



## Agenda Report

18-400

Agenda Date: 4/23/2018

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### REPORT TO GOVERNANCE COMMITTEE

#### SUBJECT

Action on Restructuring of Council Committees

#### BACKGROUND

On January 19 and 20, 2018, the City Council held a two-day Priority Setting Session where staff and the City Council discussed and defined operational and strategic priorities for 2018 and beyond. The City Manager presented a realistic assessment about the state of the organization and the need for policy priorities to align with current staffing resources and organizational capacity.

At the meeting, the City Manager also presented data that showed the increased frequency of meetings and resources redirected to Council and committee meetings over recent years. To that end, the City Council directed the City Manager to review the current composition of council committees and recommend a more streamlined structure that includes a reduction in the number of Council Committees as well as staggering of meetings to better pace the organization and align policy work to strategic pillars. In fact, with recent resignations, reassignments and new mandates, it would have proven difficult to sustain the committee meeting frequency while absorbing new workload. It should also be noted that Councilmember Kolstad, shortly after the January Council Retreat, provided some suggestions on how to reduce council committees (Attachment 1) which we have integrated into our proposal because the proposal made sense and achieved our mutual goal of streamlining. The urgency of scaling down this element of the legislative process is critical to building capacity within the organization to focus on the Council's strategic priorities. While this is a significant shift in the reduction of committees, I still have concerns of our ability to sustain this reduced level given my observations of workload and the state of the organization (and related required administrative action) over the past months.

The following report seeks to address this goal and present a more effective and efficient council committee governance structure with the ultimate outcome of providing meaningful and strategic work that aligns to the Council's Strategic Pillars and that is reflective of the organization's resource capacity.

#### DISCUSSION

The City of Santa Clara currently has 19 Council Committees that range across various focus areas, which are separate from the 8 City boards and commissions and 24 regional, inter-governmental committees that City Councilmembers participate in with some requiring staff support. The organization is not staffed to sustain City Council/Board meetings each week (open and closed sessions) and 51 committees/intergovernmental committees that meet regularly while advancing major strategic initiatives and supporting operations.

The attached sample calendar (Attachment 2) shows how frequent these meetings take place,

overlapped with council and stadium authority meetings as well as the agenda packet distribution dates and minute development/approval. The sample calendars also show the overlap with other boards and commission meetings, community meetings, other ad hoc committee meetings, and Council study sessions as well as other special Council meetings and the legislative workload associated with all the city meetings becomes apparent. Even with the proposed new Council Committee Structure, please note that during any given week, staff develops several policy reports and generates on average 5-7 packets per week. This number would decrease with the new proposal during certain months depending on which committee happens to be meeting that month. However, this assessment does not take into account daily operational efforts and strategic initiatives underway. Indeed, in January 2018, the City Council was wise to suggest that the organization may not be staffed to effectively handle its full workload.

In researching the establishment of these committees, staff found that some were formed by council action. The only committee established by ordinance, per staff’s review, was the Architectural Committee.

It should also be noted that some of these Committees were initially established as “ad hoc” committees, i.e. formed for a particular task for a temporary period of time. Normally, an ad hoc committee would cease to exist once its assigned tasks have been accomplished. It appears that these committees, some of which retain the title “ad hoc” have morphed into standing committees that meet on an occasional rather than regular basis. We recommend that for committees that are intended to continue on an ongoing basis the Council remove the name ad hoc; or if they are intended to be of only a temporary nature that they be explicitly dissolved once they are no longer needed. Below is the current listing of the 19 Committees and their origin dates and establishing actions:

Committee Name	Establishing Action
American with Disabilities Act Committee	On September 29, 1992 Council re-designated the “Committee for the Removal of Barriers to the Handicapped” to “Americans with Disabilities Act Advisory Committee” and appointed members.
Architectural Committee	First minutes of the Architectural Control Committee found (2/27/57). On March 18, 1969 Council adopted Ordinance No. 1204 which established and spelled out authority of the Committee. On June 18, 1974 Council noted and file Committee’s “Authority and Procedures”. On January 21, 1986 Council approved the reinstatement of the Commission. On March 11, 1986 Council appointed members to the new Architectural Committee. [Ordinance No. 1544 adopted on June 10, 1986 established the architectural review process.]
Audit Committee	On June 6, 1978 Council authorized the Mayor to appoint a Special Council Committee to interview interested accounting firms.
Bicycle Pedestrian Advisory Committee	On May 14, 1991 Council established a citizens committee with Council involvement to explore developing safe bicycle lanes on City streets. On May 28, 1991 Council appointed members to the Citizens Committee on Bicycles. On March 25, 2014 Committee name change to Bicycle and Pedestrian Advisory Committee expanding responsibilities.
Child Care and Preschool Committee	On January 11, 2005 Council appointed members to the newly-named Child Care and Preschool Committee, <i>on staff recommendation to remove the Committee from the Council Committees list.</i> On November 18, 1997 Council established Child Care Advisory Committee and appointed members. Child care references go back to 1990 “Mayor’s Child Care Task Force”.

Council Goal Setting Committee	On January 30, 2001 Council approved reconvening the Council Ad Hoc Committee to identify and adopt Council goals for 2001-03 for development of a program concept and outline.
Council Officers and Elected Full-Time Employees Performance/Salary Review Committee	On December 4, 1990 Council appointed members to the Salary Review Committee for Council Appointed Officers and Elected Full-time Employees.
Downtown Revitalization Plan Committee	On February 9, 2010 Council approved establishment of a new Downtown Plan Committee and appointed members.
Economic Development Committee	On October 24, 1995 Council established "Mission City 21" Committee, an economic development task force and appointed members.
Ethics Committee	On January 11, 2005 Council consolidated the Campaign Finance Reform Committee and the Ethics Ordinance Committee into the newly-named Ethics Committee and appointed members.
Facilities Naming and Honorary Recognition Ad Hoc Committee	On May 6, 2003 Council appointed members to an Ad Hoc Committee to develop policies for naming of City facilities and recognition of criteria for conferring honorary titles.
Governance Committee	On June 16, 2015 Council established a Governance Committee as a standing Committee and appointed members.
Housing Rehabilitation Loan Committee	March 29, 1983 minutes reference the Housing Rehabilitation Committee relating to the Neighborhood Conservation and Improvement Program. On August 30, 1983 Council approved the Housing Rehabilitation Committee Guidelines. On October 17, 1995 the Committee is referred to as Housing Rehabilitation Loan Committee.
Marketing Committee	On January 14, 2014 Council approved Marketing Committee and appointed members.
Neighborhood Enhancement Committee	On August 24, 1999 Council appointed members to newly formed Neighborhood Rehabilitation Committee. On October 12, 1999 changed to Neighborhood Enhancement Committee.
Police Activities League (PAL)	August 18, 1970 minutes reference the Santa Clara Police Activities League. Articles of Incorporation amendment endorsed filed by Secretary of State on May 13, 1985.
Santa Clara Sister Cities Association	On October 3, 1972 official acceptance of Coimbra, Portugal as first sister-city, referencing the Sister-City Program.
Santa Clara University Liaison/Neighborhood-University Relations Committee (NURC)	On November 27, 1990 Council approved reactivation of the Student Housing Committee which was formed in 1987.
Stadium Authority Ad-Hoc Audit Committee	On July 19, 2016 Stadium Authority appointed a three-member ad hoc committee to oversee the work and progress of the audit performed by Harvey M. Rose, LLC through conclusion of the audit.

### **Framework for Restructuring**

From a process perspective, annually, the Mayor brings forward recommendations for Council appointments to each committee, however, a full structural review of the council committees as a whole has not been completed to staff's knowledge.

As part of the restructuring analysis with the City Council, staff expressed an interest, and was tasked

with, reducing the number and frequency of council committees. From a resource perspective, based on the number and frequency of meetings, staff is continuously in report policy research and development, agenda packet production, and post agenda follow-up mode, which has impacted the ability to sustain focus on other administrative priorities, strategic initiatives, complete past directives or due diligence task, and implement other strategic directives to maintain operations. This has been exacerbated by the urgency of transitioning to electronic agenda production software (and the related organizational change management required to support implementation) and the addition of separate Stadium Authority meetings, which now requires that the same set of staff produce two to three agenda packets per week for which the organization has never been resourced for this level of staff work and meeting frequency.

Furthermore, staff could not find criteria that were used by the Council to establish these committees, such as ensuring no overlap in mission, organizational resource capacity, long-term need, or a review of compliance with updated laws and regulations. Below are some criteria that staff applied while reviewing the current committees:

Criteria for Maintaining and/or Consolidating:

- Alignment with Strategic Pillars
- Consolidation based on like purpose and streamline staff workload
- Regulatory requirement/need
- Outside entity involved

Criteria for Elimination:

- Already a committee of staff
- Already a Committee of the Whole (or work requires full Council deliberations due to scope of work)
- Conflict of Interest and Due Process Rights
- Does not meet often enough to require a Council Committee
- Work of the committee is administrative

**Current Proposal**

*(Attached matrix (Attachment 3) provides more detail on recommendations and current structure)*

Maintain: The below Committees meet the following criteria: Align with Pillars, regulatory need, involves outside entities:

1. American with Disabilities Act Committee
2. Bicycle Pedestrian Advisory Committee (BPAC)
3. Santa Clara University Liaison/Neighborhood-University Relations Committee (NURC)
4. Stadium Authority Audit Committee (maintain for now)

Consolidate: The below Committees meet the following criteria: like purpose and streamline staff workload; alignment with strategic pillars; and regulatory requirements:

1. Consolidate with Governance Committee:
  - a. Audit Committee

- b. Council Goal Setting Committee
- c. Ethics Committee
- d. Marketing Committee

2. Consolidate Economic Development Committee and Neighborhood Enhancement Committee

On Hold: The following Council Committee is being placed on hold pending further direction from the Council on the salary setting process for elected professional positions.

1. Council Officers and Elected Full-Time Employees Performance/Salary Review Committee

Eliminate: See attached matrix for more detail on recommendation/criteria for elimination.

1. Architectural Committee
2. Child Care and Preschool Committee
3. Downtown Revitalization Plan Committee
4. Facilities Naming and Honorary Recognition Ad Hoc Committee
5. Housing Rehabilitation Loan Committee

Move to Area Wide/Outside Agency Committees List/Boards and Commissions List

1. Police Activities League (PAL)
2. Santa Clara Sister Cities Association

This proposal reflects staff's effort to address the discussion at the January sessions and requires further Governance Committee and City Council input to refine and complete the City Council Committee structure. The purpose of this report is to propose a new structure, obtain input from the Governance Committee to be forwarded to the City Council, and return to the City Council with a final proposed inventory of committees for which the Mayor can work with City Councilmembers for assignments based on individual interest to serve on each. Staff also recommends that no alternates be included in the appointments if there are 3 Councilmembers designated to a specific committee. This would create a Brown Act issue.

In short, the analysis has concluded the consolidation, elimination, and renaming/repurposing of committees, which results in the reduction from 19 Council Committees to 5 permanent Committees; one Committee on hold; and maintaining the Stadium Authority Ad-Hoc Audit Committee until it is no longer needed.

Committee Name	Frequency
<b>Governance Committee</b>	First Mondays of January, April, July and October
<b>American with Disabilities Act Committee</b>	As Needed
<b>Economic Development and Neighborhood Enhancement Committee</b>	Third Thursday of February, May, August and November
<b>Bicycle Pedestrian Advisory Committee (BPAC)</b>	Third Wednesday in January, March, June, August and October
<b>Santa Clara University Liaison/Neighborhood-University Relations Committee (NURC)</b>	Meets 3 times annually during academic year
<b>Stadium Authority Ad-Hoc Audit Committee</b>	As needed
<b>Council Officers and Elected Full-Time Employees Performance/Salary Review Committee</b>	On Hold

### **FISCAL IMPACT**

There will be overall staff efficiency gains with the consolidation and elimination of various committees. Staff will particularly monitor whether capacity can be gained from the restructuring of committees, with the goal of them working in a more strategic manner.

### **ENVIRONMENTAL REVIEW**

Not a project language

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office beginning the Thursday evening before the Tuesday meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Provide direction to staff on the proposed restructuring of Council Committees and, upon input and direction, advance the proposal to the full City Council for consideration.

### **ATTACHMENTS**

1. Councilmember Kolstad Memo
2. Meetings Workload/Sample Calendar
3. Council Committee Matrix

Prepared by: Nadine Nader, Assistant City Manager

Approved by: Deanna J. Santana, City Manager



**Date:** February 6, 2018  
**To:** Mayor Gillmor and City Council  
**From:** Council Member Pat Kolstad  
**Subject:** City Manager's Idea to Save Valuable Staff Time

**RECEIVED**

FEB 06 2018

MAYOR & COUNCIL OFFICES  
CITY OF SANTA CLARA

O: M&C  
C: CMO

At the Council Operational and Strategic Priority Setting Retreat, the City Manager suggested that a reduction in both City committees and area-wide committees would result in fewer committee meetings and release City staff for important staff work. To that end, I am suggesting that some committees be combined.

### City Committees

1. Economic Development Committee and Marketing Committee
  - The responsibilities of both committees are similar. The duties of Marketing Committee were previously performed by the Economic Development Committee. This would be a logical combination.
2. Governance Committee and Ethics Committee
  - The duties of both committees touch in several areas including Council operations and ethics. This also seems like a logical combination
3. Audit Committee and Council Officers and Full Time Elected Employees Salary Review
  - These two committees might not seem compatible, but they deliberate over financial issues and additionally, they meet very infrequently. This combination would result in a reduction of meetings and would free up staff for other duties.
4. The Facilities Naming and Honorary Recognition Ad Hoc Committee
  - I was on the Council when this Committee was formed 15 years ago, but I do not recall any recommendation coming from this committee. Is this committee essential to our operations?

By broadening the scope and duties of these committees, we can avoid redundancies, save time, and make the workplace more efficient.

### Area-wide and Outside Committees

In area-wide and outside committees, the San Jose-Santa Clara Clean Water Financing Authority and the San Jose-Santa Clara Treatment Plant Advisory Committee could be combined; they deliberate about the same facility and the San Jose-Santa Clara Clean Water Financing Authority only meets once or twice a year. The Water Department supports these two committees; therefore, combining them would be helpful for organizational purposes.

I am sure that there are other committees that could be combined or eliminated; however, I am not familiar with all the committees and as such, the other members of the Santa Clara City Council will have to provide their input on those committees. I hope this will accomplish some of what the City Manager suggested.

Respectfully,

Pat Kolstad

**cc:** Mayor and Council Offices  
City Manager's Office

# Meeting Calendar Overview

## Scheduled Meetings

Meeting Frequency	Name
Every Tuesday	City Council Meetings
	Santa Clara Stadium Authority
	Sports and Open Space Authority
	Closed Sessions
2 times per Month	Planning Commission
16 per Year	Architectural Committee
Monthly	Board of Library Trustees
	Cultural Commission
	Historical and Landmarks Commission
	Parks & Recreation Commission
	Senior Advisory Commission
	Youth Commission
	Charter Review Committee
	Citizens' Advisory Committee
	City-School Liaison Committee
	Ethics Committee
	Governance Committee
	Marketing Committee
	Police Activities League
	Santa Clara Sister Cities Association
	Oversight Board for the Successor Agency
Bi-Monthly	Bicycle and Pedestrian Advisory Committee
	Civil Service Commission
Quarterly	Americans with Disabilities Act Committee
	Economic Development Committee
	Housing Rehabilitation Loan Committee
3 per Academic Year	Santa Clara University Liaison/Neighborhood-University Relations Committee
Annually	Bayshore North Project Enhancement Authority
	Housing Authority
	Public Facilities Financing Corporation

## On Call or Ad Hoc Meetings

The following meetings occur on an “On Call” or ad hoc basis:

- Audit Committee
- Child Care and Preschool Committee
- City/Mission College Liaison Committee
- Council Goal Setting Committee
- Council Officers and Elected Full-Time Employees Performance/Salary Review Committee
- Districting Advisory Commission
- Downtown Revitalization Plan Committee
- Facilities Naming & Honorary Recognition Committee
- Neighborhood Enhancement Committee
- Stadium Audit Committee



## Staff Workload

### Capacity

The same core group of City staff prepare and present the agenda packet material for most/all of the meetings, although they are addressed differently depending the meeting group:

City Manager	City Attorney	City Clerk	Director of Finance
•Executive Director	•Counsel	•Secretary	•Treasurer
•Contract Administrator			•Chief Financial Officer

### Brown Act Requirements

To conform to existing law within normal business work hours, staff must post agendas and materials for meetings occurring Monday, Tuesday or Wednesday on Friday of the previous week (requirement is 72 hours before meeting).

## Council and Authorities Concurrent Meetings

In addition to City Council business, these meetings may contain agenda items for the following authorities:

- Housing Authority
- Santa Clara Stadium Authority
- Sports and Open Space Authority

## Additional Potential Meetings

### Council Meetings

**Closed Sessions** or **Study Sessions** are scheduled as needed and can occur as often as there are schedule Council meetings

### Annual Meetings

These groups are supposed to meet annually, but I did not find enough information to add them to the sample calendars

- Bayshore North Project Enhancement Authority
- Housing Authority
- Public Facilities Financing Corporation

### Not Current Authorities/Committees

I found the following committees, etc, but not enough information to determine if/when they are currently meeting:

- Affordable Housing Working Group
- City of Refuge Resolution Review Committee
- Downtown Revitalization Committee
- Industrial Development Authority
- Joint Financing Authority
- Successor Agency for the Redevelopment Agency (Oversight Board Meetings are the meetings for this agency?)

## Sample Monthly Calendars

Sample calendars for January, March and July begin on the next page.

## J - A - N - U - A - R - Y 2018

Monday		Tuesday		Wednesday		Thursday		Friday	
	1		2		3		4		5
HOLIDAY				<ul style="list-style-type: none"> <li>•City-School Liaison Committee</li> </ul>		<ul style="list-style-type: none"> <li>•Historical and Landmarks Commission</li> </ul>		<ul style="list-style-type: none"> <li>*Packets for Monday, Tuesday and Wednesday Meetings Next Week Publish Today*</li> </ul>	
	8		9		10		11		12
<ul style="list-style-type: none"> <li>*Packets for Thursday Meetings THIS Week Publish Today*</li> <li>•Board of Library Trustees</li> <li>•Cultural Commission</li> <li>•Ethics Committee</li> <li>•Civil Service Commission</li> <li>•Governance Committee</li> </ul>		<ul style="list-style-type: none"> <li>•Youth Commission</li> <li>•COUNCIL AND AUTHORITIES CONCURRENT</li> </ul>		<ul style="list-style-type: none"> <li>•Architectural Committee</li> <li>•Police Activities League</li> <li>•Planning Commission</li> </ul>		<ul style="list-style-type: none"> <li>•ADA Committee</li> </ul>		<ul style="list-style-type: none"> <li>*Packets for Monday, Tuesday and Wednesday Meetings Next Week Publish Today*</li> </ul>	
	15		16		17		18		19
<ul style="list-style-type: none"> <li>*Packets for Thursday Meetings THIS Week Publish Today*</li> </ul>		<ul style="list-style-type: none"> <li>*Packets for Friday Meetings THIS Week Publish Today*</li> <li>•Parks &amp; Recreation Commission</li> <li>•Santa Clara Sister Cities Association</li> </ul>		<ul style="list-style-type: none"> <li>•Bicycle and Pedestrian Advisory Committee</li> <li>•Marketing Committee</li> </ul>		<ul style="list-style-type: none"> <li>•Economic Development Committee</li> </ul>		<ul style="list-style-type: none"> <li>*Packets for Tuesday and Wednesday Meetings Next Week Publish Today*</li> <li>•Oversight Board for the Successor Agency</li> </ul>	
	22		23		24		25		26
<ul style="list-style-type: none"> <li>•Senior Advisory Commission</li> </ul>		<ul style="list-style-type: none"> <li>•COUNCIL AND AUTHORITIES CONCURRENT</li> </ul>		<ul style="list-style-type: none"> <li>•Architectural Committee</li> <li>•Planning Commission</li> </ul>				<ul style="list-style-type: none"> <li>*Packets for Monday, Tuesday and Wednesday Meetings Next Week Publish Today*</li> </ul>	
	29		30		31				
		<ul style="list-style-type: none"> <li>•Stadium Authority</li> </ul>						<ul style="list-style-type: none"> <li>*Packets for Monday, Tuesday and Wednesday Meetings Next Week Publish Today*</li> </ul>	

## M - A - R - C - H 2018







Monday		Tuesday		Wednesday		Thursday		Friday	
							1		2
							<ul style="list-style-type: none"> <li>•Historical and Landmarks Commission</li> </ul>	<ul style="list-style-type: none"> <li>*Packets for Monday, Tuesday, Wednesday Meetings Next Week Publish Today*</li> </ul>	
	5		6		7		8		9
<ul style="list-style-type: none"> <li>*Packets for Thursday Meetings THIS Week Publish Today*</li> <li>•Board of Library Trustees</li> <li>•Cultural Commission</li> <li>•Ethics Committee</li> <li>•Facilities Naming &amp; Honorary Recognition Committee</li> </ul>		<ul style="list-style-type: none"> <li>•COUNCIL AND AUTHORITIES CONCURRENT</li> </ul>		<ul style="list-style-type: none"> <li>•City-School Liaison Committee</li> <li>•Architectural Committee</li> </ul>		<ul style="list-style-type: none"> <li>•ADA Committee</li> </ul>		<ul style="list-style-type: none"> <li>*Packets for Monday, Tuesday, Wednesday Meetings Next Week Publish Today*</li> </ul>	
	12		13		14		15		16
<ul style="list-style-type: none"> <li>*Packets for Thursday Meetings THIS Week Publish Today*</li> <li>•Civil Service Commission</li> <li>•Governance Committee</li> </ul>		<ul style="list-style-type: none"> <li>*Packets for Friday Meetings THIS Week Publish Today*</li> <li>•Youth Commission</li> </ul>		<ul style="list-style-type: none"> <li>•Police Activities League</li> <li>•Planning Commission</li> </ul>				<ul style="list-style-type: none"> <li>*Packets for Monday, Tuesday, Wednesday Meetings Next Week Publish Today*</li> <li>•Oversight Board for the Successor Agency</li> </ul>	
	19		20		21		22		23
<ul style="list-style-type: none"> <li>•Stadium Audit Committee</li> </ul>		<ul style="list-style-type: none"> <li>•Parks &amp; Recreation Commission</li> <li>•Santa Clara Sister Cities Association</li> <li>•Public Facilities Financing Corporation</li> <li>•COUNCIL AND AUTHORITIES CONCURRENT</li> </ul>		<ul style="list-style-type: none"> <li>•Bicycle and Pedestrian Advisory Committee</li> <li>•Marketing Committee</li> <li>•Architectural Committee</li> </ul>				<ul style="list-style-type: none"> <li>*Packets for Monday, Tuesday and Wednesday Meetings Next Week Publish Today*</li> </ul>	
	26		27		28		29		30
<ul style="list-style-type: none"> <li>•Senior Advisory Commission</li> </ul>		<ul style="list-style-type: none"> <li>•Special Council Meeting</li> <li>•Stadium Authority</li> </ul>		<ul style="list-style-type: none"> <li>•Planning Commission</li> </ul>				<ul style="list-style-type: none"> <li>*Packets for Monday, Tuesday, Wednesday Meetings Next Week Publish Today*</li> </ul>	






## J - U - L - Y 2018



Monday		Tuesday		Wednesday		Thursday		Friday	
2		3		4		5		6	
<p><b>*Packets for Thursday Meetings THIS Week Publish Today*</b></p> <ul style="list-style-type: none"> <li>•Board of Library Trustees</li> <li>•Cultural Commission</li> <li>•Ethics Committee</li> </ul>				HOLIDAY		<ul style="list-style-type: none"> <li>•Historical and Landmarks Commission</li> </ul>		<p><b>*Packets for Monday, Tuesday and Wednesday Meetings Next Week Publish Today*</b></p>	
9		10		11		12		13	
<p><b>*Packets for Thursday Meetings THIS Week Publish Today*</b></p> <ul style="list-style-type: none"> <li>•Civil Service Commission</li> <li>•Governance Committee</li> <li>•Cultural Commission</li> </ul>		<p><b>*Packets for Friday Meetings THIS Week Publish Today*</b></p> <ul style="list-style-type: none"> <li>•Youth Commission</li> </ul>		<ul style="list-style-type: none"> <li>•City-School Liaison Committee</li> <li>•Police Activities League</li> <li>•Planning Commission</li> </ul>		<ul style="list-style-type: none"> <li>•ADA Committee</li> </ul>		<p><b>*Packets for Tuesday and Wednesday Meetings Next Week Publish Today*</b></p> <ul style="list-style-type: none"> <li>•Oversight Board for the Successor Agency</li> </ul>	
16		17		18		19		20	
<p><b>*Packets for Thursday Meetings THIS Week Publish Today*</b></p> <ul style="list-style-type: none"> <li>•Stadium Audit Committee</li> </ul>		<ul style="list-style-type: none"> <li>•Parks &amp; Recreation Commission</li> <li>•COUNCIL AND AUTHORITIES CONCURRENT</li> </ul>		<ul style="list-style-type: none"> <li>•Bicycle and Pedestrian Advisory Committee</li> <li>•Marketing Committee</li> <li>•Architectural Committee</li> </ul>		<ul style="list-style-type: none"> <li>•Economic Development Committee</li> <li>•Stadium Authority</li> </ul>		<p><b>*Packets for Monday, Tuesday and Wednesday Meetings Next Week Publish Today*</b></p>	
23		24		25		26		27	
<ul style="list-style-type: none"> <li>•Senior Advisory Commission</li> </ul>				<ul style="list-style-type: none"> <li>•Planning Commission</li> </ul>				<p><b>*Packets for Monday, Tuesday and Wednesday Meetings Next Week Publish Today*</b></p>	
30		31							
								<p><b>*Packets for Monday, Tuesday and Wednesday Meetings Next Week Publish Today*</b></p>	



## COUNCIL COMMITTEE RECOMMENDATIONS

CITY WIDE STRATEGIC PILLARS			
	Promote and Enhance Economic and Housing Development		Enhance Community Sports and Recreational Assets
	Deliver and Enhance High Quality Efficient Services and Infrastructure		Enhance Community Engagement and Transparency
	Ensure Compliance with Measure J and Manage Levi's Stadium		Maintain Adequate Staffing Levels

STRATEGIC PILLAR	NAME	RECOMMENDATION
<b>Maintained Committees: Align with Pillars, regulatory need, involves outside entities</b>		
	<b>American with Disabilities Act Committee</b>	This Committee will be needed to address the upcoming ADA Transition Plans
	<b>Bicycle Pedestrian Advisory Committee (BPAC)</b>	BPAC review and recommendations are required as part of a number of grant applications. Will play an advisory role in the upcoming update of the bicycle masterplan.
	<b>Santa Clara University Liaison/Neighborhood-University Relations Committee (NURC)</b>	This Committee is essential for maintaining on-going communication and problem solving among City officials, neighborhoods, property owners and Santa Clara University officials and students.
	<b>Stadium Authority Ad-Hoc Audit Committee</b>	An as-needed ad hoc to assist with the required Levi Stadium Auditing.
<b>On Hold Committee: Like Purpose, Align with Strategic Pillars</b>		
	<b>Council Officers and Elected Full-Time Employees Performance/Salary Review Committee</b>	This Committee is being placed on hold pending direction from the Council on the salary setting process for the Elected Chief of Police and City Clerk.

<b>Consolidated Committees: Like Purpose, Align with Strategic Pillars</b>		
	<b>Governance Committee</b>	Combine <b>Audit Committee, Ethics Committee, Marketing and Council Goal Setting Committee</b> . These areas can be handled under one committee and tend to be related.
	<b>Economic Development and Neighborhood Enhancement Committee</b>	Provides for broader review of issues related to commercial as well as neighborhood issues.
<b>Eliminated Committees: See below for reasoning</b>		
	<b>Architectural Committee</b>	This type of council committee is uncommon in cities and could be adverse to the due process rights of applicants. Decisions could be challenged on the basis of bias. Similar to the Housing Rehabilitation Loan Committee, this should be an administrative staff committee.
	<b>Downtown Revitalization Plan Committee</b>	Topics related to the Downtown can be considered by a committee as a whole, consisting of non-conflicted councilmembers. The current structure has Brown Act concerns since four councilmembers sit on this committee and they are the 4 that are not conflicted from taking action on downtown issues.
	<b>Child Care and Preschool Committee</b>	This committee only meets on call and these types of issues can be handled either by the Council or Joint School District Meeting.
	<b>Housing Rehabilitation Loan Committee (NCIP)</b>	This committee does not need to be a Council Committee as items discussed are administrative loan approvals. Council has already approved the line item budget for this program in its annual appropriation of the budget.
	<b>Facilities Naming and Honorary Ad Hoc Committee</b>	This is an Ad Hoc Committee which only meets as needed and should not be included on the permanent list of Council Committees. When these types of items arise, either the Governance Committee can handle or the Council can form a temporary ad hoc committee to address.
<b>Move to Area Wide/Outside Agency Committees List</b>		
	<b>Police Activities League (PAL):</b>	Move to the Area Wide/Outside Agency Committees List
	<b>Santa Clara Sister Cities Association</b>	Move to the Area Wide/Outside Agency Committees List