CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: SUNSHINE REFORM TASK FORCE **FROM:** Tom Manheim

SUBJECT: **AGENDA/STAFF REPORT DISTRIBUTIONS** **DATE:** September 25, 2006

At the September 21, 2006 meeting of the Sunshine Reform Task Force, staff was asked to provide a written report on the timeliness of agenda and staff report distributions.

The process and timeline for distributing the meeting agenda and corresponding staff reports consists of a 20-day process for each meeting. The majority of items follow the proscribed process; however, it should be noted that on occasion there are exceptions to the process, which require addendums to the Council Agenda or the release of supplemental information.

Attachment A provides a day-by-day summary of the process and timeline that the Administration uses when bringing items to the City Council meeting for the Council's consideration. It is important to note that at any point in time, the Agenda Services staff is working concurrently on agendas for three or four meetings, so these processes overlap.

Under the current process, the City Council receives Council Agenda Packets eleven days prior to any given Council Meeting, and the entire packet is posted online with linked reports. Items that are distributed outside of the normal distribution packet and have not been released seven days prior to the Council Meeting (by Tuesdays at noon), are placed on a list of outstanding reports, which is presented to the Rules Committee each Wednesday with staff providing a verbal status of the items that are still outstanding. The Rules Committee may pose questions at that time and make the determination to either defer the item or continue to keep it on the upcoming Council Agenda. For items of significant public interest or items with a expense of more than $1 million, the review period is longer. These agenda items are posted 14 days before a meeting. If that deadline is missed, a 2/3rd vote of the City Council is required to hear the item with less than two weeks notice.

The date below provides performance statistics for the period January 10, 2006 to September 19, 2006. Approximately 1100 Council Memos were developed by the administration for Council action for this period with the following distribution results:

- 94% of the reports were distributed 11 days before the meeting, which represents approximately 66 staff reports being distributed outside of the normal Council Agenda Distribution process.
- 99% of reports were distributed more than 72 hours before the meeting, which represents 9 reports being distributed less than 72 hours prior to each Council Meeting.

The majority of the reports distributed outside of the 11 day distribution process and appear on the list of Outstanding Reports include:

- Minutes from Committee meetings occurring less than 11 days before the meeting.
- Supplemental reports where public work bid award information is presented. -- original reports are released for the packet which include project cost summary information.
- Land Use/General Plan Final Reports—Final reports for items where the Planning Commission has taken action on the Wednesday before the Tuesday Council Meeting.
- Responses to Council direction in the form of referrals or deferrals from a previous Council Meeting where the item was requested to return to Council within one or two weeks.

TOM MANHEIM
Public Outreach Manager

Administrative Timeline

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 DUE	3	4	5
6	Manager's List 7	Early Packet 8 CMO	9 On-line Review Process	10	11 Packet goes out	12
13	14	15	Outstanding List 16 Rules add	17	18	19
20	21	22 COUNCIL	23	24	25	26
27						