




OFFICE OF COUNCIL PRESIDENT TODD GLORIA
CITY OF SAN DIEGO

MEMORANDUM

DATE: June 13, 2014
TO: Honorable City Councilmembers
FROM: Council President Todd Gloria 
SUBJECT: Performance Evaluation of City Clerk and IBA in Closed Session

The City Council is scheduled to evaluate the performance of the IBA and City Clerk on July 15, 2014, during closed session, from 9 a.m. – 10 a.m. Each individual has prepared a summary of contributions and accomplishments to assist you with your analysis and completion of the attached performance sheets. Please return a hard copy of your evaluation to Adrian Granda, Interim Director of Legislative Affairs **no later than July 9, 2014** so that a tally of the rating section may be completed.

Thank you for your assistance with this request.

Attachments

cc: Honorable Mayor Kevin Faulconer
Honorable City Attorney Jan Goldsmith
Andrea Tevlin, Independent Budget Analyst
Liz Maland, City Clerk



THE CITY OF SAN DIEGO

MEMORANDUM

DATE: May 30, 2014

TO: Honorable Council President & Councilmembers

FROM: Elizabeth Maland, City Clerk

SUBJECT: Performance Review

In an effort to assist you in the process of reviewing and assessing my performance as City Clerk since last year's Performance Review, I have provided you with some highlights from the past year below.

I know you are aware – much of the value-added of my office lies not just in what is DONE (the thousands of pages of docket & exhibit material that are properly noticed, distributed and made available, the records management support to city departments through vital record and archival support and the disclosure and municipal election coordination and processing), but also in what is NOT done. It is through proactive and diligent efforts related to a POTENTIAL recall or a referendary petition or in coordinating a response to a PRA request that I might have a hand in preventing both litigation and risk to the City.

And though you can't always see the hours that go into responding to the media or a proponent in just the right way, or experience the many presentations of information, and the brainstorming related to access initiatives, you do experience it. Every successful City Council Meeting, or election or Prop 218 Protest Process or PRA response or Passport processed, speaks to these behind-the-scenes efforts.

And in addition to the core services of preparing and noticing the docket, supporting elections and acting as the filing official for financial disclosure forms, overseeing records management and tracking and posting vacancies related to the City's Boards & Commissions – my office proactively seeks to enhance and expand customer-related services on an ongoing basis. Thus, I have pulled out a cross-section of highlights by division meant to demonstrate the breadth and depth of the subject matter my office is responsible for.

Officewide

- **Special Presentations** by me Personally (my staff and I do many regular trainings, scheduled outreach and presentations, but I also seek out additional opportunities to showcase my office and the work we do):
 - San Diego County City Clerks Association Passport Presentation (application, implementation and continuous improvement)
 - Presenter at the regional Advisory Board for the Community Colleges in the San Diego-Imperial region on Records Management
 - Various on-camera and print media interviews and presentations related to Special Mayoral Election
 - Various on-camera and print media interviews and presentations related to Barrio Logan referenda
 - Presentation/Tour for group from San Diego County Clerk's Office – interested in emulating aspects of our archives program.
 - Burmese Delegation: Campaign Finance, Petitions, etc. Hosted a delegation from Burma through the International Visitor Leadership Program. The delegates were interested in learning about how the Office of the City Clerk supplies information to the public on the subjects of elections (including referendums and ballot arguments), lobbyist and conflicts of interests and economic disclosure.
 - Participant in a Women Executives Roundtable discussion hosted by the San Diego Daily Transcript in February.
 - Presentation on Records Management for the Chief Operating Officer and my fellow Department Directors in March. There were also additional spin-off presentations at the request of Department Directors.
 - Albondigas Political Lunch presentation in May 2014 – I presented details about the Office of the City Clerk – core services and enhancements.
 - Presentations for the City's Supervisor's Academy at several academies throughout the year.
 - Vietnamese Delegation: The US Political System as coordinated by the US Department of State.
- **Passport Acceptance Facility Enhancements. (Gross Revenue July 1, 2013 – present: \$43,110)** I have sought to expand services, grow my fledgling business and enhance the revenue stream to the City. Efforts included:
 - Benchmarking local competitors: SD County, Chula Vista.
 - Implementing assembly-line processing for efficiencies/increased revenues (Naturalization Ceremony day) – average intake almost \$1,000 on that day each month.
 - Adding limited walk-in service – ½ days 2-3 days per week.
 - Outreaching to various off-site City Departments (Chollas, MOC II, etc.) – provide on-site passport service.
 - Participating in weekend joint outreach events with the US Department of State – (e.g., May 2014 Military Personnel).
 - Coordinating with the Mayor's Office regarding lobby space requirements.

- **Volunteer program** – I have a robust volunteer program that has been in place since 2005. I work with local universities and retired groups to leverage:
 - The equivalent of 3 full-time employees for work in records management and information services.
 - Special Projects: 16 volunteers worked specifically on elements of the Archives Access & Preservation Project.
- **Prop 218 Protest Support** (thousands of protests were received through the US Postal Service, stamped, logged and processed) – fall 2013

Specific accomplishments in each of my three Divisions are broken out below:

Elections & Information Services

- **Reorganization** of Information Services front counter operations for better customer service and higher staff productivity.
- **Elections-related Charter Changes**
 - Research & benchmarking
 - Presentation to Rules (September 2013 & January 2014)
 - Presentation to full Council
 - Prop A: June 3, 2014 Primary Election
- Implemented **in-house printing of the City Charter** to achieve printing efficiencies (turn-around & cost).
- **Oath of Office protocol improvements**: coordination with City Attorney regarding oath, date of final passage/veto issues and communication with liaisons & volunteers to implement new process.
- **Electronic Filing**: The Fair Political Practices Commission (FPPC) approved electronic filing for Statements of Economic Interests (SEI's) for the City of San Diego in late 2013. This means that the City's designated filers who choose to file their SEI's electronically will no longer be required to file paper originals.
- **Mayoral Recall Effort** – Summer 2013: media, City Attorney, proponents.
- **Referendary Efforts**: Barrio Logan/Housing Impact Fees (Fall & winter 2013 and Spring 2014): media interviews, holiday coverage, reports & presentations.
- **Resignation & Special Mayoral Election**:
 - Research/Collaboration with ROV on recommended date;
 - Candidate Nomination Period (orientation, paperwork, processing);
 - Election Support;
 - Certification of results – docketed at Council;
 - February 11, 2014 Run-off;
 - Swearing-in – Jacobs Center in Council District 4.

- Appointment Process to fill the District 2 vacancy:
 - Update and approval of application;
 - On-line material organized, updated and made available;
 - Responded to queries from the public, the press and potential candidates;
 - Coordinate with ROV for signature verification;
 - Coordinate with Police Department for background check;
 - Docketed final applications, provided real-time ballot support in Chambers, administered the oath of office to the selected candidate.

Legislative Services

- Paperless/SIRE migration
 - SIRE Migration/Windows 7 issues required tremendous mitigation, research, benchmarking, testing and detailed analysis.
- Grant Award & Purchase of Assistive Listening Devices for Council Chambers
 - Our new Assistive Listening System for use in Council Chambers by the hearing impaired was purchased with \$1,000 in grant funds received by my department last year from the Southern California City Clerks Association in their annual grant competition.
- Reorganization of Dockets & Hearings sections for more flexibility among the Deputy Clerks and better customer responsiveness.
- Coordination with City Attorney, Council President's Office and Mayor's Administration to streamline docket entries and create a static page on-line to avoid noticing issues when there is not continuous electronic access to the docket.
- Voting System/Chambers Maintenance: replaced broken monitor, provided training, updated the system and coordinated regular maintenance with the vendor.
- ADA Access to Dals – researched potential access improvements with both Disability Services and the City Attorney's Office.

Records Management

- Developed and rolled out webinar training for department Records Coordinators (September 2013) – Coordinated with the Chief Operating Officer.
- Records Center Consolidation: retention-similar palettes were reorganized for enhanced storage, retrieval and tracking.

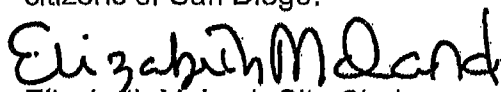
- Archives Access & Preservation Project Status Update:
 - Hired archival consultant Jerry Handfeld – retired Archivist for Washington & Iowa);
 - Restored and Preserved foundational documents (7 books & 2 maps);
 - Consolidated, preserved and shipped Tax Assessment Books – cover removed, preserved, processed & shipped to Kansas;
 - Examined and began sorting and storing Historical photos;
 - Digitized & made accessible material (records & photos) through the City Clerk webpage.
- Continued working toward a citywide Master Records Schedule – conversion of current General Records Disposition Schedule; immense work & coordination with City Attorney.
- Successfully updated the City's Administrative Regulation related to records management.
- Successfully expanded on-line access to historical material by imaging and uploading the City's resolutions, ordinances and minutes dating back to 1965 to the City Clerk webpage

In addition, I think it speaks volumes that I personally had an Executive Search Consultant contact me and ask me to apply for the City of Los Angeles City Clerk position. As of this writing, I am among three finalists for the position, and though I have decided that it is not a good fit, and that I appreciate the leadership of the Council President and the environment that you, as the Legislative Body, have created (one where I can do my job to enhance access and remain both neutral and fair in the application of the laws that regulate my core services), I do think it reflects positively on the work my Office has accomplished. In fact, I was told that I was specifically recommended for the job because of the strides San Diego has made in leveraging technology to enhance access since I was appointed City Clerk.

I should also mention that I have worked to keep my knowledge and skills in-step with industry best practices through my active participation in the San Diego County City Clerk's Association, and the National Association of Parliamentarians.

This year, I continued my role as co-Chair of the Brown Alumni Schools Committee, which gave me opportunities to speak to applicants to Brown University, their parents and my fellow alumni about the good work being done at City Hall. I have also continued my service as a Board member of the Public Administration Advisory Board, and internally, I was a participant in the City's Open Data Policy Advisory Committee.

I look forward to another productive year of working with you to better serve the citizens of San Diego.


Elizabeth Maland, City Clerk

PERFORMANCE EVALUATION
CITY CLERK

DESIRED KEY BEHAVIORS/RATING SCALE FOR CITY CLERK

Please rate on a scale of 1 to 10 with 1 being unsatisfactory and 10 being outstanding.

Name: _____ Date of Hire: _____

Evaluation period covering _____ to _____

1. QUALITY OF JOB PERFORMANCE

A. Knowledge of Job

Displays knowledge of all aspects of City Clerk Functions
Prepares clear and concise written communication to the City Council
Provides clear and concise oral presentations to the City Council
Gives clear and concise presentations to other agencies, boards or committees
Keeps City Council appropriately informed of important issues
Carries out direction of City Council

Rating _____

B. Supervision & Productivity of Department

Supervision of Staff
Sets clear goals and standards for department and monitors appropriately
Is resourceful in meeting the needs of customers
Is cooperative and flexible in order to meet diverse needs of customers
Prioritizes workload and organizes time well

Rating _____

C. Reliability

Attendance
Punctuality
Availability

Rating _____

D. Communication

Works well under pressure
Relates well with all City Council members
Works well with other managers and elected officials
Is open and accessible to all persons, regardless of their position in the organization
Works well with members of the public
Works well and is accessible to union representatives

Rating _____

E. Innovation

Uses technology to enhance access to information by customers
Seeks collaborations with other entities for synergistic use of limited resources to enhance or improve service delivery

Rating _____

2. OVERALL RATING _____

Comments:

Signature _____ Date: _____



THE CITY OF SAN DIEGO
M E M O R A N D U M

OFFICE OF THE INDEPENDENT BUDGET ANALYST

DATE: June 13, 2014

TO: Honorable Council President Todd Gloria

FROM: Andrea Tevlin, Independent Budget Analyst *Andrea Tevlin*

SUBJECT: FY 14 PERFORMANCE EVALUATION

Attached are materials for use in my upcoming performance evaluation, which discuss major accomplishments of the Office of the IBA for FY 14. I am honored to have served you and the entire City Council in this important role for the past eight and a half years. Our office consistently strives to provide Council members with accurate, objective, timely and valuable information and guidance, to assist the Council in critical decision-making. I am always open to constructive feedback on the performance of our office and look forward to my evaluation at Closed Session on July 15, 2014.

Attachments: 1. Performance Evaluation Program
2. Summary of IBA Contributions and Accomplishments

cc: Adrian Granda, Interim Director of Legislative Affairs

**THE PERFORMANCE EVALUATION PROGRAM
JULY 2013 – JUNE 2014
ANDREA TEVLIN, INDEPENDENT BUDGET ANALYST**

Duties and Responsibilities:

Rating 1-10

1. Legislative/Fiscal Analysis and Recommendations Presented to Council for City Council Docket Items:

Areas to consider include quality, clarity, and timeliness of IBA reports; objectivity and independence; advocacy on behalf of legislative branch; research based on sound practices; value to decision-making process; pursuit of alternative solutions; recommendations and results; presentation of results at public meetings.

Comments:

2. Monitoring/Review/Analysis/Recommendations Presented to City Council for Current Year Budget and Mayor's Proposed Budget:

Areas to consider include quality, accuracy, thoroughness and timeliness of IBA budget Reports; reliance on sound financial practices; accuracy of financial analyses; objectivity and independence; value to the decision-making process; advocacy on behalf of legislative branch; pursuit of alternative solutions; recommendations and results; presentation of results at public meetings.

Comments:

3. Quality of IBA Staff Reports and Research in Response to Council Research and Follow-up Requests: _____

Areas to consider include accuracy, responsiveness; timeliness; completeness; objectivity; value to decision-making process; participation on Ad-Hoc Task Forces and Working Groups to assist in indentifying solutions to specific issues.

Comments: _____

4. IBA Staff Support Provided to City Council Committees: _____

Areas to consider include IBA coordination with Committee Chair and Committee Consultant; interest and initiative; responsiveness to Committee requests; overall support to Committee decision-making process; quality of research information, recommendations and presentations provided for Committee deliberations.

Comments: _____

5. IBA Staff Support Provided to City Council President and Staff: _____

Areas to consider include timely communication with Council President's Office on issues as necessary; effective participation in docket planning process; handling Council Staff docket briefing process; responses to follow-up requests of the Council President; and contributions to Council President's vision and goals.

Comments: _____

6. IBA Staff Support Provided to City Council President Pro Tem and Staff:

Areas to consider include timely communication with Council President Pro Tem's Office on issues as necessary; effective participation in docket planning process; handling Council Staff docket briefing process; responses to follow-up requests of the Council President Pro Tem; and contributions to Council President Pro Tem's vision and goals.

Comments:

7. IBA's Overall Effectiveness and Communication with City Council:

Areas to consider include timely briefings on issues as warranted; accessibility of IBA and staff; responsiveness; quality of verbal presentations; clarity of reports and input provided at City Council and Committee meetings; overall attitude and professionalism; participating in external panels or community meetings as requested by Council members.

Comments:

8. IBA's Overall Effectiveness in Labor Negotiations Role:

Areas to consider include regular participation at the negotiations table; communication with Council members as appropriate; representation of legislative branch perspectives and positions; clarification of issues in Closed Session; recommendations to Council for issue resolution.

Comments:

SUMMARY OF IBA CONTRIBUTIONS AND ACCOMPLISHMENTS

Period: July 2013-June 2014

Evaluation of Andrea Tevlin, IBA

BUDGET POLICIES / MONITORING / REVIEW

The Office of the IBA worked extensively with the Financial Management Department and General Fund departments to research budget requirements during both the FY 2014 budget monitoring reports and FY 2015 budget development. FY 2014 quarterly monitoring reports required research into causes for revenue and expense variance from the FY 2014 Adopted Budget in addition to variances from the prior quarter(s); while IBA departmental knowledge also assisted in further refining projections based on information that was not included in the Mayor's FY 2014 monitoring reports for Council consideration.

- Full analysis of proposed revision to City Reserve Policy; including revised General Fund and Risk Management Reserves as well as proposal for use of excess equity
- Review of the Mayor's Five Year General Fund Financial Outlook for FY 2015-2019 including detailed departmental review of planned expenditures, revenue projections, policy decisions, refined estimate of the FY 2015 projected bottom line deficit
- Review of quarterly budget monitoring reports, including first quarter / mid-year / year-end budget monitoring reports
- Analyzed mid-year and year-end requested budget adjustments for appropriate fiscal actions through department interaction with our Office in addition to research conducted in the City's financial reporting systems
- Charter 39 report review and analysis
- Update to the Budget and Finance Committee on the status of Council adopted budget modifications in the FY 2014 Adopted Budget

BUDGET DEVELOPMENT & ADOPTION

In the IBA's role for the development of the FY 2015 budget, our office worked with Councilmember's offices to determine budget priorities as two different stages during the development process: 1) prior to the Mayor's release of the proposed budget, and 2) during the May revise to determine any majority consensus among Councilmembers for any additional resources and potential utilization of these resources that should be included in our office's final budget recommendations. Analysis of the Mayor's FY 2015 Proposed Budget also required a significant amount of General Fund and Enterprise Fund research by staff, including meeting with departmental directors, researching the resolution of issues addressed in budget monitoring reports, etc.

- Compilation and review of City Council Budget Priorities for FY 2015
- Comprehensive review of the Mayor's FY 2015 Proposed Budget
- Presentation of FY 2015 Proposed Budget review and departmental budget presentations during Budget Review Committee hearings

- IBA recommended revisions to the Mayor's FY 2015 Proposed Budget and May Revise based on updated Councilmember Budget Priorities
- Aided in development and implementation of performance measurements for critical areas in FY 2015 budget to allow greater clarity of priorities and performance for citizens of San Diego
- Development of the Statement of Budgetary Principles in concert with the Mayor's Office
- Development of the FY 2014 Key Dates for the FY 2015 Budget Process with the Mayor's Office, Financial Management, and the Council President's Office

REVIEW OF CITY FINANCINGS

- The IBA reviews all City financing proposals (Infrastructure, Convention Center Expansion, etc.)
- IBA staff observes all Disclosure Practices Working Group (DPWG) meetings, providing commentary/perspective when requested or necessary
- IBA staff either provides comments on proposed financings directly to the City Council or issues IBA reports to discuss issues/considerations associated with proposed City financings that may not have been addressed in the staff reports
- IBA reviews any proposed changes to the City's Debt and Investment Policies

LABOR NEGOTIATIONS, PENSION & BENEFITS ANALYSES

The IBA participated in negotiations with labor groups, as well as related meetings with City working groups (including Labor Relations staff and other representatives of the Mayor's Office and the City Attorney's Office), further developing more open communications between executive and legislative branches in the negotiations process. Provided feedback and guidance as appropriate to City's labor negotiations team in the development of strategy and technical aspects. Apprised the City Council President and other Councilmembers of significant issues as necessary.

- FY 2014 negotiations participation:
 - Attended POA recruitment and retention negotiations – also prepared analysis of holiday pay adjustments to the MOU for closed session
 - Attended negotiations with all labor groups concerning the RFP process for fully insuring the Long-Term Disability plan and disability benefits for post-Proposition B employees
 - Attended employee health benefits joint study meetings with all labor groups, which included information on the Affordable Care Act and its effects, and current and potential plan design
 - Attended a meeting with labor groups concerning Municipal Code changes with respect to Proposition B City Charter changes; reviewed the Municipal Code revisions and worked with the City Attorney's Office to resolve questions (resulting in a technical change to the item)

- Participated in the Salary Ordinance working group – provided input in needed language changes resulting from the five-year MOU's; and assisted in the discussions regarding implementation of State minimum wage issues and implementation of unrepresented employees' benefit increases
- Participated and provided feedback in internal working group meetings concerning Affordable Care Act requirements related to health benefits for hourly employees
- Reviewed the MOU with SDCERS regarding retiree health benefits administration – worked with the City Attorney's office to resolve questions (resulting in the inclusion of language related to bargaining requirements with respect to the use of subcontractors)
- Reviewed plan amendments for the Long-Term Disability plan which were needed to include post-Proposition B employees
- Reviewed plan amendments for SPSP-H and related Side Letters with MEA and 911 to incorporate increases in the benefit as part of the five-year MOU's
- Reviewed the final MOU's for the five-year agreements and the Municipal Code amendment allowing the City to fund the Supplemental COLA benefit on an annual basis
- Reviewed Burke contracts as they came forward to Council for approval
- Developed and provided for Council's reference a matrix of changed labor terms for employee groups (which includes terms for FY 2014)
- Attended SDCERS Board meetings to stay on top of policy issues under consideration that could impact the City
- Participated in meetings with City working groups related to the evaluation of the FY 2014 Police Holiday Pay Pilot Program and the development of the FY 2015 Police Retention Program

GRAND JURY RESPONSES

Our office coordinates with the Council President's Office, Committee Consultants and Executive Branch staff, when appropriate, to facilitate the provision of responses to the Grand Jury.

- 2012/2013 Grand Jury Reports that were completed and submitted to the Presiding Judge of the San Diego Superior Court include the following:
 - IBA Report 13-35 – “San Diego- A Bicycle Friendly City; Many Opportunities for Improvement”
 - IBA Report 13-36 – “Redevelopment Is Dead! Long Live Redevelopment! ”
 - IBA Report 13-37 – “Improved Access to Land Survey Records and Monuments”
 - IBA Report 13-41 – “Reduce Dependence on Imported Water”
 - IBA Report 13-42 – “Mission Valley Fuel Leakage and Contamination Abatement”

- 2013/2014 Grand Jury Reports
 - The IBA analyzed, collaborated with the City Attorney's Office, and submitted recommended responses for the Grand Jury Report entitled "Updating San Diego's City Charter: A Recommendation to Amend the Charter's Provisions Related to Removal of Elected Officials" (IBA Report 14-12). Responses were submitted to the Presiding Judge in May 2014.
 - The IBA worked with executive branch staff and prepared IBA Report 14-12 entitled Proposed Response to Grand Jury Report "Emergency Response Times: Does Your ZIP Code Dictate Your Chance of Survival?" This report is anticipated to be heard at PS&LN on June 18, 2014.

BALLOT AND FISCAL IMPACT STATEMENTS

- Fiscal Impact Analysis for Prop A - Election timeline changes
- Fiscal Impact Analysis for Props B and C – Barrio Logan Community Plan Update
- Preliminary analysis of Open Government proposal (Report 14-07)

REDEVELOPMENT DISSOLUTION

The IBA has worked closely with the City Attorney's Office, Civic San Diego and the Mayor's Office on numerous issues related to dissolution of redevelopment.

- Participate in Successor Agency Management Group Meetings and Oversight Board Meetings
- ROPS 5 and Update on Redevelopment Dissolution (Report 13-39)
- Impacts of Non-housing Due Diligence Review (Report 13-51)
- Reinstatement of Convention Center Phase II Loan Agreement and ROPS 6 (Report 14-06)
- Review of City Agencies FY 2015 Budgets: Successor Agency and CivicSD (14-17)
- Developed and Presented PowerPoint on Redevelopment Dissolution Basics to Southeast Community Planning Group (with City Auditor)
- Assessed the Long-Range Property Management Plan and provided comments for Council

CITY COUNCIL FINANCIAL TRAININGS

The City Council adopted Resolution R-302243 in December 2006 to implement a comprehensive financial training program as recommended in IBA Report #06-59. The IBA coordinated a training entitled Overview of Infrastructure and the CIP Process on July 11, 2013. (Presenters: Erin Noel, James Nagelvoort, Scott Mercer, Theresa Millette, Joe LaCava, Almis Udrys). We also arranged a training reviewing the Major Elements of a Pension Funding Policy on October 21, 2013. (Presenters: Gene Kalwarski of the actuarial consulting firm Cheiron. SDCERS' Chief Executive Officer Mark Hovey and Chief Financial Officer Mary Lewis).

- Overview of Infrastructure and the CIP Process (7/11/13)

- Major Elements of a Pension Funding Policy (10/21/13)

DOCKET BRIEFING & PLANNING

Our office worked with the Council President's Office, the Mayor's Office, the Docket Office, and the City Attorney's Office to aid in development of the upcoming City Council docket items. Our office then works to develop weekly docket briefing meetings for City Council staff members to attend for briefings by responsible City Staff members for important upcoming items, ask questions that have not been immediately clear based on the materials attached to the docket, and receive general updates on any new developments for the upcoming week's docket items.

CITIZEN EDUCATION

- *A Citizen's Guide to the City's Budget Process and FY 2013 Adopted Budget*
 - Includes specific information regarding FY 2013 Adopted Budget characteristics, a basic guide to the City's budget process, a description of key City departments and other information with the goal of informing interested citizens
- *A Citizen's Guide to Infrastructure (FY 2014)*
 - Working with City departments, the Community Planners Committee (CPC), the Community Budget Alliance and other interested parties, our office developed an informative guide about San Diego's Capital Improvements Program in order to provide a solid foundation of knowledge for interested citizens
- Participated in training/education for CPC/CPG for public input into the FY 2015 CIP Budget

CITY COUNCIL COMMITTEE SUPPORT

The IBA actively participates in and provides staff support to all Council Committees. Below are examples of work products produced this past year to support Committee work programs:

Audit Committee

In addition to covering all of the issues coming before the Audit Committee, the IBA supports the Committee Consultant as-needed and provides commentary/analysis as may be requested by Committee members. In FY 2014, the IBA issued and presented the following reports to the Audit Committee (Report dates in parentheses):

- The IBA led the recruitment and appointment process for new public Audit Committee member Ricardo Valdivia to begin in September 2013.
- Review of all Audits submitted by the Office of the City Auditor in FY 2014.
- Review of City Auditor's FY 2014 Citywide Risk Assessment and Annual Audit Work Plan (07-08-13)
- Discussion of Public Audit Committee Member Applications and Recommendation of Qualified Applicants to the City Council (07-19-13)

- Worked with the Office of the City Auditor to select and negotiate Contract for Outside Auditor (MGO) to perform the City's financial statement (CAFR) audits from FY 14 through FY 18 (12-17-13)
- Review of City Auditor's Budget Proposal for FY 2015 (04-21-14)

Economic Development & Intergovernmental Relations (ED&IR)

Previously the Committee on Rules & Economic Development. In addition to covering all of the issues coming before the Committee on Economic Development & Intergovernmental Relations, the IBA supports the Committee Consultant as-needed and provides commentary/analysis as may be requested by Committee members. In FY 2014, the IBA issued and presented the following reports to the Committee on Economic Development & Intergovernmental Relations (report dates in parentheses):

- Review of Income from the Mt. Hope Cemetery Perpetuity Fund in Support of Perpetual Care and Upkeep of the Cemetery (10-23-13)
- Considerations Related to Proposed Adoption and Implementation of an Open Data Policy (11-06-13)
- Working with the Committee Consultant, developed report and recommendations for the Creation of an Open data Advisory Group (12-11-13)
- Review of the 2014-2016 Economic Development Strategy (02/13/14 and 04/09/14)
- Review of Costs Related to Enforcement of Proposed Minimum Wage Increase (06-11-14)

Additionally, the IBA researched and analyzed numerous aspects of the civil service hiring process and worked with hiring departments regarding their issues and suggestions for improvements. Two related reports were prepared for Committee vetting: "City of San Diego Civil Service Hiring Process" (Report 13-30) and "Civil Service Hiring Process: Vetting Internal City Issues" (Report 14-01). Numerous IBA recommendations were made, and improvements have been implemented or begun. Also, a presentation was made to the Civil Service Commission on Report 14-01. Status information from the Personnel Department is expected at the B&GE Committee in July 2014.

Budget & Government Efficiency Committee (B&GE)

- Reviewed all docketed items and highlighted issues for Committee Chair and Committee Consultant that may require further discussion or clarification at Committee
- Assisted Committee Consultant with identifying time sensitive docket items for future Committee consideration
- Researched / developed recommendations / presented comments or reports for the following Committee items (in addition to annual budget review and monitoring and budget development reports)
 - Revisions to San Diego Reserve Policy
 - Recommendations and Timetable for Transitioning Cell Phone Communications from Sprint to Verizon Wireless

- Performance Measures for FY 2015
- Council Budget Priorities Resolution for FY 2015
- FY 2015 Budget Development Calendar
- Fees for Central Library Special Events
- Served on Selection Committee to Choose Provider for Municipal Tax Advisory Services
- Convention Center Five Year Plan to Restore Operating Reserves and fund Capital and Operations and Maintenance
- FY 2015 Statement of Budgetary Principles

Smart Growth and Land Use Committee (SG&LU)

This committee was renamed to the Smart Growth and Land Use Committee in January 2014.

- Reviewed and provided input to Development Service staff related to the development of the policy direction on new regulations for mobile food vendors (food trucks).
- Reviewed terms of amended promissory note and agreement related to the Horton Plaza Redevelopment Project.
- Reviewed terms and appropriateness of multiple proposed leases of City property to outside agencies such as the US Navy and the County of San Diego.
- Reviewed multiple annual plans such as the FY 2015 Affordable Housing Fund Plan, and the Community Parking District FY 2015 Annual Plan; and several planning documents such as the Successor Agency Long-Range Property Management Plan and the Otay Mesa Community Plan Update.

Public Safety & Livable Neighborhoods Committee (PS&LN)

This committee was formerly known as the Public Safety & Neighborhood Services Committee.

- Public Safety Concerns With Sprint Solutions, Inc. Communication Services (Report 13-47)
- Savings Related to Fleet Services Managed Competition (Reserve Fire Engines) (Report 14-08)
- Proposed Response to Grand Jury Report "Emergency Response Times: Does Your ZIP Code Dictate Your Chance of Survival?" (Report 14-22)
- Second Amendment to 2011 Emergency Medical Service Agreement (Report 14-14)

Environment Committee

- Monitoring of Public Utilities Department (PUD) water issues
- Balboa Park Centennial dissolution
- Worked with City staff and the Storm Water Division to understand issues and costs surrounding storm water regulations

- Discussions of these issues are found in our office's review of various budget monitoring reports and, specifically, IBA Report #13-44

Infrastructure Committee

Our office was responsible for developing or contributing numerous significant reports on deferred capital and infrastructure and presenting information to Committee and/or Council.

- Deferred Capital Bond 3 and the Paramount Infrastructure Issue (Report 14-02)
- Overview and Challenges Related to Public Facilities Financing Plan Updates (Report 14-23)
 - Developed and Presented PowerPoint on this report for SDCTA Committee
- San Diego Infrastructure: Transportation Infrastructure and the Regional Transportation Improvement Program (Report 14-25)
- Contributed to Council Policy 800-16 on Citywide Asset Management
- Developed PowerPoint on Key Infrastructure Issues in the Proposed FY 2015 Budget
 - Presented to Council during Budget Hearings
 - Presented to the Chamber of Commerce' Infrastructure Committee
- Participated in Project Management Academy
- Conducted Infrastructure Training for Council staff

TASK FORCES, WORKING GROUPS & COMMITTEES

- Consultation to Water Policy Implementation Task Force
- Consultation to Independent Rates Oversight Committee
- Labor Negotiating Team
- Salary Ordinance Working Group
- Internal Labor/Benefits Working Groups
- CIPRAC Meetings
- Consolidated Plan Advisory Board (CPAB)
- Redevelopment Dissolution Management Group Meetings
- Successor Agency Oversight Board Meetings
- Enterprise Asset Management Steering Committee
- Sidewalk Policy Working Group
- Disclosure Practices Working Group (DPWG) meetings
- Selection panel for San Francisco Independent Budget Analyst

PRESENTATIONS

- Taxpayer's Association Infrastructure Committee - Deferred Capital and Infrastructure
- Chamber of Commerce Infrastructure Committee - Deferred Capital and Infrastructure
- Public Leadership Institute - various City issues (multiple times)
- UCSD Lecturer – "Politics and Policy Making in San Diego" (multiple times)
- Southeast Community Planning Group – RDA Dissolution
- Women's Leadership Panel – "Lessons Learned on the Journey"
- Voice of San Diego Radio and Podcasts – various City issues
- Equinox Center – Fiscal Impact of New Storm Water Regulations

SNAPSHOT OF SIGNIFICANT IBA REPORTS

- Review of the FY 13 Performance Overview Report for the San Diego Convention Center (#13-31)
- Key Issues Related to Requiring Payment of Prevailing Wages on City Public Works Projects (#13-33)
- Review of Second Amendment Between the City & Tourism Marketing District Corporation (#13-52)
- Review of the Castlerock Housing Development Project (#13-40)
- Fiscal Impact of New Storm Water Regulations (#13-44)
- Analysis of the Proposed Housing Impact Fee Adjustments (#13-49)
- Review of the proposed City Lease of the 1010 Second Avenue Office Space (#13-55)
- Civic Service Hiring Process (#14-01)
- Deferred Capital Bond 3 and the Paramount Infrastructure Issue (#14-02)
- Comparative Analysis of Living Wage Ordinance Enforcement Provisions in Other Cities (#14-04)
- Preliminary Cost Analysis of Proposed Open Government Charter Amendment (#14-07)
- Overview and Challenges Related to Public Facilities Financing Plan Updates (#14-23)