



**DRAFT – Meeting Minutes  
July 10, 2017 at 4:00 p.m.**

**Committee Members Present:**

Council Member Teresa O'Neill (Chair)  
Council Member Debi Davis  
Council Member Pat Kolstad

**Staff:**

City Manager, Rajeev Batra  
Interim City Attorney, Brian Doyle  
City Clerk/Auditor, Rod Diridon, Jr.  
Assistant City Manager, Alan Kurotori  
Community Relations Manager, Jennifer Yamaguma (Staff Liaison)  
Office Specialist to the City Council, Genevieve Yip

**Matters for Council Action**

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The Committee recommended (3-0) that the review of conflict of interest polices be referred back to the full City Council.

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**1. Call to Order**

Council Member Davis called the meeting to order at 4:01 p.m. with herself and Council Member Kolstad present. Chair O'Neill arrived at 4:03 p.m. after her previous meeting.

**2. Approval of Minutes from June 12, 2017**

It was moved by Council Member Davis, seconded by Council Member Kolstad, and unanimously carried, that the Committee approve the minutes of the June 12, 2017 meeting.

**3. Public Presentations**

Deborah Bress made general comments regarding the availability of agenda material, meeting minutes, and attachments on the City's website. The Community Relations Manager reported that the City is currently working on revamping the website during the website redesign. The City Manager reported that he and staff are working on a boiler plate of agendas to maintain consistency.

**4. Status update on placing City Policy & Procedures on the City Website**

The Community Relations Manager reported that the Committee has been reviewing and updating all of the City's Policy & Procedures. Following a discussion and Committee direction, the Community Relations Manager indicated that all policies would be posted on the City's website and those that were not yet updated would include a disclaimer that they would be updated soon.

**5. Review of draft Guidelines for Commemorative Flags**

At the request of Council Member Kolstad and to assist with members of the public who were attending for this item only, this item was moved up after Public Presentations.

The Assistant City Manager introduced the guidelines for commemorative flags. The Interim City Attorney commented that flags should not be flown at the request of individuals; instead, he suggested that the City Council could adopt an annual resolution to clarify which flags are to be flown. The Committee reviewed and discussed the draft policy. Residents Sandra Richardson, George Richardson, Judy Zimbelman, and Deborah Bress made general comments to express their concerns for the proposed draft policy. It was moved by Council Member Davis, seconded by Council Member Kolstad, and unanimously carried, that the draft policy be revised and brought back at a future Governance Committee meeting.

**6. Discussion of Policy and Procedure #3 (Guidelines for Recognition of Volunteers, Community Leaders, and Outstanding Citizens)**

The Assistant City Manager reviewed the current policy with the Committee and the Committee provided feedback on proposed updates. The Chair directed staff to develop a policy on how to recognize individuals with a trigger mechanism for recognitions to be presented under Special Order of Business and report back at the September Governance Committee meeting.

**7. Discussion of Policy and Procedure #16 (Gifts to the City)**

The Interim City Attorney reported that the City should have a clear policy on donations. The City Attorney presented a Powerpoint presentation to outline the types of donations to the City; the threshold for acceptance by City Manager; sponsorships of city events and projects; and sponsorship, support, or fee waivers by the City. The Committee discussed the differences between donations and sponsorships. The Interim City Attorney recommended that the Committee work on an actual sponsorship policy in addition to a donation policy and set parameters for scholarship solicitations. The Chair continued the discussion to a future Governance Committee meeting.

**8. Status Update on City Sponsorship Policies**

The Committee discussed the City's sponsorship policies. The Community Relations Manager reported that the sponsorship policy will include the levels and parameters of sponsorships and define the different types of sponsorships. The Chair commented that there should be a conflict of interest disclosure form to accompany the sponsorship policy. It was moved by Council Member Davis, seconded by Council Member O'Neill, and unanimously carried, that the Committee refer the review of conflicts of interest policies to the full City Council at a meeting after Council Recess.

**9. Update on Workplan Items**

The Chair directed staff to add the review of the agenda setting process to the Governance Committee Workplan.

**10. Adjournment**

The Chair adjourned the meeting at 6:16 PM.



**ADMINISTRATIVE CODE**

**CMD NUMBER 50**

**CITY MANAGER'S DIRECTIVE-PROCEDURE**

**DATE: July 14, 2015**

**CANCELS: February 22, 1999**

**SUBJECT :** REVIEW OF LEGISLATION

**POLICY :** To attain a comprehensive review of legislation affecting cities, to obtain the Council position on proposed legislation, to make the City's position known, and to maintain a record of pertinent information, the following procedures shall be followed.

All legislative reviews are to be made on the basis of the effect on the City and citizens as a whole, and taking into account existing City positions, policies, or goals, rather than on the individual's personal feelings.

The guiding principles for legislative advocacy are as follows:

1. Support the League of California Cities and National League of Cities positions on priority bills that benefit Santa Clara.
2. Protect local revenue sources and prevent unfunded mandates.
3. Protect and/or increase funding for specific programs and services.
4. Protect and/or increase local government discretion.

**RESPONSIBILITY :** ACTION

CMO/Department Head

1. The City Manager's Office (CMO) reviews the proposed legislation and, if warrants, requests assistance from one or more departments.
2. The CMO/Department evaluates the bill for its impact upon Santa Clara, recommends a position and potential action, and drafts a position statement or support/opposition letter.
3. At this juncture, action proceeds in either of two ways:
  - a. If the Council has previously adopted a policy directly relevant to the legislation or the proposed legislation is generally consistent with the City's overall guiding principles for legislative advocacy, the Mayor or City Manager may sign a letter supporting or opposing legislation on behalf of the city.

- b. If a Council policy relative to the legislation does not exist, or if the issue is politically controversial, or if there is significant local interest in the issue, the proposed legislation is referred to Council. The Council will consider the information provided in a staff report, determine its position on the legislation and provide direction to staff.
4. Letters and other communications expressing the City's position on legislation will customarily bear the signature of the Mayor. If the legislation's principal impact is on the City's operating procedures, the communication may be signed by the City Manager.
5. In order to keep the Council informed of all City communications on legislation, copies of the letter will be distributed to the City Council in weekly packets and made available on the city's website.

Cross-Reference:

CMD 23 – Preparation of City Council Agenda Material