



# Memorandum

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**TO:** SUNHINE REFORM TASK FORCE  
MEMBERS

**FROM:** Dan McFadden

**SUBJECT:** LIST OF STANDING DEPARTMENTAL  
MEETINGS

**DATE:** October 3, 2006

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To assist the Sunshine Reform Task Force with their discussion of "ancillary bodies," staff has prepared a list of Standing Internal Departmental Meetings. This document, along with the list of Official City Boards, Commissions, and Committees previously provided by the City Clerk constitutes our best effort to provide the Task Force with a working document. Staff is aware that there may be additional ad hoc meetings called by the Mayor and Council.

Thank you.

Dan McFadden  
Deputy City Manager

For more information contact Dan McFadden, Office of the City Manager, 408.535.8120.

**Standing Internal Departmental Meetings**  
 Involving Only City Staff or Technical Consultants  
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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
1.	<b>City Manager's Office</b>	Agenda Review	City Council Meeting Agenda Review/Discussion	Weekly, 2.5 hours	Senior Staff, Rick Doyle, Lee Price, Harry Mavrogenes
2.		City Manager's Staff Meeting	Discuss: Mayor's Items, Council Items, City Manager's Items and other topics/special projects	Weekly, 90 minutes	Mark Linder, Kay Winer, Ed Shikada, Deanna Santana, Paul Krutko, Larry Lisenbee, Alex Gurza, Tom Manheim, Dan McFadden, Rita Megrath
3.		Management Meeting	Quarterly	1 hour	Management Staff
4.		Senior/Exec Staff Meeting	Bi-Monthly	1 hour	Senior/Exec Staff (expanded)
5.		Strong Neighborhoods Steering Committee	Guide the Strong Neighborhood Program within redevelopment areas (as we go citywide)	Monthly, 90 minutes	Joe Horwedel, Rob Davis, Albert Balagso, Leslye Krutko, Jane Light, Harry Mavrogenes, John Weis, Kip Karkness, Jeff Clet, Katy Allen, Kimberly Shunk, Paul Krutko, Jim Helmer
6.		Internal Staff Meetings and periodic staff training sessions with other departments and work groups on an as needed basis.			
7.		City Labor Alliance (CLA)		Bi-Monthly, 90 minutes	Alex Gurza, Jennifer Shembri, Bargaining Unit Representatives
8.		PRNS Labor Management Committee (MEF)		Monthly, 1 hour	Aracely Rodriguez, Joe Charfauros, Rick Stanton, Neil Rufino, Linda Dittes, Carolyn Johnson, Jennifer Metzger-Schulz
9.		Library Labor Management Committee (MEF)		Monthly, 2.5 hours	Doug Baker, Ned Himmel, Mary Nacy, Gordon Yusko, Anita Phagan, Yolanda Cruz, Andrea Schacter, Carol Garcia, Eric Young

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
10.		Citywide Labor Management Committee (MEF)		As Needed	Alex Gurza, Gina Donnelly, Jennifer Shembri, Erik Larsen, Yolanda Cruz, Linda Dittes, Peggy Martinez
11.		CSA CED	Policy Implementation Discussion	Weekly, 1 hour	Paul Krutko, Allen Fong, Poonam Bajaj, David Nerhood, David Schoonover, Dennis Richardson, Ed Moran, Ed Tolentino, Frani Kirkbride, Mike Hannon, Harry Frietas, Harry Mavrogense, Joe Horwedel, Iren Ray, John Stufflebean, John Weis, Karen Wing, Katy Allen, Kima Walesh, Laura Lam Laurel Prevetti, Leslye Krutko, Lisa Kho, Mark Gerhardt, Mark Linder, Mignon Gibson, Mike Meyer, Brooke Myhre, Nanci Klein, Nick Dewin, Norberto Duenas, Anne Ortiz, Phil Pince, Richard Ket, Ru Weerakoon, Timm Borden, Tom Mounts, Larry Wang
12.		OED Staff Management Meeting	Review Work Load	Weekly, 90 Minutes	Paul Krutko, Kim Walesh, Irene Ray, Jeff Ruster, Steven Brewster, Nanci Klein, Lisa Ranada, Ellya Robello
13.		Workforce Investment Act (WIA) Staff Meetings	(no purpose noted)	Monthly, 1 hour	Abby Serrany, Abonesh Mengistu, Angela Cipperly, BJ Sims, Catherine Labra, Chris Donnelly, Claudia Lopez, Consuelo Hines, Colleen Arnold, Deborah Sherrell, Diane Olsen, Elena Mikhailova, Elizabeth Kaylor, Ericka Roldan, Ernest Azevedo, Frn Vader, George Leanso, Huong Tran, Jan Metz, Javier Vanga, Jeff Ruster, Jerod Dvidson, Joy Salandanana, Judy

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					Reyes, Kandy AGlony, Karen LeDoux, Latha Seshadri, Mahealani, Maricela Hernandez-Marquez, Mary Franklin, Mercedes Meriales, Meredith Studebaker, Monique Melchor, Parish Singh, Patricia Nguyen, Paula Dawson, Percy Vanderwerf, Ray McDonald, Rebecca Garcia, Rene Torrey, Robert Hernandez, Rocio Reyes, Rowena Suen, Sabby Kaur, Sandra Guerrero, Silvia Montoya, Sophia Ortega, Suzanne Wolf, Silvia Rios, Tamia Brown, Tony Pham, Yolanda Cazares
14.		Workforce Investment Network (WIN)	(no purpose noted)	B-Monthly, 2 hours	Rose Amador, Stan Arterberry, Denise Boland, Benny Boveda, Terri Campbell, Thad Campbell, Barry Cristina, Rick Deraiche, Paul Ducharme, Jack Estill, Dr. Sal Falletta, Joseph Flynn, Richard Friberg, Timothy Hallet, Cheryl Jackson, Leslye Krutko, Paul Krutko, Sue Laforge, Kathleen Litman, ROcky Maddex, Richard Martinez, Dennis Mills, Dan Miranda, Brenda Moore, Dr. Mark Novak, Rachel Perez, Steve Preminger, Katherine Ricossa, Rashad Said, Hermelinda Sapien, Tom Suhevits, Deborah Sweeney, Dave Thornton, Alex Torres, Sigi Valencia, Bryan VanHuystee, Derek Wise.

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15.		WIN Executive Meeting	(no purpose noted)	Bi-Monthly, 2 hours	Derek Wise, Jeff Ruster, Chris Donnelly, Benny Boveda, Rick Deraiche, Jack Estill, Steve Preminger, Rashad Said, Richard Martinez, Sandra Guerrero, Paula Dawson
16.		WIN Finance Meeting	(no purpose noted)	Bi-Monthly, 2 hours	Jeff Ruster, Jack Estill, Joy Salandanan, Tamia Brown, Barry Cristina, Joe Flynn, Richard Friberg, Tim Hallet, Kathy Litman, Hermelinda Sapien, Tom Suchevis
17.		WIN Operations Meeting	(no purpose noted)	Bi-Monthly, 2 hours	Jeff Ruster, Rick Deraiche, BJ Sims, Angela Cipperly, Mahealani, Rose Amador, Leslye Krutko, Richard Friberg, Thaddeus Campbell, Joe Flynn, Dennis Mills, Sue Laforge, Dr. Mark Novak, Katherine Ricossa, Rashad Said
18.		WIN Youth Council	(no purpose noted)	Bi-Monthly, 2 hours	Richard Martinez, Suzanne Wolf, Ernest Azevedo, Stan Arterberry, Benny Boveda, Brenda Childress, Robert Hennessy, Cheryl Jackson, Dr. David Matuszak, Brenda Moore, Sandra Murillo, John Sablan, Sr., John Sablan, Jr., Vincent Saso, Dave Thornton, Jennifer Yates, Jeff Ruster
19.		Arts Commission Liaison pre-meeting*	Brief Council Liaison on upcoming Arts Commission agenda	Monthly, 1 hour	Councilmember Forrest Williams, Commission Chair Stephen McCray, Irene Ray
20.		Grand Prix Impact Committee*	Community Outreach mitigate impacts of Grand Prix	Every 2 Weeks, 1.5 hours	Irene Ray, Tammy Turnipseed, Blage Zelalich, Dave Rahn, Zahir Gulzadah, Lori Popovich, Dhez Woodworth, Tom

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					Johnston
21.		Zero One Planning Meeting*	Coordinate Zero One requirements with client and downtown agencies	Weekly, 1.5 hours	Tammy Turnipseed, Fawna Ferguson, Wanda Webb, Dan Corr, Anu Vikram and invited City Department liaisons (based on topic)
22.		Pre-event Meetings (non-signature events)*	Coordination of outdoor special events with departments and stakeholders	As needed per event applications; minimum averages 10 per month, 1 hour	Michael Capri, Fawna Ferguson or Tricia Kerkhof along with appropriate City Department liaisons who provide event services, representatives of other agencies, downtown or neighborhood stakeholders, and event producers
23.		Airport Arts Program Oversight Committee (AAPOC)*	Review airport public art program and process	2 or 3 times a year, 3-4 hours	Barbara Goldstein, Mary Rubin, Steve McCray, Don Simpson, Siri Lakovic, Ali Sant, Sheila Malone, Rick Reinhart, Peter Richards
24.		City Hall Exhibit Committee*	Establish City Hall exhibit policy/review proposals	Monthly, 1-2 hours	Barbara Goldstein, Ruth Tunstall-Grant, Carlos Gonzalez, Jan Rindfleish, Theta Belcher, Mignon Gibson, Matt Morley, Barbara Jordan
25.		Public Art Task Force Meetings*	Establish project goals, select artists, receive comments	Weekly, 2 hours	Lynn Rogers, Jennifer Easton OR JenJoy Roybal OR Mary Rubin plus specific community group members & client department staff
26.		Festival Grant Applicant Workshop*	Provide information to grant applicants	Annually, 3-4 hours	Fawna Ferguson, Anna Rodriguez, grant applicants
27.		Festival Grant Panel Orientation*	Provide information to panelists	Annually, 3-4 hours	Fawna Ferguson, 7 review panelists
28.		Festival Grant Panel*	Review applications; develop grant recommendations to Arts Commission	Annually, 2 Day Meeting	Fawna Ferguson, Anna Rodriguez, Sandy Linerud, 7 review panelists, grant applicants
29.		Organization Development	Review grant proposals	3 or 4 times a year, 3	Three panelists, Arlene Biala, Joe

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		Grants Panel*		hours	Rodriguez
30.		Projects & Programs Grant Panel*	Review grant proposals	Annually, 2 Days	6-9 panelists, Arlene Biala, Karen Park, Joe Rodriguez, Lawrence Thoo
31.		Operating Grant Panel*	Review grant proposals	Annually, 2 Days	6-9 panelists, Arlene Biala, Karen Park, Joe Rodriguez, Lawrence Thoo
32.		Arts Grants Panel Orientations*	Pre-panel training	3 times a year, 3 hours	6-9 panelists, Arlene Biala/Karen Park/Joe Rodriguez, Lawrence Thoo
33.		Pre-application Workshops (Arts Grants)*	Pre-application orientation for potential grant applicants	6 times a year, 2 hours	Two staff members. Specific staff depends on grant program.
34.		OCA Senior Management Staff Meeting	Management Issues	Twice a month, 2 hours	Kim Walesh, Irene Ray, Lawrence Thoo, Barbara Goldstein, Tammy Turnipseed
35.		Special Events Staff Meeting	Coordination, management and communication updates	Every 2 Weeks, 1.5 hours	Michael Capri, Fawna Ferguson, Tammy Turipseed, Tricia Kerkhof
36.		Public Art Staff Meeting	Discuss program issues, plan Public Art Committee meetings	Monthly, 1-2 hours	Barbara Goldstein, Mary Rubin, Jennifer Easton, JenJoy Roybal, Lynn Rogers, Brooke Jones, Jennifer Woo
37.		Arts Program Staff Meeting	Selection Issues	Every 2 Weeks, 2 hours	Arlene Baila, Karen Park, Joe Rodriguez, Lawrence Thoo
38.		Internal Staff Meeting	Discuss Routine and Topic-Specific Issues	Weekly (time allotted as needed)	All Staff
39.		Intergovernmental Relations Cabinet (IGC)	Discuss IGR Policy and Legislative Issues	To be determined (usually 1 hour)	To be determined (Housing, DOT, Budget, Airport, PBCE, PRNS, Finance, Public Safety (including Kimberly Shunk), RdA, CAO, A/DCMs)

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40.		Transportation and Aviation Services CIP Project Delivery Meeting	CIP Project Delivery (Aviation Projects)	Monthly, 1 hr	Lisa Fedeli, Terri Gomes, Janelle Cox, Elise Van Horn, Harry Freitas, Allen Fong, Tresha Grant, David Persselin, Lisa Taitano, David Maas, Frank Kirkbride, Katy Allen, Joe Horwedel, John Cannon
41.		Environmental and Utility Services CIP Project Delivery Meeting	To ensure successful delivery of CIP Projects	Monthly, 1.5 hours	Ed Shikada, Mansour Nasser, Randy Shipes, Roland Sun, Bob Wilson, Mike O'Connor, Joe Vafa, Calvin Matsui, Rich Coco, Thuy Nguyen, Allen Fong, Pak Hung, Lisa Taitano, David Persselin, Ron Garner, Timm Borden, Joe Horwedel, John Cannon
42.		Transportation and Aviation Services CIP Project Delivery Meeting	To ensure successful delivery of CIP Projects (Transportation Projects)	Monthly, 2 hours	Ed Shikada, Rene Cordero, Jim Orbal, Hans Larsen, Kevin O'Connor, Amit Kothari, Amy Olay, Laura Wells, John Raaymakers, Rene Punsalan, Primo DeGuzman, Steve Parker, Paul Hsu, Dave Freitas, Lindsey Fonick, Allen Fong, Bonnie Duong, David Persselin, Jim Helmer, Timm Borden, Dave Sykes, Laurel Prevetti, Bill Ekern, John Cannon
43.		Public Safety CIP Project Delivery Meeting	To ensure successful delivery of CIP Projects	Monthly, 2 hours	Ed Shikada, Ken Ferguson, Tom Bohn, Dave Sykes, Joe Horwedel, John Cannon, Gary Kirby, Jim McClure, Buck Martone, Katy Jensen, Dave Printy, Fred Moezzi, Brad Imamura, Jim Harbin, Jodie Clark, Darren McBain, Lisa Au, Mario Oliveros, David Persselin
44.		Neighborhood Services CIP	To ensure successful delivery	Monthly, 2 hours	Ed Shikada, Albert Balagso, Julie

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		Project Delivery Meeting	of CIP Projects		Mark, Rich Desmond, Dave Sykes, Richard Keit, John Cannon, Matt Cano, Simeon Mercado, Yves Zsutty, Everlyn Velez-Rosario, Katy Jensen, Bruce Biordi, Bill Tucker, Rodney Rapson, Monica Kavanaugh, Jayme Dickson, Lisa Au, Selena Ubando, Julia Cooper
45.		Summer 2006 Event Coordination (Grand Prix)	To ensure successful delivery of events	Weekly, 1 hour	Ed Shikada, Jim Ortbal, Diane Ruban, Timm Borden, Irene Ray, Paul Krutko, Kim Walesh, Matt Cano, Abi Maghamfar, Andrew Mendoza, Jim Carter, David Schoonover, Mark Crain, Dennis Richardson, Dhez Woodworth, Tammy turnipseed, Ben Tripousis, Lori Popovich, Michael Capri, Primo DeGuzman
46.		Joint Facilities Management	Ensure successful management of joint facilities	Monthly, 1 hour	Ed Shikada, Dave Sykes, Tom Bohn, Lisa Au, Kenneth Ferguson, Kimberly Shunk
47.		Fire Bond Program Strategy Issues	Strategize current and future issues	Monthly, 1 hour	Ed Shikada, Dave Sykes, Tom Bohn, Lisa Au
48.		Intergovernmental Relations Steering Committee	Discuss Legislation/legislative strategies on pending issues. Determine focus focus of the Intergovernmental Relations Cabinet.	To be determined (usually 1 hour)	Eva Terrazas, Kelly Doyle, Melissa Whatley, Genia Ferreira
49.		Citizen Corps Council*	San José's Official Disaster Council (as required by State law)	Twice Yearly (potentially this meeting will be quarterly), 1 hour	Mayor, Vice Mayor, Les White, Mark Linder, Katy Allen, Albert Balagso, Jeff Clet, Rob Davis, Mike Hannon, Jim

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					Helmer, Hugh Holden, Meghan Horrigan, Peter Jensen, Scott Johnson, Frank Kirkbride, John Stufflebean
50.		UASI Working Group	Manage Federal Grant (developing spending plan, monitoring progress, reallocating funds)	Every other month (even months), 1 hour	Peter Jensen, Jim Helmer, Bill Sherry, Frank Kirkbride, John Stufflebean, Jeff Clet, Nick Thomas, Rob Davis, Dan Katz, Meghan Horrigan, Steve Turner (Outside agencies included, as well)
51.		Metropolitan Medical Task Force	Manage Federal Grant (plan training and exercises)	Every other month (odd months), 1 hour	Kay Winer, Earl Stevens, Tuck Younis, Jeff Clet, Nick Thomas, Karen Allyn, Allison Cabral, Kevin Conant, Audrey Crouch, Heidi Geary, Rod Gomes, Michael Hahn, Dave Huseman, Gary Kirby, Stewart McGehee, Jim Melo, Howard Michaels, Jim Wyatt, Sue Sakai-McClure, Susan Salinger, Dana Reed
52.		RACES Executive Board*	Share updates on EOC improvements, communication needs, training and exercises, events at which RACES provides back-up communications services (e.g., Grand Prix)	Quarterly, 90 minutes	The Executive Board consists of 20 community members which change annually as the group elects new officers.
53.		Santa Clara County Emergency Managers Association*	Share information, plan exercises, publish training opportunities	Yearly, 2 hours	Members are comprised from jurisdictions/special districts throughout Santa Clara County

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54.		Internal Staff Meeting	Discuss Routine and Topic-Specific Issues	Monthly	All Staff
55.		Hayes Dolce Meeting	Discuss successful management of Hayes Dolce	Monthly, 2 hours	Kay Winer, Mark Burton, Patrick Sawicki, Scott Johnson, Mignon Gibson
56.		Team San Jose Monthly Report Meeting	Discuss financials	Monthly, 1.5 hours	Kay Winer, Larry Lisenbee, Pak Hung, Mignon Gibson, Scott Johnson, Nadine Nader, Graciela Martinez, Patrick Sawicki
57.	<b>Public Works</b>	Central Service Yard Phase II	Project Review	Weekly, 1 hour	Rapson, Mandanici
58.		Division Managers Meeting	Discuss routine and topic specific issues/provide information	Weekly, 2 hours	PW Senior Staff
59.		Environmental Program Update	Internal coordination of issues	Weekly, 30 minutes	Jensen, Rapson
60.		Parks Dev/CFAS	Interdepartmental project coordination	Weekly, 30 minutes	Jensen, Rapson, Cano
61.		Senior Staff Meeting (CFAS Division)	Discuss routine and topic specific issues/provide information	Weekly, 90 minutes	Senior Staff
62.		Director's Staff Meeting	Discuss routine and topic specific issues/provide information	Weekly, 90 minutes	Katy Allen, Dave Sykes, Freitas, Chen, Saadati, Janice Belanger
63.		Project Completion Report Presentation	Project Overview	Weekly, 30 minutes	Director, Deputies and project team
64.		Senior Staff Meeting (T&DS)	Discuss routine and topic specific issues/provide information	Weekly, 2 hours	Senior Staff
65.		Fee Program Budget (during budget preparation)	Monitor fee program revenues and expenditures	Weekly, 1 hour	Steve Phagan, Calvin Matsui

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		season)			
66.		Environmental & Utilities CSA Committee	Develop CSA workplan and investment proposals	Weekly, 2 hours	Calvin Matsui
67.		Administration Division Weekly Meeting	Discuss routine and topic specific issues/provide information	Weekly, 1 hour	Chen, Senior Analysts
68.		Senior Staff Meeting (Airport Division)	Discuss routine and topic specific issues/provide information	Weekly, 90 minutes	Senior Staff
69.		Branch Library Development Team Meeting	Interdepartmental program coordination	Bi-Weekly, 1 hour	Rapson, Desmond
70.		Friday Senior Staff Meeting (CFAS Division)	Discuss routine and topic specific issues/provide information	Bi-Weekly, 90 minutes	Senior Staff, PM and DM
71.		Public Safety Bond Coordination Bi-Weekly Meeting	Interdepartmental program coordination	Bi-Weekly, 3.5 hours	Jensen
72.		Public Safety Strategy	Coordination and updates	Bi-Weekly, 1 hour	Sykes, Jensen, Moezzi, Printy
73.		Solari Park Master Plan	Interdepartmental program coordination	Bi-Weekly, 1 hour	Katy Allen, Dave Sykes, Jensen, Rock
74.		City Stormwater NPDES Permit Coordination Meeting	Stormwater permit requirements and discuss City's c.3 implementation efforts/issues	Bi-Weekly, 90 minutes	Julia Nguyen, Joe Vafa (on occasion)
75.		City HMP Coordination Meeting	Implementation on public and private projects and to share updates/info	Bi-Weekly, 1 hour	Julia Nguyen, Joe Vafa (on occasion)
76.		Building CIP Subcommittee Meeting	Interdepartmental project coordination	Monthly, 1 hour	Jensen, Tsao
77.		Driver Training Project	Interdepartmental project coordination	Monthly, 30 minutes	Jensen, Printy, Mozzi, Rapson

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78.		Emergency Communications Dispatch Center Meeting (ECDC)	Interdepartmental project coordination	Monthly, 30 minutes	Jensen, Printy, Mozzi, Rapson
79.		J.O.C. Monthly Meeting	Internal project coordination	Monthly, 30 minutes	Rock, Jensen
80.		Legal Strategy Meeting	Project issues and input	Monthly, 1 hour	Jensen, Rapson, Rock, Schwarzbach
81.		Monthly Environmental Issues Meeting	Coordination	Monthly, 30 minutes	Jensen, Rapson, Rock, Tucker
82.		P&R Commission – Development		Monthly, 2 hours	Jensen
83.		Parks CIP Subcommittee Meeting	Interdepartmental project coordination	Monthly, 90 minutes	Jensen, Biordi
84.		Police/Fire Design Coordination Meeting	Interdepartmental project coordination	Monthly, 90 minutes	Moezzi, Ou, Bone, McClure, Kirby, McBain
85.		Police/Fire Business Coordination Meeting	Interdepartmental project coordination	Monthly, 1 hour	Printy, Kirby, Immamura, Stone, McBain
86.		Police Substation Coordination Meeting	Interdepartmental program coordination	Monthly, 30 minutes	Sykes, Shikada, Davis, Peter Jensen
87.		PRNS-SNI-PW Coordination Meeting	Interdepartmental program coordination	Monthly, 1 hour	Jensen
88.		PW Executive Management Meeting (All Divisions)	Discuss routine and topic specific issues, provide information	Monthly, 90 minutes	Allen, Sykes, Borden, Freitas, All Seniors and Division Managers
89.		Issue Meeting	Interdepartmental project coordination	Monthly, 90 minutes	Jensen
90.		Staff Advisory Committee (SAC)	Internal Staff Advisory	Monthly (time allocation not noted)	Jensen, PM's
91.		Staffing Coordination Meeting	Resource alignment	Monthly, 1 hour	All Senior Staff, PM, and DM
92.		Committee	Real Estate acquisition	Monthly, 1 hour	Sykes, Stone
93.		CPMS Coordination	Coordinating with CIP Action Team	Monthly, 1 hour	Sykes, Ho, Teraji, Cannon
94.		AEA Meeting (w/Nancy	Partnering	Monthly, 1 hour	Sykes

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		Ostrowski)			
95.		T&DS Division Staff Meeting	Discuss routine and topic specific issues, provide information	Monthly, 90 minutes	All Staff
96.		Developer Industry Rep Meeting	Coordination	Monthly, 1 hour	Ge Guzman, Borden, Sykes
97.		Santa Clara Valley Water District Permit Coordination	Permit requirements for City projects near Water District's facilities	Monthly, 1 hour	Julia Nguyen, Joe Vafa
98.		20A/B Utility Undergrounding Coordination	Discuss concerns regarding the delivery of 20A/20B projects	Monthly, 1 hour	Sal Kumar, Leo Ruiz, Calvin Matsui
99.		Downtown Construction Coordination	Share information on construction activities in downtown	Monthly, 90 minutes	Steve Pagan, Albert Young
100.		Environmental & Utilities CSA CIP Delivery Meeting	Monitor storm capital project schedules and budgets	Monthly, 90 minutes	Calvin Matsui, David Montenegro (on occasion)
101.		Environmental & Utilities CSA CIP Delivery Meeting Pre-Meeting	Prepare for Environmental & Utilities CSA CIP Delivery meeting the following Thursday	Monthly, 90 minutes	Calvin Matsui, Leo Ruiz, Dave Montenegro, Julia Nguyen, Michael McCullough, Huggen Angeles
102.		HMP In-Stream Projects Meeting	Program to allow developers to contribute funding toward in-stream projects in lieu of/ or in combination with, on-site HMP controls	Varies	Julia Nguyen
103.		C.3PO Hydro Modification Implementation	Implementation issues, permit updates, etc.	Varies	Julia Nguyen
104.		Department Analyst Meeting	Coordination	Monthly, 90 minutes	PW Analysts
105.		Interdepartmental Financial Report Review	Interdepartmental coordination	Monthly, 90 minutes	PW Analysts

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106.		Financial Status & GF Review with Budget	Interdepartmental coordination	Monthly, 1 hour	Chen, Budget Office
107.		CFAS Division Meeting	Discuss routine and topic specific issues, provide information	Bi-Monthly, 90 minutes	All Staff
108.		Pipeline Newsletter Committee	Brainstorm ideas for next bi-monthly newsletter. Review articles prior to publication.	Bi-Monthly (varies as necessary)	Calvin Matsui
109.		Utility Coordination	Non 20A/20B projects and coordinate activities among all utilities and the City	Quarterly	Steve Pagan, Calvin Matsui
110.		PW Department-wide Meeting	Discuss routine and topic specific issues, provide information	Quarterly, 90 minutes	All Divisions
111.		Sewer Advisory Board	Project/program coordination and updates	Quarterly, 90 minutes	Thuy Nguyen, Council Offices and West Valley SSD
112.	<b>Parks, Recreation and Neighborhood Services</b>	Facilities Re-Use Steering Committee	Coordinate re-use issues inter-departmentally	Monthly, 1 hour	Julie Mark, Angel Rios, Randy Turner, Ken Tanase, Kip Harkness, Mary Nacu
113.		Mayor's Gang Prevention Task Force Team Prep Meeting	Develop agenda for the Mayor's Gang Prevention Task Force Policy Team Meeting. Review assess and discuss gang climate and gang-related incidences.	Bi-Monthly, 1 hour	Angel Rios, Rob Davis, Deputy Chiefs (as needed)
114.		PRNS Senior Staff Meeting	Discuss current issues and City Council agenda items.	Weekly, 2 hours	Albert Balagso, Julie Mark, Cynthia Bojorquez, Angel Rios, Jon Cicirelli, Joe Cardinalli, Ron Hunter, Brian Hartsell
115.		Labor Management Committees	Review issues labor is interested in and resolve them before it becomes a grievance	Monthly, 1 hour	Stewards or other employees selected by their peers to represent them on LMC (Joe Cardinalli, Joe Charfauros,

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116.		Parks and Recreation Commission Executive Committee Meeting	Finalize upcoming agendas for the Parks and Recreation Commission Meeting	Monthly, 1 hour	Chair, Vice Chair, Julie Mark, Dave Mitchell, Committee Secretary, Parks Deputy Director
117.		Neighborhood Services CSA Steering Committee	Review common issues among CSA partners, develop budgets, share resources	Monthly, 1 hour	Albert Balagso, Jane Light, Joe Horwedel, Leslye Krutko, Julie Mark, Mike Hannon, Ned Himmel, Cynthia Bojorquez, Joe Cardinalli, Kip Harkness, Ron Hunter, Cay Denise MacKenzie, Mary Nacu, Ken Tanase, Gordon Yusko, Karen Wing
118.		CSA Budget Group	2-Year budget process pilot	Monthly, 2 hours	Ron Hunter, Karen Wing, Kara Capaldo, Mark Gerhardt, Lynn Harris, Julie Jennings, Claudia Kwok-Chang, Cay Denise MacKenzie, Anita Phagan, Phil Prince, Rachel VanderVeen
119.		CSA Outcome Team #1	Asset Management	Monthly, 2 hours	Brian Hartsell, Todd Capurso, Alan Decker, Rich Desmond, Katy Jensen, Rick Stanton, Ken Tanase, Cora Velasco, Diana Zappel
120.		CSA Outcome Team #2	Inter-CSA Youth Coordinating Team for Youth Initiatives	Irregular schedule, 2 hours	Angel Rios, Mary Nacu, Stephanie Jayne, Ken Tanase, Linda Crabill-Byrne, Debbie Erwin, Linda Mendez-Ortiz, Joe Mosley, Mary Nacu, Neil Rufino, Jeff Ruster, Angel Rios, Rich Saito, Leslie Shelton

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121.		CSA Outcome Team #3	Civic Engagement and Learning Communities, Revenue generation and Grant Coordination, Inter-Agency Plan Alignments	Monthly, 2 hours	Cynthia Bojorquez, Demetria Adams, Kary Bloom, Debbie Bybee, Art Catbagan, Jamie Mathews, Rita Torres
122.		CSA Outcome Team #4	New resources for Housing program; Homeless Strategy Implementation; Teacher Homebuyer Program; Inclusionary Housing	To be organized	Karen Wing, Rachel Vanderveen, Norberto Duenas, Melissa Whatley, Kristen Clements, Curtis Susuki, Richard Keit
123.		PRNS-SNI-PW Coordination Meeting	Coordinate capital projects among 3 departments	Monthly 1 hour	Katy Jensen, Kip Harkness, Matt Cano, Julie Mark
124.		Watson Park Team Meeting	Review and plan media messages in coordination with site clean up work at Watson Park	Monthly, 1 hour	Katy Allen, Glenn Rock, Tamara Gilbert, Fran McVey, Napp Fukuda, Mollie Dent, Paul Pereira, Glenn Schwarzbach, Suzanne Oliver, Jonathan Noble, Tom Manheim, Dave Syes, Katy Jensen, Debbie Bybee, Dennis Ferrier, Lindsey Wolf, John Stufflebean, Ed Bautista, Roma Dawson, Julie Mark, Ty Williams, Karen Fuqua, Matt Cano, Deanna Santana, Sandra Cranford
125.		Watson Park Outreach Meeting	Review and plan media messages in coordination with site clean up work at Watson Park	Bi-Weekly, 1 hour	Ed Bautista, Lindsey Wolf, Brian Clampitt, Tamara Gilbert, Paul Pereira, Debbie Bybee, Glenn Rock, Napp Fukuda, MaryBeth Carter
126.		PRNS Vision Committee	Make recommendations to the department's management team on existing vision and	Bi-Weekly, 1 hour	Julie Mark, Matt Cano, Mary Beth Carter, Gary Okazaki, Neil Rufino

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			mission statements		
127.		PRNS-PW-Library Joint Facilities Coordination Meeting	Review issues and progress on joint library and community center projects (Solari, Bascom)	Monthly, 1 hour	Rich Desmond, Matt Cano, Julie Mark, Katy Kensen
128.		PRNS-PW Director's Issues Meeting	Review problems, issues and resolution to difficult capital improvement projects	Monthly, 1 hour	Albert Balagso, Julie Mark, Matt Cano, Dave Sykes, Katy Jensen
129.		PRNS All Staff Meetings	Share information, dialogue with staff on important issues, celebrate success	Quarterly, 2 hours	Entire Department
130.		WPCP Landscape Maintenance	Review Maintenance Performance by PRNS Parks Staff at the Plant	Monthly, 1 hour	Todd Capurso, Brian Hartsell, Ron Garner & Staff
131.		BEST Staff Meeting*	<ol style="list-style-type: none"> <li>1) Kick Off Meeting to go over the BEST contract requirement of the year</li> <li>2) Training Workshops to disseminate information on Evaluation processes</li> <li>3) Every Three years- Technical Assistance for new RFQ (2 Workshops)</li> </ol>	Quarterly, 2 hours	BEST Service Providers PRNS Cap Staff, potential applicants
132.		CAP Meetings*	<ol style="list-style-type: none"> <li>1) Debriefing on previous cycles process and procedures and to plan next Cycles' policies and procedures</li> <li>2) Policies and Procedures review, Rating Criteria review and training</li> </ol>	Quarterly, 2 hours	Ed Rast (UNSCC) Melissa Downey (Community Foundation) Tim Quigley (Volunteer Center) Connie Langford (Seniors Commission) Shirley Mata (NDC) Carl Simpson (PBCE)

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			3) Funding Determination 4) Appeals Process 5) Technical Assistance Workshops for Grant Applications		Dayana Salazar (Urban Studies, SJSU) Two SNI reps (New for this year)
133.		Specialist Meeting (SJ After School)*	Provide after school administration and budget updates to field specialist staff who supervise school site programs	Monthly, 2 hours	Michelle Jennings, Steve Ryan, Bob Ramirez, Scott Briscoe, Ray Hidalgo, Danny Perez, Sam Garcia, Kendra Yarn, Richard Guimmond, Teresa Guillen, Jennifer Metzger-Shultz, Nancy Thome, Neil Rufino
134.		All Hands (City Community Based Organization)*	Host a monthly meeting with all site coordinators (on site after school supervisors) to provide trainings and turn in required monthly attendance forms.	Monthly (during the school year), 2 hours	City recreation staff and non profit agency staff
135.	<b>Fire Department</b>	Internal Senior Staff Meeting	Discuss/Decide Policy Issues	Weekly, 2 hours	Jeff Clet, Darryl VonRaesfeld, Dave Schoonover, Dana Reed
136.	<b>Human Resources</b>	Strategic Support CSA Steering Committee	Review CSA Deliverables & Strategies	Twice Monthly (1 <sup>st</sup> & 3 <sup>rd</sup> Monday), 90 minutes	Mark Danaj, Scott Johnson, Peter Jensen, Katy Allen, Randy Murphy, Ed Overton, Anna Jatczak, Dave Sykes, Sandra Hoelz, Wendy Sollazzi, Angela Chen, Sherri Millick
137.		HR/Payroll Steering Committee	Review issues and strategies related to the Oracle PeopleSoft HR/Payroll System	Monthly, 1 hour	Mark Danaj, Kay Winer, Alex Gurza, Larry Lisenbee, Scott Johnson, Randy Murphy, Mark Matthiessen, Sandra Hoelz, Marsha Lynch, Dan Kadomoto

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138.		Employment Oversight Committee	Oversee/evaluate City's hiring system to ensure hiring is a fair and open process (full details in City Policy Manual Sec 3.1.1.16)	Quarterly, 1 hour	Arlene Gibbs, Sarah Nunes, Bill Brill, Deborah Powell, Chuck Gebhardt, Peggy Martinez, Bill Pope, (CLA Representatives), Diane Milowicki, Joe Charfauros, Conrad Fernandes, Lisa Ranada, ES Liaison Representatives
139.		Employment Services Liaisons Meeting	To foster communication between Employee Services and Department ES Liaisons so related systems function effectively/efficiently and customers' needs are consistently met.	Every other month, 1 hour	Sally Griffin, Mark Niver, Jennifer Holmboe, Jean Baron, Brad Handshy, Alyssa Marcyes, Nancy Alford, Diane Milowicki, Jennifer Schembri, Sandra Hoelz, Angelica Smith, Conrad Fernandes, Donna Lea-Fujumoto, Javier Perez, Patricia Emami, Patt Houston, Sharyon Gonzales-Johnson, Wendy Sollazzi, Cheyl Uyehara, Dennis Hawkins, Linda Rowlett, Carolyn Landon, Karena Shackelford, Carol Schell, Victoria Baxter, Bianca McCauley
140.		Benefits Review Forum	To recommend benefit programs, facilitate approval on meet and confer issues, and communicate with participants in order to receive the maximum value from and understanding of the benefit programs.	Monthly, 90 minutes to 2 hours	Internal and External Participants: The employee attendees vary per agreement between the employee organizations and OER. Other attendees include the following: Brokers/Consultants, Employee Benefits Staff, OER Staff, Retirement Services Staff, CSJ Federated Retiree Assn. Representatives, and CSJ

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
					Police and Fire Retiree Assn. Representatives
141.		Police Disability Management Team (DMT)	Review lost time claims status and modified duty positions	Monthly, 1 hour	Internal Staff, Dave Wong, Workers' Compensation Adjustor, PD Workers' Compensation Liaison
142.		Parks, Recreation, Neighborhood Services Disability Management Team (DMT)	Review lost time claims status and modified duty positions	Monthly, 1 hour	Internal Staff, Dave Wong, Workers' Compensation Adjustor, PRNS Workers' Compensation Liaison
143.		General Services Disability Management Team Meeting (DMT)	Review lost time claims status and modified duty positions	Monthly, 1 hour	Internal Staff, Dave Wong, Workers' Compensation Adjustor, GS Workers' Compensation Liaison
144.		Citywide Safety Committee*	Review safety issues, concerns, rules and policy across departmental boundaries. Provide training and updates. Create a channel through which City safety professionals and liaisons can discuss safety concerns and requests.	Every 3 <sup>rd</sup> Month (2 <sup>nd</sup> Wednesday), 90 minutes	Internal Staff - Jim Brennan, Ruth Merino, Dan Suriaga, Rosemary Maire, Terry Meehan, John Dam, Stephanie Tan, Tung Nguyen, Larry Gonzales, Carol Schell, Sharyn Evanich, Alan Decker, Bernadette Cava, Theresa Lannigan, Angela Chen, Rich Coco, David Wong, India Gonzalez, Rajiv Das, Phil Prince, Chris Constantin, Andrea Fernandez, Seth Turner, Linda Charfauros, David Wong, David Thompson, Michael McPherson, Tamasha Johnson, Joe Charfauros, Mary Jo McCully, Celia Miller, Felipa Driscoll, Allen DeMers

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145.		Fire Department Safety Committee	MOA-mandated safety meeting in which Fire Department Union and Management meet to discuss injury statistics, safety policy and employee concerns. Chaired by City Safety Officer.	Monthly, 2 hours	Internal Staff - Jim Carter, Kerry Burns, Darryl Von Raesfield, Juan Diaz, Tom Afflixio, Tom Bohn, Clifford Hubbard, Teresa Reed, Dana Reed, John Dam, Nick Thomas, Cheryl Uyehara, Allen DeMers, Robert Sapien
146.		Quarterly Fire Department Safety Department Meeting	Discuss opportunities to improve safety and health of employees	Quarterly, 1 hour	Internal Staff, John Dam, Dave Wong, Rajiv Das, Allen DeMers, Robert Sapien, Kerry Burns, Jeff Clet, Sheryl Uyehara
147.		Quarterly Police Department Safety Department Meeting	Discuss opportunities to improve safety and health of employees	Quarterly, 1 hour	Internal Staff, John Dam, Dave Wong, Rajiv Das, Allen DeMers, Ken Ferguson, Theresa Lannigan
148.		Quarterly General Services Department Safety Department Meeting	Discuss opportunities to improve safety and health of employees	Quarterly, 1 hour	Internal Staff, John Dam, Dave Wong, Rajiv Das, Allen DeMers, Larry Gonzales, Randy Turner, Anna Jatczak
149.		Quarterly PRNS Department Safety Department Meeting	Discuss opportunities to improve safety and health of employees	Quarterly, 1 hour	Internal Staff, John Dam, Dave Wong, Rajiv Das, Allen DeMers, Larry Gonzales, Joe Charfauros, Joe Cardinali
150.		Quarterly DOT Safety Department Meeting	Discuss opportunities to improve safety and health of employees	Quarterly, 1 hour	Internal Staff, John Dam, Dave Wong, Rajiv Das, Allen DeMers, Dan Suriaga, Diane Milowicki, Jim Ortbal

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151.		Quarterly Airport Safety Department Meeting	Discuss opportunities to improve safety and health of employees	Quarterly, 1 hour	Internal Staff, John Dam, Dave Wong, Rajiv Das, Allen DeMers, Stephanie Tan
152.		Quarterly Airport Safety Department Meeting	Discuss opportunities to improve safety and health of employees	Quarterly, 1 hour	Internal Staff, John Dam, Dave Wong, Rajiv Das, Allen DeMers, Tery Meehan, John Stufflebean
153.		Training Liaison Meeting	Provide Information and discussion on topics of interest to departmental training liaisons. Staffed by Performance Development division staff and attended by each department's assigned Training Liaison.	Monthly, 2 hours	Linda Smith, Nancy Alford, Rein Johnson, Debi Horton, Chuck Berry, Donna Lea-Fujimoto, Patricia Emami, Wendy Sollazzi, Gary Weekly, LeeAnn Magoski, Carolyn Landon, Carol Schell, Vivian Do, Victoria Baxter, Gayle Davis, Lisa Ranada, Alfredo Iraheta, Jean Baron, Brad Handshy, Eve Castellanos, Felipa Driscoll, Mark Gerhardt, Dixie Weatherall, Mike Hahn, Marty Jo Luis, Linda Charfauros, Anita Asher, Karin Carmichael, Diane Milowicki
154.		Contracting-In Steering Committee	Discuss analyses and recommendations for the use of contract services or in-house employees to deliver City services as required by the Contracting-in Administrative Policy, along with any related issues.	Bi-Monthly, 1 hour to 90 minutes	Kay Winer, three operating department representatives (PRNS, DOT, ESD), Strategic Support department representatives (Finance/Purchasing, Employee Services, Budget, Employee Relations), three Bargaining Unit representatives (Operating Engineers, Municipal Employees Federation,

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					Association of Architects and Engineers) and staff: Brooke Myhre, Performance Development Manager and Deborah Powell, Labor Liaison.
155.		Management Meeting	Provide information and discussion on subjects of interest to all management (exempt) staff.	Quarterly, 1 hour	Management Staff (approximately 1,000 total) are invited to attend or view the meeting over a live webcast on the City's intranet. (Staffed by Performance Development Division)
156.		Senior & Executive Staff Meeting	Provide information and discussion opportunities on matters of interest to senior and executive management staff	Every other month	Senior and Executive Management Staff (approximately 120 total). (Staffed by Performance Development Division)
157.	<b>Police Department</b>	Public Safety CSA	Discuss common Activities, Budget, grants, inter-agency projects and special events.	Twice Monthly, 1.5 hours	CSA Team Members (18)
158.	<b>Department of Transportation</b>	BART Executive Committee	Coordinate a "one voice" City response to the VTA on BART planning and policy issues. The BART project is under design. The various design issues related to station layouts, parking, land use, public safety, City facilities (streets/sewers), and community coordination are discussed.	Meets as needed, typically every 1 to 3 months, length of the meeting depending upon the agenda topics and time needed for discussion of the topics	Ad-hoc Committee. Members from CMO, OED, PBCE, PW, Fire, PD, RdA. Regular "Executive" participants are Jim Helmer, Jim Ortbal, Hans Larsen, Joe Horwedel, Ed Shikada, Paul Krutko, Nanci Klein, Kim Walesh, Bill Ekern, Dennis Korabiak, Timm Borden
159.	<b>Planning, Building, and Code</b>	PBCE Executive Team	Develop Dept. work plan, budget strategy and	Twice Monthly	Director, Deputy Directors, Admin. Officers, Communications Manager

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	<b>Enforcement</b>		communication plan		
160.		PBCE Senior Staff	Weekly communication of issues and Council Agenda items related to PBCE	Weekly, 1 hour	Director and Dept. Managers
161.		PBCE Quarterly Supervisor's Meeting	Bring together the department's supervisors for training, recognition.	Quarterly, 2.5 hours	PBCE Supervisor's
162.		PBCE Quarterly Staff Meeting	Bring together the department, for updates, recognition	Quarterly, 40 minutes	PBCE Staff that are able to attend w/o impacting operations.
163.		Development Cabinet*	Address current or future City-wide development issues.	Twice Monthly, one meeting is 90 minutes in length and the second meeting is 1 hour	City Manager, Mayor's Office Staff, Department Directors & Deputies involved w/development issues
164.		Development Process Team	Coordinate service delivery by the partners.	Twice Monthly, 1.5 hours (each meeting)	Management staff from Development Service Partners (Planning, Building, Fire, PW)
165.		Development Services IT Management	Review the status of projects and set priorities for use of programming and technology support resources	Weekly, 1 hour	Planning, Building, IT, Fire, PW
166.		Project Review Committee	Conduct a multi-departmental review of new development projects	Weekly, 1.5 hours	Planning, Building, Fire, PW, Police, Code Enforcement, Environmental Services, RdA, Parks
167.		Preliminary Review Committee	Review preliminary development proposals of a significant policy nature	Weekly, 30 minutes	Planning Management Staff
168.		Downtown Design Coordination	Review current projects	Weekly, 1 hour	RDA/Planning Staff
169.		Agency Planning Coordination Meeting	Coordinate comments for projects of mutual interest. Consider larger issues not addressed in other settings.	1 hour (per meeting)	Planning Implementation Staff, RdA Staff

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170.		Coyote Valley Specific Plan City Working Group	Review/discuss elements of the proposed Plan to ensure consistency with City policy and practice, prepare for upcoming public meetings and discuss related items.	Monthly, 1 hour (or as needed)	Planning, Transportation, PW, Housing, PRNS, Finance, CAO, Library, Police, Fire, OED, ESD
171.		Evergreen Visioning Technical Advisory Committee	Review/discuss elements of the proposed Plan to ensure consistency with City policy and practice, prepare for upcoming public meetings and discuss related items.	Weekly, 1 hour	Planning, Transportation, PW, Housing, PRNS, Finance, CAO, OED, Library, Police, Fire, RdA, CMO (invited, but usually does not attend)
172.		Planning Services Division Senior Staff	Staff meeting to discuss current projects and assignments, resolve management issues.	Weekly, 1 hour	Deputy Director with Principal and Senior Planners
173.		Plan Implementation Division Staff	Staff meeting to discuss current projects and assignments, resolve management issues.	Weekly, 1.5 hours	Deputy Director, Principal, Senior Planner, Planners, Tech, Support Staff
174.		Code Enforcement Division Meeting	Staff meeting.	Monthly, 1.5 hours	Code Enforcement Staff, Joe Horwedel attends (or attends part of the meeting)
175.		Code Enforcement Supervisor's Meeting	Staff meeting.	Monthly, 1.5 hours	Code Enforcement Management Staff
176.		Code Enforcement IT Management	Review project and resource priorities and code technology issues.	Weekly, 1 hour	Code Enforcement Management, PBCE Admin, IT Management
177.		PBCE Admin Staff Meeting	Review department admin issues and tasks.	Weekly, 1 hour	Admin Officer, Sr Analysts, Division Analysts
178.		PBCE Safety Committee	Review department and citywide safety issues.	Every other month, 1.5 hours	Division Analysts, Representatives of different classification types

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179.	<b>General Services</b>	Leadership Team	Discuss current/future Council activity, City-wide departmental activities of interest and GS departmental activity and pursue professional growth	Weekly, 90 minutes	Peter Jensen, Anna Jatczak, Randy Turner, Don Beams, Ken Tanase, Matt Morley and Administrative Officer
180.		Check-in Conversations	Discuss topics of interest and receive feedback on performance of GS Leadership Team	Quarterly, 30 minutes-1 hour	GS Department by shop
181.		GS Mid-Management Meeting	Discuss strategic outlook for the department and communicate information on topics of interest	Every other month, 90 minutes	GS Supervisors (35)
182.		City Hall Owners Meeting	Monitor projects close out for City Hall	Bi-Weekly, 90 minutes	Randy Turner, Steve McChesney, Paul Marino & TDJV
183.		NCH Facility Coordinators Meeting	Provide updates to City Hall tenants on operational issues	Monthly, 1 hour	Matt Morley and departmental representatives
184.		NCH Facilities Division Supervisors Meeting	Facilities operations meeting	Weekly, 1 hour	Supervisors/key players in GS at City Hall (10)
185.		Citywide Facilities Supervisors Meeting	Discuss operational and project issues, budget updates and other City news	Weekly, 90 minutes-2 hours	Ken Tanase, Ken Korpi, Ben Belfrey, Jim Harbin, Kiwi Prasad, Mark Muser, Scott Kahai
186.		Fleet Supervisors Meetings	Monitor Fleet Division activities	Bi-Weekly, 90 minutes	Don Beams, Mike Underwood, Rocco Capossele, Rick Chavez, Dale Ozawa, Dan Sunseri, Rick Murray, Bryan Albrecht, Trish Glassey
187.		Fleet Audit Team Meeting	Monitor audit recommendation status and next steps	Weekly, 1 hour	Don Beams, Anna Jatczak, Dan Sunseri, Trish Glassey, Bryan Albrecht, Rick Murray, Trish Glassey
188.		Strategic Support Division Meetings	Discuss current department-wide and City-wide activities.	Monthly, 1 hour	Strategic Support Division Staff (20)

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			Topics relate to budget and personnel matters and also items concerning department operations.		
189.		Analyst Meetings	Discuss departmental budget deliverables and personnel matters	Weekly, 90 minutes	Anna Jatczak, Admin Officer, Carolyn Landon, Scott Kahai, Trish Glassey
190.		Accounting Section Meeting	Discuss departmental accounting related activities	Bi-Weekly, 1 hour	Ann Jatczak, Admin Officer, Carolyn Landon, Scott Kahai, Trish Glassey
191.		Central Service Yard Management Meeting	Address occupant issues at CSY	Monthly, 90 minutes	Attendance varies: Representatives from DOT, History San José, PW, CITP, Finance – Materials Management and various GS Operations
192.		Central Service Yard Phase II Construction Meeting	Discuss construction issues related to CSY Phase II construction project	Weekly, 1 hour	Hensel Phelps Construction Team, Susan Lacy, Mark Damey, Dale Burrious, Jim Harbin, Ken Tanase
193.		Central Service Yard Phase II Project Delivery Meeting	Discuss CSY Phase II project issues	Weekly, 90 minutes	Dale Burrious, Bob Mandanici, Helena Choi, Mark Damey, Anna Jatczak, Jim Harbin, Walter Lin, Scott Kahai, Ken Tanase
194.		Materials Management/Records Relocation	Project meeting to discuss progress and actions required	Bi-Weekly, 1 hour	Gay Gale, Leonard Perez, David Young, Chris Dominguez, Chuck Schultz, Jim Harbin, Ken Tanase
195.		Hazardous Household Waste Relocation	Project meeting to discuss progress and actions required	Bi-Weekly, 1 hour	Steve D'Arcy (County), Paul Ledesma, Jordan Ciprian, Fran McVey, John Stufflebean, Ken Tenase
196.	<b>Finance Department</b>	Finance Sr Staff Meeting	Meet/share information	Weekly, 90 minutes	Scott Johnson, Julia Cooper, Walter Rossmann, Wendy Sollazzi and Patrick Sawicki
197.		Department-wide Meeting	Director shares information w/employees regarding	Quarterly, 2 hours	Department Managers/employees

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			budget, and awards employee recognition		
198.		Consolidated UBS Steering Committee Meeting	Assess the "readiness" to launch C-UBS	Bi-Weekly, 2 hours	Scott Johnson, Kay Winer, Steve Willis, Dottie Disher; Brian Doyle, Mark Giovannetti, Larry Lisenbee, Dorothy McLaughlin, Marsha Lynch, Julia Cooper, Peter Owen, Mary Mahan, John Stufflebean, Jo Zientek, Steve Turner, Randall Murphy, Vijay Sammeta.
199.		C-UBS Lead Meeting	To assess the business practices to ensure that all affected staff members are ready for new system to provide utility services to our resident and business customers	Bi-Weekly, 1 hour	Scott Johnson, Peter Owen, Dorothy McLaughlin, Elaine Marshall, Jo Zientek, MaryLu Ferrara, Patty Baggese, Julia Cooper
200.		C-UBS Go/No Go Steering Committee Meeting	Monitoring the process and progress of the time-line of C-UBS going live	Weekly (for 2 months from June-August) 1 hour	Scott Johnson, Kay Winer, Randall Murphy, John Stufflebean, Larry Lisenbee, Julia Cooper, Dottie Disher, Marsha Lynch, Jo Zientek, Brian Doyle, Vijay Sammeta, Peter Owen, Saket Pabby, Tim Almond.
201.		SJMA = Convention Center Collaboration Subcommittee	Discuss financing options and plan and Governance Proposal and Model	Schedule when needed	Scott Johnson, Kim Walesh, Paul Krutko, Rick Doyle, Danielle Kenealey, David Baum, Julia Cooper, David Persselin, Noberto Duenas, Dan Fenton, Dan Keegan
202.		Team San José-Financing	Discuss financial statements of Team San Jose	Monthly, 1 hour	Scott Johnson, Patrick Sawicki, Grace Martinez, Larry Lisenbee,

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					Dan McFadden, Dan Fenton, Jonathan Camacho, Pak Hung, Jo Lin, Lee Yan
203.		Investment Weekly Review	Review investment reports	Weekly, 30 minutes	Maria Obert, Bonnie Kobayashi, Julia Cooper
204.		Treasury Program Manager Meeting	Managers meet and share information	Weekly, 30 minutes	Julia Cooper, Bonnie Kobayashi, David Persselin, Mark Brogan, Peter Owen, Stephen Gaffaney
205.		Meeting with Buyers	Training and check-in with Buying Staff	Bi-Weekly, 90 minutes	Walter Rossmann, Gret Pustelnik
206.		Meeting with Purchasing Supervisors	Information to Supervisors: guidance/issues	Bi-Weekly, 1 hour	Walter Rossmann, Purchasing Supervisors
207.		Walter's 1:1 Weekly Meeting	Coordination meeting between General Services and Finance Staff related to CSY Phase II	Bi-Weekly, 1 hour	Central Service Yard Staff
208.		Evergreen Smart Growth Developer Support Prep Meeting	Prepare developer's support meeting	Monthly	Julia Cooper, Lisa Taitano, David Persselin, Danielle Kenealey, Tom Borden, Harry Freitas, Laurel Prevetti, Erwin Wong, Winnie Pagan, Andrew Crabtree, John Baty, Vera Rodorov, Erwin Wong, Manuel Pineda
209.		Bond Financing "all hands" meetings	Reviewing documents	Varies	Julia Cooper, David Persselin, Entire Bond Financing Team
210.	<b>Housing</b>	Executive Staff Meeting	Review upcoming Council agenda items and other items for Committees, Commissions and meetings	Weekly, 1 hour	Director, Assistant Director, Division Managers, Assistant to the Director, Executive Support Staff, Legislative Manager, Marketing Manager, Special Projects Manager, Manager of Project Development, Sr. Deputy City Attorney
211.		Director & Assistant	Discuss pending departmental	Weekly, 90 minutes	Director, Assistant Director

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		Director 1:1	management issues and assignments		
212.		Assistant Director & Division Managers Two-on One	Discuss pending departmental management issues and assignments	Weekly, 1 hour	Assistant Director, Division Managers
213.		Cash Flow Meeting	Review current and future balances in the Low-Moderate Income Housing Fund	Monthly, 1 hour	Assistant Director, Admin Staff, Division Manager, Proj. Dev. Staff, Loan Collections Staff, Finance Department Staff
214.		Department-wide Meeting	Provide updates on significant issues facing the department	Quarterly, 2 hours	Housing Department staff
215.		RdA/Housing Coordination Meeting	Discuss/resolve issues of joint concern to the Agency & Housing Department	Monthly, 90 minutes	Assistant Director, Assistant to the Director, Loan Collections Staff, Special Projects staff, Proj. Dev. Staff, RdA Staff
216.		Katrina Resettlement Advisory Committee*	Oversee the long-term recovery process of Katrina victims	Monthly, 2 hours (meetings will cease when the project is complete)	Director of Volunteer Center, Director of Housing Industry Prog., SVWIN Group, Reps from: American Red Cross, African American Community Service Agency, Housing Authority, UFCW, IRCC, Special Projects Manager, Homeless Coordinator
217.		Loan Reconciliation Meeting	Coordinate portfolio management practices	Monthly, 1 hour	Proj. Dev. Staff, Loan Collections Staff, Homebuyer Manager
218.		Loan Document Improvement Meeting	Coordinate loan contract enforcement provisions	Weekly, 1 hour	Manager of Proj. Dev., Proj. Dev. Staff, Loan Collections Staff
219.		HDS Steering Committee Meeting	Evaluate whether to acquire database software from the HDS company	Weekly, 1 hour	Assistant Director, Assistant to the Director, Division Managers, Grant Manager, Program Manager, IT Staff
220.		CDBG Admin Transfer Standing Meeting	Coordinate smooth transition of the CDBG program and staff to the Housing	Weekly, 30 minutes	Assistant Director, Assistant to the Director, Division Managers, Grant Manager, Legislative Manager, CDBG

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			Department		Staff
221.		Policy & Planning Division Program Staff Meeting	Discuss assignments and issues	Weekly, 90 minutes	Legislative Manager, Assistant to the Director, Policy Staff
222.		Rehabilitation Division Program Staff Meeting	Discuss assignments and issues	Weekly, 2 hours	Rehab. Program Manager, Building Rehab. Supervisor, Building Rehab. Inspectors, Loan Processors, Rehab. Support Staff
223.		Rental Rights & Referrals Program Staff Meeting	Discuss assignments and issues	Weekly, 1 hour	Program Manager, Rental Rights and Referral Staff
224.		Loan Compliance Program Staff Meeting	Discuss assignments and issues	Weekly, 1 hour	Program Manager, Loan Compliance Staff
225.		Loan Collections Program Staff Meeting	Discuss assignments and issues	Weekly, 1 hour	Program Manager, Loan Collections Staff
226.		Project Development Program Staff Meeting	Discuss assignments and issues	Weekly, 1 hour	Division Manager, Housing Finance Manager, Senior Development Officer, Development Officer, Construction Manager
227.		Housing and Homeless Program Staff Meeting	Discuss assignments and issues	Weekly, 90 minutes	Special Projects Manager, Homeless Coordinator, Grant Manager
228.		Special Projects Program Staff Meeting	Discuss assignments and issues	Every other week, 90 minutes	Special Projects Manager, Homeless Staff, Rental Rights and Referrals Staff, Homebuyer Staff, Grant Manager
229.	<b>Library</b>	Library Management Team	Plan, coordinate, manage library department/system	Twice Monthly, 2 hours	Key Department Managers (12)
230.		King Management Team	Plan, coordinate King Library program, building, activities, budget	Twice Monthly, 1.5 hours	3 SJPL Managers, plus 3 SJSU Library Managers, and the SJPL Library Director and SJSU Library Dean
231.		Library Manager's Forum	Discuss/make recommendations on library system matters	Monthly, 3 hours	Branch and Unit Managers, Supervising Librarians, Director and Assistant Director

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**Standing Internal Departmental Meetings**  
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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
232.		Branch Managers	Discuss system policy, procedures and advocate changes when needed	8 Times Per Year, 2-3 hours	Branch Managers, Supervising Librarians and the Library Director
233.		Branch & Unit Staff Meetings	Information, planning and problem solving	1 or 2 Times Per Month, 2 hours	Branch/Unit Managers and Staff
234.		King Library Operations	Planning, problem solving, coordination	Monthly, 1.5 hours	SJPL Supervising Librarians and SJSU Assoc. Library Dean, King Library Unit Managers and Co-Managers
235.		Safety Committee	Review and coordinate safety plans and conditions	Monthly, 1.5 hours	One representative from each Branch and Unit
236.		CARE (Employee Recognition Committee)	Plan employee recognition programs and events	Monthly, 2 hours	Representatives from each Library Unit and Branch
237.		Collection Development Team	Plan system-wide collection development; recommend detailed collection allocation budget	6 Times Per Year, 2 hours	Supervising Librarians, Technical Services, Senior Librarian, Librarians from Branches and Units
238.		Electronic Resources Team	Select database and electronic resources	6 Times Per Year	(not provided)
239.		ITAG (Technology Advisory Group)	Assess, recommend, integrate and plan for implementation of new technology tools and upgrades	Monthly, 2 hours	Administrative, management and line staff representing SJSU and SJPL Libraries
240.		Millennium Operations Group (Library Automation System)	Implement Millennium operational decisions and upgrades	Monthly (or as needed), 2 hours	Staff representing key units
241.		Web Operations Group	Implement Web-site upgrades and changes	Monthly (or as needed), 2 hours	Staff representing Branches key units
242.		Branch Library Design Team	Direct design of new libraries in alignment with library service models; review building programs and other	As needed depending on design project timeline, 2 hours	Library Administration and management reps, PW Staff, BLDT members, architects

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
			standards		
243.		Staff Development and Training Committee	Plan, conduct and monitor training and development strategies and programs for staff	Monthly, 2 hours	Admin, rep, Manager, staff representing key levels and units
244.		Branch Managers & Library Assistants' Meeting	Coordinate system-wide policy and procedure discussions and decision making	4 Times Per Year, 2-3 hours	All Branch Seniors and their Library Assistants, Supervising Librarians
245.		Circulation Services Committee	Review/develop system procedures and processes for circulation	Monthly, 3 hours	Unit Manager, Branch and King Library Assistants, Administrative representatives (25)
246.		Adult Services Committee	Review/develop programming and outreach services	Monthly, 3 hours	Adult Services Librarians, Manager and Admin representatives (20)
247.		Volunteer Liaison Meeting*	Provide information and training and receive input from staff who oversee the volunteer program in the Branches/Units	Monthly, 1.5 hours	Unit level Volunteer Coordinators and System Volunteer Coordinator
248.		SJSU University Police Department (UPD) King Library Operations Meeting	Ensure adequate communication and updates for KL relating to security/safety and budget	3 Times Per Year, 2 hours	KO Co-Managers, both CSJ and SJSUL Administrative Officers, UPD Chief and Sergeant, CSJ Analyst (security liaison to UPD)
249.		SJSU Facility Development and Operations (FD&O) King Library Operations Meeting	Ensure adequate communication and updates for KL relating to facility maintenance and budget	4 Times Per Year, 2 hours	KO Co-Managers, both CSJ and SJSUL Administrative Officers, SJSU Vice President in charge of FD&O, FD&O Management Staff, CSJ and SJSUL Analysts
250.		Library Operations Meeting (Supervising Librarians Meeting with Ned)	Operations and personnel, coordination, discussions/decisions	Weekly, 1.5 hours	Assistant Director, Administrative Officer, Supervising Librarians (2), SJPL (3)
251.		Library Labor Management Committee (LLMC)	Labor Issues	Monthly, 1.5 hours	4 members of the Library Management, 4 Library Stewards

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
252.		Branch Bond Development Team	Changes to bond building program	Monthly, 1 hour	Department Director, Assistant Director, members from the Library Bond Team, PW Project Managers
253.		System Youth Services Committee	Provide training and share information	Monthly, 3 hours	Children's and Young Adult Librarians, King YS Library Assistant, Early Care & Ed. Staff, Families for Literacy staff, Web Team YS representative
254.		Summer Reading Planning Team	Plan and coordinate all aspects of the Summer Reading Program	Monthly (October-May), 2 hours	Youth Services Coordinator, Marketing/Communications head, Web Team YS representative, King YS Library Assistant, 3-4 Branch YS Librarians
255.		King Youth Services Unit	Inform staff/make group decisions	Twice monthly, 2 hours	King Youth Services staff
256.		CSA Outcome Team (4 Teams)	Coordination among the CSA departments to meet the Outcome Goals	Monthly, 1.5 hours	Key managers from CSA Departments
257.		Neighborhood Services City Service Area (CSA) Steering Committee	Discuss budget plans and collaboration opportunities	Monthly, 1.5 hours	CSA Team Leader and CSA Sponsor and identified staff from partner departments which form the leadership "steering committee" (22)
258.		Neighborhood Services CSA Budget Team	Ensure budget deadlines are met	Weekly (October through May), 1 hour	CSA Budget Group Chair and representatives from partner departments (11)
259.	<b>Information Technology</b>	Information Technology Planning Board (ITPB)	The ITPB serves as an executive steering committee whose ultimate role is to ensure that key technology decisions are consistent with the City's vision, values and strategies. It is a structure to advise the City Manager in	Twice monthly, 90 minutes	Randall Murphy, Mark Danaj, Robert Davis, Jim Helmer, Joseph Horwedel, Scott Johnson, Frank Kirkbride, Jane Light, Larry Lisenbee, John Stufflebean, Kay Winer

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
			directing the City in achieving its goals by adding value by balancing risk versus return over IT investments and its processes.		
260.		IT Architecture Committee	The Architecture Committee shall be formed for the purpose of providing technical expertise and recommendations to the ITPB. The Architecture Committee consists of IT professionals from across the CSAs who are responsible to guide the ITPB in ensuring that IT projects, policies and standards are technically sound, supportable and in-line with industry best practices	Twice monthly, 90 minutes	Steve Turner, Joe Cheng, Steve Hung, Tom Fletcher, Marsha Lynch, Ron Coquia, Diane Mack-Williams, Vijay Sammeta, Ramon Macalisang, Paul Prange, Cameron Cleland, Richard Bertalan,
261.		Employee Services/Payroll Executive Steering Committee	Oversight over HR/Payroll software	Monthly, 1 hour	Mark Danaj, Scott Johnson, Kay Winer, Larry Lisenbee , Alex Gurza, Randall Murphy, Marsha Lynch, Mark Matthiessen, Sandra Hoelz, Dan Kadomoto,
262.		C-UBS Steering Committee	Oversight of the C-UBS Implementation	Monthly, 1 hour	Julia Cooper, Scott Johnson, Larry Lisenbee, Randall Murphy, JohnStufflebean, Kay Winer, Marsha Lynch, Pete Owen, Dottie Disher, Brian Doyle, Jo Zientek,
263.		Finance/ITD System Status Meeting	Meet with the Finance user group to understand their	Monthly, 1 hour	Dan Kadomoto, Marsha Lynch, Dorothy McLaughlin, Mark

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
			technology needs		Matthiessen, Kenn Warren, Mary Hom, Maria Contreras-Tanori, Alex Rojas, Dennis Chen, Jose Garcia, Steve Turner, Steve Hung, Scott Johnson
264.		ESD/IT Meeting	Meet with the ESD user group to understand their technology needs	Quarterly, 1 hour	Cameron Cleland, Raj Singh, Scott Martin
265.		PBCE/IT Meeting	Technical discussion of projects in progress (mostly IDTS and permit related), helpdesk issues (desktop support, server and network troublecall resolution)-this group is considered the "power users" in PBCE.	Every other week, 1 hour	Michael Bills, Mark Gerhardt, Mark Crain, Andrew Dyer, Dave Bopf, Joe Cheng, Earl Sgambati, Kathy Nakata
266.	<b>Retirement Services</b>	Noted none			
267.	<b>Airport</b>	Airport Airlines Affairs Council (AAAC)	Discuss airline/airport issues/updates – various topics	Monthly, 3 hours (approximately)	Airline Property Reps, Airport Technical Reps, Airport Sr Staff, Staff as needed
268.		AAAC Finance Executive Committee (sub committee)	Airline negotiations	Monthly (through negotiations), 3-8 hours (approximately)	Certain Airline Property Reps, ATR, Airport Sr Staff, Ricondo
269.		Airfield Property Meeting	Status update, planning and coordination of airfield projects and Airport tenants	Weekly, 30 minutes	Airport Property and Master Plan staff
270.		Airfield Coordination Meeting	Status update, coordination and planning for issues affecting the Airfield	Weekly, 1 hour	Airport Operations and Master Plan staff
271.		Airfield Monthly Project Manager's Meeting	Provide project monthly and total year-to-date expenditure data and analysis to project	Monthly, 1 hour	Led by analyst assigned to Airfield projects, Job Captain, PW Project Managers and Sr Staff, Airport

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	Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
		managers. Fiscal Focus.		Finance, Consultant Cost Control
272.	Airfield Work Order Meeting	Planning and coordination of airfield work by Facilities	Monthly, 1 hour	Airport Facilities, Operations and Master Plan Staff
273.	Airlines Technical Reps (ATR) – Basis of Design	Gathering basis of design info for the TAIP	Monthly, 3 hours (approximately)	Airport staff, airlines, ATR, consultants
274.	Airport Commission Rules Committee*	Determine agenda for following month's Airport Commission meeting and discuss possible future topics	Monthly, 1 hour	Airport Director, Assistant Director, Airport Commission members
275.	Airport Communications Center/Operations Functionality	Defining calls received to assist in the design of new call processing system	Bi-Weekly, 1 hour	Airport Staff
276.	Airport Concessions DBE (ACDBE)	Compliance with FAA DBE directives	Monthly (or as needed), 1 hour	Airport Finance and Operations staff, CAO, Office of Equality Assurance, DBE consultants
277.	Baggage and Special Systems Core Team	Inform and receive input from stakeholders	Bi-Weekly (as required during design phase), 2+ hours	Airport Facilities, Property, Operations and Master Plan staff, Airlines and ATR, consultants
278.	CIP/TIP (Tenant Improvement) – Monthly Project Manager's Meeting	Provide project monthly and total year-to-date expenditure data and analysis to project managers (fiscal focus)	Monthly, 1 hours	Led by analyst assigned to Tenant Improvement projects, Engineering Section Project Managers, Fire Department, Airport Property Section
279.	Monthly Capital Program Management System (CPMS) Review	Provide current status of all capital projects, verify scope, schedules budget (fiscal focus)	Monthly, 2 hours	Division Manager, Job Captains, PW Airport Construction Division and Airport P&D Division Sr Staff and Project Managers, Airport Finance, CMO (CIP Action Team and Budget Office), Finance Department
280.	FAA Coordination Meeting	Status update and planning for projects and issues involving the FAA	Quarterly (or as needed), 3 hours	Airport Staff, FAA-ADO
281.	FMC-Monthly Project	Provide project monthly and	Monthly, 1 hour	Led by analyst assigned to FMC

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
		Manager's Meeting	total year-to-date expenditure data and analysis to project managers (fiscal focus)		projects, Job Captain, PW Project Managers and Sr Staff, Airport Finance, Consultant Cost Control
282.		FMC Team Lead Meeting	Status update and planning for FMC property	Twice Monthly, 1 hour	Airport Staff (Operations, Planning, Property, Facilities, MPT), PW
283.		FMC Team	Status update and planning for FMC property	Twice Monthly (approximately), 1 hour	Airport Staff, Consultants
284.		"Get It At The Airport" Marketing Program	Promote Airport concessions	Monthly (or as needed), 1 hour	Airport Staff (Properties, Marketing, Operations), Marketing Consultant
285.		High-Tech Outreach	Plan outreach events to local high-tech firms for concession opportunities at the Airport	Monthly, 1 hour	Airport Properties and Marketing Staff, OED
286.		North Concourse Coordination Meeting	Review current status and upcoming activities	Weekly, 1 hour	Broad attendance of Airport and PW Master Plan staff, Consultants
287.		North Concourse 6-Month Look Ahead Schedule Review & Update	Update schedules for NC packages, including purchase and award schedules (6 month scheduling focus)	Weekly, 1 hour	Airport, PW and Consultant Master Plan staff, Airport Finance and other staff, ATR
288.		North Concourse Level 4	Coordination and issue resolution for North Concourse Project	Weekly, 1.5 hours	Airport, PW and Consultant Master Plan Staff (Management level)
289.		North Concourse-Monthly Project Manager's Meeting	Provide project monthly and total year-to-date expenditure data and analysis to project managers (fiscal focus)	Monthly, 1 hour	Led by analyst assigned to North Concourse projects, PW Project Managers and Sr Staff, Airport Finance, Consultant Cost Control
290.		North Concourse Schedule Status Meeting	Weekly review of project schedule and cost impacts	Weekly, 1 hour	Master Plan staff, Airport Manager, Design Management and Construction Management Staff
291.		PB & Gensler Contract Review	Review existing encumbrances and identify upcoming needs	Monthly, 1 hour	Led by analysts assigned to manage these contracts, Contract Managers (PB staff), Airport Finance
292.		Rental Car (RAC) Meeting	Discuss airport/RAC concerns,	Monthly, 2 hours	Airport staff, consultants, RAC station

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
			issues, updates, negotiations – various topics	(approximately)	managers and property reps
293.		Renzel Contractors Meeting	Status update, coordination and issue resolution meeting for the Renzel project	Weekly, 3 hours	Airport staff, consultants, contractor, PW staff, FAA
294.		Renzel Project Owners Meeting	Status update and coordination of Renzel project	Bi-Weekly, 30 minutes	Airport Operations, Facilities and Master Plan staff, Public Works Design and Construction Managers staff, FAA ATCT
295.		Roadway-Monthly Project Manager's Meeting	Provide project monthly and total year-to-date expenditure data and analysis to project managers (fiscal forucs)	Monthly, 1 hour	Led by analyst assigned to Roadway projects, Job Captain, PW Project Managers and Sr Staff, Airport Finance, Consultant Cost Control
296.		Space Committee	Make recommendations on use of Airport Space	Monthly, 1 hour	Airport Staff
297.		Temp C Coordination	Planning for all facets of changes driven by Temp C and Terminal A	Weekly, 1 hour	Airport Staff
298.		Tenant Outreach	Environmental Stewardship	Bi-Monthly, 1-2 hours	Property and Operations Staff
299.		Terminal Area Improvement Program Design-Build Implementation	Develop Strategy for Implementation of the TAIP Design-Build Project	Bi-Weekly, 2 hours	Airport and Public Works Management, City Attorney
300.		Westside Development Meeting	Planning related to the Westside of the airfield	Twice Monthly, 2 hours	Airport Master Plan, Operations and Property Staff
301.	<b>Environmental Services</b>	TPAC Technical Advisory Committee	Provide initial review of items to be brought before TPAC	Monthly (Monday preceding TPAC's Thursday meeting), 2 hours	Staff from ESD, Santa Clara, Milpitas, West Valley and Cupertino Sanitation Districts
302.		ESD Director's Staff	Discuss department-wide administrative issues and specific environmental topics	Weekly, 90 minutes	Director, Acting Assistant Director (and their direct reports – 12 persons)
303.		ESD Section Managers	Discuss Department-wide	Monthly, 90 minutes	Director, Acting Assistant Director,

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
			administrative issues and specific environmental topics		Deputies, Support Offices (and their direct reports – 43 persons)
304.		ESD Managers	Discuss department-wide administrative issues and specific environmental topics	Quarterly, 90 minutes	All ESD managers and engineering professionals
305.		Water Cabinet	Develop for recommendation to Council any policies needed related to City's potable and non-potable water resources; maximize use of recycled water	Weekly (while preparing for September 27 City/Water District Joint Water Study Session; monthly thereafter), 2 hours	ESD (Water, Watershed and Wastewater Deputy Groups plus Administration, Policy, Technical and Communications support groups), CAO representative
306.		City-Water District Study Session Planning Committee	Prepare for September 27 City-Water District Joint Water Study Session	Monthly with subgroup meetings in off weeks, 2 hours	City and Water District management and technical staff (ESD, Planning)
307.		City-Water District Coordination Meeting	Coordinate implementation of directives from Joint Council-Water District Board meetings	Monthly with additional subcommittee meetings, 90 minutes	City and Water District management and technical staff (ESD, DOT, PW, PBCE, PRNS, RDA)
308.		Water Resources Protection Collaborative*	Countrywide interagency collaboration on permitting within 100 feet of streams and waterways	Bi-Monthly, 1 hour	Water District, ESD, Planning, other municipalities in the Santa Clara Basin
309.		GIS Technical Advisory Committee	Formulate, review and recommend GIS policy to the IT Planning Board	Quarterly, 1-2 hours	ESD, PW, PRNS, PBCE, Airport, IT, DOT, Police, Fire
310.		Plant Master Plan Steering Committee*	Coordinate the initial components of the master planning process for the treatment plant, including the consultant contract	Monthly, 2 hours	ESD Staff, representative from West Valley Sanitation District, consultant
311.		E&US CSA Meeting	Discuss CSA mission, outcomes, trends, issues, opportunities, 5-year strategic	Monthly (bi-weekly from September through June), 2 hours	Staff from ESD, PW, DOT, PBCE, IT

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		Meeting Name	Meeting Purpose	Regularity/Length of Meeting	Attendees
			goals and objectives, performance measures, resource allocations		
312.		Water Policy Team Meeting*	Update the Water Policy Framework adopted by the City Council in 1996	Monthly until December 2006, 1-2 hours	Staff from ESD, PBCE, PW and Water District
313.		Interdepartmental Energy Team Meeting	Updates and actions related to energy issues affecting City, City departments, community	Quarterly, 90 minutes	ESD and GS coordinate; all departments are invited (especially those with facilities)
314.		Green Building Team	Updates and action on green building issues	Ad hoc, 90 minutes	ESD coordinates; all departments are invited, especially those responsible for facilities
315.		Green Business Team	Identify and implement activities to maintain ESD's Green Business certification	Monthly, 90 minutes	ESD Staff
316.		Environmentally Preferable Procurement Policy Steering Committee	Implement the City's Environmentally Preferable Procurement Policy	Monthly, 90 minutes	ESD, Finance
317.		Business Environmental Support Team (BEST)	Implement and coordinate business environmental support programs, education, collaboration	Monthly, 90 minutes	ESD Staff

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OFFICIAL LIST OF CITY BOARDS, COMMISSIONS, AND COMMITTEES

September 2006

Board, Commission or Committee	Meeting Schedule	Position	Council Member	Staff Contact(s)	Department	Phone
Advisory Commission on Rents	3rd Thursday in Odd months at 5:30 PM	Liaison	Campos	Leslye Krutko (Vivian Frelix-Hart)	Housing	535-3860
Airport Commission	1st Monday of the month at 6:00 PM	Liaison	Reed	Bill Sherry	Airport	501-7600
Airport Noise Advisory Committee	Quarterly, 1-2 hours			Airport	Airport	501-7600
All Children Achieve Committee	2nd Thursday of the month at 1:30 PM	Chair Vice-Chair	Yeager Chirco Pyle	Mark Linder Kelly Kline	City Manager's Office Redevelopment Agency	535-8100 795-8500
Appeals Hearing Board	2nd & 4th Thursdays of the month at 6:30 PM	Liaison	Chirco	Mike Hannon	PBCE	535-8300
Arts Commission	2nd Wednesday of the month at 5:30 PM	Liaison	Williams	Irene Ray	Office of Cultural Affairs	277-5144
Arts Commission, Executive Committee	1st Monday of the month			Irene Ray	Office of Cultural Affairs	277-5144
Arts Commission, Programs Committee	3rd Wednesday of the month			Lawrence Thoo	Office of Cultural Affairs	277-5144
Arts Commission, Public Art Committee	3rd Tuesday of the month			Barbara Goldstein	Office of Cultural Affairs	277-5144
Bicycle and Pedestrian Advisory Committee	2nd Wednesday of the month	Liaison	Reed	Hans Larsen (John Brazil)	Transportation	535-3850
Building Better Transportation	1st Monday of the month at 1:30 PM	Chair Vice-Chair	Campos Cortese LeZotte Williams	Ed Shikada Jim Helmer (Jim Ortbal) Bill Ekern (Abi Maghamfar)	City Manager's Office Transportation Redevelopment Agency	535-8100 535-3850 795-8500
Building Strong Neighborhoods Committee	3rd Monday of the month at 1:30 PM	Chair Vice-Chair	Chirco Campos Pyle	Mark Linder Richard Keit	City Manager's Office Redevelopment Agency	535-8100 795-8500
CDBG Steering Committee	At Chair's Call (Mondays at 7:00 PM)		Cortese	Leslye Krutko (Karen Wing)	Housing	535-3853
Citizens Corp Council	Bi-Annual	Chair Vice-Chair	Chavez	Kim Shunk	OES	277-4595
Civil Service Commission	1st Thursday of the month at 4:00 PM	Liaison	Pyle	Lee Price	City Clerk	535-1252
Convention and Visitors Bureau	2nd Friday of the month at 2:00 PM		Reed Gonzales Ex-Officio	Paul Krutko	Economic Development	535-8181
Coyote Valley Task Force	2nd Monday of the month at 5:30 PM	Co-Chair	Williams Pyle	Laurel Prevetti (Salifu Yakubu)	PBCE	535-3555
Deferred Compensation Advisory Committee (DCAC)	4th Thursday of the month at 9:00 AM		Cortese	Mark Danaj (Dorothy Atchison)	Human Resources	535-1285
Disability Advisory Committee	2nd Monday of the month at 4:00 PM	Liaison	LeZotte	Deanna Santana (Sheila Tucker)	City Manager's Office	535-8100
Downtown Parking Board	1st Wednesday of the month at 8:00 AM	Liaison	Chavez	Jim Ortbal Abi Maghamfar	Transportation Redevelopment Agency	535-3850 795-8500
Driving a Strong Economy Committee	4th Monday of the month at 1:30 PM	Chair Vice-Chair	Williams Cortese Reed Nguyen	Paul Krutko John Weis	Economic Development Redevelopment Agency	535-8181 795-8500
Early Care and Education Commission	4th Monday of the month at 4:30 PM	Liaison	Chirco	Carol Frost	Library	808-2355
Elections Commission	As needed			Lee Price	City Clerk	535-1252
Emergency Preparedness Council	quarterly, 1st Thursday		Pyle	Kim Shunk	Emergency Services	277-4595
Evergreen Envisioning Group	Monthly	Chair Vice-Chair	Cortese Campos	Laurel Prevetti (Salifu Yakubu)	PBCE	535-3555
Family/Domestic Violence Advisory Board	4th Wednesday of the month at 12:00 PM	Chair Vice-Chair	Campos Williams	Mark Linder (Eve Castellanos) Lt. Michael Ross	City Manager's Office Police	535-8100 277-5215
Federated Employees Retirement Board	2nd Thursday of the month at 8:30 AM		Cortese Williams	Ed Overton	Retirement Services	392-6700
Federated Employees Retirement Board, Investment Committee	Quarterly			Ed Overton	Retirement Services	392-6700

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Federated Employees Retirement Board, Investment Committee of the Whole	Quarterly			Ed Overton	Retirement Services	392-6700
Federated Employees Retirement Board, Real Estate Committee	Quarterly, 2nd Wednesday			Ed Overton	Retirement Services	392-6700
Healthy Neighborhoods Venture Fund	At Chair's Call (Wednesdays evenings)	Chair Vice-Chair	Chirco LeZotte Yeager	Joe Cardinalli (Art Catbagan)	PRNS	535-3570
Historic Landmarks Commission	1st Wednesday of the month at 6:00 PM	Liaison	LeZotte	Jean Hamilton	PBCE	535-3555
Housing Advisory Commission	2nd Thursday of the month at 5:30 PM	Liaison	Cortese	Leslye Krutko (Melissa Whatley)	Housing	535-3860
Human Rights Commission	3rd Thursday of the month at 6:30 PM	Liaison	LeZotte	Deanna Santana (Vilcia Rodriguez)	City Manager's Office	535-8100
Independent Hearing Panel (LEA)	2nd Monday in February/August @ 5:00 PM	Liaison	Reed	Mike Hannon	PBCE	535-3555
Investment Committee	quarterly			Scott Johnson (Julia Cooper)	Finance	535-7000
Library Commission	2nd Wednesday of the month at 7:00 PM	Liaison	Yeager	Jane Light	Library	808-2000
Making Government Work Better Committee	3rd Thursday of the month at 1:30 PM	Chair Vice-Chair	Reed LeZotte Cortese Yeager	Kay Winer David Baum	City Manager's Office Redevelopment Agency	535-8100 795-8500
Mayor's Gang Prevention Task Force	Last Friday of the month at 7:30 AM	Chair	Gonzales	Angel Rios Chief Rob Davis Chief Darryl Von Raesfeld	PRNS Police Fire	535-3570 277-4212 277-8788
Mobile Home Advisory Commission	3rd Wednesday in Even months at 5:30 PM	Liaison	Reed	Leslye Krutko (Vivian Frelix-Hart)	Housing	535-3680
Parks and Recreation Commission	1st & 3rd Wednesdays of the month at 4:00 PM	Liaison	Yeager	Albert Balagso	PRNS	535-3570
Planning Commission	2nd & 4th Wednesdays of the month at 6:00 PM		LeZotte	Jean Hamilton	PBCE	535-3555
Police and Fire Retirement Board	1st Thursday of the month at 8:30 AM		Chavez Cortese	Ed Overton	Retirement Services	392-6700
Police and Fire Retirement Board, Investment Committee	3rd Thursday of the month			Ed Overton	Retirement Services	392-6700
Police and Fire Retirement Board, Investment Committee of the Whole	Quarterly			Ed Overton	Retirement Services	392-6700
Police and Fire Retirement Board Real Estate Committee	Quarterly, 3rd Thursday			Ed Overton	Retirement Services	392-6700
Rules Committee	Every Wednesday at 2:00 PM	Chair Vice-Chair  Alternate	Chavez Campos Chirco Williams Yeager	Deanna Santana (Nadine Nader) Rick Doyle Lee Price Gary Miskimon	City Manager's Office City Attorney City Clerk Redevelopment Agency	535-8100 535-1900 535-1252 795-8500
San José Arena Authority	4th Wednesday of the month, except July & November		Pyle Yeager	Paul Krutko (Chris Morrissey)	San Jose Authority	977-4780
SJ/SC Clean Water Financing Authority	2nd Wednesday in May	Liaison Liaison Liaison	LeZotte Pyle Williams	Scott Johnson (Julia Cooper)	Finance	535-3555
San José Beautiful	3rd Monday of the month at 4:00 PM		Chavez	Cynthia Bojorquez (Margaret Wagenet)	PRNS	535-3570
San José Sports Authority	3rd Wednesday, every other month		LeZotte Cortese	Jill Garcia	San Jose Sports Authority	288-2930
Senior Citizens Commission	2nd Thursday of the month at 1:30 PM	Liaison	LeZotte	Angel Rios (Diane Lindberg)	PRNS	535-3570
Silicon Valley Workforce Investment Network	Monthly			Paul Krutko (Jeff Ruster)	Economic Development	535-8181

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September 2006

Board, Commission or Committee	Meeting Schedule	Position	Council Member	Staff Contact(s)	Department	Phone
Small Business Development Commission	2nd Wednesday of the month at 6:00 PM	Liaison	Reed	Paul Krutko (Dhez Woodworth)	Economic Development	535-8181
Strong Neighborhoods Initiative Project Advisory Committee (SNI PAC)	4th Wednesday of the month at 6:30 PM (except June & December)			Jose Villarreal	Redevelopment Agency	535-8500
Sunshine Reform Task Force	1st and 3rd Thursday, July-Dec 2006			Sheila Tucker	City Manager's Office	535-8100
Traffic Appeals Commission	3rd Thursday of the month at 7:00 PM	Liaison	Yeager	Amit Kotari/Laura Wells	Transportation	535-3850
Treatment Plant Advisory Committee (TPAC)	monthly		Chavez LeZotte Campos Reed	John Stufflebean	Environmental Services	535-8550
Youth Commission	4th Monday of the month at 6:30 PM	Liaison	Chirco	Cynthia Bojorquez (Betty Montoya)	PRNS	535-3570

Footnote:

( ) = Staff support to Director, Deputy Director or Deputy City Manager