



MEETING MINUTES
Monday, August 8, 2016 – 4 p.m.

Committee Members

Teresa O'Neill, Vice Mayor and Chair
Debi Davis, Council Member
Pat Kolstad, Council Member

Staff

Rajeev Batra, Acting City Manager
Richard Nosky, City Attorney
Rod Diridon, Jr., City Clerk
Jennifer Yamaguma, Community Relations Manager
Genevieve Yip, Office Specialist to the City Council

Attendees

Linda Zazzara, Resident
Deborah Bress, Resident

1. Call to Order

The Chair called the meeting to order at 4:08 p.m.

2. Approval of Minutes from June 20, 2016

It was moved by Council Member Kolstad, seconded by Council Member Davis, and passed by a 3-0 vote that the Committee approve the minutes of the June 20, 2016 meeting.

3. Update on Work Plan Items from the June 20, 2016 Meeting

a. History of Citizen's Advisory Committee

The Chair noted that the Committee would be reviewing the history of the Citizen's Advisory Committee, including the intent of the Committee's creation and the scope/mission of the Committee. The Chair noted that the topic would be agendized at an upcoming Governance Committee meeting.

b. Process for Placing an Item on the City Council Agenda

i. Discuss Criteria for Placing an Item on a City Council Meeting agenda

Staff discussed the current process of placing an item on a City Council Meeting agenda and noted that a subcommittee has been established to help update and evaluate processes identified between the City Charter, City Code, City Manager Directives, Policies and Procedures, and the Elected Officials Handbook. The Chair requested that a draft written policy for adding an item on the Council agenda be presented at the September 12, 2016 Governance Committee meeting.

c. Review City Manager's Directive (CMD 12) entitled "Citizen Complaints and/or Service Requests" – City's Uniformed Complaint Process

Staff distributed a handout of the City Manager's Directive (CMD 12) "Citizen Complaints and/or Service Requests." The Committee discussed the process for

citizens to submit comments and inquiries. Staff reported that residents have the option to submit their comments and inquiries on the City's website and the My Santa Clara application available on smartphone devices. Staff reported that the comment portal has a workflow functionality that enables software to track and route the submission to the appropriate department. The Chair discussed the consideration of having an ongoing residential user group forum for residents to provide their feedback. Staff reported that the City is working on a Phase II launch that will enable the application to have more functionality. Residents Linda Zazzara and Deborah Bress made general comments regarding the City's website interface.

d. City's Policy on Free Speech at City Public Meetings

The Chair reported that she met with the City Attorney to discuss free speech and to review the City's "Behavioral Standards for Public Meetings" to ensure that there were no infringements on the First Amendment. The Chair reported that the policy was reviewed and that no modifications were needed at this time. Resident Deborah Bress made general comments regarding the "Pledge of Allegiance and Statement of Values" at City Council Meetings.

e. Updates from Committee Members & Staff of Items Listed on the Work Plan

The Chair briefly reviewed the work plan and noted that adding an item to the agenda and the agenda posting process would be discussed at the next meeting.

4. Public Presentations

There were no public presentations.

5. Next Meeting on September 12, 2016

The Chair announced that the next Committee meeting is on September 12, 2016.

6. Adjourn

The meeting was adjourned at 5:16 p.m.