

# Task Force Schedule, Roles & Responsibilities, and Ground Rules



Envision San José 2040 4-Year Review

Task Force Meeting

November 16, 2015

# 4-Year Review Schedule



Task	Timeframe
Background Analysis and Development of Preliminary Staff Recommendations	June 2015 – December 2015
Task Force Meetings	November 2015 – April 2016
Environmental Review (Addendum to EIR)	December 2015 – September 2016
Planning Commission and City Council Hearings	September 2016 – October 2016

# Task Force Responsibilities



1. Review materials and be prepared
2. Regularly attend meetings
  - a) No alternates/substitutes
  - b) No more than 1 absence allowed
3. Meet the Four Year Review Schedule
4. Follow Task Force Ground Rules
5. Task Force has limited scope
  - a) No revisions that require an Environmental Impact Report (EIR)
6. Review is subject to the constraints identified by the City Council
7. Each member shall have one vote

# Task Force Ground Rules

1. Start and end meetings on time
2. Everybody participates
3. Be open
4. Listen actively
5. Raise your hand when you wish to speak
6. Help the group achieve desired outcomes
7. Stay focused on the topic at hand
8. Raise any issues or concerns

