



# Memorandum

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**TO:** SUNSHINE REFORM TASK FORCE MEMBERS      **FROM:** Dan McFadden

**SUBJECT:** Attached Agenda Packet regarding Public Meetings      **DATE:** August 11, 2006

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Just a few words on what the attached packet is, and is not. It is my attempt to respond to your direction and pull together a “draft for discussion”. It is primarily referenced from the City of Milpitas, Open Government Ordinance, which in essence is a more comprehensible version of the San Francisco Ordinance. I have added attachments of relevant City of San José practice.

This is not a City staff proposal. In fact, staff will have difficulty in implementing some of the requirements of the Ordinance. This discussion paper does not address: closed meetings, public information, etc which are key parts of our work plan, and scheduled for subsequent meetings.

I look forward to a thoughtful and productive discussion.

  
Dan McFadden  
Deputy City Manager

For more information contact: Dan McFadden , Deputy City Manager, Office of the City Manager at (408) 535-8120.

Attachments: Draft for Discussion,  
A, B, C

cc: Sunshine Reform Task Force Staff

## PUBLIC MEETINGS

### I. DEFINITIONS

Whenever in this Chapter the following words or phrases are used, they shall have the following meanings:

(a) "City" shall mean the City of *San José*.

(b) "Meeting" shall mean any of the following:

(1) A congregation of a majority of the members of a policy body at the same time and place to discuss or deliberate City business;

(2) A series of gatherings, each of which involves less than a majority of a policy body, to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the City, if the cumulative result is that a majority of members has become involved in such gatherings; or

(3) Any other use of personal intermediaries or communications media that could permit a majority of the members of a policy body to become aware of an item of business and of the views or positions of other members with respect thereto, and to negotiate consensus thereupon.

(4) "Meeting" shall not include any of the following:

(A) Individual contacts or conversations between a member of a policy body and another person that do not convey to the member the views or positions of other members upon the subject matter of the contact or conversation and in which the member does not solicit or encourage the restatement of the views of the other members;

(B) The attendance of a majority of the members of a policy body at a regional, statewide or national conference, or at a meeting organized to address a topic of local community concern and open to the public, provided that a majority of the members refrains from using the occasion to collectively discuss the topic of the gathering or any other business within the subject matter jurisdiction of the City; or

(C) The attendance of a majority of the members of a policy body at a purely social, recreational or ceremonial occasion other than one sponsored or organized by or for the policy body itself, provided that a majority of the members refrains from using the occasion to discuss any business within the subject matter jurisdiction of the policy body. A meal gathering of a policy body before, during or after a business meeting of the body is part of that meeting and shall be conducted only under circumstances that permit public access to hear and observe the discussion of members. Such meetings shall not be conducted in restaurants or other accommodations where public access is possible only in consideration of making a purchase or some other payment of value.

(D) The attendance of a majority of the members of a policy body at an open and noticed meeting of a standing committee of that body, provided that the members of the policy body who are not members of the standing committee attend only as observers.

(E) "Policy bodies" shall mean the City Council, Redevelopment Agency, standing subcommittees of the City Council, Redevelopment Agency or any Commissions, Panels or ad hoc committees of the City Council, Redevelopment Agency or any Commissions, City created task forces, and all City Commissions or Boards. Policy bodies shall not include a committee that consists solely of employees of the City of *San José*.

## **II. MEETINGS TO BE OPEN AND PUBLIC; APPLICATION OF BROWN ACT**

All meetings of any policy body shall be open and public, and governed by the provisions of the Ralph M. Brown Act (Government Code Sections 54950 et. seq.) and of this chapter. In case of inconsistent requirements under the Brown Act and this chapter, the requirement, which would result in greater or more expedited public access, shall apply.

## **III. REGULAR CITY COUNCIL AND COUNCIL COMMITTEE MEETINGS**

*(Attachments: (A) Council Rules for Conduct of its meetings Res. No. 73321; (B) Outline of Council Staff reports, and (C) List of noticed meetings)*

## **IV. AGENDA REQUIREMENTS; REGULAR MEETINGS**

(a) At least 72 hours before a regular meeting, a policy body shall post an agenda containing a meaningful description of each item of business to be transacted or discussed at the meeting. Agendas shall specify for each item of business the proposed action or a statement the item is for discussion only. In addition, a policy body shall post a current agenda on its Internet website at least 72 hours before a regular meeting.

(b) At least 8 calendar days before a regular City Council meeting (*City of San José 11 days; 14 days over \$1 Million*), a preliminary agenda shall be posted containing a meaningful description of each item of business to be transacted or discussed at the meeting. These agendas shall specify for each item of business the proposed action or a statement the item is for discussion only. In addition, the preliminary agenda shall be posted on the City's Internet website at least 8 calendar days before the regular City Council meeting. City staff shall make a good faith effort to make accompanying staff reports available at this time.

(c) A description is meaningful if it is sufficiently clear and specific to alert a person of average intelligence and education whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information on the item. The description should be brief, concise and written in plain, easily understood English.

It shall refer to any explanatory documents that have been provided to the policy body in connection with an agenda item, such as correspondence or reports, and such documents shall be posted adjacent to the agenda or, if such documents are of more than one page in length, made available for public inspection and copying at a location indicated on the agenda during normal office hours.

(d) The agenda shall specify the time and location of the regular meeting and shall be posted at locations that are freely accessible to members of the public.

(e) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a policy body may respond to statements made or questions posed by persons exercising their public testimony rights, to the extent of asking a question for clarification, providing a reference to staff or other resources for factual information, or requesting staff to report back to the body at a subsequent meeting concerning the matter raised by such testimony.

(f) Notwithstanding subdivision (e), the policy body may take action on items of business not appearing on the posted agenda under any of the following conditions:

(1) Upon a determination by a majority vote of the body that an accident, natural disaster or work force disruption poses a threat to public health and safety.

(2) Upon a good faith, reasonable determination by a two-thirds vote of the body, or, if less than two-thirds of the members are present, a unanimous vote of those as to threaten serious injury to the public interest if action were deferred to a subsequent special or regular meeting, or relates to a purely commendatory action, and (B) that the need for such action came to the attention of the body subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was on an agenda posted pursuant to subdivision (a) for a prior meeting of the body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(g) Each policy body shall ensure that notices and agendas for regular and special meetings shall include the following notice:

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE  
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE *CITY CLERK* (408) 535-1260; [www.sanjoseca.gov](http://www.sanjoseca.gov)

(h) Each agenda of a policy body covered by this *Sunshine Ordinance* shall include the address, area code and phone number, fax number, e-mail address, and contact person for the *Sunshine Program* Information on how to obtain a free copy of the *Sunshine Ordinance* shall be included on each agenda..

#### **V. AGENDAS AND RELATED MATERIALS: PUBLIC RECORDS**

(a) Agendas of meetings, meeting packets, and any other documents on file with the clerk of the policy body in connection with a matter anticipated for discussion or consideration at a public meeting shall be made available to the public for inspection and copying at the office of the policy body before the hearing and be available to the public in sufficient quantities at the hearing commensurate with the anticipated number of people attending the hearing. To the extent possible, such documents shall also be made available through the policy body's internet website. However, this disclosure need not include any material exempt from public disclosure under this ordinance.

(b) Records which are subject to disclosure under subdivision (a) and which are intended for distribution to a policy body prior to commencement of a public meeting shall be made available for public inspection and copying upon request prior to commencement of such meeting, whether or not actually distributed to or received by the body at the time of the request. Records which are subject to disclosure under subdivision (a) and which are distributed during a public meeting but prior to commencement of their discussion shall be made available for public inspection prior to commencement of, and during, their discussion.

(c) Records which are subject to disclosure under subdivision (a) and which are distributed during their discussion at a public meeting shall be made available for public inspection immediately or as soon thereafter as is practicable.

#### **VI. BARRIERS TO ATTENDANCE PROHIBITED**

(a) No policy body shall conduct any meeting, conference or other function in any facility that excludes persons on the basis of actual or presumed class identity or characteristics, or which is inaccessible to persons with physical disabilities, or where members of the public may not be present without making a payment or purchase. Whenever the City Council, a board or commission, or any committee thereof anticipates that the number of persons attending the meeting will exceed the legal capacity of the meeting room, any public address system used to amplify sound in the meeting room shall be extended by supplementary speakers to permit the overflow audience to listen to the proceedings in an adjacent room or passageway, unless such supplementary speakers would disrupt the operation of a City office.

(b) Each policy body that meets in City Hall and televises its meetings on the *San José* Government Cable Channel, shall provide for participation by members of the public via telephone "bridge lines" for public comment on each item in the same manner as if the member of the public were in actual physical attendance at the meeting. Each policy body subject to this provision may develop reasonable procedures for its

implementation.

#### **VII. TAPE RECORDING, FILMING AND STILL PHOTOGRAPHY**

(a) Any person attending an open and public meeting of a policy body shall have the right to record the proceedings with an audio or video recorder or a still or motion picture camera, or to broadcast the proceedings, in the absence of a reasonable finding of the policy body that the recording or broadcast cannot continue without such noise, illumination or obstruction of view as to constitute a persistent disruption of the proceedings.

(b) All policy bodies shall audio record each regular and special meeting. Each such audio recording, and any audio or video recording of a meeting of any other policy body made at the direction of the policy body shall be a public record subject to inspection pursuant to the California Public Records Act (Government Code Section 6250 et seq.), and shall not be erased or destroyed. The audio and/or video record shall be kept indefinitely or as current technology allows. Inspection of any such recording shall be provided without charge on an appropriate play back device made available by the City. Audio records of audio taped meetings shall be provided upon request and payment for the actual cost of the recording. Requests shall be made through the City Clerk.

## Attachment A

RD:NS:ED  
6/22/06

Res. No. 73321

### RESOLUTION NO. 73321

#### A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE AMENDING THE RULES FOR THE CONDUCT OF ITS MEETINGS, AND SUPERSEDING RESOLUTION NO. 72784

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE:

**SECTION 1.** The Council of the City of San José does hereby adopt and establish the following rules for the conduct of its meetings, proceedings, and business.

#### **RULE 1**

#### **MEETINGS**

**(a) Regular Meetings**

The regular meetings of the Council shall be held, without notice, on Tuesday of each calendar week. The meeting shall commence at 9:30 a.m., for closed session purposes, in the Mayor's Conference Room in the City Hall of the City of San Jose, unless the session is publicly posted to begin at 9:00 a.m., and upon completion of closed session be recessed until 1:30 p.m., in the Council Chambers in the City Hall of the City of San Jose or at such other place as the Council may from time to time prescribe. City Hall is situated at 200 East Santa Clara Street, San José, California, at the south side of East Santa Clara Street, between 4<sup>th</sup> and 6<sup>th</sup> Streets, San Jose, California. Evening sessions, when scheduled, shall commence at 7:00 p.m.

**(b) Special Meetings**

A special meeting of the Council may be called at any time by the Mayor, or by a majority of the members of the Council, in accordance with the Ralph M. Brown Act. (California Government Code Sections 54950, et seq.) hereinafter referred to as the "Brown Act."

**(c) Adjournment: Adjourned Meetings**

The Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members will be or are absent from any regular or adjourned regular meeting, the City Clerk may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided for special meetings. Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held. When a regular or adjourned regular meeting is adjourned as provided in this Rule, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

**(d) Closed Sessions**

The Council may hold closed sessions during a regular or special meeting, or at any time otherwise authorized by law, to consider or hear any matter which it is authorized by state law to hear or consider in closed session, and may exclude from any such closed session any person or persons which it is authorized by state law to exclude from such closed sessions.

**(e) Attendance**

Section 407 of the San Jose City Charter requires that a sum, as established by the Council Salary Setting Commission, be deducted from the salary of each member, except the Mayor, for each regular meeting of the Council missed by said member. Attendance, for purposes of Charter Section 407, is deemed to mean being present at any such regular meeting, unless officially excused by the Council pursuant to provisions of Section 407 of the Charter.

**(f) Cancellation**

Any meeting of the Council may be canceled in advance by majority vote of the Council. The Mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing their unavailability to attend a meeting.

**(g) Chair**

The Mayor shall preside over all Council meetings. In the Mayor's absence, the Vice Mayor shall serve as presiding officer. In the absence of both the Mayor and the Vice Mayor, it shall be at the Mayor's discretion to appoint a chair for the meeting. In the event the Mayor is unable to appoint a chair, the order of succession shall be as follows: the Vice Chair of the Rules Committee, the Chair of the Building Better Transportation Committee, the Chair of the Building Strong Neighborhoods Committee, the Chair of the All Children Achieve Committee, the Chair of the Driving a Strong Economy Committee, and the Chair of the Making Government Work Better Committee.

**RULE 2**

**ORDER OF BUSINESS**

The business of the Council, at its meetings, shall be conducted in accordance with the following order of business.

- CLOSED SESSION
- CALL TO ORDER AND ROLL CALL
- INVOCATION
- PLEDGE OF ALLEGIANCE
- ORDERS OF THE DAY
- CEREMONIAL ITEMS
- CONSENT CALENDAR
- STRATEGIC SUPPORT SERVICES
- COMMUNITY & ECONOMIC DEVELOPMENT

NEIGHBORHOOD SERVICES  
TRANSPORTATION & AVIATION SERVICES  
ENVIRONMENTAL & UTILITY SERVICES  
PUBLIC SAFETY SERVICES  
JOINT CITY COUNCIL/REDEVELOPMENT AGENCY  
CLOSED SESSION REPORT  
NOTICE OF CITY ENGINEER'S PENDING DECISION ON FINAL MAPS  
OPEN FORUM (to be heard jointly with Redevelopment Agency public discussion)  
GENERAL PLAN HEARINGS  
PUBLIC HEARINGS (for meetings with evening sessions)  
OPEN FORUM (for evening meetings)  
ADJOURNMENT

The order of business shall be altered to the extent necessary to comply with the provisions of Rule No. 4 relating to Hearings. Also, departures from the order of business may be authorized from time to time by majority vote of the Council or by the Mayor in the role of Chair.

### **RULE 3**

### **AGENDA**

#### **(a) Content**

The City Clerk shall prepare for each meeting of the Council an agenda specifying the time and place of the meeting and setting forth a brief general description of each item of business to be considered by the Council at that meeting. The agenda for each regular meeting shall include all items of business requested to be placed on the agenda by the City Council, individual Council members or the Council Rules Committee. Any member of the Council or the Council Appointees (i.e. the City Manager, the City Attorney, the City Clerk, the City

Auditor, or the Independent Police Auditor) shall submit items to be placed on the agenda to the Rules Committee or to the Council as a whole under the Orders of the Day. The City Clerk shall refer all written requests from the public to address the Council to the Administration. The City Clerk shall provide a copy of each written request to the Rules Committee.

**(b) Draft Agenda**

The City Clerk shall prepare a draft agenda for the Rules Committee on the second Wednesday immediately preceding the date of Council meeting. The Rules Committee upon considering such agenda, may add any items of business thereto, and may delete items therefrom, except for items placed on the agenda by an individual Council member, unless such items have been referred to a Committee.

**(c) Time Certain**

Certain items may be listed on the agenda for a time certain. Such listing shall mean that the item shall be heard as soon as reasonably possible after the specified time.

**(d) Orders of the Day**

Items may be added to the agenda, under Orders of the Day, by the Mayor, or any Councilmember or Council Appointee, if that person determines that there is a necessity to so add. However, no such item shall be heard unless the change to the Orders of the Day has been approved by a majority of the Council. The agenda shall include a statement under Orders of the Day that items recommended to be added, dropped or deferred are usually approved under Orders of the Day unless the Council directs otherwise.

**(e) Posting**

The agenda for each regular meeting shall be posted in accordance with the Brown Act. The City Clerk shall maintain a record of such posting in a form approved by the City Attorney.

**(f) Actions**

The Council shall not take action on any matter not appearing on the posted agenda unless one of the exceptions listed in the Brown Act is applicable.

**RULE 4**

**HEARINGS AND DISCUSSION ITEMS**

**(a) Time for Consideration**

Hearings and matters noticed or ordered to be held by the Council at 7:00 p.m., or at any other specified time, shall be commenced at the time specified for hearing or consideration of such matter, or as soon thereafter as is reasonably possible, and shall continue until the same have been completed or until other disposition of such matters has been made.

**(b) Continuance of Hearings**

Any hearing being held, noticed or ordered to be held at any meeting of the Council may, by order or notice of continuance, be continued or recontinued to any subsequent meeting of the Council, in the same manner and to the same extent hereinabove set forth for the adjournment of meetings; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

**(c) Public Discussion**

Before any motion is adopted relating to the merits of the matter to be heard, the Mayor shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present evidence respecting such matter. Any person desiring to so speak or present evidence shall submit a speaker's request card and submit it to the City Clerk and upon being recognized by the Mayor, such person may speak or present evidence relevant to the matter being heard. No person shall be denied the right to speak because he or she

declines to disclose his or her name, address or telephone number. However, no person shall be permitted to speak or present evidence until the person is recognized by the Mayor and given permission by the Mayor to present the evidence or to speak. Members of the Council who wish to ask questions of the people or of each other, or who wish to discuss the subject matter of the hearing during the course of the hearing, may do so, but only after being recognized by the Mayor. The Mayor shall conduct the meeting in a manner which affords due process.

All persons interested in the matter which is the subject of the hearing shall be entitled to submit written evidence which will be part of the record and shall be given opportunity to present other evidence relevant to such subject. All evidence presented shall be retained by the City as part of the Clerk's record; however, parties displaying models and large exhibits may withdraw them. The City Clerk can request that substitute photographs be submitted to be part of the record. Also, within the time limits which may be set as described below, interested persons shall be given reasonable opportunity to present oral arguments for or against any proposed action. However, no person shall be permitted, during such hearing, to speak or present evidence respecting matters not relevant to the matter which is the subject of the hearing.

The Mayor, in the Mayor's discretion, may set such time limits as the Mayor may find reasonable under the circumstances.

**(d) Consideration of Question by Council**

After the conclusion of the public testimony upon the subject of any hearing, the Council may consider what disposition it wishes to make of the question or questions presented to it at said hearing. No member of the public shall be allowed, without the consent of the Mayor, to speak upon the question or subject during or after such discussion and consideration by the

Council. While considering any matter presented to them at such hearing, members of the Council may speak upon addressing the Mayor and being recognized by the Mayor.

Councilmembers may address other members of the Council only through the Mayor.

**(e) Reconsideration**

Any action taken by the City Council is subject to reconsideration if the motion to reconsider is made by a Councilmember who voted with the prevailing side. A motion to reconsider may only be made at the Council meeting where the original vote was taken or at the next Council meeting. Once a majority of the City Council has voted to reconsider an action, the reconsideration can be held immediately or at a later Council meeting as designated by the Council.

**RULE 5**

**MOTIONS**

When a motion is made and seconded, it may be debated by the Council. Members of the Council may speak in debate of a motion only when addressing the Mayor and being recognized by the Mayor. Whenever the subject of the motion has been discussed and considered and roll call has been started, there shall be no further discussion or debate except that members of the Council may be allowed to explain their vote or propose supplemental motions.

**RULE 6**

**VOTING**

All members of the Council who are present at a meeting when a question comes up for a vote, shall vote for or against the measure in accordance with City Charter Section 600.

**RULE 6.5**

**ADDITIONAL RULES OF PROCEDURE**

From time to time, the Council may adopt additional rules of procedure for the conduct of its meetings, proceedings and business. Such rules may include, but are not limited to, additional requirements for noticing of Council agenda items, distribution of information related to agenda items and supermajority voting requirements under specified circumstances. An action taken in violation of these additional procedural rules shall not be determined to be null and void if the action was in substantial compliance with the rules, or taken in connection with the sale or issuance of notes, bonds, other evidences of indebtedness, or the action taken gave rise to a contractual obligation upon which a party has in good faith relied. The Clerk shall maintain a current listing of all such rules.

**RULE 7**

**ROBERT'S RULES OF ORDER**

Except as otherwise provided herein, the Council shall be governed by the rules of procedure set forth in Robert's Rules of Order, Newly Revised, 9th Edition.

**RULE 8**

**STUDY SESSION**

The Council may meet in a Study Session at such time or times, and at such place or places, as it may from time to time deem advisable. The City Manager or any member of the Council may request the Rules Committee to set Study Sessions.

The Mayor or, in the Mayor's absence, the Vice Mayor, shall preside as chairperson of the Study Session.

Council Members shall study and consider all matters which may be referred to it by the City Council or the Rules Committee; and all recommendations made at the Study Session shall be reported to the Council for action.

## **RULE 9**

### **COUNCIL COMMITTEES**

#### **(a) Council Committees Established**

A Rules Committee and Five Standing Committees of the City Council are hereby established.

1. All Children Achieve
2. Building Better Transportation
3. Building Strong Neighborhoods
4. Driving a Strong Economy
5. Making Government Work Better

#### **(b) Committee Rules**

The rules included in Rule 9(g), Conduct of Committee Business, shall govern the conduct of all Committee meetings. Each Committee may adopt, by a majority vote of its entire membership, such additional rules, not in conflict with this Rule, as it may deem necessary for the conduct of Committee business.

#### **(c) Committee Meetings**

Each Committee shall meet regularly and without notice at a regularly scheduled time to be recommended by the Rules Committee, adopted by the Council and posted by the City Clerk.

Each Committee will meet in Room W-118/119 of City Hall unless otherwise noticed.

Each Committee may, by majority vote of its membership, set special meetings or adjourned meetings as it deems necessary, in accordance with the Brown Act.

The Making Government Work Better Committee shall meet jointly with the Making Government Work Better Committee of the Redevelopment Agency.

The provisions of Rule 1(b), 1(c) and 1(d) of this Resolution shall apply to each Committee, except that the word Mayor as used therein shall be deemed to mean Chairperson, and the word Council as used therein shall be deemed to mean Committee.

The provisions of the Brown Act shall apply to the meetings of each Committee.

**(d) Committee Appointments and Duties of Committee Members**

The Mayor shall appoint the members of each Committee from among the members of the City Council.

The Chairperson and the Vice Chairperson of each Standing Committee shall be appointed by the Mayor. The Chairperson and Vice Chairperson may be removed in the same manner. The term for each Committee appointment shall be for one year, from the first day in January to December 31st and until a successor is duly appointed. Should a vacancy occur in any Committee for whatever reason, appointment to the vacated position shall be for the unexpired term of the position created by said vacancy.

In the absence of both the Chairperson and Vice Chairperson, the Committee members present shall elect a Chair-pro-tem.

It is the duty of a Councilmember to attend every meeting of every Committee of which the Councilmember is a member and the Councilmember is charged with fulfilling the responsibilities of such Committees.

**(e) Staff Assignments to the Committees**

Committee staff shall deliver to each Committee member, the balance of the Council and to Council Appointees, all papers and documents relating to matters referred to such Committee pursuant to these Rules. The City Clerk shall serve as secretary to Study Sessions and the Rules Committee. The City Manager shall designate a secretary for each of the other Committees, who shall keep a record of attendance and business transacted at each meeting. Such record shall be provided to the City Clerk and it shall be the responsibility of the City Clerk to distribute to the Mayor, the Council, and the Council Appointees a copy of the record from each Committee meeting.

**(f) Reports**

The reports of Committees shall be in writing and shall be presented to the City Council. Nothing in this Rule shall be construed to prohibit the introduction of minority reports, together with the majority report.

**(g) Conduct of Committee Business**

Except as otherwise provided in these Rules, Committee hearings shall be governed as follows:

1. The Chairperson shall preside at meetings of the Committee. If the Chairperson is absent, the Vice Chairperson shall assume the duties of the Chairperson.
2. The Chairperson shall direct the order of presentation of the arguments for and against matters for consideration by the Committee, and shall permit questions to be asked by the various members of the Committee, members of the public and the Administration in an orderly fashion and in keeping with proper decorum.
3. At the discretion of the Chairperson, any Council Committee, including the Rules Committee, may meet with only two Committee members present.

Committees with only two members present may take action on any matter, but the report to the City Council shall reflect the number of members actually voting.

4. The Committee Chairperson, in consultation with Committee staff, shall set the Committee agenda. The Chairperson shall set the date for any continued hearing and shall notify the Committee secretary of such date.
5. The Committee secretary shall be responsible for posting the Committee agenda in accordance with the Brown Act. An agenda for each Committee meeting shall be delivered to the Mayor, City Council, and the Council Appointees at least four (4) working days prior to the Committee meeting, and shall be posted in conformance with Rule 3(d). The agenda shall be composed of items referred by the Council or Rules Committee as well as items within the Committee work plan.
6. A report or matter approved by a Committee shall be forwarded to Council and appear on the Council agenda at the second Council meeting following the Committee meeting except as follows:
  - (a) If the Committee meets on a Monday, the report shall appear on the agenda at the third Council meeting following the Committee meeting.
  - (b) Based on extenuating circumstances, the Chairperson of any Committee can direct that an item be reported at an earlier Council meeting.
7. The Council shall vote to accept the Committee Report and to take all actions contained in the Report, other than to approve an ordinance, resolution or contract. Councilmembers who do not concur with a recommendation may request a separate vote or may ask that a 'no' vote be recorded with regard to that recommendation.

8. The Committee may recommend that an ordinance or resolution be introduced or amended or that a contract be awarded. If the ordinance, resolution or contract has been prepared before the date on which it shall be considered by the City Council, it shall be placed under a separate agenda item and acted upon separately from approval of the Committee report. If the ordinance, resolution or contract is not ready for formal action, the Committee report shall be understood to provide direction to the City Attorney to prepare the necessary documents.
9. The assigned staff shall keep a record of the meetings and actions taken by the Committee.
10. No Committee action shall be taken on any item outside a duly constituted Committee meeting.
11. Council Appointees or their designees, may attend and speak at all Committee meetings, but shall have no vote therein.
12. The Committees shall report on all matters referred to them by the Council without unnecessary delay. If the City Council desires to remove a matter from the jurisdiction of a Committee, it may, at a regular meeting of the City Council, discharge said Committee from further consideration of the matter.
13. Council and Committee referrals or requests for information or direction to the Administration staff shall be processed in accordance with the Council Referral procedures in Council Policy No. 0-12.

**(h) Rules Committee**

The Rules Committee shall be composed of five members and an alternate member. The Vice Mayor shall be the Chairperson of the Rules Committee and one of the Committee members shall be designated by the Mayor to be the Vice Chairperson. If one or more

members of the Rules Committee cannot attend, the alternate member of the Committee may attend in the absent member's stead.

The Rules Committee shall, if requested by the Council, consider and make recommendations on the operations of the Council, including relationships between the Council and the Council Appointees, appointments to boards and commissions, the operation of Council offices, rules regarding the Council conduct, renovation and construction of Council Chambers and offices, elections and initiatives, and organizational and operational matters pertaining to the offices of Council Appointees. The Rules Committee shall also review the Council and Study Session agendas in advance of the Council or Study Sessions and may add or withdraw items as needed except for those items placed on the agenda either by a majority vote of Council or an individual Councilmember. The Rules Committee's area of responsibility shall include the approval of the Standing Committee's work plan and the City Auditor's work plan. The Rules Committee may also refer any item directly to Standing Committees or the Administration for consideration.

**(i) Division of City Operations**

The policy areas or mission statement for Standing Committees shall be as follows:

**Rules Committee**

Council Agenda Setting; Committee Work Plan; City Auditor Work Plan; Commission Appointments (not required to be interviewed by Council).

**All Children Achieve**

Strengthen the role of City government in improving student achievement so that every child in San José can have the opportunity to succeed.

### **Building Better Transportation**

Leading the historic expansion of Silicon Valley's highway, rail and street infrastructure to make City streets safer and more pedestrian-friendly and provide traffic relief to Silicon Valley commuters, help people reach their destinations quicker and safer while supporting smart growth.

### **Building Strong Neighborhoods**

Making government view its role through the eyes of its residents, standing at the edge of their driveways. Working together, the City and its residents invest time, effort, and resources to improve neighborhoods, making San José a place they're proud to call home.

### **Driving a Strong Economy**

Make San José the best place in America to do business, work and live. San Jose will offer housing for all income levels with diverse exciting entertainment and culture.

### **Making Government Work Better**

Make San José a user-friendly City that delivers cost-effective high quality services to residents and businesses.

#### **(j) Amending Council Committee Rules**

Committees may set their own rules as long as they are consistent with Rule 9. Any rule which conflicts with Rule 9 must be authorized by resolution adopted by the Council.

#### **(k) Certain Other Committees Abolished**

All other Standing Committees heretofore established by this Council consisting solely of members of Council, except those mentioned in this Resolution, are hereby abolished. The Mayor or the Council may appoint *ad hoc* committees from time to time.

#### **(l) Matters Requiring Public Hearings**

No matter shall be referred or assigned to a Committee pursuant to these Rules for which a public hearing by the City Council is required by law or where the decision with respect to such matter is delegated to or reposed in a body or individual other than the Council, nor shall a Committee initiate on its own motion consideration of any such matter.

**RULE 10**  
**PETITIONS AND COMMUNICATIONS**

**(a) General**

Within the established rules for the conduct of the Council's official proceedings, any person or group of persons may personally, or through authorized representatives, present grievances or offer suggestions to the Council for the betterment of municipal affairs at any regular meeting of the Council. Such may be done either by filing with or presenting to the Council written petitions or communications respecting such matter and/or orally speaking thereon.

**(b) Written Petitions on Agenda**

If a written petition has been filed and placed on the agenda pursuant to Rule 3, such petition shall be considered by the Council at the time such agenda item is taken up by the Council. Any person or group of persons desiring to speak to the Council respecting the subject matter of such petition will be permitted to do so personally or through authorized representatives, subject to applicable rules, at said time, provided that no person shall be permitted to so speak unless the person has submitted a speaker's request card and is recognized by the Mayor and is given permission by the Mayor to speak. Any person desiring to so speak may complete a speaker's request card and submit it to the City Clerk. No person shall be denied the right to speak because he or she declines to disclose his or her name, address or telephone number on the speaker's request card. However, no person shall be permitted to speak until recognized by the Mayor and given permission by the Mayor to speak.

**(c) Petitions or Communications Not on Agenda**

If a person or group of persons wishes to present to the Council, at a Council meeting, a written or oral petition or communication which has not been placed on the Council's agenda pursuant to Rule 3, such will be permitted at the time the Council takes up "open forum" as

shown on the agenda. Any person or group of persons desiring to speak to the Council respecting the subject matter of such petition or communication will be permitted to do so personally or through authorized representatives, subject to applicable rules, provided that no person shall be permitted to so speak unless the person first submits a speaker's request card and is recognized by the Mayor and given permission by the Mayor to speak. Any person desiring to so speak shall submit a speaker's request card to the City Clerk. No person shall be denied the right to speak because he or she declines to disclose his or her name, address or telephone number on the speaker's request card. However, no person shall be permitted to speak until recognized by the Mayor and given permission by the Mayor to speak.

The Mayor, in the Mayor's discretion, shall set such time limits as the Mayor may find reasonable under the circumstances.

The Council shall not take any action on any matter not appearing on the posted agenda unless one of the exceptions in the Brown Act is applicable.

#### **RULE 11**

#### **DISORDERLY CONDUCT**

Pursuant to the provisions of Section 502 of the Charter of the City of San Jose, the Mayor shall have the authority to preserve order at all Council meetings, to remove or cause the removal of any person from any meeting of the Council for disorderly conduct, to enforce the rules of the Council and to determine the order of business under the rules of Council. For the above purposes, the Mayor may command the assistance of any peace officers of the City who shall enforce all lawful orders of the Mayor.

Disorderly conduct shall be deemed to include, but not be limited to, each of the following:

1. Willfully disturbing or breaking up, without authority of law, any meeting of the Council; or doing any act or engaging in any conduct, at any Council meeting, without authority of law, with intent to disturb or break up such meeting of the Council, which urges the disturbance or breaking up of such meeting, or urges others to commit acts or engage in conduct which will disturb or break up such meeting. Acts or conduct which shall be deemed disturbing to the meeting shall be deemed to include, but not be limited to, unreasonably loud and prolonged yelling, screaming, clapping or other noise-creating acts which render it impossible or difficult for the Council to conduct or continue with its proceedings;
2. Doing any act or engaging in any conduct, at a meeting of the Council and in the immediate view or hearing and presence of the Council, with intent to disturb the proceedings of the Council or to impair the respect due to the authority of the Mayor or Council, which tends to interrupt the proceedings of the Council or impair the respect due to the authority of the Mayor or the Council;
3. Doing any act or engaging in any conduct, at any Council meeting, with intent to cause a riot, which urges a riot, or urges others to commit acts of force or violence, or the burning or destroying of property, under circumstances which produce a clear and present and immediate danger of acts of force or violence or the burning or destroying of property. As used herein, "riot" means any use of force or violence, disturbing the public peace, or any threat to use such force or violence, if accompanied by the immediate power of execution, by two or more persons acting together and without authority of law;

4. Threatening, at any meeting of the Council, to commit or cause bodily injury upon any member of the Council, or upon any officer or employee of the City, or upon any other person, or to burn or destroy or cause the burning or destruction of any property if the Council fails or refuses to act, or to refrain from acting, in accordance with the wishes of the threatening person;
5. Willfully refusing or failing, at a meeting of the Council, to comply with any rule of the Council or with any reasonable order of the Mayor or the Council.

**SECTION 2.** Resolution No. 72784 and all other prior Resolutions inconsistent herewith are hereby superseded.

ADOPTED this 27<sup>th</sup> day of June, 2006, by the following vote:

AYES: CAMPOS, CHAVEZ, CHIRCO, CORTESE, LeZOTTE,  
NGUYEN, PYLE, REED, WILLIAMS, YEAGER;  
GONZALES

NOES: NONE

ABSENT: NONE

DISQUALIFIED: NONE

---

RON GONZALES  
Mayor

ATTEST:

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LEE PRICE, MMC  
City Clerk

RD:NS:ED  
6/22/06

Res. No. 73321



# *Memorandum*

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Name of Department Head

**SUBJECT:** TITLE OF REPORT

**DATE:** Date Council Memo is due

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Approved \_\_\_\_\_ Date \_\_\_\_\_

---

**COUNCIL DISTRICT:** # or City-Wide  
**SNI AREA:** (If applicable)

**REASON FOR ADDENDUM** (If applicable)

Explains reason for consideration by Council outside normal Administrative Process Timeline. This section should explain clearly and precisely the reason why this item needs to be added to the next Council Agenda. The section should detail the urgency of obtaining Council action.

**REASON FOR SUPPLEMENTAL OR REPLACEMENT** (If applicable)

Explains reason for providing supplemental information to the original report, or the need for an entire replacement report.

**RECOMMENDATION** (Mandatory)

Indicates recommended City Council action. **THE RECOMMENDATION IS TO BE WORDED AS IT SHOULD APPEAR ON THE AGENDA.** If a resolution or ordinance is required, it must be stated.

**OUTCOME** (Mandatory)

This section should detail the results/outcomes of the action that staff is recommending to Council. The text should clearly state the product of Council's action.

**EXECUTIVE SUMMARY** (If report is 5-6 pages or more and complex)

Provides a brief summary of the highlights of the report and recommendations is to be included for lengthy reports (5 + pages). If the report is lengthy or if staff's report is transmitting a complex audit, report, study, etc. a brief summary should be included so that Council is able to read a high-level summary of the report.

**BACKGROUND** (Mandatory)

Provides a narrative statement describing the nature of the project or problem and background to date. This section is to include, but not be limited to, the reason for the report; what party initiated the item; previous Council consideration or action; any existing policy related to the item; or reference to legal ruling. It is to be limited to factual matters rather than conclusions.

**ANALYSIS** (Mandatory)

Presents possible solutions to the problem stated under **BACKGROUND**. Provides information to make Council aware of the ramifications of its decision. For award of contract memos, include a list of all bids received, showing the name of the bidder, location of the bidder and amount for each bid. Shows the Engineer's Estimate and explains any unusual difference between the bid amounts and Engineer's Estimate.

If applicable, summarize the policy, procedure or Code Section(s) that is the basis for this action.

**POLICY ALTERNATIVES** (If applicable)

Provides a brief listing of the various courses of action available to the Council based on issues covered in **ANALYSIS**. Lists some alternatives with potential positive and negative ramifications and projected costs, and why staff decided to not pursue the alternative and go with the recommended action. Use the below format for this section:

*Alternative #:* (Description)

**Pros:**

**Cons:**

**Reason for not recommending:**

**PUBLIC OUTREACH/INTEREST** (Mandatory)

The purpose of this section is to describe discussions that have occurred with the public, stakeholders, community groups and/or other governmental agencies. Staff will be asked to use the following checklist to determine if items are to be considered items of "Significant Public Interest", thus requiring additional notification per the matrix below. Please note the outreach that was done.

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 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)**
- Criteria 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)**

These modes of notification should only supplement outreach efforts undertaken or are planned to be undertake. Additional outreach should be noted as a result of the determination that the item was of “Significant Public Interest”.

*This matrix should only be used as a reference for the above checklist and should be deleted after you have completed the Public Outreach section.*

Method	Criteria #1	Criteria #2	Criteria #3
E-mail (to appropriate stakeholders)	■	✓	✓
Website Posting (reports and possible department website)	✓	✓	✓
Community Meetings	■	■	✓
Notice in appropriate newspapers	■	■	✓

- ✓ = Required
- = May be appropriate

**COORDINATION** (Mandatory)

Statement indicating City Departments and/or Offices that have been consulted with for the preparation of the report. The Attorney's Office and the Budget Office should particularly be mentioned when applicable. (Do not include any agencies, departments or offices that anticipate talking to - only those who have actually been coordinated.) Also, include notification to City commission items originating in the commission and being heard by Council.

**FISCAL/POLICY ALIGNMENT** (If applicable)

Provides cost-benefit information and economic impact which includes, but is not limited to, the following: how the expenditure aligns with and affects the City's policy goals, fiscal priorities, long term strategy, and economic development goals and priorities. This section will be based on such guiding principles found in the City’s General Plan, Economic Development Strategy, overall Budget Strategy and other existing guiding principle documents.

**COST SUMMARY/IMPLICATIONS** (If applicable)

Identifies the fiscal impacts and a cost summary of the recommendation. This should include maintenance costs and source of funding for maintenance costs, matching grant funds and other ongoing costs.

In addition, provides a detailed accounting of all City contracts and expenditures, including but not limited to items of \$1 million or more using the following format (may be modified if needed):

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT:
  - Project Delivery
  - Construction (if applicable)
  - Contingency (if applicable)
  - Total Project Costs

HONORABLE MAYOR AND CITY COUNCIL

Due Date

Subject: (Abbreviated Reference)

Page #

2. COST ELEMENTS OF AGREEMENT/CONTRACT:

This section shall reflect the cost or price elements as identified in the Compensation Schedule of the agreement/contract (below are sample elements).

Sub Project/Phases

Management

Equipment

Software

Maintenance

Service

Labor Rates (If applicable – use separate table detailing labor rates)

Taxes and Fees\*

TOTAL AGREEMENT/CONTRACT AMOUNT

\*The taxes and fees cost element is estimated based on the entire or portions of the agreement/contract value, which require the payment of taxes and fees.

3. SOURCE OF FUNDING:

4. FISCAL IMPACT:

**BUDGET REFERENCE** (If applicable)

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	Adopted Budget Page	Last Budget Action (Date, Ord. No.)

**CEQA** (Mandatory)

Environmental status granted by the Planning, Building and Code Enforcement Department. The appropriate citation is to be noted on the memo:

CEQA: Exempt, ND (Negative Declaration) or Resolution No. \_\_\_\_\_.

DEPARTMENT HEAD  
Title, Department

For questions please contact NAME, TITLE, at PHONE NUMBER.

# Attachment C Noticed Meetings

OFFICIAL CITY BOARD, COMMISSION, COMMITTEE ROSTER

August 2006

Board, Commission or Committee	Meeting Schedule	Position	Council Member	Staff Contact(s)	Department	Phone	Fax #
Advisory Commission on Rents	3rd Thursday in Odd months at 5:30 PM	Liaison	Campos	Leslye Krulko (Nivian Frelix-Hart)	Housing	535-3851	292-6203
Airport Commission	1st Monday of the month at 6:00 PM	Liaison	Reed	Bill Sherry	Airport	501-7659	573-1675
Airport Noise Advisory Committee	Quarterly, 1-2 hours			Airport		501-7670	573-1676
All Children Achieve Committee	2nd Thursday of the month at 1:30 PM	Chair Vice-Chair	Yeager Chirco	Mark Linder Kelly Klire	City Manager's Office Redevelopment Agency	535-8180 795-1813	920-7007 292-6755
Appeals Hearing Board	2nd & 4th Thursdays of the month at 6:30 PM	Liaison	Chirco	Mike Hamon	PGCE	277-4703	277-3290
Arts Commission	2nd Wednesday of the month at 5:30 PM	Liaison	Williams	Scott P. Johnson (Walter Rossman, liens)	Finance	535-7000	292-6482
Arts Commission, Executive Committee	1st Monday of the month			Hene Ray	Office of Cultural Affairs	277-5144	277-3160
Arts Commission, Programs Committee	3rd Wednesday of the month			Hene Ray	Office of Cultural Affairs	277-5144	277-3160
Arts Commission, Public Art Committee	3rd Tuesday of the month			Lawrence Thoo	Office of Cultural Affairs	277-5144	277-3160
Bicycle and Pedestrian Advisory Committee	2nd Wednesday of the month	Liaison	Reed	Barbara Goldstein	Office of Cultural Affairs	277-5144	277-3160
Building Better Transportation	1st Monday of the month at 1:30 PM	Chair Vice-Chair	Campos Corfese LeZolle Williams	Ed Shtikada Jim Helmer (Jim Orthal) Bill Eken (Abi Maghamtar)	City Manager's Office Transportation Redevelopment Agency	535-8190 535-3830 795-1862	920-7007 292-6092 292-6755
Building Strong Neighborhoods Committee	3rd Monday of the month at 1:30 PM	Chair Vice-Chair	Chirco Campos	Mark Linder Richard Keil	City Manager's Office Redevelopment Agency	535-8180 795-1849	920-7007 292-6755
CBBG Sheering Committee	At Chair's Call (Mondays at 7:00 PM)			Joe Cardinalli	PRNS	535-3517	535-3570
Civil Service Commission	1st Thursday of the month at 4:00 PM	Liaison	Corfese	Lee Price	City Clerk	535-1252	292-6207
Convention and Visitors Bureau	2nd Friday of the month at 2:00 PM			Paul Krulko	Economic Development	535-8181	292-6719
Deferred Compensation Advisory Committee (DCAC)	4th Thursday of the month at 9:00 AM			Mark Dana (Dorothy Aitchison)	Employee Services	975-1475	920-0863
Disability Advisory Committee	2nd Monday of the month at 4:00 PM	Liaison	LeZolle	Deanna Santana (Sheila Tucker)	City Manager's Office	535-8110	920-7007
Downlow Parking Board	1st Wednesday of the month at 8:00 AM	Liaison	Chavez	Jim Orthal	Transportation	535-3845	292-6092
Driving a Strong Economy Committee	4th Monday of the month at 1:30 PM	Chair Vice-Chair	Williams Corfese Reed	Abi Maghamtar Paul Krulko John Weis	Redevelopment Agency Economic Development Redevelopment Agency	535-8181 795-1894	292-6719 292-6755
Early Care and Education Commission	4th Monday of the month at 4:30 PM	Liaison	Chirco	Gordon Yusko	Library	808-2192	808-2133
Elections Commission	As needed			Lee Price	City Clerk	535-1252	292-6207
Emergency Preparedness Council (now Citizen Corp Council)	quarterly, 1st Thursday			Kim Shunk	Emergency Services	277-3747	277-3345
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	535-8180 277-4728	920-7007 277-5771
Federated Employees Retirement Board	2nd Thursday of the month at 8:30 AM			Ed Overton	Retirement Services	392-6703	392-0771
Federated Employees Retirement Board, Real Estate Committee	Quarterly			Ed Overton	Retirement Services	392-6703	392-0771
Federated Employees Retirement Board, Investment Committee	Quarterly			Ed Overton	Retirement Services	392-6703	392-0771
Federated Employees Retirement Board, Investment Committee of the Whole	Quarterly, 2nd Wednesday			Ed Overton	Retirement Services	392-6703	392-0771
Federated Employees Retirement Board, Real Estate Committee	Quarterly, 2nd Wednesday			Ed Overton	Retirement Services	392-6703	392-0771
Healthy Neighborhoods Venture Fund	At Chair's Call (Wednesdays evenings)	Chair Vice-Chair	Chirco LeZolle Yeager	Joe Cardinalli (Art Cabagan)	PNNS	535-3517	535-3570
Historic Landmarks Commission	1st Wednesday of the month at 6:00 PM	Liaison	LeZolle	Jean Hamilton	PGCE	535-7850	292-6237
Housing Advisory Commission	2nd Thursday of the month at 5:30 PM	Liaison	Corfese	Leslye Krulko (Melissa Whalley)	Housing	535-3851	292-6203
Human Rights Commission	3rd Thursday of the month at 6:30 PM	Liaison	LeZolle	Deanna Santana (Vilicia Rodriguez)	City Manager's Office	535-8110	920-7007
Independent Hearing Panel (IEA)	2nd Monday in February/August @ 5:00 PM	Liaison	Reed	Mike Hamon	PGCE	277-4703	277-3290
Investment Committee	quarterly			Scott Johnson (Julia Cooper)	Finance	535-7000	292-6482
Library Commission	2nd Wednesday of the month at 7:00 PM	Liaison	Yeager	Jane Light	Library	808-2150	808-2133

OFFICIAL CITY BOARD, COMMISSION, COMMITTEE ROSTER

August 2006

Board, Commission or Committee	Meeting Schedule	Position	Council Member	Staff Contact(s)	Department	Phone	Fax #
Board, Commission or Committee							
Making Government Work Better Committee	3rd Thursday of the month at 1:30 PM	Chair Vice-Chair	Reed LeZolle Cortese Yeager	Kay Winer David Baum	City Manager's Office Redevelopment Agency	535-8130 795-1819	920-7007 292-6755
Mayor's Gang Prevention Task Force	Last Friday of the month at 7:30 AM	Chair	Gonzales	Angel Rios Chief Rob Davis Chief Jeff Chel	PRNS Police Fire	535-3576 277-4212 277-5488	292-6412 277-5771 277-3198
Mobile Home Advisory Commission	3rd Wednesday in Even months at 5:30 PM	Liaison	Reed	Leslie Krulko (Vivian Freix-Hart)	Housing	535-3851	292-6203
Parks and Recreation Commission	1st & 3rd Wednesdays of the month at 4:00 PM	Liaison	Yeager	Albert Balaggo	PRNS	795-5553	292-6299
Planning Commission	2nd & 4th Wednesdays of the month at 6:00 PM		LeZolle	Jean Hamilton	PRCE	535-7850	292-6237
Police and Fire Retirement Board	1st Thursday of the month at 8:30 AM		Chavez	Ed Overton	Retirement Services	392-6703	392-0771
Police and Fire Retirement Board, Investment Committee	3rd Thursday of the month			Ed Overton	Retirement Services	392-6703	392-0771
Police and Fire Retirement Board, Investment Committee of the Whole	Quarterly			Ed Overton	Retirement Services	392-6703	392-0771
Police and Fire Retirement Board Real Estate Committee	Quarterly, 3rd Thursday			Ed Overton	Retirement Services	392-0771	392-0771
Rules Committee	Every Wednesday at 2:00 PM	Chair Vice-Chair	Chavez Campos Chirco Williams	Deanna Santana (Nadine Nader) Rick Doyle Lee Price Gary Miskimon	City Manager's Office City Attorney City Clerk Redevelopment Agency	535-8280 535-1950 535-1252 795-1800	920-7007 998-3131 292-6207 292-6755
San Jose Arena Authority	4th Wednesday of the month, except July & November	Alternate	Yeager	Chris Morrissey	San Jose Authority	977-4780	977-4784
SJISC Clean Water Financing Authority	2nd Wednesday in May		Yeager	Scott Johnson (Julia Cooper)	Finance	535-7000	292-6482
San Jose Beautiful	3rd Monday of the month at 4:00 PM		LeZolle	John Stufflebean	Environmental Services	535-8560	292-6211
San Jose Sports Authority	3rd Wednesday, every other month		Williams	Cynthia Bojorquez (Margaret Wagene)	PRNS	535-3581	292-6299
Senior Citizens Commission	2nd Thursday of the month at 1:30 PM		Chavez	Jill Garcia	San Jose Sports Authority	288-2930	278-1868
Silicon Valley Workforce Investment Network	Monthly		LeZolle	Angel Rios (Diane Lindberg)	PRNS	277-2717	921-0126
Small Business Development Commission	2nd Wednesday of the month at 6:00 PM		Reed	Paul Krulko	Economic Development	535-8181	292-6719
Strong Neighborhoods Initiative Project Advisory Committee (SNIPAC)	4th Wednesday of the month at 6:30 PM (except June & December)			Paul Krulko (Dhez Woodworth)	Economic Development	535-8181	292-6719
Sunshine Reform Task Force	1st and 3rd Thursday, July-Dec 2006			Jose Villarreal	Redevelopment Agency	535-8508	292-6755
Traffic Appeals Commission	3rd Thursday of the month at 7:00 PM		Yeager	Sheila Tucker	City Manager's Office	535-8115	920-7007
Treatment Plant Advisory Committee (TPAC)	monthly		Chavez LeZolle Campos	Arni Kolarik Laura Weis John Stufflebean	Transportation Environmental Services	535-3838 535-8560	292-6092 292-6211
Youth Commission	4th Monday of the month at 6:30 PM		Chirco	Cynthia Bojorquez (Belly Montoya)	PRNS	535-3581	292-6299

Footnote:

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