COUNCIL PRESIDENT SEAN ELO-RIVERA  
NINTH COUNCIL DISTRICT

MEMORANDUM

DATE: February 8, 2024
TO: Honorable Members of the Rules Committee
FROM: Council President Sean Elo-Rivera, Chair, Rules Committee
SUBJECT: 2024 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 2024 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 January 9, 2024. 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.

Attachments: (1) 2024 Rules Committee Work Plan

CC: Heather Ferbert, Chief Deputy City Attorney, Office of the City Attorney
2024 Committee meeting information

Meeting Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17</td>
<td>9:00 a.m.</td>
<td>Regular (adjourned)</td>
</tr>
<tr>
<td>January 31</td>
<td>1:00 p.m.</td>
<td>Special</td>
</tr>
<tr>
<td>February 21</td>
<td>9:00 a.m.</td>
<td>Regular</td>
</tr>
<tr>
<td>March 20</td>
<td>9:00 a.m.</td>
<td>Regular</td>
</tr>
<tr>
<td>April 18</td>
<td>9:00 a.m.</td>
<td>Regular</td>
</tr>
<tr>
<td>June 5</td>
<td>9:00 a.m.</td>
<td>Regular</td>
</tr>
<tr>
<td>July 24</td>
<td>2:00 p.m.</td>
<td>Regular</td>
</tr>
<tr>
<td>September 4</td>
<td>9:00 a.m.</td>
<td>Regular</td>
</tr>
<tr>
<td>October 2</td>
<td>9:00 a.m.</td>
<td>Regular</td>
</tr>
<tr>
<td>October 30</td>
<td>9:00 a.m.</td>
<td>Regular</td>
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</tbody>
</table>

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, members 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 agendized 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
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 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
### 2024 Work Plan summary

<table>
<thead>
<tr>
<th>Month</th>
<th>Priorities</th>
</tr>
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</table>
| January | 2024 committee priorities  
Ballot measures                                    |
| February| Ballot measures                                                             |
| March   | Ballot measures  
Council Policies (if applicable)                                       |
| April   | Ballot measures  
Council Policies (if applicable)                                       |
| June    | Ballot measures  
Council Policies (if applicable)                                       |
| July    | Boards and Commissions – review  
Equitable Public Engagement Guide  
Council Policies (if applicable) |
| September| Get It Done  
Communications Department  
Council Policies (if applicable) |
| October | Funds Commission  
Boards and commissions – action  
City Clerk’s office – update  
Council Policies (if applicable) |

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

### 2024 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. The timeline for ballot measure consideration can be viewed on Monday City Council meeting agenda.

*Est. Completion Date: June 2024*

**Review Council Policies**

Several Committee members prioritized reviewing Council Policies to ensure they reflect the current needs, laws, and priorities of the City.

*Est. Completion Date: November 2024*
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.

*Est. Completion Date: October 2024*

**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: July 2024*

**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: September 2024*

**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. The Rule Committee requests an update on the development of these key initiative.

*Est. Completion Date: July 2024*

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 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 2024*

**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: October 2024*