



City of Santa Clara

Meeting Minutes

Governance and Ethics Committee

03/04/2024

1:00 PM

City Hall – Council Chambers / Hybrid
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Chair Chahal called the meeting to order at 1:01 p.m.

Present 3 - Chair Raj Chahal, Member Suds Jain, and Member Kevin Park

CONSENT CALENDAR

1. [24-240](#) Approval of the December 4, 2023 Governance and Ethics Committee Meeting Minutes

Recommendation: Approve the minutes of the December 4, 2023 Governance and Ethics Committee meeting

Committee Member Jain motioned and seconded by Committee Member Park to approve the December 4, 2023 minutes.

Aye: 3 - Chair Chahal, Member Jain, and Member Park

PUBLIC PRESENTATIONS

No public presentations were made.

GENERAL BUSINESS

2. [24-988](#) Review and Discussion on Email Retention Policy

Recommendation: Consider and Direct Staff to Develop Possible Modifications to the City's Email Retention Policy for City Council and Potentially other forms of City Council communications, for ultimate Consideration for Approval by the City Council

Staff presented information on the current email retention policy for City emails which is currently 90 days. The Committee discussed options to move from 90 days to two year retention policy for City Councilmembers. **Committee Member Jain** also brought up text messaging retention and storage. Staff shall return to a future Committee meeting with additional information in regards to text messaging.

The Committee directed staff to bring forth to the full Council the recommendation to change email retention for City Councilmembers from 90 days to two years.

3. [24-1267](#) Report and Request for Direction on Proposed Amendments to SCSC Chapter 2.155 ("Regulation of Lobbying Activities") and SCSC Chapter 2.160 ("Calendars of Certain City Officials") to Better Align the Requirements

Recommendation: Provide direction on the proposed amendments to SCSC Chapter 2.155 ("Regulation of Lobbying Activities") and SCSC Chapter 2.160 ("Calendars of Certain City Officials").

Staff presented information regarding proposed amendments to SCSC Chapter 2.155 and SCSC Chapter 2.160. The Committee had a discussion on the staffing needs for regulation and enforcement of the Lobbying Ordinance. Staff will return to a future Committee meeting with a staffing analysis and conduct benchmarking to review other jurisdiction's ordinances.

4. **24-24** Review and Discussion on Council Policy 020 (“Proclamations, Commendations and Certificates of Recognition”) and Council Policy 009 (“City Representation at Meetings, Ceremonies and Special Events”)

Recommendation: Make Recommendations, if any, to amend Council Policy 020 (“Proclamations, Commendations and Certificates of Recognition”) and amend Council Policy 009 (“City Representation at Meetings, Ceremonies and Special Events”), for further development by staff if necessary/appropriate, for the ultimate consideration by City Council

Staff presented information on the current procedures for Council Policy 020 (“Proclamations, Commendations and Certificates of Recognition”) and Council Policy 009 (“City Representation at Meetings, Ceremonies and Special Events”) which included benchmarking and procedures from nearby cities. The Committee discussed options to amending the policy to include Council District recognition from City Councilmembers and the addition of City Councilmembers' signatures on recognition items.

Staff presented the current procedures for Council Policy 009 (“City Representation at Meetings, Ceremonies and Special Events”). The Committee discussed options to allow City Councilmembers to address the public as a speaker, in addition to the Mayor for ceremonial events.

Based on the Committee feedback, staff will return to a future Committee meeting with options for further review and discussion on amending Council Policy 020 and Council Policy 009.

5. [24-233](#) Action on the 2024 Governance and Ethics Committee Workplan

Recommendation: Approve the 2024 Governance and Ethics Committee Workplan with any additional amendments.

Staff presented the tentative Governance and Ethics Committee workplan for 2024. Committee members brought forth additional items for consideration for the workplan. Member of the public **Tom Shanks** noted the workplan should include an item on Ethics. Staff will return to the next Committee meeting with a revised workplan based on the feedback.

Committee member Jain motioned and Chair Chahal seconded the motion to approve recommended Governance and Ethics Workplan.

Aye: 2 - Chair Chahal, and Member Jain

Excused: 1 - Member Park

6. [24-258](#) Discussion Regarding the Start Time of City Council/Stadium Authority, Special and Closed Session Meetings

Recommendation: Discuss current practices for scheduling closed sessions or special meetings, and provide feedback on potential changes, if any, to the process for consideration by the City Council.

Staff provided information on the process to determine start times for City Council meetings and Closed sessions, including procedures to poll the City Councilmembers for availability. The Committee made no action on this item.

STAFF REPORT

None.

COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION

None.

ADJOURNMENT

Chair Chahal adjourned the meeting at 3:01 p.m.

MEETING DISCLOSURES

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