



City of San José

Quarterly Boards and Commissions Meeting

Boards & Commissions Staff

Toni J. Taber, City Clerk
Neelam Naidu, Deputy City Attorney
Anh Tran, Deputy City Clerk

10:00 a.m. **AGENDA**
April 25, 2016 San José City Hall
Tower – 1446

- I. Introductions**
- II. Policy 0-4 Update**
- III. Serial Meeting Memo from the City Attorney’s Office**
- IV. Cost & Budget Statements**
- V. Spring 2016 Recruitment**
- VI. 2016 Boards & Commissions Resource Fair & Recognition Event Update**
- VII. Boards & Commissions Training – July 2016**
- VIII. Frequent Issues**
 - a. Form 700/FGR Update
 - b. AB1234 Update
 - c. Creating Action Minutes
 - d. Adding items to the Workplan and Agenda
 - e. Submitting a Letter to Council
 - f. Receiving Letters from the Public to Board/Commission
- IX. Future Topics**
- X. Next Meetings**
 - a. Monday, July 25, 2016 – 10:00 a.m.
 - b. Monday, October 31, 2016 – 10:00 a.m.