



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

M E M O R A N D U M

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

Kathy Steinman, Deputy City Attorney, Office of the City Attorney
Jillian Andolina, Office of the Independent Budget Analyst
Matt Yagyagan, Deputy Director of Policy, Office of Mayor Todd Gloria
Ty Burch, Committee Manager, Council Administration Department

2024 Committee meeting information

Meeting Dates

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

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

Attachment 1 – 2024 Rules Committee Work Plan

2024 Work Plan summary

Month	Priorities
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

Attachment 1 – 2024 Rules Committee Work Plan

- (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