



**Meeting Minutes  
April 10, 2017 at 4 p.m.**

**Committee Members**

Council Member Teresa O'Neill, Chair  
Council Member Debi Davis  
Council Member Patrick Kolstad (Absent)

**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

**1. Call to Order**

The chair called the meeting to order at 4:05 p.m.

**2. Approval of Minutes from March 13, 2017**

It was moved by Council Member Davis seconded and unanimously carried, that the Committee approve the minutes of the March 13, 2017 Governance Committee meeting.

**3. Public Presentations**

There were no public presentations.

**4. Update on the proposed Memorandum of Understanding with the Citizens Advisory Committee (CAC)**

Staff reported that the Citizens Advisory Committee (CAC) indicated that there appeared to be hesitation with the proposed Memorandum of Understanding (MOU) and that there was concern regarding holding CAC meetings at other City facilities other than at City Hall. Due to City Hall hours of operation and the independence of the CAC, staff indicated a preference for the committee to meet at one of the City's community rooms so as to avoid being locked out or having capacity limitations by meeting in the conference room. The Chair requested that a meeting be arranged between herself, the City Attorney and the CAC.

**5. Review Council Policy Related to Public Records Act as a Result of Court Case Smith v San Jose**

The Interim City Attorney presented the draft Mayor and Council Public Records Policy to the Committee for review. He noted that the draft policy is for the Mayor and Council and there will be separate policy for City staff. The Committee discussed the draft policy and recommended that it be reviewed by the full City Council. It was moved by Council Member Davis, seconded by Chair O'Neill, and unanimously carried, that the Committee send the recommendation to City Council at the next feasible Council Meeting.

**6. Discussion Regarding Setting a Hard-stop End Time for Council Meetings**

The Committee discussed the possibility of implementing a Hard-stop End Time for City Council Meetings. The Chair directed staff to survey other jurisdictions that have time-certain items and hard-stop end times for City Council Meetings and report back to the Committee at an upcoming meeting.

**7. Update on Policies Related to Donations**

The Community Relations Manager distributed the draft revised Policy and Procedure 016 *Gifts to the City* for the Committee's review. The draft amendment included updates to the purpose, policy, and procedure. The Chair directed staff to draft a policy for sponsorships for the Committee's review at the May 8, 2017 Governance Committee Meeting.

**8. Update on Work Plan Items**

The Chair discussed Work Plan Item 23 *Auditor General Function* and commented that the City Charter allows the Council to appoint any officer or employee of the city as City Auditor. The Chair noted that she would like to have the preliminary discussion regarding Work Plan Item 23 *Auditor General Function* at the May 8, 2017 Governance Committee Meeting.

The Chair discussed how the questions and concerns can be addressed and how to respond to inquiries from the public at a Council Meeting. The Interim City Attorney noted that there is not any legal requirement to answer the public's questions and that the conduct of the City Council Meetings is to address the Mayor, as she directs the meeting.

**9. Adjournment**

The meeting was adjourned at 6:10 p.m.