MEETING MINUTES
CITY OF MILPITAS

Minutes of:	**City Council Rules Committee**
Date:	**Monday, October 24, 2011**
Time:	**4:30 PM**
Location:	**Committee Room, Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas**

I. ROLL CALL

PRESENT: Councilmember Debbie Giordano
Councilmember Armando Gomez

STAFF: City Manager Tom Williams
City Attorney Mike Ogaz
City Clerk Mary Lavelle

CALL TO ORDER - 4:31 p.m.

II. APPROVAL OF AGENDA - ok

III. APPROVAL OF MINUTES - approved for October 10, 2011

IV PUBLIC FORUM – none

V. AGENDA REVIEW

City Council Meeting Agenda review: Councilmembers reviewed the draft agenda for the Council meeting of November 1. Councilmember Giordano requested two items to add onto the agenda: (1) discussion and overview by the City Attorney regarding Records Retention Policy as it relates to state law and open government, and (2) a review of the policies and practices of Sister Cities Commission and notification of visiting delegations. She was concerned about not having been notified of a recent visit to Milpitas of visitors from the Philippines.

Councilmember Gomez commented on the CDBG priorities agenda item, that he wanted staff to consider how those funds could relate to the City's General Fund.

Councilmember Giordano asked the City Manager questions about process for the Rules Subcommittee, and about adding items to, or removing them from, a Council agenda. The City Manager responded based on the guidelines in the City Council Handbook and the Open Government Ordinance. The City Clerk explained the process for submission of reports to create the agenda. The City Attorney termed the agenda a "fluid document."

The tentative agenda list for November 15 City Council meeting was distributed also.

V. ADJOURNMENT - 4:45 p.m.

Minutes prepared by Mary Lavelle, City Clerk