



Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE**

FROM: MAYOR SAM LICCARDO

**SUBJECT: RULES & OPEN GOVERNMENT
COMMITTEE WORKPLAN**

DATE: December 1, 2016

RECOMMENDATION

Approve the Rules and Open Government Committee workplan for the period from January through June 2017 and setting its meeting schedule as every Wednesday at 2:00 p.m. in the City Hall Wing Committee Meeting Rooms 118-120. The agendas will be posted as the Joint Rules and Open Government Committee and Committee of the Whole.

WORKPLAN CONTENTS

**RULES AND OPEN GOVERNMENT COMMITTEE WORKPLAN
January – June 2017**

COMMITTEE MEMBERS:

Sam Liccardo, Chair
TBD, Vice Chair
TBD, Member
TBD, Member
TBD, Member

STAFF:

Toni J. Taber, City Clerk
Norberto Dueñas, City Manager
Richard Doyle, City Attorney
Candace Le, Mayor's Office

MISSION STATEMENT:

Council agenda setting; Committee agenda setting; City Auditor work plan; Commission appointments that do not require interviews by the full Council; ensuring accessible, responsive, transparent and accountable government.

1. AGENDA:

A. City Council (City Clerk)

1. Review Final Agenda
 - a. Add New Items to final agenda
 - b. Assign "Time Certain" to Agenda Items (if needed)
 - c. Review of Notice Waiver Requests for Agenda Items or Documents (if needed)

2. Review Draft Agenda
 - a. Add New Items to Draft Agenda
 - b. Assign "Time Certain" to Agenda Items (if needed)
 - c. Review of Notice Waiver Requests for Agenda Items or Documents (if needed)
- B. Review of Upcoming Study Session Agenda(s)**
- C. Legislative Update**
 1. State
 2. Federal
- D. Meeting Schedules**
- E. The Public Record**
- F. Boards, Commissions and Committees**
 1. Appointments
 2. Workplans & Annual Reports
- G. Rules Committee Reviews, Recommendations and Approvals**
 1. Consent Calendar
- H. Review of Council Committee Agendas**
 1. Community and Economic Development Committee
 2. Neighborhood Services and Education Committee
 3. Transportation and Environment Committee
 4. Public Safety, Finance and Strategic Support Committee
 5. Rules and Open Government Committee
- I. Open Government**
 1. Appeals of Public Records Act Requests
- J. Open Forum**

Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Committee.
- K. Adjournment**

2. MEETING SCHEDULE:

- A. Approve the proposed schedule of Regular Joint Rules and Open Government Committee and Committee of the Whole meetings to be held on the following dates in San Jose City Hall, Wing – Room 120 at 2:00 p.m.
- January 4, 11, 18, 25
 - February 1, 8, 15, 22
 - March 1, 8, 15, 22, 29
 - April 5, 12, 19, 26
 - May 3, 10, 17, 24, 31
 - June 7, 14, 21

BACKGROUND

The Rules and Open Government Committee sets the Committee's meeting schedule on a semi-annual basis, generally following the adoption of the City Council's meeting schedule. Based upon the Council's meeting schedule, it is now necessary to establish the Rules Committee's meeting schedule for that period.

PUBLIC OUTREACH

This memo will be posted on the City's website for the Agenda of the December 7, 2016 Rules and Open Government Committee meeting.

COORDINATION:

This memo has been coordinated with the Offices of the City Manager, City Attorney, and City Clerk.


SAM LICCARDO
Mayor

For questions, please contact Toni J. Taber, City Clerk at 535-1260.

ATTACHMENT A

Joint Rules and Open Government Committee and Committee of the Whole Meeting Dates January – June 2017
January 4 – Regular Meeting, Room W-120; 2:00 p.m.
January 11 – Regular Meeting, Room W-120; 2:00 p.m.
January 18 – Regular Meeting, Room W-120; 2:00 p.m.
January 25 – Regular Meeting, Room W-120; 2:00 p.m.
February 1 – Regular Meeting, Room W-120; 2:00 p.m.
February 8 – Regular Meeting, Room W-120; 2:00 p.m.
February 15 – Regular Meeting, Room W-120; 2:00 p.m.
February 22 – Regular Meeting, Room W-120; 2:00 p.m.
March 1 – Regular Meeting, Room W-120; 2:00 p.m.
March 8 – Regular Meeting, Room W-120; 2:00 p.m.
March 15 – Regular Meeting, Room W-120; 2:00 p.m.
March 22 – Regular Meeting, Room W-120; 2:00 p.m.
March 29 – Regular Meeting, Room W-120; 2:00 p.m.
April 5 – Regular Meeting, Room W-120; 2:00 p.m.
April 12 – Regular Meeting, Room W-120; 2:00 p.m.
April 19 – Regular Meeting, Room W-120; 2:00 p.m.
April 26 – Regular Meeting, Room W-120; 2:00 p.m.
May 3 – Regular Meeting, Room W-120; 2:00 p.m.
May 10 – Regular Meeting, Room W-120; 2:00 p.m.
May 17 – Regular Meeting, Room W-120; 2:00 p.m.
May 24 – Regular Meeting, Room W-120; 2:00 p.m.
May 31 – Regular Meeting, Room W-120; 2:00 p.m.
June 7 – Regular Meeting, Room W-120; 2:00 p.m.
June 14 – Regular Meeting, Room W-120; 2:00 p.m.
June 21 – Regular Meeting, Room W-120; 2:00 p.m.