



# RULES COMMITTEE

## Committee Members:

Council President Myrtle Cole, Chair  
Council President Pro Tem Mark Kersey, Vice Chair  
Councilmember Barbara Bry  
Councilmember Christopher Ward  
Councilmember Chris Cate

## Work Plan for 2017

The Committee on Rules addresses responsibilities that include the Charter, Rules of Council, open government, elections and ballot measures, annexations, boards and commissions, council-initiated matters, communications, customer service and public outreach.



**CITY OF SAN DIEGO  
OFFICE OF COUNCIL PRESIDENT MYRTLE COLE  
FOURTH COUNCIL DISTRICT**

**DATE:** January 24, 2017  
**TO:** Honorable City Councilmembers  
**FROM:** Council President Myrtle Cole *Myrtle Cole*  
**SUBJECT:** 2017 Rules Committee Priorities

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I appreciate the opportunity to share my 2017 priorities for the Committee on Rules. I look forward to working with the Committee to address important matters facing our city.

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**Review and Update of Council Policy Manual 000-01**

Provide ongoing oversight to ensure that Council Policies are current, effective, necessary, and compliant. Review of the council policy manual will assist the Committee in determining whether the council policies are providing support to the Council as intended by its adoption.

**Review City's Boards and Commissions**

The Office of the City Auditor will release its audit report on Boards and Commissions sometime this spring. Review of this report will assist the Committee in determining what action to take regarding boards and commissions that are inactive, and how to ensure they continue to perform their intended functions and services to the city. The Committee should also review the appointment process, including standardizing staff support and training for boards and commissions.

**Ballot Initiative**

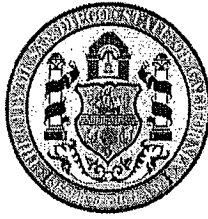
Mayor Faulconer proposed a ballot initiative to increase the transient occupancy tax to fund the expansion of the Convention Center. It is important for the Committee to hear and give input regarding the specifics of this ballot initiative.

**Customer Service**

Receive an update from the Performance and Analytics Department regarding the pilot program, Get it Done. Determine if the pilot program is meeting its goals and objectives and how the information captured by Get It Done is being used to determine budget allocations.


Please feel free to contact my Committee Consultant, Marisa Berumen, at 619.533.5906 about this request or any matter concerning the Committee.

cc: Honorable City Attorney Mara Elliott  
Andrea Tevlin, Independent Budget Analyst  
Felipe Monroig, Mayor's Office  
Liz Maland, City Clerk



**OFFICE OF COUNCILMEMBER CHRISTOPHER WARD  
THIRD COUNCIL DISTRICT**

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

DATE: January 18, 2017  
TO: Council President Myrtle Cole, Chair, Rules Committee  
FROM: Councilmember Christopher Ward, Third Council District   
SUBJECT: Rules Committee Priorities for 2017

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In response to your request for priorities for the Rules Committee, I offer the following suggestions as we develop our work plan:

*Elections and Ballot Measures*

- Last week, Mayor Faulconer proposed increasing the city's hotel room tax via a public ballot measure in 2018 to finance the expansion of the Convention Center and provide dedicated revenue streams to support homeless services and other city needs. The Committee must engage in the process and actively participate in the development of the proposal.

*Customer Service, Open Government, and Public Outreach*

- The committee should be provided updates from the Performance and Analytics Department regarding progress towards the development of a 311 system as well as the status and expansion opportunities of other customer service applications such as the Get It Done Pilot Program.
- The committee should to increase the functionality of the City Council's constituent services database Intranet Quorum (IQ) or a competitor product. Opportunities exist to improve communication and timely resolutions to casework, increase public access, automate service status updates, and more.

*Boards and Commissions*

- The committee should continue the work initiated last year to:
  - Improve the appointment process, including standardizing staff support and training for boards and commissions;
  - Explore requesting annual work plans and regular reporting requirements, for example quarterly or semiannual reports;

- Review all the City boards and commissions, including those that are inactive, to ensure they continue to perform their intended functions and service to the City;
- Assess each board and commission based on its function and benefit to either policy making or City operations;
- Look into whether some boards and commissions could be consolidated or reorganized to be more effective, including the consideration of their size;
- Explore ways to standardize staff support;
- Consider training for board and commission members.

Thank you for your consideration of these priorities. If you have any questions please contact my office at (619) 236-6633.

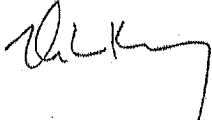
cc:

Honorable Mayor Kevin Faulconer  
Honorable City Attorney Mara Elliot  
Andrea Tevlin, Independent Budget Analyst  
Liz Maland, City Clerk  
Marisa Berumen, Rules Committee Consultant



City of San Diego  
**MARK KERSEY**  
CITY COUNCILMAN, FIFTH DISTRICT

**MEMORANDUM**

**DATE:** January 13, 2017  
**TO:** Council President Myrtle Cole, Chair, Committee on Rules  
**FROM:** Council President Pro Tem Mark Kersey   
**RE:** 2017 Rules Committee Priorities

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In response to your January 3, 2017 memorandum, I respectfully submit for your consideration the following items as my priorities for the Rules Committee in 2017:

- **Open Government.** Work with local agencies such as the San Diego Unified Port District and San Diego County Regional Airport Authority to record and televise their board meetings and evaluate which, if any, additional City hearings, such as Historic Resource Board and Hearing Officer, may be appropriate to broadcast. Televising governmental proceedings provides an important avenue for the public to remain informed and keeps elected and appointed leaders accountable.
- **Rules of Council.** Bring the Rules of Council into conformance with Ralph M. Brown Act Section 54954.3(a) regarding testimony on items that have been heard at a Council Committee.
- **Customer Service.** Ensure that the development of an integrated 311-style customer service program, as recommended in the City Auditor's March 2015 *Performance Audit of the City's Public Right-of-Way Maintenance Activities*, has all necessary legislative support. This program has the potential to not only enhance the customer service experience provided by the City, but also streamline operations, reduce unnecessary calls to 911, and support open data efforts.



**COUNCILMEMBER CHRIS CATE  
CITY OF SAN DIEGO  
SIXTH DISTRICT**

**MEMORANDUM**

**DATE:** January 13, 2017  
**TO:** Council President Cole, Chair, Committee on Rules  
**FROM:** Councilmember Chris Cate   
**SUBJECT:** 2017 Committee on Rules Committee Priorities

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I appreciate the opportunity to share my goals and priorities for 2017. I look forward to working collaboratively to work toward a more efficient, effective, and transparent San Diego to provide the best quality of life possible for our citizens.

**Review Outstanding Items from Charter Review Committee**

Before reconvening as the Committee on Rules, the Charter Review Committee heard several items that were discussed by members at committee meetings but never received finalizing action, nor were moved to the full council. The items that were left open-ended were brought forth because they have merit and are looking for solutions or improvements in an effort to make the City run more efficiently and better serve the public. As such, the Committee on Rules should revisit the outstanding items from the Charter Review Committee and attempt to find solutions and closure to these important items.

**Consider Additional Local Election Reforms to Increase Voter Participation**

As a result of San Diego voters recently approving Measures K & L, the City of San Diego has changed its local election process with regard to ballot measures and candidate elections. These reforms were advocated by a constituency that hoped to decrease the influence of money in local political races and increase voter participation through the elimination of an outright winner in municipal primary elections. However, these Measures will maintain a June primary election, thus ensuring a longer campaign season that will require continual financial support and solicitation. Furthermore, June primary voters will have the ability to decide the top two vote-getters who move onto the November general election, essentially continuing the influence over November-only voters who are forced to decide between one of the two pre-determined candidates. It is prudent for this Committee to consider subsequent ballot measure(s) that will effectively address these outstanding issues and truly reform the City's election process for the benefit of all San Diegans.

**Amend Council District Community Programs, Projects, and Services (CPPS) Policy**

CPPS allocations for City Council offices are currently determined by office budgetary savings accrued from the prior fiscal year. Annual CPPS allocations can vary by office depending on employee retirement benefits, compensation, and non-personnel expenditures. The Committee should consider revising Council Policy 100-06 to establish an equal allocation for Council districts within the Mayor's Proposed Budget. These revisions should also allow for additional allocations based on prior fiscal year savings from personnel and non-personnel expenses. All programs and projects funded through CPPS should be displayed on the City's website to ensure transparency.

**Establish a Minimum Standard for Public Outreach and Notification of City Projects**

Increasing communication with the public about City construction projects taking place in their communities that have the potential to affect their daily lives is critical to maintaining good relationships with the public, and ensuring a great quality of life for San Diegans. Currently, each City department has their own standards and manners in which they provide information to the public about upcoming projects. This committee should work with City departments that schedule, execute, and manage construction projects, as well as the Communications Department to establish uniform communication collateral materials, and a minimum standard of required outreach and communication efforts to the public about projects affecting their neighborhoods.

**Explore Existing Standards of Customer Service Within City Departments**

The City of San Diego has a duty to provide its residents with a high level of customer service and information availability. It would be prudent for this committee to request information and reports from City staff in departments that actively interact with customers to determine what standards for customer service are currently in place, and how well those standards are being met. Additionally, receiving a report from the Performance and Analytics Department regarding any data collected on customer service would be helpful in aiding this discussion and the effort to provide the highest possible level of customer service to San Diego residents.

CC:jeh





City of San Diego  
Councilmember Scott Sherman  
Seventh District

### MEMORANDUM

DATE: January 13, 2017  
TO: Councilmember Myrtle Cole, Chair of Rules Committee  
FROM: Councilmember Scott Sherman  
RE: 2017 Rules Committee Priorities

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Thank you for inviting the members of the City Council to submit their recommendations to the Rules Committee for the upcoming year. The following are my priorities for the next year:

#### **Non-agenda Public Comment**

The Brown Act requires non-agenda public comment be held at every meeting of the legislative body. The City of San Diego typically has the same ten individuals speaking on the same topic each meeting. This usage of non-agenda public comment is a subversion of the intent of the legislation. I would request a review of requirements for non-agenda public comment, including but not limited to the ability to only provide audio of the comments.

#### **Reduction and Consolidation of Boards and Commissions**

The City of San Diego has over 40 different existing boards and commissions. Oftentimes, these boards struggle to meet quorum and frequently have vacancies due to difficulty filling the positions. The committee should review the existing boards and commissions and identify if these boards are still relevant or if they can be consolidated.

#### **Council President Rotation**

Each year the City Council must choose a Council President who is responsible for chairing the meeting and managing the docket. Over the last several years this largely administrative role has become increasingly politicized and has resulted in a divided governing body. The committee should consider options to revise the current selection process including having a rotating Council President.

#### **Reform of Recreation Councils and Community Planning Groups**

Citizens currently have the ability to weigh in on projects and issues that are occurring in their community through recreation councils and community planning groups. The current format

of the advisory groups results in input occurring after a substantial portion of the project proposals have been completed. As a result, revisions are difficult to implement and often not to the satisfaction of residents. The process should be reformed to ensure community input is obtained in a way that can influence a project and decrease community opposition.

cc: Honorable Mayor Kevin Faulconer