

**CITY OF SANTA CLARA**  
**Council Committee List/Agency Memberships**

**CITY COMMITTEES (City staff responsible for preparing and posting the agendas for the meetings).**

**1. Americans with Disabilities Act Committee (ADA):**

Date: Meets on the second Thursday of March, June, September and December

Time: 10:00 am to 12:00 pm

Location: City Hall Council Chambers

Council Member: Davis (Chair) Alternate: Mahan

Staff Members: Director of Public Works

Established on September 29, 1992, to review accessibility issues, the Committee includes individuals and representatives from community organizations such as VIA Rehabilitation, Self Help for Hard of Hearing People, and the Adult Independence Development Center.

**2. Architectural Committee:**

Date: Meets on scheduled Wednesdays, 16 meetings per year

Time: 7:00 pm

Location: City Hall Council Chambers

Council Member: O'Neill Alternate: Mahan

Staff Members: Associate Planner or Assistant Planner

Originally established in 1960 and reinstated as a Council Committee on January 21, 1986, the Committee, which includes two appointed members of the Planning Commission, reviews new development projects to encourage orderly and harmonious appearance of structures and property, maintains property and improvement values, and encourages the physical development as intended by the General Plan.

**3. Audit Committee:**

Date: Meets on call

Time: Usually at 5:00 pm or 5:30 pm or during business hours

Location: City Hall

Council Members: Kolstad (Chair), Watanabe, Gillmor Alternate: Mahan

Staff Members: City Manager, Director of Finance, City Auditor

Reviews the annual independent audits, Comprehensive Annual Financial Report, Single Audit Report, Electric Utility Financial Statements, Stadium Authority Financial Statements, and City Auditor's Annual Report. Meetings are attended with independent auditor.

**4. Bicycle Pedestrian Advisory Committee (BPAC):**

Date: Meets on the third Wednesday of January, March, June, August and October

Time: 4:00 pm

Location: Community Development Department Conference Room, City Hall

Council Member: O'Neill (Chair) Alternate: Watanabe

Staff Members: Director of Public Works, Traffic Engineer, Police Department Traffic Sergeant,

Originally established on May 14, 1991, the Committee was established to explore developing safe bicycle lanes and routes on City streets. The Committee name and duties was revised in March 25, 2014 to include pedestrian aspects and to also provide input on non-engineering activities to increase pedestrian and bicycle usage in the City.

**5. Child Care and Preschool Committee:**

Date: Meets on call

Time: Usually 5:30 pm

Location: City Hall

Council Members: Gillmor (Chair), O'Neill, Mahan

Staff Members: Director of Parks and Recreation

Reviews current issues, trends and regulations relating to child care locally, statewide and nationally. Discusses ways of improving child care within the City.

**6. Council Goal Setting Committee:**

Date: Meets on call

Location: City Hall

Council Members: O'Neill (Chair), Gillmor, Davis

Staff Members: City Manager, Community Relations Manager

Established to develop a Goal Setting Program to identify overarching goals and action goals for a two-year period.

**7. Council Officers and Elected Full-Time Employees Performance/Salary Review Committee:**

Date: Meets on call

Location: CMO Staff Conference Room, City Hall

Council Members: Gillmor (Chair), Caserta, Kolstad      Alternate: O'Neill

Staff Members: Director of Human Resources

Established in 1990, the Committee meets when needed to review the salaries/performance of the appointed positions of City Manager, City Attorney, and City Auditor and the elected full-time positions of City Clerk and Chief of Police. All other performance/salary reviews are conducted by the City Manager per the City Charter.

**8. Downtown Revitalization Plan Committee:**

Date: Meets on call

Location: City Hall

Council Members: Davis (Chair), O'Neill, Watanabe      Alternate: Kolstad

Staff Members: Director of Community Development, Assistant City Manager (EDO)

Established in 2010, the Committee meets when needed to review the current Downtown revitalization plan and to evaluate whether to re-confirm the existing conceptual plan or to re-visit the plan to explore alternative approaches.



**13. Housing Rehabilitation Loan Committee (NCIP):**

Date: Meets quarterly on the second Thursday of February, April, July and October

Time: 8:00 am

Location: CMO Staff Conference Room, City Hall

Council Member: O'Neill (Chair) Alternate: Mahan

Staff Members: Director of Community Development, Housing and Community Services  
Division Manager

Established to review requests for services from eligible residents using funds from the Neighborhood Conservation and Improvement Program. The Committee includes one Council Member and three at-large representatives from the community.

**14. Marketing Committee:**

Date: Meets on the third Wednesday of every month

Time: 4:00 pm

Location: Central Park Library, Margie Edinger Community Room,  
2635 Homestead Road, Santa Clara

Council Members: Davis (Chair), Gillmor, Watanabe

Staff Members: Community Relations Manager

Established on January 14, 2014 to review ongoing marketing efforts and consider additional methods of promoting the City.

**15. Neighborhood Enhancement Committee:**

Date: Meets on call

Location: Usually in the Council Conference Room, City Hall

Council Members: Gillmor (Chair), Davis, O'Neill

Staff members: City Manager, Director of Community Development, Director of Public Works,  
Chief of Police

Established in 1999 to identify and evaluate both residential and non-residential neighborhoods and implement measures for enhancement of these areas.

**16. Police Activities League (PAL):**

Date: Meets second Wednesday of every month

Time: 7:00 pm

Location: Police Department Community Room, 601 El Camino Real, Santa Clara

Council Member: Gillmor Alternate: Watanabe

Staff Members: PAL Executive Director, Chief of Police

Founded and incorporated in 1970 as a nonprofit organization to provide a place where the youth of the City may enjoy educational and social benefits and athletic activities under competent supervision. The organization is managed by a board of directors comprised of volunteers.

**17. Santa Clara Sister Cities Association:**

Date: Meets third Tuesday of every month

Time: 7:00 pm

Location: Headen Inman House for Board Meetings

Council Member: Davis Alternate: Watanabe

Staff Member: Community Relations Manager

The Santa Clara Sister Cities Association, an independent non-profit organization, assists the City in exchange activities with Coimbra, Portugal, Izumo, Japan and Limerick, Ireland -- Santa Clara's

three sister-cities. The Council appoints a representative to serve as liaison to the Association.

**18. Santa Clara University Liaison/Neighborhood-University Relations Committee (NURC):**

Date: Meets three times annually on Monday evenings during the academic year

Time: 7:00 pm

Location: SCU Schott Admissions and Enrollment Building, Room 406

Council Members: O'Neill (Chair), Gillmor, Davis

Staff Members: City Manager, Director of Community Development, Code Enforcement Technician, Chief of Police

Established in 1990 to review student housing issues (formerly Student Housing Committee). Established a forum for on-going communication and problem solving among City officials, neighborhoods, property owners and Santa Clara University officials and students. Santa Clara University/City Liaison Committee and NURC were combined because of the similar topics that the two committees cover. Three NURC meetings will be held per year (October/November, February and April) for neighborhood issues, and the STAFF TASK FORCE and the CITY-NEIGHBORHOOD FORUM will no longer be held (pursuant to Council action of June 23, 2009).

A University-City Subcommittee comprised of NURC City Council Members, University officials and City Executive Team Members will meet as needed.