



Meeting Minutes
Monday, March 13, 2017 – 4 pm.

Committee Members

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

Staff

Rajeev Batra, Interim City Manager
Brian Doyle, Interim City Attorney
Rod Diridon, Jr., City Clerk/Auditor
Jennifer Yamaguma, Community Relations Manager
Genevieve Yip, Office Specialist to the City Council

Attendees

Harbir Bhatia, Resident
Deborah Bress, Resident
Linda Zazzara, Resident

1. Call to Order

The Chair called the meeting to order at 4:06 p.m.

2. Approval of Minutes from January 11, 2017

It was moved by Council Member Kolstad, seconded by Council Member Davis, and unanimously carried, that the Committee approve the minutes of the January 11, 2017 meeting.

3. Update on proposed Memorandum of Understanding (MOU) with the Citizens Advisory Committee (CAC)

Staff reported that the Citizens Advisory Committee (CAC) has not provided an update regarding the proposed Memorandum of Understanding (MOU). The Chair noted that she will reach out to the Citizens Advisory Committee (CAC) Chair regarding any further updates.

4. Review of Donations Policies, as Directed by the City Council

The Committee reviewed Policy and Procedure 016 *Gifts to the City* and discussed the City's donation policy. Staff suggested preparing a quarterly report for donations received from the community in lieu of individual reports. The Committee also discussed drafting a policy for sponsorships. Residents Deborah Bress and Harbir Bhatia made general comments regarding sponsorship precautions. The Chair directed staff to modify Policy and Procedure 016 *Gifts to the City* for the Committee's review at the April 10, 2017 Governance Committee Meeting and to continue the discussion regarding a policy for sponsorships to the May 8, 2017 Governance Committee Meeting.

5. Review Two Opportunities for Public Presentations on the Agenda, as Directed by the City Council

Staff reported the results of the survey conducted of cities in regards to having one opportunity for public presentations on the agenda versus two opportunities for public presentations on the agenda. The consensus of the cities surveyed was that there was one opportunity for public presentations on the agenda. The Committee discussed keeping Public Presentations at the front of the agenda and observing how the new agenda placement works for the public.

6. Review Court Case Smith v. San Jose and Creation of Necessary Policies with Regard to Public Records Act

The City Attorney reported on the Ted Smith v. City of San Jose California Supreme Court and its effect on the City. The Committee discussed drafting and implementing separate policies for both the Council and City employees. Resident Deborah Bress made general comments regarding this court case. The Chair directed the City Attorney to draft a policy for the Committee's review at the April 10, 2017 Governance Committee Meeting.

7. Update on Work Plan Items

The Committee identified Work Plan Items 7, 14, and 23, as the next areas of focus. The City Manager reported on Work Plan Item 7 *Council Goal Setting Process* that staff is working on report for the goal setting process that will be presented to the Council. The Committee discussed Work Plan Item 14 *Responsibilities assigned to Commissions and Committees* to clarify the responsibilities assigned to Commissions and Committees. The Committee noted that direction should be delegated by the City Council to the Commissions and Committees. The Committee discussed Work Plan Item 23 *Auditor General Function* and how this role would help with internal audit practices within the City.

a. Update regarding Committee's review of current Policies and Procedures

The Committee discussed the possibility of implementing a requirement of providing meeting minutes within 30 days from the meeting; however, as some committees meet quarterly, a separate process would need to be defined.

b. Review matrix of routine items and consideration for delegation of authority from City Council to City Manager

The Chair asked that once the current recommendations are formally adopted by the Council, other items should be reviewed at the Governance Committee level on a monthly basis. The next set of recommendations will be brought to the May 8 Governance Committee meeting.

8. Public Presentations

There were no public presentations.

9. Adjourn

The meeting was adjourned at 6:06 p.m.