



# Memorandum

TO: RULES AND OPEN GOVERNMENT COMMITTEE      FROM: Mayor Chuck Reed

SUBJECT: RULES & OPEN GOVERNMENT COMMITTEE WORKPLAN      DATE: July 25, 2012

## RECOMMENDATION

Approval of the Rules and Open Government Committee workplan for the period from August through December 2012 and setting its meeting schedule as every Wednesday at 2:00 p.m. in the City Hall Wing Committee Meeting Rooms 118-120.

## WORKPLAN CONTENTS

**RULES AND OPEN GOVERNMENT COMMITTEE WORKPLAN**  
**August – December 2012**

### **COMMITTEE MEMBERS:**

Chuck Reed, Chair  
Madison P. Nguyen, Vice Chair  
Pierluigi Oliverio, Member  
Pete Constant, Member  
Rose Herrera, Alternate

### **STAFF:**

Dennis Hawkins, City Clerk  
Deb Figone, City Manager  
Rick Doyle, City Attorney  
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. AGENDA**

### **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 (if needed)
- B. Review of Upcoming Study Session Agenda(s)**
- C. Legislative Update**
  1. State
  2. Federal
- D. Meeting Schedules**
- E. The Public Record**
- F. Boards, Commissions and Committees**
  1. Appointments
  2. Workplans
  3. Annual Reports
- G. Rules Committee Reviews, Recommendations and Approvals**
  1. Workload Assessments for Council Requests and Referrals
- H. Review of Council Committee Agendas**
  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
- I. Open Government**
  1. Appeals of Public Records Act Requests
- J. 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 jurisdiction of the Committee.*
- K. Adjournment**

## **2. SPECIAL PROJECTS**

- A. Board and Commission Structural Improvements – City Clerk
- B. City Attorney Workload Priorities – City Attorney

## **3. MEETING SCHEDULE**

- A. Approve the proposed schedule of Regular Rules and Open Government Committee meetings to be held on the following dates in San Jose City Hall, Wing – Room 120 at 2:00 p.m.
  - August 1, 8, 15, 22, 29
  - September 5, 12, 19, 26
  - October 3, 10, 17, 24, 31
  - November 7, 14, 28
  - December 5, 12, 19
- B. Approve the proposed schedule of Rules In-Lieu meetings to be held on the following dates in San Jose City Hall, Office of the City Clerk, Wing – Room 242 at 1:00 p.m.:
  - Tuesday, November 20, 2012
- C. Cancel the following Regular Rules and Open Government Committee meetings:
  - December 26, 2012

*Note: Currently, there are no City Council meetings scheduled for September 4; October 9; November 13 and 20; and December 25.*

## **BACKGROUND**

The Rules and Open Government Committee sets the Committee's meeting schedule on a semi-annual basis, generally following the adoption of the City Council's meeting schedule. Based upon the Council's meeting schedule, it is now necessary to establish the Rules Committee's meeting schedule for that period.

## **ANALYSIS**

Cancelling Regular Rules and Open Government Committee and scheduling Rules In-Lieu meetings instead is consistent with past practice. This action provides the opportunity for a public process for setting the Council Agendas for the subsequent Council meetings.

### PUBLIC OUTREACH

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater; **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council, or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Although this does not meet any of the above criteria, this memo will be posted on the City's website for the Agenda of the August 1, 2012 Rules and Open Government Committee meeting.

### COORDINATION

This memo has been coordinated with the Offices of the City Manager, City Attorney, and City Clerk.



CHUCK REED  
Mayor

For questions, please contact Dennis Hawkins, City Clerk, at 535-1275.

**ATTACHMENT I**

<b>Rules and Open Government Committee Meeting Dates</b>	
<b>August – December 2012</b>	
▪	July 4 – <b>Regular Meeting Cancelled</b>
▪	July 11 – <b>Regular Meeting Cancelled</b>
▪	July 18 – <b>Regular Meeting Cancelled</b>
➤	<i>July 25 - Rules in-lieu; Office of the City Clerk, Wing, 2<sup>nd</sup> floor; 1:00 p.m.</i>
	August 1 – Regular Meeting, Room W-120; 2:00 p.m.
	August 8 – Regular Meeting, Room W-120; 2:00 p.m.
	August 15 – Regular Meeting, Room W-120; 2:00 p.m.
	August 22 – Regular Meeting, Room W-120; 2:00 p.m.
	August 29 – Regular Meeting, Room W-120; 2:00 p.m.
	September 5 – Regular Meeting, Room W-120; 2:00 p.m.
	September 12 – Regular Meeting, Room W-120; 2:00 p.m.
	September 19 – Regular Meeting, Room W-120; 2:00 p.m.
	September 26 – Regular Meeting, Room W-120; 2:00 p.m.
	October 3 – Regular Meeting, Room W-120; 2:00 p.m.
	October 10 – Regular Meeting, Room W-120; 2:00 p.m.
	October 17 – Regular Meeting, Room W-120; 2:00 p.m.
	October 24 – Regular Meeting, Room W-120; 2:00 p.m.
	October 31 – Regular Meeting, Room W-120; 2:00 p.m.
	November 7 – Regular Meeting, Room W-120; 2:00 p.m.
	November 14 – Regular Meeting, Room W-120; 2:00 p.m.
➤	<i>Tuesday, November 20 – Rules in-lieu; Office of the City Clerk, Wing, 2<sup>nd</sup> floor; 1:00 p.m.</i>
▪	November 21 – <b>Regular Meeting Cancelled</b>
	November 28 – Regular Meeting, Room W-120; 2:00 p.m.
	December 5 – Regular Meeting, Room W-120; 2:00 p.m.
	December 12 – Regular Meeting, Room W-120; 2:00 p.m.
	December 19 – Regular Meeting, Room W-120; 2:00 p.m.
▪	December 26 – <b>Regular Meeting Cancelled</b>