



COUNCIL AGENDA: 9-11-07
ITEM: 4.4

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Joseph Horwedel

SUBJECT: SEE BELOW

DATE: August 24, 2007

Approved

Paul Kruth

Date

8/28/07

**SUBJECT: Envision San Jose 2040 Task Force Attendance and Membership
Replacement Policies**

RECOMMENDATION

The City Council approve the attached framework for Task Force membership for the proposed Envision San Jose 2040 Task Force.

OUTCOME

Establishment of a Task Force membership framework including attendance and membership replacement requirements for the Envision San Jose 2040 Task Force will provide clear guidance to the Task Force regarding the Council's expectations for consistent attendance by Task Force members and how the Task Force and City Council will address task force vacancies.

BACKGROUND

Based on staff's work with other task forces, it is useful to have clear rules on attendance and membership replacement. In consultation with the Co-Chairs and Vice Chair, there is interest in City Council action on Task Force attendance and membership replacement policies prior to the first meeting of the Task Force.

ANALYSIS

The proposed Task Force membership framework acknowledges the importance and expectation of consistent attendance at meetings, as there will be much information presented and discussed at each meeting. The proposed framework is described below, and is attached hereto as Attachment "A."

Attendance Requirement

A member of the Envision San Jose 2040 Task Force shall be removed from the Task Force

HONORABLE MAYOR AND CITY COUNCIL

RE: **Envision San Jose 2040 Task Force**

August 24, 2007

Page 2

after either three consecutive unexcused absences or a total number of unexcused absences greater than 30 % of the total meetings during a nine-month period. The following portions of Section 2.08.060.B of the San Jose Municipal Code apply to the Task Force to define situations that are not unexcused absences -- in other words, where the Task Force member's absence is excused -- including:

- An absence due to an illness of the member, or illness or death of a member's spouse, parent, child, brother or sister; or,
- For any member who is a City Councilmember or a city employee, an absence due to the member performing required city business.

Membership Replacement Requirement

Any seat on the Envision San Jose 2040 Task Force that becomes vacant during the first six months of the process will be filled by action of the City Council. After six months, any seats that become vacant will not be filled, with the exception of the seats for the ten Council District representatives. A Council Office may nominate an individual to fill their vacant Task Force seat, subject to approval by the City Council.

PUBLIC OUTREACH/INTEREST

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater.
- 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.
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may Community group that requires special outreach.

This memorandum will be posted on the City's website and Task Force members will be informed of the item.

EVALUATION/FOLLOW-UP

In conjunction with the approval of the formation of the Task Force on August 7, the Council directed that each Task Force member submit a biography to be assembled into a packet for distribution to the Council and Task Force and posted on the Envision San Jose 2040 website. The Mayor's Office is in the progress of collecting the biographies. When completed, they will be transmitted to Council in an Information Memo and distributed, as noted above.

FISCAL/POLICY ALIGNMENT

The General Plan Update process is guided by principles based on the San Jose 2020 General Plan.

COORDINATION

This memo has been prepared in coordination with the City Attorney's Office.

HONORABLE MAYOR AND CITY COUNCIL

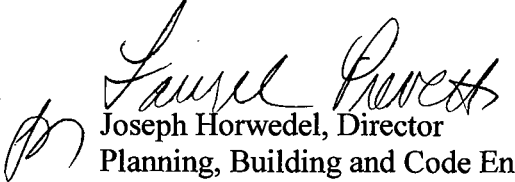
RE: Envision San Jose 2040 Task Force

August 24, 2007

Page 3

CEQA

Not a Project.


Joseph Horwedel, Director
Planning, Building and Code Enforcement

For information on this item, please contact Stan Ketchum, Principal Planner at 535-7876.

Attachment “A”

ENVISION SAN JOSE 2040 TASK FORCE MEMBERSHIP

1. Task Force Members.

The Council appointees to serve as members of the Envision San Jose 2040 Task Force (“Task Force”) are:

Sam Liccardo, Co-Chair
Shirley Lewis, Co-Chair
David Pandori, Vice Chair
Pierluigi Oliverio, Councilmember
Judy Chirco, Councilmember
Jackie Adams, Council District 2 Representative
Teresa Alvarado, Hispanic Foundation
Shiloh Ballard, Silicon Valley Leadership Group
Michele Beasley, Greenbelt Alliance
Beverley Bryant, Home Builders Association of Northern California
Frank Chavez, Story Road Business Association and Alum Rock School Board
Gary Chronert, Council District 9 Representative
Yolanda Cruz, City Labor Alliance
Pastor Oscar Dace, Bible Way Christian Center
Harvey Darnell, Neighborhood Organizations
Pat Dando, San Jose Silicon Valley Chamber of Commerce
Dave Fadness, Council District 10 Representative
Enrique Fernandez, Council District 7 Representative
Phaedra Ellis-Lampkins, South Bay Labor Council
Leslee Hamilton, Parks and Recreation Commission
Sam Ho, San Jose Evergreen Community College District
Dan Hoang, Vietnamese American Federation of Northern California
Lisa Jensen, Council District 3 Representative
Frank Jesse, BEA Systems, Inc.
Matt Kamkar, Planning Commission
Nancy Ianni, Council District 6 Representative
Charles Lauer, Council District 1 Representative
Karl Lee, Chinese American Real Estate Association
Linda LeZotte, Berliner, Cohen, LLC
Dick Santos, Council District 4 Representative
Patricia Saucedo, National Association of Industrial and Office Parks
Erik Schoennauer, Land Use Consultant
Judy Stabile, Past Deputy Director, San Jose Downtown Association
Neil Struthers, Santa Clara County Building Trades Council
Alofa Talivaa, Council District 5 Representative
Michael Van Every, Republic Urban Properties
Jim Zito, Council District 8 Representative

(hereinafter referred to individually as “Member” and collectively as “Members”).



2. Attendance.

a. Removal for Unexcused Absences.

A member of the Envision San Jose 2040 Task Force shall be removed from the Task Force after either three (3) consecutive unexcused absences or a total number of unexcused absences greater than 30 % of the total meetings during a nine-month period.

b. Excused Absences

The following absences are excused absences and shall not be subject to the removal provisions of subsection 2.a above.

- (1) An absence due to an illness of the member, or illness or death of a Member's spouse, parent, child, brother or sister; or,
- (2) For any Member who is a City Councilmember or a city employee, an absence due to the Member performing required city business.

3. Member Replacement.

Any seat on the Envision San Jose 2040 Task Force that becomes vacant within first six (6) months after the appointment of the Member by the Council will be filled by action of the City Council. After six (6) months, any seats that become vacant will not be filled, with the exception of the seats for the ten (10) Council District representatives. A Council member may nominate an individual to fill that Council member's vacant Task Force seat, subject to approval by the City Council.