



**OFFICE OF COUNCIL PRESIDENT TODD GLORIA  
CITY OF SAN DIEGO**

**M E M O R A N D U M**

**DATE:** May 31, 2013

**TO:** Honorable Mayor Bob Filner  
Honorable City Councilmembers

**FROM:** Council President Todd Gloria *Todd Gloria*

**SUBJECT:** Legislative Efficiency and Transparency

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In a continuing effort to promote efficiency and transparency within the legislative process, I ask that all future direct docketing or supplemental requests be accompanied by a memo explaining the rationale for the request. Furthermore, the memo should include the requested action and anticipate fiscal impact. If the request is granted, the memo will be included in the back-up docket materials so the Council and public are informed of the reason.

Direct docketing or supplemental requests should only be made in the following situations:

- The City may lose a funding opportunity;
- The City may incur a liability; or
- An imminent deadline exists that requires immediate action by the Council.

Memos related to docketing requests should be addressed to the Council President and cc'd to Diana Jurado-Sainz, Director of Legislative Affairs.

Additionally, I would like to remind Department Directors and their staffs of supplemental deadlines as outlined within the Permanent Rules of Council, Rule 2.6.3, "All supplemental agenda materials shall be delivered to the City Clerk by 2 p.m. each Wednesday and shall be posted in accordance with California Government Code section 54954.3." In order to comply with this provision of the Municipal Code, my office needs to receive all supplemental agenda materials by 1 p.m. on Wednesday to have enough time to review and process all items.

If you have any questions or would like to further discuss this matter, please feel free to contact Diana Jurado-Sainz at 619-533-3920. Thank you for your cooperation as we aim to achieve greater government efficiency and transparency.

cc: Honorable City Attorney Jan Goldsmith  
Andrea Tevlin, Independent Budget Analyst  
Liz Maland, City Clerk  
Eduardo Luna, City Auditor  
Department Directors