

Subcommittee Members

Mayor Rich Tran

Councilmember Karina Dominguez



AGENDA

**Joint Meeting of the Council Rules Subcommittee
and the Milpitas City Council**

Friday, January 31, 2020

3:30 PM

**Milpitas City Hall, Committee Room 1st floor
455 E. Calaveras Blvd., Milpitas**

1. Call to Order / Note the Roll / Pledge of Allegiance
2. Approve Meeting Minutes of September 20, 2019
3. Public Forum *Comments limited to three minutes or less*
4. Discuss Clarifications Related to the Scope of the Rules Subcommittee and Provide Direction to Staff on Next Steps (Steve McHarris, 408-586-3059 and Christopher Diaz, 408-586-3041)

Recommendation: Discuss the Rules Subcommittee Scope Document and provide direction and clarity to staff on existing language and/or propose clarifying language related to the Subcommittee's role in adding items to the agenda

5. Review of Regular City Council meeting agendas
 - Preliminary Agenda for Regular City Council Meeting, February 4, 2020
 - Review List of Agenda Items for February 18, 2020
6. Other Topics
7. Confirm Next Rules Subcommittee Meeting Date and Time
8. Adjourn

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review.

Materials related to an item on this agenda submitted to the Subcommittee after initial distribution of the agenda are available for public inspection at the City Clerk's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas during normal business hours. Call 408-586-3001 for any questions.

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Phone 408-586-3040 e-mail cdiaz@ci.milpitas.ca.gov

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CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Discuss clarifications related to the scope of the Rules Subcommittee and provide direction to staff on next steps
Category:	Leadership and Support Services
Meeting Date:	1/31/2020
Staff Contact:	Steve McHarris, 408-586-3059 Chris Diaz, 408-586-3041
Recommendation:	Discuss the Rules Subcommittee Scope Document and provide direction and clarity to staff on existing language and/or propose clarifying language related to the Subcommittee's role in adding items to the agenda

Background:

At the April 16, 2019 City Council meeting, Council approved the formation of a new Rules Subcommittee, comprised of Mayor Tran and then Vice Mayor Dominguez. The Rules Committee met on May 10 and May 30 and an interim check-in to solicit further Council direction occurred at the June 11 City Council meeting. Subsequently, on June 18, 2019, the Council reviewed and approved the draft scope and guidelines of the Subcommittee. Council set the Rules Subcommittee as a nine-month pilot program, at which time it would return to Council to decide if it should continue and be incorporated into the Milpitas Municipal Code. Staff notes that this action established the scope and guidelines of the Subcommittee as a policy document and not a legal one.

The Rules Subcommittee has been meeting since August 9, 2019 and staff has noted a few items that require clarification to enable the Rules Subcommittee to provide Council agenda direction, as originally intended. In addition, at the September 20, 2019 Rules Subcommittee, there was discussion regarding interpretation of the process for adding items to the Council agenda. Thus, the City Attorney and City Manager indicated that the scope of the Subcommittee would be brought before the full City Council for discussion and to provide clarity to staff on Council's interpretation of existing policy language along with potential changes to the scope and guidelines of the Subcommittee.

This discussion was agendaized for the October 1, 2019 City Council meeting, however, due to time constraints, the discussion was deferred and staff was directed to schedule a separate special Rules Subcommittee meeting with the entire Council.

Council Agenda Item Request

The current process for requests to add agenda items is as follows:

Any two Councilmembers working together are able to request items be added to a Council Agenda. Any request shall be submitted through an Agenda Item Request Form and shall include the following:

1. *Names of the two Councilmembers submitting request;*
2. *Name of Item;*
3. *Date request is submitted;*
4. *Item description and why it is being requested for Council consideration;*
5. *Whether item is an urgent need and why;*
6. *Alignment with Council Priority Area(s); and*

7. *Timeframe within which the item would need to be heard.*

If two Councilmembers request an item be added to the Council agenda, the item will be added to the next draft Council agenda and come to the Rules Subcommittee for informational purposes. The request needs to be submitted to the City Manager, City Clerk, and City Attorney by 5:00 pm, five days prior to the Rules Subcommittee meeting.

Submittal of the Agenda Item Request Form shall involve minimal to no staff work, any substantive staff work on the requested item shall commence with the approval of the full Council. Individual Councilmembers can continue to request staff work on any item requiring less than 4 hours of work, however any item requiring more than 4 hours of work will need to go through the request process and will require collaboration by two members of the Council.

Analysis:

At this time, staff is seeking Council feedback and direction on existing language and potential updated language to the scope of the Rules Subcommittee to further clarify the Subcommittee's role in adding items to the agenda. To ensure effectiveness in delivering planned services and programs, and as a best practice when new substantial items are directed to staff, the Council should consider which current work items need to be re-prioritized in order to balance workload.

1. If requests are received by the established timeline, must they be added to the next regularly scheduled City Council meeting or may the Subcommittee place on a different meeting date if the agenda already has several substantive items scheduled? Is the Council willing to allow the Subcommittee to delay potential Council Agenda Item Requests?
2. If the Rules Subcommittee is unable to meet, should any Councilmember Agenda Item Requests still be placed on the next regularly scheduled Council meeting or should staff bring these requests forward to the next Rules Subcommittee meeting?
3. Should the number of Councilmember Agenda Item Requests be capped at a certain number on any one Council agenda?
4. Is a more detailed explanation in a Councilmember Agenda Item Request needed of how the request is directly tied to one of the established Council Priority Areas?
5. Does the Rules Subcommittee have discretion on determining if an item is urgent or does the Subcommittee need to place it on the next regularly scheduled City Council meeting? Again, is the Council willing to allow the Subcommittee to delay potential Council Agenda Item Requests?
6. May a majority of the Council add an item to a future agenda during a Council meeting (i.e.: under Announcements) or must an Agenda Item Request Form be submitted first?

Per the approved Subcommittee document:

The Rules Subcommittee shall meet every other week on Fridays, 10 days in advance of regular City Council meetings. If the Subcommittee is unable to meet, the draft City Council agenda will be considered approved by the Subcommittee and shall be posted 6 days in advance of the City Council meeting, in accordance with the City's Open Government Ordinance.

The Rules Subcommittee does not review agendas for Special City Council meetings held in-lieu of regular meetings.

7. Would the Council like to change this for Special City Council meetings that are scheduled at least a month in advance?

Staff is suggesting that the scope document be amended to clarify that the Agenda Item Request Form will be submitted without any substantive staff analysis, including fiscal review, legal review and policy review. The City Attorney will perform a preliminary review to ensure that the item is appropriate for Council consideration and does not conflict with any existing federal and state laws and regulations.

Also, staff would like to clarify the two-step process: 1) at the meeting where the item is first considered, the requesters will be able to explain their request to the full Council; and 2) if a simple majority of the City Council supports further study of the item, then a full staff analysis will be prepared and brought back to Council at a future meeting, as directed by the City Council, in coordination with the Rules Subcommittee and City Manager.

Recommendation:

Discuss the Rules Subcommittee Scope Document and provide clarity and direction to staff on existing language and/or propose clarifying language related to the Subcommittee's role in adding items to the agenda.

Attachments:

Rules Subcommittee Scope Document

Rules Subcommittee

Purpose

The Rules Subcommittee shall represent the Council in guiding and setting the agendas for regular City Council meetings. The Rules Subcommittee shall also make recommendations to the City Council to support effective City Council meeting management.

Subcommittee Members

The Rules Subcommittee shall be comprised of two members of the Council. As the presiding officer of the City Council, the Mayor shall be one of the members of the Rules Subcommittee and will be on the Subcommittee for a two year term. The other member of the Subcommittee shall be appointed by the Mayor with the approval of the City Council on an annual basis. The other Subcommittee member shall not serve two consecutive years but may be re-appointed to the Subcommittee after a one year break.

Meeting Frequency

The Rules Subcommittee shall meet every other week on Fridays, 10 days in advance of regular City Council meetings. If the Subcommittee is unable to meet, the draft City Council agenda will be considered approved by the Subcommittee and shall be posted 6 days in advance of the City Council meeting, in accordance with the City's Open Government Ordinance.

Meeting Agenda

The Subcommittee Agenda will be as follows:

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Public Forum
- IV. Approval of Subcommittee agenda
- V. Council Agenda Setting
 - a. Review final agenda for the next regular City Council meeting including consent calendar, and Agenda Item requests from Councilmembers, and provide direction on order of discussion items.
 - b. Review and provide input and direction on the draft agenda of the subsequent regular City Council meeting.
 - c. Review major discussion items listed in a rolling six month City Council agenda topics list, including any items added to this list from prior Subcommittee meetings, and provide direction on prioritization of items.
- VI. Other Discussion Items to support effective City Council meetings such as criteria for consent calendar and order of consent calendar items if pulled, time check during meetings, and delegation of authority to City Manager.
- VII. Adjournment

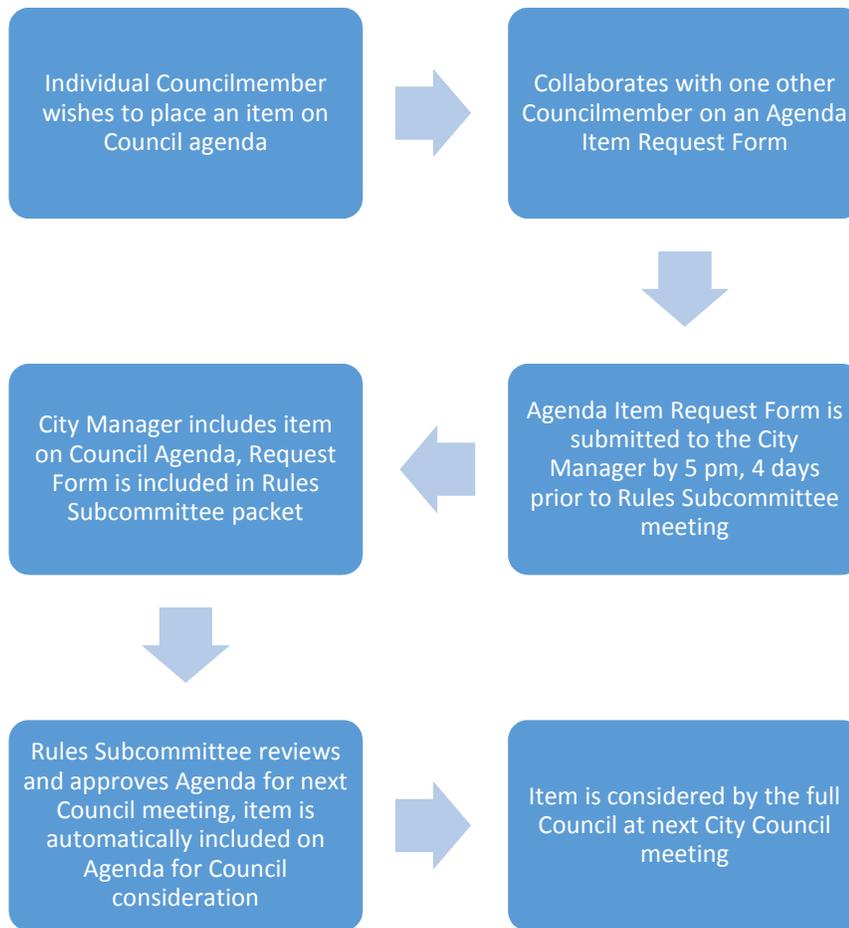
Requests to Add Agenda Items

Any two Councilmembers working together are able to request items be added to a Council Agenda. Any request shall be submitted through an Agenda Item Request Form and shall include the following:

1. Names of the two Councilmembers submitting request
2. Name of Item
3. Date request is submitted
4. Item description and why it is being requested for Council consideration
5. Whether item is an urgent need and why
6. Alignment with Council Priority Area(s),
7. Timeframe within which the item would need to be heard

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Meeting Management – Consent Calendar

The Rules Subcommittee shall review items on Consent Calendar based on the criteria established for items to be on the Consent Calendar, the criteria includes the following:

1. Contracts for projects in approved Five Year CIP
2. Routine contracts for ongoing City operations
3. Reports to be submitted to other agencies
4. Grant requests and awards
5. Miscellaneous items that do not involve major policy or program decisions

The Rules Subcommittee recommends that any items pulled off consent calendar be heard last or at a subsequent Council meeting, depending upon the number of speakers and the anticipated length of the items that have been scheduled for discussion during that particular meeting.

A no vote, abstention, or formal recusal due to conflict of interest can be recorded without pulling an item off the consent calendar.



REGULAR MEETING OF THE MILPITAS CITY COUNCIL

For assistance in the following languages, you may call:

Đối với Việt Nam, gọi 408-586-3122
Para sa Tagalog, tumawag sa 408-586-3051
Para español, llame 408-586-3232

PRELIMINARY AGENDA

TUESDAY, FEBRUARY 4, 2020
CITY COUNCIL CHAMBERS, 455 E CALAVERAS BLVD, MILPITAS, CA
6:00 PM (CLOSED SESSION)
7:00 PM (PUBLIC BUSINESS)

CALL MEETING TO ORDER by Mayor and ROLL CALL by City Clerk

ADJOURN TO CLOSED SESSION

a) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to California Government Code Section 54957.6
Agency Designated Representative: Mayor Rich Tran
Unrepresented Employee: City Manager

CLOSED SESSION ANNOUNCEMENT:

Report on action taken in Closed Session, if required per Government Code Section 54957.1, including the vote or abstention of each member present

PLEDGE OF ALLEGIANCE

INVOCATION

PRESENTATIONS

PUBLIC FORUM

Those in the audience are invited to address City Council on any subject not on tonight's agenda. Speakers must come to the podium, state their name and city of residence for the Clerk's record, and limit spoken remarks to three minutes. As an item not listed on the agenda, no response is required from City staff or the Council and no action can be taken. Council may instruct the City Manager to place the item on a future meeting agenda.

ANNOUNCEMENTS

ANNOUNCEMENT OF CONFLICT OF INTEREST AND CAMPAIGN CONTRIBUTIONS

APPROVAL OF AGENDA

CONSENT CALENDAR

Consent calendar items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a City Councilmember, member of the audience or staff requests the Council to remove an item from (or be added to) the consent calendar. Any person desiring to speak on any item on the consent calendar should ask to have that item removed from the consent calendar.

C1. Receive City Council Calendar of Meetings for February 2020 (Staff Contact: Mary Lavelle, 408-586-3001)

Recommendation: Receive City Council Calendar of Meeting for February 2020 from the City Clerk.

C2. Approve Meeting Minutes of the January 21, 2020 City Council meeting (Staff Contact: Mary Lavelle, 408-586-3001)

Recommendation: Approve draft City Council meeting minutes of the January 21, 2020 regular meeting.

C3. Waive the Second Reading and Adopt Ordinance No. 38.838 Amending Milpitas Municipal Code Title XI (Zoning, Planning, and Annexation), Chapter 10 (Zoning) to Allow a Zoning Designation Change of Certain Parcels Within the Zoning Map (Staff Contact: Adrienne Smith, Associate Planner, 408-586-3287)

Recommendation: Move to Waive the Second Reading and Adopt Ordinance No. 38.838 Amending Milpitas Municipal Code Title X (Zoning, Planning, and Annexation, Chapter 10 (Zoning) to Allow a Zoning Designation Change of Certain Parcels Within the Zoning Map.

C4. Adopt Two Resolutions (1) Approving the Addendum to the Transit Area Specific Plan Environmental Impact Report (TASP EIR) for Project No. 5102 McCandless Park, Project No. 7076 Well Upgrade - McCandless Well, and Project No. 2005 Penitencia Creek Pedestrian Bridge; and, (2) Approving Project Plans and Specifications for Project No. 7076 Well Upgrade - McCandless Well, and to Award a Construction Contract for the Base Bid and Authorize the Interim City Manager to execute the contract with Pacific Coast Well Drilling, Inc. in the amount of \$884,620; and to authorize the Engineering Director / City Engineer to negotiate and execute contract change order(s) in an aggregate amount not to exceed \$265,000 (Staff Contact: Steve Erickson, 408-586-3301)

Recommendations:

1) Adopt a Resolution approving the Addendum to the Transit Area Specific Plan Environmental Impact Report (TASP EIR) for the Project No. 5102 McCandless Park, Project No. 7076 Well Upgrade - McCandless Well, and Project No. 2005 Penitencia Creek Pedestrian Bridge.

2) Adopt a Resolution to approve project plans and specifications for Project No. 7076 Well Upgrade - McCandless Well; and to award a construction contract for the Base Bid and authorize the Interim City Manager to execute the contract with the lowest responsible bidder submitting a responsive bid, Pacific Coast Well Drilling, Inc., in the amount of \$884,620; and to authorize the Engineering Director/City Engineer to negotiate and execute contract change order(s) in an aggregate amount not to exceed \$265,000 for the Project.

C5. Adopt a Resolution Granting Acceptance of Public Improvements and Approving Reduction of Faithful Performance Bond for Public Improvements for the Centre Pointe Subdivision at 1463, 1515, 1557 & 1585 Centre Pointe Drive by D.R. Horton CA3, Inc. and Granting Authorization to

the City Engineer to Release the Performance Bond After the One-year Warranty Period (Staff Contact: Steve Erickson, 408-586-3301)

Recommendations:

- 1) Adopt a resolution (a) granting acceptance of public improvements for the Centre Pointe Subdivision at 1463, 1515, 1557 & 1585 Centre Pointe Drive, Tract 10363, Public Improvement Plan No. 2-1218 and 2-1218 SD; and (b) approve a reduction in the faithful performance bond to \$97,800, which shall be subject to and in effect for the duration of a one-year warranty period; and,
- (2) Grant authorization to the City Engineer to release the performance bond after the one-year warranty period, without further City Council action provided all required warranty work is completed to the satisfaction of the City Engineer.

C6. Adopt a Resolution Declaring Weeds on Certain Properties to be a Public Nuisance and Setting a Public Hearing for March 3, 2020 to Hear Objections (Staff Contact: Albert Zamora, 408-586-3371)

Recommendation: Adopt a resolution declaring weeds on specific properties to be public nuisances and set a public hearing on March 3, 2020.

C7. Report on Bids and Award of Construction Contract to Redwood Construction and Equipment, Inc. in the amount of \$1,715,652.00 for the Citywide Parks and Playgrounds Rehabilitation Project (Staff Contacts: Chris Schroeder, 408-586-3161 and Tony Ndah, 408-586-2602)

Recommendations:

- 1) Receive report on bids and award of construction contract to the lowest responsible bidder submitting a responsive bid, Redwood Construction and Equipment, Inc., in the amount of \$1,715,652.00 for the Citywide Parks and Playgrounds Rehabilitation Project subject to annual appropriations;
- 2) Authorize the Director of Public Works to negotiate and execute contract change order(s) in an aggregate amount not to exceed \$50,000.00 for the Citywide Parks and Playgrounds Rehabilitation Project.

C8. Accept the California Governor's Office of Emergency Services, Public Safety Communications Division, California 9-1-1 Emergency Communications Branch, Annual Training Allotment of up to \$10,000 for Fiscal Year 2019-2020 and Approve the Related Budget Amendment (Staff Contact: Henry Kwong, 408-586-2419)

Recommendations:

- 1) Accept the Governor's Office of Emergency Services, Public Safety Communications Division, California 9-1-1 Emergency Communications Branch, Annual Training Allotment of up to \$10,000 for Fiscal Year 2019-2020.
- 2) Approve a budget appropriation of \$10,000 from California Governor's office of Emergency Services, Public Safety Communications Division, California 9-1-1 Emergency Communications Branch.

C9. Consider and approve a Fee Waiver for the Nuñez Community Foundation (Staff Contact: Mary Lavelle, 408-586-3001)

Recommendation: Consider request and approve a fee waiver of \$1,000 for the Nuñez Community Foundation for use of the Milpitas Community Center Auditorium on March 14, 2020, to host a Health and Wellness Fair.

- C10. Consider Community Member Request to Rename Albert Augustine Jr. Memorial Park to “Albert Augustine Jr. Memorial Park Jr. Park of Sunnyhills” (Staff Contact: Renee Lorentzen, 408-586-3409)**

Recommendation: Approve Request from a Community Member to rename Albert Augustine Jr. Memorial Park to “Albert Augustine Memorial Park Jr. of Sunnyhills.”

COMMUNITY SERVICES AND SUSTAINABLE INFRASTRUCTURE

- 11. Receive Update and Presentation from Silicon Valley Clean Energy (Staff Contact: Elaine Marshall, 408-586-2603)**

Recommendation: Receive update and presentation from Silicon Valley Clean Energy

- 12. Receive Update on Preliminary Energy and Water Savings Conservation Measures for Implementation on City Facilities and Land (Staff Contact: Tony Ndah, 408-586-2602)**

Recommendations:

1) Accept the update on the Preliminary Energy and Water Savings Conservation Measures pertaining to the Energy Service Company (ESCO) Investment Grade Audit being implemented by Engie Services U.S. Inc.

2) Provide input to staff on Preliminary Conservation Measures

REPORTS OF MAYOR & COUNCILMEMBERS - from the assigned Commissions, Committees and Agencies

COMMISSION REPORTS

- 13. Receive and approve the Science, Technology & Innovation Commission Work Plan 2019-2020 (Staff Contact: Mike Luu, 408 586-2706)**

Recommendation: Receive report and approve the Science Technology and Innovation Commission Work Plan 2019-2020

- 14. Approve the Milpitas Parks, Recreation and Cultural Resources Commission Work Plan for Fiscal Year 2019-20 and Consider Approval of the Sister Cities Cultural and Community Relationship program (Staff Contact: Renee Lorentzen, 408-586-3409)**

Recommendations:

1) Approve proposed Parks, Recreation and Cultural Resources Commission Fiscal Year 2019-20 Work Plan and

2) Consider approval of the Sister Cities Cultural and Community Relationship program

NEXT AGENDA PREVIEW

- 15. Receive Preview of February 18, 2020 City Council Meeting Agenda (Staff Contact: Mary Lavelle, 408 586-3001)**

Recommendation: Receive Preview of February 18, 2020 City Council Meeting Agenda as presented by the City Clerk.

ADJOURNMENT

NEXT CITY COUNCIL MEETING **TUESDAY, FEBRUARY 18, 2020**

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review.

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(select meeting date)

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MILPITAS CITY COUNCIL MEETING

PREVIEW OF AGENDA ITEMS

FEBRUARY 18, 2020

PRESENTATIONS

CONSENT CALENDAR

1. Accept City Council calendar for February and March 2020 (Mary Lavelle)
2. Approve City Council meeting minutes of January 28 (Pam Caronongan) + February 4, 2020 (Mary Lavelle)
3. 2nd reading/Adopt Ordinance No. 304 for Skate Park Regulations (Tegan McLane)
4. Approve Purchase and Sale Agreement for Tarob Ct. property (Alex Andrade)
5. Approve Amendment No. 2 to Agreement with Water Systems Optimization, Inc. (Zachary DeVine)
6. Approve Amendment No. ___ to Agreement with TEC Accutite for UST/AST Maint and Certification Services (Zachary DeVine)
7. Approve Agreement with TBD for Citywide Parks Maintenance Services (Tony Ndah)
8. Approve Contract with Urban Field Studio for TASP Update (Ned Thomas)
9. From Jan. 21: Approve Agreement with Chandler Asset Management (Walter Rossmann)
10. Adopt a Resolution Authorizing the City Manager to Execute an Agreement with CentralSquare Technologies for the Sole Source Purchase of Community Development Software Upgrade. (Mike Luu)

PUBLIC HEARING

11. Introduce Ordinance No. xxx regarding Short Term Rentals regulation (Alex Andrade)

COMMUNITY DEVELOPMENT

12. Update on Parking in The Pines neighborhood (incl. timeline) + timed parking pilot near BART (Steve Erickson)
13. Preview of Economic Development Strategy (Alex Andrade)

COMMUNITY SERVICES

14. Approve Joint Use Agreement and Operations & Maint Agreement w/MUSD for McCandless Park (Renee Lorentzen)

PUBLIC SAFETY

15. Emergency Management Consultant Report (Brian Sherrard)

LEADERSHIP

16. Presentation of Communication Study (Walter Rossmann)
17. Approve FY 2019-20 Mid-Year Budget (Walter Rossman)

REPORTS (no AR) From Mayor and Councilmembers on assigned Committees, Commissions and outside bodies

COMMISSION

18. Approve Economic Development and Trade Commission Work Plan incl. Sister Cities-trade (Alex Andrade)

PREVIEW NEXT AGENDA

19. Preview list of items for March 3, 2020 (Mary Lavelle)

MEETING MINUTES

MILPITAS CITY COUNCIL RULES SUBCOMMITTEE

Minutes of: City Council Rules Subcommittee
Date: Friday, September 20, 2019
Time: 12:00 PM
Location: Milpitas City Hall, Committee Room
455 E. Calaveras Blvd., Milpitas, CA

1. Call to order and Roll Call: Meeting was called to order by Mayor Tran at 12:10 PM. Mayor and Vice Mayor Dominguez were present along with Assistant City Manager Ashwini Kantak, Interim City Manager Steve McHarris, and Deputy City Clerk Pam Caronongan.

Deputy City Clerk Caronongan stated that City Attorney Christopher Diaz was in attendance via telephone conference.

2. Approve Meeting Minutes – Minutes of August 23, 2019 meeting were approved.
3. Public Forum – Rob Means, 1421 Yellowstone (resident), spoke about a Youth Climate Strike and importance of a climate emergency through City Council votes and policies. He requested climate emergency be added to the October 15, 2019 City Council agenda.

Frank De Smidt announced a Casino Night event hosted by the Milpitas Chamber of Commerce.

4. Review of Regular City Council meeting agendas
 - Assistant City Manager Kantak, Interim City Manager McHarris, and City Attorney Diaz reviewed all items listed on the draft agenda for the October 1, 2019 City Council agenda.

Re: City Council Agenda Request Forms

Interim City Manager McHarris and Assistant City Manager Kantak opened the discussion since Staff is seeking direction from City Council in its efforts to streamline the City Council Agenda Request Forms process, especially now that there were four requests from the previous City Council meeting (from Councilmembers Nuñez and Phan) as well as five additional ones (from Mayor Tran and Councilmember Montano).

Mayor Tran and Vice Mayor Dominguez discussed and shared their respective opinions on the following:

- Making the City Council meetings run more smoothly while reaping more productive and efficient results.
- Prioritizing the growing list of “Unfinished Business” items that were awaiting to be heard by City Council.

- Managing the growing list of City Council Agenda Request Forms and how should they be prioritized in relation to the “Unfinished Business” and other agendized items.
- Ensuring that the needs of the citizens were met while balancing the City’s limited resources and Staff’s already-heavy workload and time.
- Seeking ways for better “agenda management” while balancing priorities, ensuring smooth day-to-day City operations are maintained, and handling the City’s / Staff’s workload.
- Revisiting the current Rules Subcommittee Scope document to seek guidance on how and when City Council Agenda Request Forms should be processed and agendized.

Assistant City Manager Kantak, along with City Attorney Diaz, reviewed what the current Rules Subcommittee Scope document states regarding the City Council Agenda Request Forms.

City Attorney Diaz advised that the current Rules Subcommittee Scope document briefly touched how City Council Agenda Request items should be placed on the agenda, but it was not “precise” as to when / which agenda should items be placed.

City Attorney Diaz stated that the Scope document is not a legal document nor is it codified or as an ordinance. He further advised that the discussion seeking clarification should be presented before City Council in order to achieve clear direction to staff.

Interim City Manager McHarris briefly explained the dynamic between the agendized items and how those items convert into the day-to-day workflow for City Staff once City Council approves them. Discussing the importance of “agenda management” so that the City could continue running its business efficiently. He expressed hopes that the Rules Subcommittee could be the avenue to ensure successful “agenda management,” and clear communications should continue.

It was agreed that further discussion is needed, with the discussion to be brought before the entire City Council during the October 1, 2019 regular City Council Meeting.

- Mayor and Vice Mayor approved the October 1, 2019 draft agenda.
- Assistant City Manager Kantak informed the Subcommittee regarding upcoming events:
 - Special Meeting / Study Session – Housing Subcommittee and City Council on September 24, 2019
 - Special Meeting / City Council Retreat on October 4, 2019
 - Special Meeting / Study Session on October 8, 2019
 - Regular City Council Meeting on October 15, 2019

Assistant City Manager Kantak, Interim City Manager McHarris, and City Attorney Diaz responded to inquiries and requests for clarification from Mayor Tran and Vice Mayor Dominguez.

5. Adjourn: Mayor Tran adjourned the meeting at 1:46 PM. The next Rules meeting would be scheduled on Friday, October 4, 2019 at 12:00 PM.

*Minutes prepared by
Pam Caronongan, Deputy City Clerk*