



# Memorandum

**TO: RULES & OPEN GOVERNMENT  
COMMITTEE**

**FROM: MAYOR SAM LICCARDO**

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

**DATE: June 12, 2019**

Approved:

Date:

06/13/2019

## RECOMMENDATION

Approve the Rules and Open Government Committee workplan for the period from July 2019 through June 2020 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  
July 2019 – June 2020**

### **COMMITTEE MEMBERS:**

Sam Liccardo, Chair  
Chappie Jones, Vice Chair  
Sylvia Arenas, Member  
Dev Davis, Member  
Johnny Khamis, Member

### **STAFF:**

Richard Doyle, City Attorney  
Toni J. Taber, City Clerk  
Dave Sykes, City Manager  
Mackenzie Mossing, Mayor's Office  
Gloria Schmanek, City Manager'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.
- July 31
  - August 7, 14, 21, 28
  - September 4, 11, 18, 25
  - October 2, 9, 16, 23, 30
  - November 6, 13, 20
  - December 4, 11
  - January 8, 15, 22, 29
  - February 5, 12, 19, 26
  - March 4, 11, 18, 25
  - April 1, 8, 15, 22, 29
  - May 6, 13, 20, 27
  - June 3, 10, 17
- B. Approve the proposed Rules-in-Lieu meetings to be held on the following dates in San José City Hall City Manager’s Conference Room T-1734 at 10:00 a.m.: Tuesday, November 26, 2019; Wednesday, December 18, 2019.

**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 19, 2019 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 July 2019 – June 2020</b>
July 31 – Regular Meeting, Room W-120; 2:00 p.m.
August 7 – Regular Meeting, Room W-120; 2:00 p.m.
August 14 – Regular Meeting, Room W-120; 2:00 p.m.
August 21 – Regular Meeting, Room W-120; 2:00 p.m.
August 28 – Regular Meeting, Room W-120; 2:00 p.m.
September 4 – Regular Meeting, Room W-120; 2:00 p.m.
September 11 – Regular Meeting, Room W-120; 2:00 p.m.
September 18 – Regular Meeting, Room W-120; 2:00 p.m.
September 25 – Regular Meeting, Room W-120; 2:00 p.m.
October 2 – Regular Meeting, Room W-120; 2:00 p.m.
October 9 – Regular Meeting, Room W-120; 2:00 p.m.
October 16 – Regular Meeting, Room W-120; 2:00 p.m.
October 23 – Regular Meeting, Room W-120; 2:00 p.m.
October 30 – Regular Meeting, Room W-120; 2:00 p.m.
November 6 – Regular Meeting, Room W-120; 2:00 p.m.
November 13 – Regular Meeting, Room W-120; 2:00 p.m.
November 20 – Regular Meeting, Room W-120; 2:00 p.m.
November 26 – <b>Rules-in-lieu</b> , Room T-1734; 10:00 a.m.
December 4 – Regular Meeting, Room W-120; 2:00 p.m.
December 11 – Regular Meeting, Room W-120; 2:00 p.m.
December 18 – <b>Rules-in-lieu</b> , Room T-1734; 10:00 a.m.
January 8 – Regular Meeting, Room W-120; 2:00 p.m.
January 15 – Regular Meeting, Room W-120; 2:00 p.m.
January 22 – Regular Meeting, Room W-120; 2:00 p.m.
January 29 – Regular Meeting, Room W-120; 2:00 p.m.
February 5 – Regular Meeting, Room W-120; 2:00 p.m.
February 12 – Regular Meeting, Room W-120; 2:00 p.m.
February 19 – Regular Meeting, Room W-120; 2:00 p.m.
February 26 – Regular Meeting, Room W-120; 2:00 p.m.
March 4 – Regular Meeting, Room W-120; 2:00 p.m.
March 11 – Regular Meeting, Room W-120; 2:00 p.m.
March 18 – Regular Meeting, Room W-120; 2:00 p.m.
March 25 – Regular Meeting, Room W-120; 2:00 p.m.
April 1 – Regular Meeting, Room W-120; 2:00 p.m.
April 8 – Regular Meeting, Room W-120; 2:00 p.m.
April 15 – Regular Meeting, Room W-120; 2:00 p.m.
April 22 – Regular Meeting, Room W-120; 2:00 p.m.
April 29 – Regular Meeting, Room W-120; 2:00 p.m.
May 6 – Regular Meeting, Room W-120; 2:00 p.m.
May 13 – Regular Meeting, Room W-120; 2:00 p.m.

May 20 – Regular Meeting, Room W-120; 2:00 p.m.
May 27 – Regular Meeting, Room W-120; 2:00 p.m.
June 3 – Regular Meeting, Room W-120; 2:00 p.m.
June 10 – Regular Meeting, Room W-120; 2:00 p.m.
June 17 – Regular Meeting, Room W-120; 2:00 p.m.