



# Memorandum

**TO: RULES & OPEN GOVERNMENT  
COMMITTEE**

**FROM: MAYOR SAM LICCARDO**

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

**DATE: June 12, 2018**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

6-13-18

## RECOMMENDATION

Approve the Rules and Open Government Committee workplan for the period from August through December 2018 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 2018**

### **COMMITTEE MEMBERS:**

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

### **STAFF:**

Toni J. Taber, City Clerk  
Dave Sykes, Assistant City Manager  
Gloria Schmanek, City Manager's Office  
Richard Doyle, City Attorney  
Nicole Inamine, Mayor's Office  
Louis Osemwegie, 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 Special/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. Joint Meeting of the Rules and Open Government Committee and Committee of the Whole
  6. Smart Cities and Service Improvement 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 1, 8, 15, 22, 29
  - September 5, 12, 19, 26
  - October 3, 10, 17, 24, 31
  - November 14, 28
  - December 5, 12
- B. Cancel the following Regular Rules and Open Government Committee meetings:
- November 7, 21
  - November 21
  - December 19, 26

*Note: Currently, there are no City Council meetings scheduled for September 4, 2018; October 9, 2018; November 13 and 20, 2018; and December 25, 2018.*

**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 20, 2018 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**

<b>Joint Rules and Open Government Committee and Committee of the Whole Meeting Dates August – December 2018</b>
August 1 – Regular Meeting, Room W-120; 2:00 p.m.
August 8 – Regular Meeting, Room W-120; 2:00 p.m.
August 15 – Regular Meeting, Room W-120; 2:00 p.m.
August 22 – Regular Meeting, Room W-120; 2:00 p.m.
August 29 – Regular Meeting, Room W-120; 2:00 p.m.
September 5 – Regular Meeting, Room W-120; 2:00 p.m.
September 12 – Regular Meeting, Room W-120; 2:00 p.m.
September 19 – Regular Meeting, Room W-120; 2:00 p.m.
September 26 – Regular Meeting, Room W-120; 2:00 p.m.
October 3 – Regular Meeting, Room W-120; 2:00 p.m.
October 10 – Regular Meeting, Room W-120; 2:00 p.m.
October 17 – Regular Meeting, Room W-120; 2:00 p.m.
October 24 – Regular Meeting, Room W-120; 2:00 p.m.
October 31 – Regular Meeting, Room W-120; 2:00 p.m.
November 7 – <b>Regular Meeting Cancelled</b>
November 14 – Regular Meeting, Room W-120; 2:00 p.m.
November 20 – <b>Regular Meeting Cancelled</b>
November 21 - <b>Regular Meeting Cancelled</b>
November 28 – Regular Meeting, Room W-120; 2:00 p.m.
December 5 – Regular Meeting, Room W-120; 2:00 p.m.
December 13 – Regular Meeting, Room W-120; 2:00 p.m.
December 19 – <b>Regular Meeting Cancelled</b>
December 26 - <b>Regular Meetings Cancelled</b>