



# Memorandum

**TO:** Rules and Open Government  
Committee

**FROM:** Nadine Nader

**SUBJECT:** Study Session Schedule

**DATE:** February 8 2007

Approved

Date

2/9/07

## RECOMMENDATION

a) Approval of the revised study session schedule as follows:

Date	Topic	Time	Location
February 20	City Council Priority Setting Session	9a.m.-4p.m.	Committee Rooms
February 22	Unfunded Programs/New Initiatives	9 a.m.-11a.m.	Chambers
March 15	Mayor's March Budget Message Study Session	9a.m.-Noon	Chambers
March 19	Downtown Revitalization/First Act and Convention Center Expansion	1-5p.m.	Chambers
March 22	BART	8:30a.m. – Noon	Chambers
March 29	General Plan: Economic Development and Employment Lands	9a.m. – Noon	Chambers
April 5	Airport Obstruction Study	9a.m. – Noon	Chambers
April 20	Joint City/Water District Meeting	9a.m. – Noon	Committee Rooms
May 3	General Plan: Formal Initiation of the General Plan Update	9a.m. – Noon	Chambers
May 7-18	Budget Study Sessions	TBD	Chambers

b) Approval of the following criteria to be used to determine if a study session is needed:

- 1) Due to the nature of the topic area, may report to more than one Committee.
- 2) Topic area falls under more than one City Service Area.
- 3) Topic area is a Citywide issue/policy that needs Council's direction and input to proceed.
- 4) Topic area has a significant amount of public interest and requires a study session to accommodate public input.
- 5) There are outside organizations that need to participate or sit on a panel.

c) Approval to establish, for the period August – December 2007, the third Mondays and fourth Thursdays of each month for study sessions, and Tuesdays where the Council Meeting has been canceled due to a Monday holiday (schedule attached).

## **BACKGROUND**

On January 24, 2007 the Rules Committee discussed setting several study sessions. At that time, there was significant discussion to reduce the number of study sessions by first ensuring that study sessions are really needed, combining sessions when appropriate, and/or scheduling items for a Council Meeting or a Committee Meeting instead of holding a study session. The Committee also expressed interest in establishing criteria to determine if a study session is warranted for any given issue, and requested that staff establish certain days during the month where study sessions would be held.

## **ANALYSIS**

The above noted schedule of study sessions represents incorporation of comments made at the January 24, 2007 Rules Committee. Three study sessions were removed from the study session schedule; two have been scheduled for future Council Meetings and one will be rescheduled for a future date, two study sessions were combined into one and two were abbreviated. The attached matrix (Attachment A) provides more information on the outcome, purpose and next steps of each of the above noted study sessions, as requested by the Rules Committee.

Staff has developed the below criteria so that the Rules Committee can make the determination to set a study session or not when the request is made to the Rules Committee. In addition, the attached study session request memo (Attachment B) has been developed and includes the below criteria for staff to complete when requesting that a study session be set.

### **Multiple Committee Report Out**

Staff recommends that on items where multiple reporting to Committees is needed because the topic spans over more than one topic area that a study session be held. This will avoid duplication of staff work/reporting to Committees and will prevent staff from receiving multiple levels of varying direction from the different Committees.

### **Multiple City Service Area**

If a topic area spans over more than one City Service Area, staff recommends that a study session may be needed to facilitate presentation of the topic to Council. These types of topics may have multiple levels of coordination needed and policy issues that need to be presented.

### **Citywide Policy/Issue**

If a topic is of Citywide significance and staff is requesting input and direction from Council in order to proceed with the topic area, staff recommends holding a special study session to obtain this input. This would allow staff with ample time to present pertinent elements of the topic. In addition, this allots Council ample time to have a meaningful discussion focused on one topic area rather than trying to have an in-depth policy discussion at a Council Meeting where time may be limited.

### **Significant Public Interest**

In cases where there is significant public interest, it may be beneficial to dedicate a session to the topic area. This allows for sufficient time to receive public testimony and participation.

**Outside Organization Participation**

In some instances, outside organizations participate with the Council in a study session forum. An example of this situation is when the City and the Water District hold their annual and quarterly meetings either hosted by the Water District or the City. Another example is the City/County Joint Meeting where the agreement mandates an annual meeting of the two bodies. In short, this allows coordination with other important decision making entities.

The third recommendation of this memorandum reserves certain days of the month, third Monday and fourth Thursdays, for study sessions, to be implemented during the second half of calendar year 2007. Attachment C is the schedule for study sessions for the period August – December 2007. This approach will facilitate scheduling conflicts and room reservation logistics.

  
NADINE NADER  
Agenda Services Manager

For questions, please contact Nadine Nader at 408.535.8104

**ATTACHMENT A**

<b>Study Sessions</b>						
<b>Date</b>	<b>Dept.</b>	<b>Topic</b>	<b>Outcome</b>	<b>Purpose of Study Session (What decisions do we need from Council)</b>	<b>Next Steps (timeline of when we will return to Council)</b>	<b>Time</b>
February 20	Mayor	Priority Setting Session	To engage Council, Appointees and Senior Staff in an all day priority setting session.	To have Council adopt 4-5 top 3-year goals and 6-month strategic objectives based on the goals based on the facilitated discussion.	Fold in outcomes of this session, the Jan. 20 Session, February 13 Session and the Feb. 22 session into the overall budget development.	9a.m.-4p.m.
February 22	Mayor	Unfunded Programs/New Initiatives	To inform the development of the Mayor's March Budget Message.	To seek input from the Council on the Mayor's March Budget Message and provide an initial forum for review of ideas leading to the development of the message.	Development of the Mayor's Budget Message.	9 a.m.-11a.m.
March 15	Mayor	March Budget Message	To review and discuss the Mayor's March Budget Message.	To provide a review and comment forum for the message.	Staff to begin work on the development of the FY 07-08 Budget, leading to the Mayor's June Budget Message and the final adoption of the budget.	9a.m.-Noon
March 19	OED/CMO/RDA/CAO	General Plan: Downtown Revitalization/First Act and Convention Center Expansion	To receive Council direction on a proposed public-private partnership to expand the Convention Center. Also, to review the Major General Plan Strategy of Downtown Revitalization, provide a briefing from 1 <sup>st</sup> Act on proposals to make downtown Silicon Valley's City Center	Review progress and initial recommendations from a joint City-RDA-CVB-Team San Jose and hoteliers working group on specific options for expanding the convention center in the area fronting San Carlos Street between the Hilton and Marriott Hotels. The Council will validate the Downtown Revitalization Major Strategy and identify policies that should be retained, modified or expanded. The Council will also provide direction on how the staff should engage with the 1 <sup>st</sup> Act initiative. This is the first opportunity for the Council to engage in a discussion of downtown as a part of the General Plan update and to hear 1 <sup>st</sup> Act's proposals as a full Council.	Significant next steps would include negotiations leading to Council approval of an agreement authorizing City involvement in the expansion project and an election of the hotel operators to authorize an increase in the TOT to provide resources to fund the expansion. Staff would come back to Council through the budget process with proposals and work plans to implement portions of 1 <sup>st</sup> Act proposals embraced by the full Council.	1-5p.m.

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March 22	OED/RDA/P BCE DOT	BART	To advise the City Council on the scope, status, schedule and significant near-term policy issues related to extending BART to San José; a \$4.7 billion public investment, currently under design, scheduled to start construction in 2009, and be complete in 2016.	The City Council will receive information and have a question and answer session with 3 panel groups: 1) a Project Management Team responsible for BART funding, delivery and operations that includes executive staff representatives from VTA, MTC and BART., 2) a City Staff Executive Team that will address City implications and opportunities related project design features, land use coordination, economic development, Downtown redevelopment, public art, public safety, construction impacts, and City staff resource demands for project coordination, and 3) a community stakeholder panel addressing interests and concerns related to Downtown, businesses, and neighborhoods.	In May/June, the City Council is expected to consider City positions related to the following BART issues: Use of "historic" Bank of America lobby for a BART station portal, conceptual design of architecture and public art program for all 4 San José BART stations (Berryessa, Alum Rock, Downtown, and Diridon), consideration of supplemental funding for "design enhancements", location and quantity of parking at BART stations, and allocation of increased City funding for staff coordination during project design phase (2007 to 2009).	8:30a.m. – Noon
March 29	PBCE/RDA	General Plan: Economic Development and Employment Lands	To review the Major General Plan Strategy for Economic Development and a study updating the status of employment lands in Evergreen, Coyote and other opportunity sites within the City.	The Council will validate the Economic Development Major Strategy and identify policies that should be retained, modified or expanded. The Council will provide direction on conversion/retention of employment lands as part of the Evergreen*East Hills Vision Strategy and Coyote Valley Specific Plan as well as other opportunity sites.	The Evergreen*East Hills Vision Strategy will be considered by Council in May. The Coyote Valley Specific Plan will be considered by Council in Fall 2007.	9a.m. – Noon
April 5	Airport	Airport Obstruction Study	To inform the Council on the impact of one engine inoperable procedures on airport operations and downtown development.	Direction from Council on policy preferences and priorities relative to air service and downtown building heights.	Council consideration in May of amendments to the General Plan and other key policy documents to restrict maximum building heights; direction to modify the development review process	9a.m. – Noon

**ATTACHMENT A**

April 20	ESD	City-Water District Board Joint Study Session	To engage Council and the Board of the Santa Clara Valley Water District in a discussion on water quality protection issues.	To have Council and the Board better understand the water quality implications of various activities and policies in preparation for upcoming discussions on land use policies, stormwater groundwater, and creek water and riparian corridor protection regulations, and related educational campaigns	Outcomes of the study session will be brought back to Council and Board as specific recommendations and status updates during fall of 2007.	9a.m. – Noon
May 3	PBCE	General Plan: Formal Initiation of the General Plan Update	Initiate the General Plan Update	Direction on work plan, staffing, community outreach for the Update	Budget approval of staff and non-personal	9a.m. – Noon
May 7-18	All	Budget Study Sessions				TBD



Rules Committee:  
ITEM:

# Memorandum

**TO:** Rules and Open Government  
Committee

**FROM:**

**SUBJECT:**

**DATE:**

Approved

Date

## RECOMMENDATION

Note recommendation with the title of study session, time and location.

## PURPOSE OF STUDY SESSION

What is the purpose of this study session. Note what decisions staff is seeking from Council.

## OUTCOME

Note what is the overall outcome of the study session.

## BACKGROUND

Provide a very brief background section.

## ANALYSIS

Include

## STUDY SESSION CRITERIA

Check off criteria below that apply to the reasoning behind needing a study session on this specific topic and include more detailed explanation below if needed

- Criteria 1:** Due to the nature of the topic area, may report to more than one Committee.
- Criteria 2:** Topic area falls under more than one City Service Area.
- Criteria 3:** Topic is a Citywide issue/policy that needs Council's direction and input to proceed.
- Criteria 4:** There is a significant amount of public interest and requires a study session to accommodate public input.
- Criteria 5:** There are outside organizations that need to participate or sit on a panel.

## COORDINATION

NAME  
Title

# CITY STUDY SESSION SCHEDULE AUGUST 2007 – DECEMBER 2007

## STUDY SESSION DATES

Monday, August 20
Thursday, August 23
Tuesday, September 4
Monday, September 17
Thursday, September 27
Tuesday, October 9
Monday, October 15
Thursday, October 25
Tuesday, November 13
Monday, November 19
Thursday, November 22
Monday, December 17

**KEY:** ■ = Study Session Cancelled