



Council in attendance:

Teresa O'Neill, Chair/Vice Mayor
Patrick Kolstad, Councilmember

Staff in attendance:

Rajeev Batra, Acting City Manager
Richard E. Nosky, Jr., City Attorney
Rod Diridon, Jr., City Clerk

Ruth Shikada, Assistant City
Manager/Economic Development
Officer


Matters for Council Action: None

1. **Call to Order**. The meeting was called to order by Chair O'Neill at 4:06 p.m.
2. **Approval of Minutes from January 15, 2016 Meeting**. The Committee tabled the approval of the minutes from the January 15, 2016 meeting to the May 9, 2016 meeting.
3. **Work Plan Update**. Chair O'Neill circulated a proposed Work Plan to the Committee. The Committee reviewed the Work Plan topics, and discussed the agenda setting process and agenda posting process as priority topics on the proposed Work Plan.
4. **Proposed Process for Board and Commission Interview Process**. The City Clerk distributed a handout entitled "City of Santa Clara Voting Guidelines for the Appointment of Board and Commission Members." The Committee referred the discussion to a future meeting.
5. **Review Posting of Board and Commission Minutes**. The Committee discussed the current process of posting Board and Commission minutes in a timely manner. Staff acknowledged the issue and that staff is evaluating the current process. Staff will report back at a later date to the Committee after an evaluation is completed.
6. **Review of Council Policy & Procedures and Directives**. Staff will review current Council Policy and Procedures and City Managers Directives to determine the City's existing policies related to the agenda setting process and agenda posting process. Staff will return to the next Committee meeting with an update.
7. **Next Meeting on May 9, 2016**. This was discussed at the meeting.

8. **Public Presentations**. No public presentations.

9. Adjourned at 5:15 p.m.

Prepared by:



Yvonne Felix Galletta
Management Analyst to the City Manager