



**COUNCIL PRESIDENT SEAN ELO-RIVERA
NINTH COUNCIL DISTRICT**

MEMORANDUM

DATE: February 6, 2023
TO: Honorable Members of the Rules Committee
FROM: Council President Sean Elo-Rivera, Chair, Rules Committee
SUBJECT: 2023 Rules Committee Work Plan

San Diegans expect and deserve a transparent, accessible, and effective government. The San Diego City Council Rules Committee is uniquely positioned to advance this vision, which is why I am excited to share our 2023 Work Plan as the chair of the Rules Committee. The Work Plan is based in part on your policy priorities, which were promulgated via memo in response to my call memo dated December 26, 2022. The public also played a role in shaping the Work Plan.

As per the municipal code, the Rules Committee's areas of responsibility are policy matters related to:

- Rules of Council
- City Charter
- Open government
- Elections and ballot measures
- Annexations
- Boards and commissions
- Communications
- Customer service
- Public outreach
- Matters initiated by individual Councilmembers as provided in Rule 7.1
- Committee composition and responsibilities

District 9 staff reviewed each submission from the committee members and public and grouped them by themes, which are represented in the Work Plan. It then aligned the public's priorities with those of the committee members to build a list of policy priorities. Not all priorities submitted by the public or committee members are reflected in the Work Plan, but the Work Plan is neither exhaustive nor binding. I welcome your and the public's feedback on its priorities throughout the year.

I deeply appreciate the San Diegans who participated in the process to develop the 2023 Work Plan. As discussed in the Work Plan, public participation is a core principle of this year's agenda and I invite all members of the public to engage with the Rules Committee at and before each meeting.

Attachments: (1) 2023 Rules Committee Work Plan

CC: Heather Ferbert, Chief Deputy City Attorney, Office of the City Attorney
Kathy Steinman, Deputy City Attorney, Office of the City Attorney
Jillian Kisse, Office of the Independent Budget Analyst
Matt Yagyagan, Deputy Director of Policy, Office of Mayor Todd Gloria
Ty Burch, Committee Manager, Council Administration Department

2023 Committee meeting information

Meeting Dates

| Date | Time | Type |
|-------------|-------------|-------------|
| January 18 | 9:00 a.m. | Regular |
| February 22 | 9:00 a.m. | Regular |
| March 15 | 9:00 a.m. | Regular |
| April 19 | 9:00 a.m. | Regular |
| June 7 | 9:00 a.m. | Regular |
| July 26 | 9:00 a.m. | Regular |
| September 6 | 9:00 a.m. | Regular |
| October 4 | 9:00 a.m. | Regular |
| November 1 | 9:00 a.m. | Regular |

Note: the legislative calendar is subject to change and special meetings may be called. The public will be notified in accordance with Brown Act noticing requirements when meetings are added or changed.

Meeting participation

Access

The public may participate in committee meetings either in person or via Zoom Webinar. Information for viewing, attending, and participating in meetings can be found on the [City Clerk’s website](#) and on each committee meeting agenda.

Non-agenda public comment

At each meeting, any member of the public can provide non-agenda public comment, which is typically held soon after the meeting begins. Non-agenda public comment is an opportunity to offer remarks on any topic relevant to the Rules Committee that is not being discussed as an agenda item. Speakers for non-agenda public comment will have 2 minutes to provide their remarks, although there will be no discussion among the committee members of the topics addressed during non-agenda public comment.

Public comment

Members of the public have an opportunity to comment on each agenda item. Depending on the number of speakers, each speaker will typically have 1-2 minutes to provide their remarks, which must be applicable to the item being heard. Following the conclusion of public comment, committee members will deliberate on the item. Instructions for providing public comment are included on the meeting agenda and are promulgated at the meeting.

Guiding Values

Informing the Rules Committee’s work and policy priorities is the following set of values.

Justice

San Diego’s low-income communities and people of color have been disproportionately and negatively impacted by decades of racist and prejudiced government decisions. Justice represents the intentional and affirmative action to correct such inequities and ensure the input of San Diegans most impacted by a given policy is considered in the development of that policy. The Committee is dedicated to advancing justice.

Transparency

The Committee has a responsibility to be transparent and explain in layperson’s terms the processes, policies, and decision making at the Committee. The public may not always agree with the outcomes, but the Committee is committed to increasing transparency and accountability. That starts with this Work Plan, in which the rationale for the goals and priorities are provided. Transparency must also guide the policies the Committee develops and weighs in on.

Democracy

Meaningful public participation is essential to building public trust and to developing and implementing impactful public policy. The Committee invites all members of the public to engage in Committee work. This can be through public comment at meetings to inform decision making and hold committee members accountable. It can also be through phone or email communication with committee members’ staff or the committee consultant in between meetings.

Committee goals

Flowing from the committee’s principles are desired outcomes, which were identified by grouping community and committee members’ priorities by theme. Policies crafted and informed by the committee should result in improved quality of life for all San Diegans by:

- Advancing impactful public policy
- Improving access to City government
- Supporting Council committees and City boards and commissions
- Instilling transparency

Attachment 1 – 2023 Rules Committee Work Plan

2023 Work Plan summary

| Month | Priorities |
|--------------|--|
| January | 2022 priorities Council Policy 100-06 |
| February | Council Policy 100-06 Boards and commissions – review |
| March | Council Policy 100-06 |
| April | City Clerk operations update Ballot measures (if applicable) |
| June | Council Policy 100-02 Ballot measures (if applicable) |
| July | Communications Department Ballot measures (if applicable) |
| September | Get It Done Ballot measures (if applicable) |
| October | Equitable Public Engagement Guide Funds Commission Ballot measures (if applicable) |
| November | Boards and commissions – action Ballot measures (if applicable) |

Note: this schedule is tentative and is subject to change.

2023 Rules Committee priorities

The policy priorities below are designed to achieve the Committee’s goals and align with its guiding values.

Advancing impactful public policy

Consideration of ballot measures – Council Policy 000-21

Per Council Policy 000-21, ballot proposals may be submitted to the office of the City Clerk by members of the public, Councilmembers, the Mayor, or mayoral departments, independent department directors, or a public agency. The City Clerk then transmits submitted proposals to the Rules Committee for the Committee’s consideration. While 2023 is not an election year in San Diego, ballot measures may be submitted to the Rules Committee at any time and the Committee will consider proposed measures as necessary.

Est. Completion Date: November 2023

Amendments Council Policy 100-06

Council Policy 100-06 governs the use of Community Projects, Programs, and Services (CPPS), which is a valuable resource for Council offices to make direct investments in the communities they represent. The Rules Committee will review the Council Policy and inform possible amendments to ensure CPPS is as transparent, effective, and efficient as possible.

Est. Completion Date: March 2023

Review Council Policy 100-02

Council Policy 100-02 provides provide guidelines for the City accepting gifts and donations in a responsible, transparent, and accountable manner and that which is consistent with the City's strategic goals. The Committee may wish to amend Council Policy 100-02 to improve public-private partnerships to invest in public infrastructure.

Est. Completion Date: September 2023

Improving access to City government

Receive update on Get It Done application

The City's Get It Done application can be used to report problems related to City assets, make appointments for Passport services, or to schedule Household Hazardous Waste Materials drop-off facility. The Committee seeks an update on the Get It Done program, to include system operations, performance data, and planned or needed service enhancements. An additional request from the Committee is receiving an update on the implementation of the recommendations put forth by the City Auditor in its Performance Audit of the City's Get It Done Application and Service Requests Management.

Est. Completion Date: September 2023

Receive update from the Office of the City Clerk

The City Clerk's office plays a crucial role in City government and is responsible for many programs and services that impact the City's accessibility. The Rules Committee requests the Office of the City Clerk provides an update on its operations, including translation services, records management and archives, and City Council meeting accessibility. This update should also address any planned or needed enhancements to public services.

Est. Completion Date: April 2023

Receive update from Communications Department

The City's Communications Department is responsible for many important public services, including CityTV, process public records requests, and sharing information with the public. The Committee requests the Communications Department provide an update on its operations. This update should address the pros and cons of centralizing the City's responses to public records act requests and how the City Council can best interface with the Department on public communications.

Est. Completion Date: July 2023

Receive update on the development of the Equitable Public Engagement Guide

The creation of an equitable public engagement plan was identified as an implementation action within the Parks Master Plan and Climate Resilient SD Plans adopted by City Council in 2021. The Rule Committee requests an update on the development of these key initiative.

Attachment 1 – 2023 Rules Committee Work Plan

Est. Completion Date: July 2023

Supporting Council committees and City boards and commissions

Review/update City boards and commissions

Per Municipal Code section SDMC section 26.0108(a), the Rules Committee shall hold a meeting at least once every two years in February dedicated to reviewing the structure of the City's boards and commissions created under the authority of the Charter and Municipal Code. The Council or standing committee shall consider proposing potential changes, if any, to the structure of specific City boards and commissions, including:

- (1) Reorganizing or consolidating existing boards and commissions;
- (2) Amending board or commission membership requirements;
- (3) Sunsetting boards or commissions that are obsolete or redundant; and
- (4) Proposing potential Charter amendments governing City boards and commissions, to be considered for submission to City voters on a future ballot.

Est Completion Date: November 2023

Instilling transparency

Receive Funds Commission semi-annual report

Per Council Policy 000-26, the City Treasurer provides regular reports to the Rules Committee on the City Funds that the Funds Commission supervises and controls.

Est. Completion Date: September 2023