RULES COMMITTEE: 8-3-11
ITEM: I.5.a

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: RULES & OPEN GOVERNMENT COMMITTEE

FROM: Chuck Reed

SUBJECT: RULES & OPEN GOVERNMENT COMMITTEE WORKPLAN

DATE: July 20, 2011

Approved Chuck Reed

Date July 20, 2011

RECOMMENDATION

Approval of the Rules and Open Government Committee workplan for the period August through December 2011 and setting its meeting schedule as every Wednesday at 2:00 p.m. in the Committee Meeting Rooms.

WORKPLAN CONTENTS

RULES AND OPEN GOVERNMENT COMMITTEE WORKPLAN
August – December 2011

COMMITTEE MEMBERS:
Chuck Reed, Chair
Madison P. Nguyen, Vice Chair
Pierliugi Oliverio, Member
Pete Constant, Member
Rose Herrera, Alternate

STAFF:
Dennis Hawkins, City Clerk
Deb Figone, City Manager
Rick Doyle, City Attorney
Richard Keit, Redevelopment Agency Managing Director
Sara Wright, Mayor's Office

MISSION STATEMENT:
Council Agenda setting; Committee agenda setting; City Auditor work plan; Commission appointments that do not require interviews by the full Council; Ensuring accessible, responsive, transparent and accountable government.

1.

A. City Council (City Clerk)

1. Review Final Agenda
   a. Add New Items to final agenda
   b. Assign "Time Certain" to Agenda Items (if needed)
   c. Review of Items that Meet Exception Rule (if needed)

2. Review Draft Agenda
   a. Add New Items to Draft Agenda
   b. Assign "Time Certain" to Agenda Items (if needed)
   c. Review of Items that Meet Exception Rule

B. Redevelopment Agency (Managing Director)

1. Review Final Agenda
   a. Add New Items to final agenda
   b. Assign "Time Certain" to Agenda Items (if needed)
   c. Review of Items that Meet Exception Rule (if needed)

2. Review Draft Agenda
   a. Add New Items to Draft Agenda
   b. Assign "Time Certain" to Agenda Items (if needed)
   c. Review of Items that Meet Exception Rule (if needed)

3 Assign "Time Certain" for convening Redevelopment Agency Agenda

C. Review of Upcoming Study Session Agenda(s)

D. Legislative Update

1. State
2. Federal

E. Meeting Schedules

F. <u>The Public Record</u>

G. Boards, Commissions and Committees

1. Appointments
2. Workplans
3. Annual Reports

H. Rules Committee Reviews, Recommendations and Approvals

1. Workload Assessments for Council Requests and Referrals

I. Review of 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

J. Open Government

1. Appeals of Public Records Act Requests

K. Open Forum
Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdication of the Committee.

L. Adjournment

2. SPECIAL PROJECTS

A. Board and Commission Structural Improvements – City Clerk

B. City Attorney Workload Priorities – City Attorney

3. MEETING SCHEDULE

A. Regular Rules and Open Government Committee meetings to be held on the following dates:
- July 2
- August 3, 10, 17, 24, 31
- September 7, 14, 21, 28
- October 5, 12, 19, 26
- November 2, 9, 16, 30
- December 7, 14

B. Rules In-Lieu meetings to be held on the following:
- Wednesday, July 20, 2011
- Tuesday, November 22, 2011
- Tuesday, December 20, 2010

C. Cancel the following Regular Rules and Open Government Committee meetings:
- July 6, 13
- November 23
- December 21, 28

Note: There are no Council meetings scheduled for July 5, 12, 19, and 26; December 20 and December 27.