CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

# Memorandum

**TO:** SUNSHINE REFORM TASK FORCE

**FROM:** Lee Price, MMC
City Clerk

**SUBJECT:** **Recommendations for Public Meetings 10-day Rule Exceptions**

**DATE:** April 13, 2007

At the Sunshine Reform Task Force meeting on April 5, 2007, the Task Force discussed the City Council approved exceptions to the 10-day staff report requirement. Exception #8 exempts items heard by Council Committee requiring Council action, commonly referred to as "One Week Turn Around" items. The Task Force requested more definitive parameters for this exemption. The purpose of this memorandum is to communicate the types of one week turn around items that go directly from a Committee to the following Council Meeting, or from the City Administration directly to a Council Meeting:

1. Emergency repair funding

2. Time-sensitive items discussed at a Council Committee meeting that require full Council action on the Committee's recommendation.

3. two examples that may come out of the Rules and Open Government Committee (staffed by Office of the City Clerk) are:
   a. Appointments to Boards, Commissions, Committees and other bodies when a timely appointment is needed. For example, if a Board is having a quorum problem due to vacant positions, or if the Board only meets monthly and a "fast track" appointment would ensure that the new appointee can attend the current month's meeting.
   b. Approval of the City's position on legislation, if a timely response is necessary. The agenda for the Rules & Open Government Committee has a standing item to discuss pending Federal and State legislation because the timeline for a bill doesn't necessarily follow the City's deadlines for distribution of agenda material. If the City's position on a particular bill is required immediately, then the recommendation from Rules & Open Govt. will be forwarded to the next Council meeting for Council discussion and vote. These deadlines are often dictated from the State or Federal subcommittees.

4. Implementation of arbitration decisions and approval of tentative agreements as it relates to labor.

for Nancy Alford
Lee Price, MMC
City Clerk