



City of Santa Clara

Meeting Minutes

Governance and Ethics Committee

12/02/2024

1:00 PM

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

The City of Santa Clara is conducting Governance and Ethics Committee meetings in-person and continues to have methods for the public to participate remotely or in-person.

- Via Zoom: <https://santaclaraca.zoom.us/j/98559951444>
- Webinar ID: 985 5995 1444
- By phone: +1 669 444 9171

To submit written public comment before meeting:

Send email to mayorandcouncil@santaclaraca.gov by 9 a.m. the day of the meeting. Those emails will be forwarded to Committee members and will be uploaded as supplemental meeting material.

Note: Emails received as public comment will not be read aloud during the meeting.

CALL TO ORDER AND ROLL CALL

Chair Chahal called the meeting to order at 1:05 p.m.

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

CONSENT CALENDAR

- 1A. [24-863](#) Approval of the October 4, 2024 Governance and Ethics Committee Special Meeting Minutes

Recommendation: Approve the minutes of the October 4, 2024 Governance and Ethics Committee Special Meeting

A motion was made by Committee Member Jain, seconded by Committee Member Park to approve the staff recommendation to approve the meeting minutes.

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

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. [24-705](#) Presentation by Outside Consultant of the Review of and Recommendations Regarding Existing City's Ethics Policies and Solicitation of Committee Input on Appropriate Next Steps

Recommendation: Receive Consultant's Report and Provide Any Input to the Consultant's Recommendations

ATTACHMENTS

1. City Code of Ethics and Values
2. Behavioral Standards for Councilmembers
3. City Council Admonition and Censure Policy (Council Policy 047)
4. Chapter 2.145, Restrictions on activities of City officials and certain City employees

Chair Chahal motioned to continue agenda Item 2 ("Presentation by Outside Consultant of the Review of Recommendations Regarding Existing City's Ethics Policies and Solicitation of Committee Input on Appropriate Next Steps") at the next Governance and Ethics Committee meeting scheduled for March 2025, due to the Consultant being unavailable.

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

3. [24-772](#) Discussion and Direction on District Communication Options

Recommendation: Provide Direction on District Communication Options Recommendations by the Governance and Ethics Committee and Forward for Consideration and Approval by the City Council.

Director of Communications / Public Information Officer Janine Delavega presented on the topic of District Communication options as part of the Committee's workplan. Through the review of the City's current communication options, staff presented options for consideration for the Committee's review.

In summary, staff proposed an option to decouple City Hall News from the Mayor and City Councilmember messages and alternatively to provide each City Councilmember the option to send messages to subscribers in their respective districts. After review and discussion, the Committee provided direction to staff to consider the alternative options and bring forth the options to the full City Council for consideration

Committee Member Park motioned, seconded by Committee Member Jain to approve the staff recommendation with the following recommendations to be brought forward to the full City Council for consideration and approval. 1) City Hall News would continue as City newsletter, Mayor and City Council have option to submit a monthly message linked; 2) Establish Council district subscription lists, the City would begin using the existing list. Subscribers would need to unsubscribe to no longer receive specific district or Mayor news, 3) City Councilmembers in addition have the option to send separate communication to district subscribers; 4) Guidelines would be developed by City for Council communications; 5) A disclaimer would be added to the City Councilmember messages; and 6) City staff would revisit the process and analyze workload and return to the Committee if modifications are needed.

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

STAFF REPORTS

COMMITTEE MEMBER REPORTS / FUTURE REFERRAL ITEMS FOR CONSIDERATION

Committee Member Park requested staff review the use of Zoom for City Councilmembers to host virtual meetings within Council districts. Staff stated they would return with additional information.

ADJOURNMENT

Chair Chahal adjourned the meeting at 3:05 p.m.

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

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.