



Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE**

**FROM: VICE-MAYOR CHAPPIE
JONES**

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

DATE: June 17, 2021

RECOMMENDATION

Approve the Rules and Open Government Committee workplan for the period from July 2021 through June 2022 and setting its meeting schedule as every Wednesday at 2:00 p.m. in the City Hall Wing Committee Meeting Rooms 118-120 or held virtually via Zoom in declared emergencies. 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 2021 – June 2022

COMMITTEE MEMBERS:

Chappie Jones, Chair
Raul Peralez, Vice Chair
Sylvia Arenas, Member
Dev Davis, Member
David Cohen, Member

STAFF:

Nora Frimann, City Attorney
Toni J. Taber, City Clerk
Lee Wilcox, Deputy City Manager
Nasrine Lakabi, Vice 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. or virtually via Zoom in declared emergencies.

2021

- July 28
- August 4, 11, 18, 25
- September 1, 8, 15, 22, 29
- October 6, 13, 20, 27
- November 3, 10, 17
- December 1, 8

2022

- January 5, 12, 19, 26
- February 2, 9, 16, 23
- March 2, 9, 16, 23, 30
- April 6, 13, 20, 27
- May 4, 11, 18, 25
- June 1, 8, 15, 22

- B. Approve the proposed Rules in Lieu meetings to be held on the following dates in San José City Hall, Room 1734 or other location to be noticed on the agenda at 11 a.m.

2021

- November 23
- December 23

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 23, 2021 Rules and Open Government Committee meeting.

COORDINATION:

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

CHAPPIE JONES
Vice-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 July 2021 – June 2022 |
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| July 28 – Regular Meeting, Room W-120; 2:00 p.m. |
| August 4 – Regular Meeting, Room W-120; 2:00 p.m. |
| August 11 – Regular Meeting, Room W-120; 2:00 p.m. |
| August 18 – Regular Meeting, Room W-120; 2:00 p.m. |
| August 25 – Regular Meeting, Room W-120; 2:00 p.m. |
| September 1 – Regular Meeting, Room W-120; 2:00 p.m. |
| September 8 – Regular Meeting, Room W-120; 2:00 p.m. |
| September 15 – Regular Meeting, Room W-120; 2:00 p.m. |
| September 22 – Regular Meeting, Room W-120; 2:00 p.m. |
| September 29 – Regular Meeting, Room W-120; 2:00 p.m. |
| October 6 – Regular Meeting, Room W-120; 2:00 p.m. |
| October 13 – Regular Meeting, Room W-120; 2:00 p.m. |
| October 20 – Regular Meeting, Room W-120; 2:00 p.m. |
| October 27 – Regular Meeting, Room W-120; 2:00 p.m. |
| November 3 – Regular Meeting, Room W-120; 2:00 p.m. |
| November 10 – Regular Meeting, Room W-120; 2:00 p.m. |
| November 17 – Regular Meeting, Room W-120; 2:00 p.m. |
| November 23 – Rules-in-lieu , Room T-1734; 10:00 a.m. |
| December 1 – Regular Meeting, Room W-120; 2:00 p.m. |
| December 8 – Regular Meeting, Room W-120; 2:00 p.m. |
| December 23 – Rules-in-lieu , Room T-1734; 10:00 a.m. |
| January 5 – Regular Meeting, Room W-120; 2:00 p.m. |
| January 12 – Regular Meeting, Room W-120; 2:00 p.m. |
| January 19 – Regular Meeting, Room W-120; 2:00 p.m. |
| January 26 – Regular Meeting, Room W-120; 2:00 p.m. |
| February 2 – Regular Meeting, Room W-120; 2:00 p.m. |
| February 9 – Regular Meeting, Room W-120; 2:00 p.m. |
| February 16 – Regular Meeting, Room W-120; 2:00 p.m. |
| February 23 – Regular Meeting, Room W-120; 2:00 p.m. |
| March 2 – Regular Meeting, Room W-120; 2:00 p.m. |
| March 9 – Regular Meeting, Room W-120; 2:00 p.m. |
| March 16 – Regular Meeting, Room W-120; 2:00 p.m. |
| March 23 – Regular Meeting, Room W-120; 2:00 p.m. |
| March 30 – Regular Meeting, Room W-120; 2:00 p.m. |
| April 6 – Regular Meeting, Room W-120; 2:00 p.m. |
| April 13 – Regular Meeting, Room W-120; 2:00 p.m. |
| April 20 – Regular Meeting, Room W-120; 2:00 p.m. |
| April 27 – Regular Meeting, Room W-120; 2:00 p.m. |
| May 4 – Regular Meeting, Room W-120; 2:00 p.m. |
| May 11 – Regular Meeting, Room W-120; 2:00 p.m. |

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| May 18 – Regular Meeting, Room W-120; 2:00 p.m. |
| May 25 – Regular Meeting, Room W-120; 2:00 p.m. |
| June 1 – Regular Meeting, Room W-120; 2:00 p.m. |
| June 8 – Regular Meeting, Room W-120; 2:00 p.m. |
| June 15 – Regular Meeting, Room W-120; 2:00 p.m. |
| June 22 – Regular Meeting, Room W-120; 2:00 p.m. |