 Legislative Assistants that work for the Councilmember who chairs the committee provide varying levels of support

7. Planning, Land Use & Sustainability

Areas of Responsibility:

- Planning, land use, and urban sustainability, including comprehensive planning, zoning, design, land use regulations, and neighborhood planning
- Urban sustainability, including the Office of Sustainability and Environment, industrial development districts, food policy, and tree protection
- Emergency preparedness, management, and response

Meets: Twice per month (Wednesdays) @ 9:30am

Committee Members: 3 and 1 alternate; All are Councilmembers

Committee Admin: 3 Legislative Assistants that work for the Councilmember who chairs the committee provide varying levels of support

8. Public Safety, Civil Rights & Technology

Areas of Responsibility:

- Law enforcement, with special emphasis on programs and strategies to reduce crime, domestic violence, sexual assault, human trafficking, and youth violence
- Fire prevention and suppression
- Emergency medical services
- Criminal justice
- Coordination with municipal, regional, state and Federal agencies engaged in such matters
- Civil rights issues, including immigrant and refugee affairs
- City information technology planning, implementation, and organizations
- Cable telecommunications services and planning, broadband telecommunications planning and implementation
- Seattle Channel, seattle.gov, and citizen technology literacy and access

Meets: Twice per month (Wednesdays) @ 2pm

Committee Members: 3 and 1 alternate; All are Councilmembers

Committee Admin: 3 Legislative Assistants that work for the Councilmember who chairs the committee provide varying levels of support

9. Transportation

Areas of Responsibility:

- City-wide and regional transportation and transit policies and planning
- Street maintenance and rehabilitation, traffic control, and parking policies
- Neighborhood transportation planning
- Pedestrian and bicycle programs
- The coordination of transportation issues and the representation of the Council's interests on transportation to King County, Sound Transit, the Puget Sound Regional Council, the Washington State Department of Transportation and neighborhoods within the City of Seattle

Meets: Twice per month (Tuesdays) @ 9:30am

Committee members: 3 & 1 alternate; All are Councilmembers

Committee Admin: 3 Legislative Assistants that work for the Councilmember who chairs the committee provide varying levels of support

Audit Committee: Seattle's Audit Committee was established by Ordinance in June 2011. Since its installation, they have only held a few meetings at various times throughout the year. This committee has five members composed of one Councilmember, one member of the City Budget Office, and three citizen representatives. Areas of responsibility for the Audit Committee include:

- Be a sounding board and resource for the Office of the City Auditor
- Help maintain the City Auditor's independence from the City Council and the Mayor
- Review and comment on the City Auditor's work program
- Monitor the City Auditor's audit results and monitoring follow-up activity by departments to implement audit recommendations
- Comment on the City Auditor's annual report

- Review the written report from the every-three-years peer review of the Office of the City Auditor
- When nearing the end of the term of the City Auditor, review and provide input to the City Council regarding reappointing the Auditor
- Assist in the appointment process of a new City Auditor if requested by the City Council
- If requested by the City Council, provide input to the Council as to suggested contents of an “expectations” letter that would be included in the appointment Clerk File when the Auditor is appointed or reappointed

Special Committees: The City of Seattle has various Special Committees which include all Councilmembers. These Committees meet as-needed, usually after full Council meetings or briefings, though sometimes they schedule other morning meetings and evening public hearings in the community. These meetings are usually staffed by the Council Clerk staff members that were present for the preceding full Council meeting. The 2012-2013 Special Committees are:

- Special Town Hall Committee
- Special Committee on South Lake Union
- City Light Strategic Plan Special Committee
- Special Committee on the Central Waterfront, Seawall and Alaskan Way Viaduct Replacement Program
- Special Budget Committee
- Special Committee on the SR 520 Project
- Special Committee on Yesler Terrace
- Special Labor Committee

Items of Note: Seattle Councilmembers are not district representatives. Each member represents the entire City of Seattle.

LOS ANGELES, CA

Form of Government: Strong Mayor

Number of Council members: 15

Number of Committees: 15

Committee Composition: Committees in Los Angeles are composed of three to five members of the Council. Every Councilmember chairs one of the fifteen committees, and is a member of at least two others.

Committee Administration & Operations:

Eight Legislative Assistants (LAs) work within the Council Committee Services unit of the City Clerk’s Council and Public Services Division. They support the 15 standing committees and additional Ad Hoc committees as either the primary LA or the alternate. All LAs perform work for multiple committees, providing policy analysis, reports, preparation and distribution of agendas, and gathering back up information for the agenda, among other tasks. Although some LAs may be assigned to certain committees for long periods of time, the Division attempts to rotate the LAs in order to provide more exposure to other topics in order to gain additional experience. At times, specific LAs may be requested to staff a certain committee, and the Division accommodates these requests when possible.

When selecting items for committee agendas, the Chair decides which items to place on any given agenda. The LA supports the preparation and distribution of the agenda and gathers any supporting materials. Beyond regular distribution of agendas and notifying citizens through Councilmembers' websites and email of committee items, any additional community outreach is at the discretion of the Committee Chairperson. Although every committee does not necessarily conduct additional outreach, some occasionally schedule special meetings for the evening hours or on weekends. In addition to these meetings, some committees may attempt further efforts, such as the Budget & Finance Committee which held "Budget on the Road" meetings throughout the City last fiscal year, and their plan to solicit community feedback regarding the proposed budget via an online system.

Committees:

1. Arts, Parks, Health & Aging

Areas of Responsibility:

- Aging Department, Cultural Affairs Department, El Pueblo de Los Angeles, Library Department, Recreation & Parks Department, Zoo Department, Greater Los Angeles Zoo Association, and the Department on Disability
- Alcoholism, drug abuse, obesity, communicable diseases, mental health, and needs of the disabled
- Youth development issues other than gang violence and youth development issues under the jurisdiction of the Housing, Community and Economic Development Committee
- Lifestyle and human needs
- Senior Citizens
- Volunteers
- Charities
- Arts and their funding, including expenditures from the Arts Trust Fund
- Cultural tourism

Meets: Twice per month (Tuesdays) @ 8:30am

Committee Members: 3; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

2. Audits & Governmental Efficiency

Areas of Responsibility:

- Controller, Bureau of Contract Administration, and the Quality and Productivity Commission
- Controller's audit function including Controller's management audits, financial audits, operational audits, and any single audit of grants or other funds that are required by other levels of government
- Productivity and privatization
- Matters related to the City's policies on discriminatory practices

Meets: Twice per month (Tuesdays) @ 2pm

Committee Members: 3; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

3. Budget & Finance

Areas of Responsibility:

- City Administrative Officer, City Attorney as it pertains to civil matters, Controller (except audits), Treasurer, Office of Finance, Department of Fire and Police Pensions, Los Angeles City Employees' Retirement System
- Entire City Budget
- Expenditure and receipt of City funds
- Refunds and claims
- Levying of taxes and fees, except City business taxes
- City Attorney liability report
- Approval of City bond issues and other financing mechanisms which have a direct impact on the City's General Fund, including selection of bond counsel and financial consultants
- All grants which have a direct impact on the City's General Fund
- Upon request, review matters for Airport, Harbor, Water and Power, Housing, the Community Redevelopment Agency, joint powers agencies, or other entities that are elsewhere assigned
- Review of the City's debt financing procedures and activities
- Preliminary approval of sale of surplus equipment at less than market value to other governments or agencies for humanitarian purposes

Meets: Every Monday @ 2pm

Committee Members: 4; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

4. Education & Neighborhoods

Areas of Responsibility:

- City schools, Department of Neighborhood Empowerment, City's Child Care Coordinator
- Location of new schools
- After school programs
- Child care issues
- City's day care programs
- School governance and school board ethics
- Joint use opportunities with school facilities
- School safety issues
- Neighborhood Councils
- Civic participation and empowerment

Meets: Once per month (Tuesday) @ 1pm

Committee Members: 3; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

5. Energy & Environment

Areas of Responsibility

- Department of Water and Power, including fees, rates, property, leases, tariffs, contracts, and required or requested audits
- Bureau of Sanitation, South Coast Air Quality Management District, State Solid Waste Management Board, and State Water Quality Control Board

- Recycling
- Sanitation systems for solid, liquid, hazardous, and toxic waste
- Sewers, air quality, water quality
- Review of environmental impact reports, statements, or of proposed Council actions that have not been considered as part of a land use decision
- Environmental and Sewer Construction and Maintenance Trust Funds, including the review of the use of bonds or other financing mechanism involving these funds
- Energy, water supply and conservation
- Expenditure of funds from the Proposition O Clean Water, Ocean, River, Beach, Bay Storm Water Cleanup Fund

Meets: Twice per month (Wednesdays) @ 2pm

Committee Members: 4; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

6. Housing, Community & Economic Development

Areas of Responsibility:

- Community Redevelopment Agency, Mayor's Office of Economic Development, Community Development Department, Housing Department, Housing Authority, Housing Appeal Board, Los Angeles Homeless Services Authority
- Gang Reduction Youth Development (GRYD) Program
- Consolidated Plan
- All housing matters including grants, review of bonds and subsidies for housing from all sources, including the Housing Trust Fund
- Rent control
- Homelessness
- Residential code enforcement on existing housing, slum housing abatement and the Rent Escrow Account Program (REAP)
- Community and economic development programs
- Industrial and commercial development
- Enterprise zones/empowerment zones/renewal communities
- Day laborer programs

Meets: Every Wednesday @ 8:30am

Committee Members: 4; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

7. Information Technology & General Services

Areas of Responsibility:

- General Services Department, IT Department, City Clerk except the Elections Division, City Mall and Parking Authority
- Information systems, enhanced delivery of services through adoption of technology, departmental technology initiatives
- Acquisition and sale of City property
- City building security and services, telephone, mail, and messenger services
- Cable television franchises and the Telecommunications Trust Fund
- City employee parking
- Pool vehicles

- Printing and duplicating
- Purchasing
- Storage and distribution of supplies
- Record retention and destruction

Meets: Twice per month (Tuesdays) @ 9 am

Committee Members: 2, one seat is vacant due to a vacant Council District; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

8. Jobs & Business Development

Areas of Responsibility:

- Workforce Investment Board
- Minority Business Opportunity Committee
- Minority Business Enterprises
- Women Business Enterprises
- Small Business Enterprises
- Office of Economic Analysis
- Workforce development
- Business Improvement Districts
- Business Associations
- Business, job attraction, retention and growth
- City business taxes including the Business Tax Advisory Committee
- Concurrently review enterprise zones/empowerment zones/ renewal communities
- Master Plan to End Poverty in Los Angeles
- Film LA and the film industry
- American Recovery and Reinvestment Act (ARRA)

Meets: Twice per month (Wednesdays) @ 9am

Committee Members: 3; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

9. Personnel & Animal Welfare

Areas of Responsibility:

- Employee Relations Board, Personnel Department, Employee Relations function of the City Administrative Officer, Executive Employee relations Committee, and the Animal Services Department
- Employment methods
- Management and labor relations
- Comparable worth and pay equity
- Equal employment opportunities
- Employee benefits including proposed changes in City pensions and retirement provisions
- Wages, hours, and working conditions
- Regulation of animals

Meets: Twice per month (Tuesdays) @ 3pm

Committee Members: 3; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

10. Planning & Land Use Management

Areas of Responsibility:

- Planning Department, City Planning commission, Cultural Heritage Commission, Area Planning Commissions, Office of Zoning Administration, Boundary Adjustment Board, General Plan Advisory Board, Local Agency Formation Commission, Coastal Commission, Building and Safety, and the Construction Services Committee
- General Plan, Community Plans, subdivisions, zoning, height districts, condominiums, mini-malls, annexations and detachments, conditional uses, variances, interim control ordinances, moratoriums, and related environmental determinations
- Population estimates and growth management
- Code enforcement except residential code enforcement on existing housing, slum housing abatement and the Rent Escrow Account Program (REAP)
- Building permit appeals
- Construction and maintenance standards and testing
- Architectural review and cultural monuments
- Mills Act function

Meets: Every Tuesday @ 2:30pm

Committee Members: 3; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

11. Public Safety

Areas of Responsibility:

- Police, Fire, emergency preparedness, and City Attorney as it pertains to criminal matters
- Police and Fire communications systems
- Protection of lives and property
- Bingo
- Criminal drug activities
- Rewards
- Gang violence other than the Gang Reduction Youth Development (GRYD) programs
- Earthquake awareness and expenditures from the Earthquake Trust Fund

Meets: Twice per month (Fridays) @ 8:30am

Committee Members: 5; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

12. Public Works

Areas of Responsibility:

- Board of Public Works, Bureau of Engineering, Bureau of Street Lighting, Bureau of Street Services, Storm drains
- Streets and their construction, improvement, maintenance and naming
- Street lighting
- Special assessments
- Design and construction of City owned public facilities
- City's Capital Improvement Program

- State and Federal highways and freeways
- Meets: Twice per month (Wednesdays) @ 2pm
Committee Members: 3; All are Councilmembers
Committee Admin: Legislative Assistant and one alternate

13. Rules, Elections & Intergovernmental Relations

Areas of Responsibility:

- Council, Chief Legislative Analyst, Mayor’s Office except as otherwise assigned, City Attorney as it pertains to all matters under the jurisdiction of the Committee, City Ethics Commission, Election Division of the City Clerk, and the Ballot Simplification Committee
- Scheduling of ballot measures and other election matters
- Campaign practices
- Charter amendments
- Conflicts of interest
- City’s lobbyist ordinance
- Code of Ethics
- Fair political practices
- Redistricting
- Council rules and policies
- Election practices
- Voter registration and fraud
- Elected official salaries
- U.S. Census
- Official City positions with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal governmental body or agency
- Council’s Legislative Advocacy
- Liaison with national, state and local intergovernmental associations
- Activities with the Federal, state, county and regional levels of Government
- Creation of joint powers agreements
- Sister cities

Meets: Once per month (Friday) @ 8:30am
Committee Members: 3; All are Councilmembers
Committee Admin: Legislative Assistant and one alternate

14. Trade, Commerce & Tourism

Areas of Responsibility:

- Los Angeles World Airports, the Port of Los Angeles, and the Convention Center
- Free trade zones
- Conventions
- LA, Inc.
- Los Angeles Sports and Entertainment Commission
- Marketing and branding of Los Angeles

Meets: Twice per month (Mondays) @ 10am
Committee Members: 3; All are Councilmembers
Committee Admin: Legislative Assistant and one alternate

15. Transportation

Areas of Responsibility:

- Transportation Department, Los Angeles County Metropolitan Transportation Authority
- Public transportation
- School crossings
- Traffic
- Parking enforcement and control
- Taxicabs
- Utility franchises except for cable television
- Off-street parking facilities except by the City Mall
- Radio communication systems
- Traffic signalization and control
- Transportation franchises
- Expenditure of funds from the Proposition A Local Transit Assistance Fund and the Proposition C Anti-Gridlock Transit Assistance Fund

Meets: Twice per month @ 2pm

Committee Members: 5; All are Councilmembers

Committee Admin: Legislative Assistant and one alternate

Ad Hoc Committees: Los Angeles also has a number of Ad Hoc committees to support special and/or short term issues. They meet as-needed, and committee membership varies. Current Ad Hoc committees in Los Angeles include:

- Board of Referred Powers
- Business Tax Reform
- Economic Development Implementation
- City Master Plan on Information Technology
- Legislative Counsel
- Proposed Downtown Stadium & Event Center
- Waste Reduction & Recycling
- River Committee
- Social Equity

Items of Note: The Los Angeles City Charter requires that the City Council be organized into fifteen committees. All members are appointed by the Council President, and each Councilmember serves as the Chair of one committee and a member of at least two others.

OAKLAND, CA

Form of Government: Strong Mayor

Number of Councilmembers: 8; 7 district representatives and 1 at-large

Number of Committees: 6

Committee Members: Oakland's standing committees consist of four voting Councilmembers. All committees have one representative from the City Administrator's Office present at meetings, with the exception of the Rules & Legislation Committee which has three, including the City Administrator.

City Administration & Operations:

Three staff members from the Agenda Management Division of the Clerk's Office are assigned to Oakland's six standing committees. They are responsible for preparing and distributing committee agendas, along with other administrative duties. The staff member representing the City Administrator's Office serves as a liaison for the committee. Generally, they work with staff to ensure appropriate reports go forward for committee review, assist in developing reports, and communicate policy item requests and other issues to the City Administrator. Any committee reassignment of the representative from the City Administrator's Office or the Clerk staff member is up to the discretion of their respective offices.

In Oakland, the Rules & Legislation Committee sets the agenda for all other committees. All City Council items must first be heard at one of the six Council committees.

Agenda's are posted as required by law, and are available on the City's website. Any additional community outreach is at the discretion of the committee. Although no other committee-specific outreach was mentioned, the Public Safety committee meets outside of normal business hours, having a 5:30pm start time. The Life Enrichment / Education Partnership Committee also meets later in the day, starting at 4pm and lasting until 5:30pm or later. Additionally, committees are able to schedule special meetings for evenings at their discretion.

Committees:

1. Public Works

Meets: Twice per month (Tuesdays) from 10:30am – 12pm

Committee members: 4; All are Councilmembers

Committee Admin: Legislative recorder from the City Clerk's Office and a representative from the City Administrator's Office

2. Finance & Management

Meets: Twice per month (Tuesdays) from 12pm – 2pm

Committee members: 4; All are Councilmembers

Committee Staff:

Committee Admin: Assistant City Clerk and a representative from the City Administrator's Office

3. Community & Economic Development

Meets: Twice per month (Tuesdays) from 2pm – 4pm

Committee Members: 4; All are Councilmembers

Committee Staff:

Committee Admin: Legislative recorder from the City Clerk's Office and a representative from the City Administrator's Office

4. Life Enrichment/ Education Partnership

Meets: Twice per month (Tuesdays) from 4pm – 5:30pm

Committee Members: 4; All are Councilmembers

Committee Admin: Assistant City Clerk and a representative from the City Administrator's Office

5. Public Safety

Meets: Twice per month (Tuesdays) from 5:30pm – until convened

Committee Members: 4; All are Councilmembers

Committee Admin: Legislative Recorder from the City Clerk's Office and a representative from the City Administrator's Office

6. Rules & Legislation

Meets: Every Thursday @ 10:45am

Committee Members: 4; All are Councilmembers

Committee Admin: The City Clerk and 3 representatives from the City Administrator's Office, including the City Administrator

Items of Note: No detailed information is available regarding Oakland's standing committees' area of responsibility and focus.

SAN ANTONIO, TX

Form of Government: City Manager

Number of Councilmembers: 10

Number of Committees: 8

Committee Composition: San Antonio's standing committees consist of four or five voting committee members. Membership is distributed among Councilmembers and the Mayor, with the exception of the Audit Committee which also includes citizen members. Each committee has a City staff lead listed which is usually a representative from the City Manager's office, or the City Manager herself.

Committee Administration and Operations:

Each committee has a support person which assists the staff lead with administrative duties. Most of the support staff is employed by the City Manager's Office, and are generally permanent to their committee assignments. Committee reassignments of support staff may occur at the discretion of the City Manager's Office. This usually takes place as a result of staffing changes within the City Manager's Office or committee restructuring in order to balance workloads and utilize areas of expertise.

Committee agenda items are usually generated by staff, however Councilmembers occasionally propose items as well. Both the Committee Chair and the staff lead collaboratively set the agenda. Once it is set, the support staff person posts the agenda and notifies interested parties.

Usually, no committee-specific outreach is conducted other than publishing agendas and allotting time during committees for public comment. Depending on the topic at hand, some committees may reach out to stakeholders regarding a particular item.

Committees:

1. Governance

Areas of Responsibility:

- New policy initiatives and development
- Municipal Court
- Intergovernmental relations

Meets: Once per month @ 1pm

Committee Members: 5; 4 Councilmembers and the Mayor

Committee Staff: 1; City Manager

Committee Admin: Interim Management Services Administrator provides support to the City Manager and the committee

2. **Audit**

Areas of Responsibility:

- Audit and financial management

Meets: Once per month @ 2pm

Committee Members: 5; 3 Councilmembers and 2 citizen members

Committee Staff: 1; Chief Financial Officer (CFO)

Committee Admin: Executive Assistant to the CFO

3. **Economic & Community Development**

Areas of Responsibility:

- Economic development
- BRAC
- Military affairs
- International affairs
- Workforce and education
- Aviation
- Tourism
- Community redevelopment

Meets: Once per month @ 12pm

Committee Members: 4; All are Councilmembers

Committee Staff: 1; Deputy City Manager

Committee Admin: Executive Assistant to the staff lead

4. **Infrastructure & Growth**

Areas of Responsibility:

- Infrastructure, Transportation, roads and sidewalks
- VIA Metropolitan Transit
- Environmental quality
- Water delivery/SAWS
- CPS Energy
- Development codes

Meets: Once per month @ 11:30am

Committee Members: 5; All are Councilmembers

Committee Staff: 1; Assistant City Manager

Committee Admin: Executive Assistant to the staff lead

5. **Intergovernmental Relations**

Areas of Responsibility:

- Policies related to federal, State, and local agencies, proposed legislation, representation contracts and grant opportunities

Meets: Once per month @ 10am

Committee Members: 4; All are Councilmembers

Committee Staff: 1; Director of Intergovernmental Relations

Committee Admin: Senior Management Analyst provides support to the staff lead and the committee

6. Public Safety

Areas of Responsibility:

- Police & Fire Departments
- Emergency Operations
- Law Enforcement
- Homeland Security

Meets: Once per month @ 12pm

Committee Members: 4; All are Councilmembers

Committee Staff: 1; Deputy City Manager

Committee Admin: Executive Assistant to the staff lead

7. Quality of Life

Areas of Responsibility:

- Parks, libraries and neighborhoods
- Animal care
- Homeless services
- Code compliance
- Health
- Affordable housing
- Solid waste programs
- Community initiative programs

Meets: Once per month @ 10am

Committee Members: 4; All are Councilmembers

Committee Staff: 1; Assistant City Manager

Committee Admin: Executive Assistant to the staff lead

8. Education Excellence Committee

Areas of Responsibility:

- City's Head Start Program
- Evaluation of education programs, performance measures, and goals of SA2020
- San Antonio Education Partnership Program
- Café College Programming
- City's Literacy Programs
- After School Challenge Programming
- City partnerships with school districts
- Engagement in the "All American City" process which requires reading by third grade

Meets: Once per month @ 10am

Committee Members: 5; All are Councilmembers

Committee Staff: Assistant City Manager

Staff contact: A Management Intern provides support to the staff lead

Items of Note: San Antonio is a City Manager form of government which affects the structure of their Council committees, resulting in more direct involvement from City staff and the City Manager's Office.

SAN JOSE, CA

Form of Government: City Manager

Number of Councilmembers: 10, one of which is the Vice Mayor

Number of Committees: Five standing committees and two Ad Hoc committees

Committee Composition: Generally, standing committees in San Jose are composed of four voting Councilmembers and three staff members with representatives from the City Manager's Office, the Mayor's Office, and the City Attorney's Office. The Rules & Open Government Committee is the exception which has four voting members including the Mayor, and three staff members including the City Clerk, the City Attorney, and a representative of the City Manager's Office.

City Administration and Operations:

With the exception of the Rules & Open Government Committee, an assistant to the representative from the City Manager's Office and a member of the City Clerk's staff support San Jose's standing committees. Generally, the assistant acts as the public's contact for the committee and coordinates the distribution and composing of agendas. The staff member from the City Clerk's Office is present at the committee meetings and is responsible for taking minutes and providing the synopsis. In addition to committee work, support staff are responsible for other tasks within their respective offices. While the assistants generally support one committee, the Clerk's staff may be assigned to multiple.

San Jose coordinates and composes a six-month committee work plan twice per year. It is developed with the City Manager, administrative staff, the City Council, and the community. The work plan outlines specific agenda items and dates for discussion. Once a draft is approved by the City Manager's designee, it is sent to the Chair of the committee and the Mayor's Office for approval. Any items added after the work plan has been approved must go through the Rules & Open Government Committee to be added to a committee's agenda.

The City of San Jose's standing committees provide access to their meetings and agenda items by posting them online and by broadcasting proceedings on the City's website and cable TV station. No committee-specific community outreach was mentioned in addition to these actions.

Committees:

1. Community & Economic Development

Areas of Responsibility:

- Manage the growth and change of the City to encourage a strong economy
- Ensure a diverse range of arts, cultural, and entertainment offerings
- Create and preserve housing and healthy neighborhoods

Meets: Once per month @ 1:30pm

Committee Members: 4; All are Councilmembers

Committee Staff: 3; One representative from the City Manager's Office, Mayor's Office, and City Attorney's Office

Committee Admin: Support staff to the representative from the City Manager's Office and a staff member from the Clerk's Office

2. Neighborhood Services & Education

Areas of Responsibility:

- Serve, foster, and strengthen community
- Provide access to lifelong learning and opportunities to enjoy life

- Ensuring a diverse range of housing opportunities
- Preserving healthy neighborhoods

Meets: Once per month @ 1:30pm

Committee Members: 4; All are Councilmembers

Committee Staff: 3; One representative from the City Manager’s Office, Mayor’s Office, and City Attorney’s Office

Committee Admin: Support staff to the representative from the City Manager’s Office and a staff member from the Clerk’s Office

3. Public Safety, Finance & Strategic Support

Areas of Responsibility:

- Develop, manage, and safeguard the City’s fiscal, physical, technological, and human resources
- Enhance the delivery of City services and projects
- Prevention and emergency response services for crime, fire, medical, hazardous, and disaster related situations

Meets: Once per month @ 1:30pm

Committee Members: 4; All are Councilmembers

Committee Staff: 3; One representative from the City Manager’s Office, Mayor’s Office, and City Attorney’s Office

Committee Admin: Support staff to the representative from the City Manager’s Office and a staff member from the Clerk’s Office

4. Rules & Open Government

Areas of Responsibility:

- Council and committee agenda setting
- City Auditor work plan
- All commission appointments that do not require interviews by the full Council
- Ensuring accessible, responsive, transparent and accountable government

Meets: Every Wednesday @ 2pm

Committee Members: 4; 3 Councilmembers and the Mayor

Committee Staff: 3; The City Clerk, the City Attorney, and a representative from the City Manager’s Office

Committee Admin: Various members of the City Clerk’s staff support this committee

5. Transportation & Environment

Areas of Responsibility:

- Ensure safe, secure, and efficient surface and air transportation systems to support San Jose’s livability and economic vitality
- Provide environmental leadership through policy development and program design
- Ensure reliable utility services and infrastructure

Meets: Once per month @ 1:30pm

Committee Members: 4; All are Councilmembers

Committee Staff: 3; One representative from the City Manager’s Office, Mayor’s Office, and City Attorney’s Office

Committee Admin: Support staff to the representative from the City Manager’s Office and a staff member from the Clerk’s Office

Ad Hoc Committees: The City of San Jose currently has two Ad Hoc committees which meet approximately once a month or as-needed, usually during normal business hours. The Mayor is the Chair and the City Manager is the staff lead for both of these committees which are composed of four voting members and seven staff members from various departments. Current Ad Hoc committees for San Jose include:

- Airport Competitiveness
- Committee on Economic Competitiveness

Items of Note: San Jose is a City Manager form of government. Committee composition and docketing process differs as a result of this, with much more influence and presence from City staff.

PHOENIX, AZ

Form of Government: City Manager

Number of Councilmembers: 8

Number of Committees: 6

Committee Composition: Phoenix's standing committees have four members consisting of Councilmembers and the Vice Mayor.

Committee Administration & Operations:

The City Manager's Office provides four staff members from their office to support Phoenix's six standing committees. Three management assistants and the Assistant to the City Manager serve as committee support staff assisting with administrative duties, while also performing other tasks within the City Manager's Office not related to Committee work. Although their committee assignments are generally permanent, they may change based on the fluctuation of duties within the City Manager's Office, or if committees are created or eliminated, in order to distribute workload.

Agenda items are generated by department directors, the City Manager, or the Council and generally set at the discretion of Committee Chair. Once the agenda is approved by the Chair, the support staff post and distribute agendas. No committee-specific community outreach efforts are usually conducted aside from the routine posting and distributing of agendas.

Committee meetings are rarely held outside of their normal meeting times, however full Council meetings are held in the evening starting at 5pm. Committee support staff acknowledge that because full Council meetings are offered in the evening, this provides an opportunity for interested parties to comment on particular items that previously went through a committee.

Committees:

1. Downtown, Aviation, Economy & Education

Areas of Responsibility:

- Development, uses, and events occurring within the City's downtown
- Continued development and operation of the City's airports
- Economic development
- Small and local business/entrepreneurism
- Education including early childhood learning and after school programs
- Libraries

Meets: Once per month (Wednesdays) @ 10am

Committee Members: 4; 3 Councilmembers and the Vice Mayor
Committee Admin: Management Assistant from the City Manager's Office

2. Finance, Efficiency, Innovation & Sustainability

Areas of Responsibility:

- Innovation and efficiency including right sourcing proposals
- Leading the development and implementation of innovations
- Focusing on best practices and government efficiency
- Introducing new ideas to improve programs, services, and procedures
- Adapting successful systems from other organizations
- Address sustainability issues including alternative energy, energy efficiency, entrepreneurship in sustainability, and the use of sustainability principles in all of the City's services including in non-energy areas

Meets: Once per month (Wednesdays) @ 10am

Committee Members: 4; 3 Councilmembers and the Vice Mayor

Committee Admin: Assistant to the City Manager from the City Manager's Office

3. Neighborhoods, Planning and Development, Housing and Homeless

Areas of Responsibility:

- Neighborhoods
- Housing and homelessness
- Historic preservation
- Planning and zoning
- Development reviews including site plan, permitting and inspections

Meets: Once per month (Tuesdays) @ 10am

Committee Members: 4; All are Councilmembers

Committee Admin: Management Assistant from the City Manager's Office

4. Parks, Arts, Families & Seniors

Areas of Responsibility:

- Parks
- Arts and culture
- Families and seniors
- Sister cities

Meets: Once per month (Wednesdays) @ 10am

Committee Members: 4; All are Councilmembers

Committee Admin: Management Assistant from the City Manager's Office

5. Public Safety, Veterans, Transparency & Ethics

Areas of Responsibility:

- Police & Fire
- Veterans
- Courts
- Homeland security
- Improving and increasing the accessibility of information and public records, particularly on the City's website
- Study and review the City's ethics and conflict of interest policies

Meets: Once per month (Tuesdays) @ 10am

Committee Members: 4; 3 Councilmembers and the Vice Mayor

Committee Admin: Management Assistant from the City Manager's Office

6. Transportation & Infrastructure

Areas of Responsibility:

- Transportation and Infrastructure planning
- Streets
- Public transit and light rail
- Water, Wastewater, and solid waste

Meets: Once per month (Tuesdays) @ 10am

Committee Members: 4; 3 Councilmembers and the Vice Mayor

Committee Admin: Management Assistant from the City Manager's Office

Items of note: Phoenix is a City Manager form of government. This influences its committee structure, resulting in more direct influence and support from the City Manager's Office.

Citizen Boards and Commissions

Roles & Functions

There are 49 City Boards and Commissions listed on the City Boards and Commissions page on the City Clerk's website. The City Boards and Commissions page provides a brief summary of the mission and authority for each board listed. Some entities were created by authority in the City Charter, and many others by ordinances now codified in the Municipal Code. A number of citizens' advisory committees have been created by Council resolution. Thus, the Charter, Municipal Code and resolutions would provide the legal parameters of the "roles" and "functions" of many of the City's many boards, commissions and committees. Others were created by state law.

Reporting Practices

With regard to "reporting practices," some boards have specific requirements. For example, Council Policy 000-26 requires the City Funds Commission "to make semi-annual reports to the Rules Committee" concerning "the status of funds being supervised" by the Commission. Another example is that Charter section 43(d) requires the Citizens' Review Board on Police Practices to "submit semiannual reports to the City Manager and City Council concerning its evaluation of the San Diego Police Department's investigation of citizens' complaints." However, unless a specific reporting function is already included in a board's governing documents, (i.e., in the Charter, the Municipal Code, a resolution, bylaws, internal rules or Council policies), a board would not necessarily provide a report directly to the Council or standing committee. Instead, a board may report its activity through its agendas and minutes, and in back-up documents submitted for its public meetings. Many boards, for example, have their own websites in which their activities are reported to the public.

The IBA asked the City Attorney's Office on what would be legally required to compel City boards to provide a different system of reporting their work to the full City Council and/or Committee. The City Attorney responded that it would need to analyze governing law for each of the boards including a review of whether proposed reporting requirements would be legally

appropriate for a given board to answer this question. Alternatively, if the Committee wishes to ask the chair of a given board, to provide an informational report on the board's activities, it can docket that item to be heard by the Committee, or request that it be docketed by another Council Standing Committee that hears issues related to a board's work.

CONCLUSION

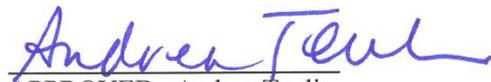
In this report we responded to the Rules Committee requests by providing an overview of City of San Diego's current standing committee structure and the Council's authority to create/administer the committees and also provided a survey of seven other large cities' standing committee structures and operations. We also provided information regarding the Council-appointed Boards and Commission and what would be required to improve the interaction with the Council.



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