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**RULES AND OPEN GOVERNMENT COMMITTEE**

Meeting Report  
November 16, 2011

**PRESENT:** Mayor Reed, Vice-Mayor Nguyen, Councilmembers Constant and Oliverio

**ABSENT:** NA

**STAFF:** Deputy City Manager Norberto Duenas, City Attorney Richard Doyle, City Clerk Dennis Hawkins, Redevelopment Agency Managing Director Richard Keit, Assistant City Clerk Toni Taber, CMO Agenda Manager Leanna Bieganski, Mayor's Council Agenda Manager Sara Wright, and Deputy City Clerk Tamara Davis

**A. City Council**

**1. Review Final Agenda for November 22, 2011**

Action: None – The meeting was cancelled.

**Review of Draft Agenda for November 29, 2011**

Action: The Committee dropped Items 5.1 (Senior Nutrition New Service Delivery Model Update) and 7.1 (Carryout Bag Ordinance Implementation). City Staff was directed to distribute information to the Council regarding Item 5.1 and Item 7.1. The Committee approved the agenda, as amended.

**b. Redevelopment Agency (RDA)**

**1. Review Final Agenda for November 22, 2011**

Action: None – The meeting was cancelled.

**2. Review Draft Agenda for November 29, 2011**

Action: None – The Agency did not have an agenda, but will be available for Closed Session items.

**C. Review of Upcoming Study Session Agenda(s)**

Action: The Committee cancelled December 1, 2011 as a Study Session date.

**D. Legislative Update - None**

**1. State**

**2. Federal**

**E. Meeting Schedules**

1. Approve the City Council meeting schedule for the period January to June 2012; and the Study Session schedule for the period of January to April 2012. (City Manager)

Documents filed: Memorandum from Leanna Bieganski to the Rules and Open Government Committee dated November 7, 2011 regarding the Council Meeting Schedule for January – June 2012 and Study Session Schedule for January – April 2012.

Action: The Committee approved the Council Meeting Schedule for January – June 2012 and Study Session Schedule for January – April 2012 as presented.

**F. The Public Record – No items submitted**

**G. Boards, Commissions and Committees**

**1. Appointments**

- a. Approve the appointment of June Ellen Cooley to the Traffic Appeals Commission to a term expiring on June 30, 2014. (Vice-Mayor Nguyen)
- b. Approve the appointment of Elizabeth Pope and John Legois to the Disability Advisory Commission to terms expiring on June 30, 2014. (Councilmember Pyle)
- c. Approve the appointment of Kristen O’Kane to the Parks and Recreation Commission to an un-expired term ending on June 30, 2013. (Councilmember Pyle)
- d. Approve the appointment of Matthew Quevedo, Robin Martinez, and Sean O’Brien to the Human Rights Commission to terms expiring on December 31, 2014. (Councilmember Chu)
- e. Approve the appointments of Stephen Reiss and Raj Bhanot to the Small Business Development Commission to terms expiring on December 31, 2014. (Councilmember Chu)

Documents filed: (1) Memorandum from Vice-Mayor Nguyen to the Rules Committee dated November 3, 2011 regarding the Traffic Appeals Commission, (2) Memorandum

from Councilmember Pyle to the Rules Committee dated November 7, 2011 regarding the Disability Advisory Commission Appointment, (3) Memorandum from Councilmember Pyle to the Rules Committee dated November 7, 2011 regarding the Parks and Recreation Commission Appointment, (4) Memorandum from Councilmember Chu to the Rules Committee dated November 10, 2011 regarding the Human Rights Commission, and (5) Memorandum from Councilmember Chu to the Rules Committee dated November 10, 2011 regarding the Small Business Development Commission.

Action: The Committee deferred Items G.1.a – G.1.e to the December 7, 2011 Rules Committee Meeting.

2. Workplans
3. Annual Reports

**H. Rules Committee Reviews, Recommendations and Approvals**

1. Workload Assessment for Council Requests and Referrals
2. Approve recommendations for the Public Records Fees Waiver
  - (a) In responding to requests for public records, authorize City Council appointees or their designees to waive fees for (1) copying charges up to \$50; and (2) programming and computer services costs to produce electronic records up to two hours of time or \$200, whichever is greater.
  - (b) Make this policy retroactive to November 10, 2011. (City Manager)

Documents filed: Memorandum from Tom Manheim, City Manager's Office Communications Director, to the Rules and Open Government Committee dated November 10, 2011 regarding Public Records Fees Waiver.

Public Comments: David Wall spoke in support of the fee waiver and of Mr. Norris' public records team. He also expressed his concern for the funding of the public records team.

Action: The Committee approved Staffs' recommendation to allow Council appointees or their designees to waive fees for (1) copying charges up to \$50; and (2) programming and computer services cost to produce electronic records up to two hours of time or \$200, whichever is greater, and to make this policy retroactive to November 10, 2011.

**I. Review of additions to Council Committee Agendas/Workplans**

1. Community and Economic Development Committee
  2. Neighborhood Services and Education Committee
  3. Transportation and Environment Committee
  4. Public Safety, Finance and Strategic Support Committee
  5. Rules and Open Government Committee
- None.

**J. Open Government**

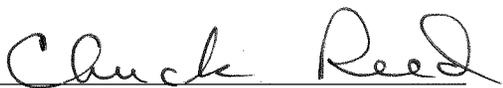
1. Appeals of Public Records Act Requests
- None

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**K. Open Forum**  
None

**L. Adjournment**  
The meeting was adjourned at 2:15 p.m.

  
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Mayor Chuck Reed  
Rules and Open Government Committee