

8-26-19

1.E 19-855

Melissa Meslo

From: Julie Collins
Sent: Sunday, August 18, 2019 12:17 PM
To: Melissa Meslo
Subject: RE: Board and Commission Interviews August 26, 2019 at 5:30PM

Please remove my name from the list of candidates for the committee. My schedule has changed and I would not be able to give my full commitment to the committee at this time.

Regretfully Julie Collins

Sent from Mail for Windows 10

From: Melissa Meslo
Sent: Friday, August 16, 2019 11:54 AM
Subject: Board and Commission Interviews August 26, 2019 at 5:30PM

Good Afternoon,

Thank you for your patience as the City coordinated the details for the Board and Commission Interviews.

The interview date has been confirmed for Monday, August 26, 2019 at 5:30 PM. Once the agenda is posted you will receive an email listing the order of the interviews for each Board, Commission or Committee. Additional details below:

- The interviews are scheduled to begin at 5:30pm, you are encouraged to arrive by 5:15pm;
- Upon arrival please check in with City staff in the Council Chambers lobby located at City Hall, 1500 Warburton Avenue;
- Once you are checked in, City staff will direct you to the waiting area;
- Interviewees will be called in one at a time.

Please confirm your attendance by Tuesday, August 20th as we anticipate posting the Agenda the following day.

Thank you,
Melissa Meslo | Staff Aide I
City Clerk's Office
1500 Warburton Avenue | Santa Clara, CA 95050
O: 408.615.2225 F: 408.241.6771
www.SantaClaraCA.gov |



POST MEETING MATERIAL

8/26/19

1.E

Sophia Smith

From: Sophia Smith
Sent: Monday, August 26, 2019 5:19 PM
To: Megan Swartzwelder
Cc: Nora Pimentel; Simrat Dhadli; Melissa Meslo
Subject: RE: Board and Commission/Committee Interviews

Hello Megan,

You should be fine because the Historical and Landmarks Commission interviews are at the end of the agenda.

I will pass along your information and place it on the dais for Mayor and Council.

-Sophia

From: Megan Swartzwelder
Sent: Monday, August 26, 2019 5:10 PM
To: Sophia Smith <SSmith1@SantaClaraCA.gov>
Subject: Re: Board and Commission/Committee Interviews

Hi Sophia - I am leaving work and there is heavy traffic - I will be late - please call/text me for any issues 408-315-2456

On Wed, Aug 21, 2019 at 5:58 PM Sophia Smith <SSmith1@santaclaraca.gov> wrote:

Good Afternoon All:

Please find the attached Special City Council Meeting Agenda for the interviews/appointments for the Board and Commission/Committee vacancies.

- Please arrive a few minutes early, and check in with City Staff in the City Hall Council Chambers Lobby. Once you arrive, you will be directed to the waiting area.
- The Council Meeting will be called to order in Council Chambers with the interviews being held in the City Manager's Staff Conference room (open to the public).
- Generally, each applicant is given a couple minutes for an opening statement, Council may then proceed to ask questions and you will conclude with a one minute closing statement.
- After your interview you are more than welcome to wait for Council's decision/appointments which will take place in the Council Chambers.

Thank you, and have a good evening.

POST MEETING MATERIAL