



Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE**

FROM: MAYOR SAM LICCARDO

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

DATE: May 25, 2017

RECOMMENDATION

Approve the Rules and Open Government Committee workplan for the period from August through December 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
August – December 2017**

COMMITTEE MEMBERS:

Sam Liccardo, Chair
Magdalena Carrasco, Vice Chair
Dev Davis, Member
Chappie Jones, Member
Johnny Khamis, Member

STAFF:

Toni J. Taber, City Clerk
Norberto Dueñas, City Manager
Richard Doyle, City Attorney
Candace Le, Mayor's Office
Mykel Jeffrey, City Clerk'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.
- August 2, 9, 16, 23, 30
 - September 6, 13, 20, 27
 - October 4, 11, 18, 25
 - November 1, 8, 15, 29
 - December 6, 13
- B. Approve the proposed schedule of Rules In-Lieu meetings to be held on the following dates in San Jose City Hall, City Manager’s Conference Room:
- Tuesday, November 21nd at 9:45 a.m.
 - Wednesday, December 20th at 2:00 p.m.
- C. Cancel the following Regular Rules and Open Government Committee meetings:
- November 22
 - December 20, 27

Note: Currently, there are no City Council meetings scheduled for September 5, 2017; October 10, 2017; November 22, 2017; and December 26, 2017.

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 June 7, 2017 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 August – December 2017
August 2 – Regular Meeting, Room W-120; 2:00 p.m.
August 9 – Regular Meeting, Room W-120; 2:00 p.m.
August 16 – Regular Meeting, Room W-120; 2:00 p.m.
August 23 – Regular Meeting, Room W-120; 2:00 p.m.
August 30 – Regular Meeting, Room W-120; 2:00 p.m.
September 6 – Regular Meeting, Room W-120; 2:00 p.m.
September 13 – Regular Meeting, Room W-120; 2:00 p.m.
September 20 – Regular Meeting, Room W-120; 2:00 p.m.
September 27 – Regular Meeting, Room W-120; 2:00 p.m.
October 4 – Regular Meeting, Room W-120; 2:00 p.m.
October 11 – Regular Meeting, Room W-120; 2:00 p.m.
October 18 – Regular Meeting, Room W-120; 2:00 p.m.
October 25 – Regular Meeting, Room W-120; 2:00 p.m.
November 1 – Regular Meeting, Room W-120; 2:00 p.m.
November 8 – Regular Meeting, Room W-120; 2:00 p.m.
November 15 – Regular Meeting, Room W-120; 2:00 p.m.
November 21 – Rules in Lieu, City Manager’s Conference Room, 9:45 a.m.
November 22 - Regular Meeting Cancelled
November 29 – Regular Meeting, Room W-120; 2:00 p.m.
December 6 – Regular Meeting, Room W-120; 2:00 p.m.
December 14 – Regular Meeting, Room W-120; 2:00 p.m.
December 20 – Rules in Lieu, City Manager’s Conference Room, 2:00 p.m.
December 27 - Regular Meetings Cancelled