



City of Santa Clara

Meeting Agenda

Charter Review Committee

Wednesday, November 19, 2025

6:00 PM

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

**Committee Member Lauren Diamond will participate remotely from the following location:
1130 Welch Ln, Mabank, TX 75156**

The City of Santa Clara is conducting Charter Review 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/86127408402>
- Webinar ID: 861 2740 8402
- By phone: +1 669 444 9171

To submit written public comment before meeting: Send email to cityattorney@santaclaraca.gov by 10 AM one day before the date of the meeting. 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

GENERAL BUSINESS

1. **25-1649** [Approval of the October 22, 2025 Charter Review Committee Meeting Minutes](#)

Recommendation: Approve the minutes of the October 22, 2025 Charter Review Committee Meeting in the form presented with such modifications/corrections as may be required or requested by the Board.

2. **25-1650** [Report Outs from Ad Hoc Subcommittees and Discussion of Ad Hoc Subcommittee Meeting Scheduling and Coordination](#)

Recommendation: Receive and discuss reports of those Subcommittees reporting; discuss and possibly take action on scheduling/coordination of future Ad Hoc Subcommittee meetings.

3. 25-1651 [Staff Presentation Regarding \(1\) Charter language/organization conventions, \(2\) "Benchmarking" with other Charter Cities, \(3\) Proposed standards for grouping proposed Charter modifications within "levels," \(4\) Proposed process for drafting and review of Charter modifications; and \(5\) Scheduling of December 17, 2025 and May 20, 2026 Committee meetings at Central Library](#)

Recommendation: Hear the report and provide feedback.

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

STAFF/COMMITTEE MEMBER COMMENTS

ADJOURNMENT

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.

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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.

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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.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

25-1649

Agenda Date: 11/19/2025

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Approval of the October 22, 2025 Charter Review Committee Meeting Minutes

DISCUSSION

The attached “action” minutes are presented to the Charter Review Committee Board for review and approval.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact to the City other than administrative staff time.

PUBLIC CONTACT

Public contact was made by posting the Charter Review Committee agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the minutes of the October 22, 2025 Charter Review Committee Meeting in the form presented with such modifications/corrections as may be required or requested by the Board.

Reviewed by: Aimee Escobar, Management Analyst, City Manager’s Office

Approved by: Glen Googins, City Attorney

ATTACHMENTS

1. October 22, 2025 Charter Review Committee Meeting Minutes (Draft)



City of Santa Clara

Meeting Minutes

Charter Review Committee

10/22/2025

6:00 PM

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

**Committee Member Susan Peterson participated remotely from the following location:
645 Cloud Cap Avenue, Pagosa Springs, CO 81147**

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CALL TO ORDER AND ROLL CALL

Quorum Confirmed

Present 12 - Member Pat Nikolai, Member Holly Rhea Roberts, Member Bernard Tansey, Member Mohammad Naveed, Member Joseph W. Sosinski, Member Eric Crutchlow, Member Burt Field, Member Steve Kelly, Member Lauren Diamond, Member Mark Boeckman, Member Susan Peters, and Member John Brooks

Excused 1 - Member Eric Jensen

GENERAL BUSINESS

1. [25-1553](#) Approval of the October 1, 2025 Charter Review Committee Meeting Minutes

Recommendation: Approve the minutes of the October 1, 2025 Charter Review Committee Meeting in the form presented with such modifications/corrections as may be required or requested by the Board.

Motion to approve made by Member Crutchlow with a second from Member Kelly.

Approved Staff Recommendation to approve minutes in the form presented.

Approved Staff Recommendation to approve minutes in the form presented.

Aye: 12 - Member Nikolai, Member Roberts, Member Tansey, Member Naveed, Member Sosinski, Member Crutchlow, Member Field, Member Kelly, Member Diamond, Member Boeckman, Member Peters, and Member Brooks

Excused: 1 - Member Jensen

2. [25-1538](#) Action on Proposed 2025 - 2026 Charter Review Committee Meeting Schedule

Recommendation: Staff recommends adoption of the proposed 2025 - 2026 Charter Review Committee Regular Meeting Schedule for the third Wednesday of each month on the terms presented.

Staff gave a presentation on a proposed regular meeting calendar based on direction from the Board at their previous meeting. Staff's recommendation was for regular CRC meetings to be held monthly on the third Wednesday of each month, starting November 19, 2025 through June 17, 2025, starting at 6:00p.m., in City Council Chambers, unless there is a conflict, with alternative location to be determined (Central Library preferred, if available).

Motion to approve made by Member Crutchlow with a second from Member Boeckman.

Staff recommendation was approved.

Staff recommendation was approved.

Aye: 12 - Member Nikolai, Member Roberts, Member Tansey, Member Naveed, Member Sosinski, Member Crutchlow, Member Field, Member Kelly, Member Diamond, Member Boeckman, Member Peters, and Member Brooks

Excused: 1 - Member Jensen

3. [25-1548](#) Action to Form and Appoint Charter Review Committee Members to Ad Hoc Subcommittee Working Groups

Recommendation: Take action to form and appoint members to the following Ad Hoc Subcommittees

- Subcommittee One:
Powers and Structure of City Government: Rules/Process for Action
- Subcommittee Two:
City Council: Elections, Powers and Conduct of Meetings
- Subcommittee Three:
Senior Officials: Duties and Qualifications
- Subcommittee Four:
Boards and Commissions: Composition, Powers and Duties
- Subcommittee Five:
Civil Service: General Rules for Classified and Unclassified Employees; Commission Composition and Duties
- Subcommittee Six:
Fiscal Administration and Procurement

Staff gave a detailed presentation on the role and function of Ad Hoc Subcommittees, and the process for soliciting Member interest and proposing Ad Hoc Subcommittee rosters based as much as possible on Member preferences. Rosters were proposed for six Ad Hoc Subcommittees as follows: Group One - Powers and Structure of City Government; Rules/Process for Action; Group Two - City Council: Elections, Powers, and Conduct of Meetings; Group Three - Senior Officials: Duties and Qualifications; Group Four - Boards and Commissions: Composition, Powers and Duties; Group Five - Civil Service: General Rules for Classified and Unclassified Employees; Commission Composition and Duties; and Group Six - Fiscal Administration and Procurement.

One public comment was received via Zoom participation.

Motion to approve made by Member Kelly with a second from Member Crutchlow.

The formation and appointment of members to the Ad Hoc Subcommittees was approved as proposed with the following changes: Group One: Powers and Structure of City Government - addition of Committee Member Joe Sosinski to the Group. Group One is now comprised of Committee Members Kelly, Tansey, Nikolai, Jensen and Sosinski.

A motion was made by Member Kelly, seconded by Member Crutchlow, that this item be Adopted as amended. The motion

carried by the following vote:

Aye: 12 - Member Nikolai, Member Roberts, Member Tansey, Member Naveed, Member Sosinski, Member Crutchlow, Member Field , Member Kelly, Member Diamond, Member Boeckman, Member Peters, and Member Brooks

Excused: 1 - Member Jensen

4. Staff Preview of Agenda for Next Charter Review Committee Meeting Scheduled for November 19, 2025

Preview included (1) approval of Minutes (2) presentation of meetings to be held at alternative location (Central Library), (3) reports from Ad Hoc Subcommittees, ad (4) Staff presentation on various work plan implementation issues.

Informational item, no action required.

PUBLIC PRESENTATIONS

There were no public presentations.

STAFF/COMMITTEE MEMBER COMMENTS

There were no staff/committee member comments.

ADJOURNMENT

The Charter Review Committee meeting was adjourned at 7:20 p.m.

MEETING DISCLOSURES

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Agenda Report

25-1650

Agenda Date: 11/19/2025

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Report Outs from Ad Hoc Subcommittees and Discussion of Ad Hoc Subcommittee Meeting Scheduling and Coordination

DISCUSSION

As the date of publication of the agenda for the November 19, 2025, Charter Review Committee Meeting, the following Ad Hoc Subcommittees were able to schedule and hold meetings:

- Group One: Power and Structure of City Government: Rules/Process for Action (November 12, 2025 at 6:00 p.m. in City Council Conference Room).
- Group Four: Boards and Commissions: Composition, Powers and Duties (November 13, 2025 at 6:00 p.m. in Sparacino Conference Room).

City Attorney staff made presentations at each of these meetings. The power points used for staff's presentations are attached to this report. Preliminary input from committee members in attendance was solicited and received. Staff, with assistance from committee members, will report out to the full Charter Review Committee on the substance of these meetings.

RECOMMENDATION

Receive and discuss reports of those Subcommittees reporting; discuss and possibly take action on scheduling/coordination of future Ad Hoc Subcommittee meetings.

Reviewed by: Aimee Escobar, Management Analyst, City Manager's Office

Approved by: Glen Googins, City Attorney

ATTACHMENTS

1. Charter Review Subcommittee Presentation Group 1 DRAFT 11-10-2025
2. Charter Review Subcommittee Presentation Group 4 DRAFT 11-13-2025

City of Santa Clara

**Charter Review Ad Hoc Subcommittee
Group 1**

**Powers & Structure of City
Government: Rules/Process for
Action**

November 12, 2025, 6:00 p.m.,
Sparacino Conference Room



**City of
Santa Clara**
The Center of What's Possible

Proposed Meeting Agenda

- Meeting Logistics
- City Charter Basics
- Charter Project Basics
- Group 1 Charter Sections
- Preliminary Staff Identified Areas for Review/Improvement
- Preliminary Committee Member Ideas and Discussion
- Next Steps



Meeting Logistics

- **Consider Appointing a Chair, Vice Chair and Secretary**
 - Chair oversees meetings and acts as liaison with City staff
 - Vice Chair acts in absence of Chair
 - Secretary takes meeting notes and reports out to CRC
- **Meeting Procedures Informal, Facilitated by Chair and Staff**
 - Actions taken by consensus; majority vote if necessary
- **Always End with Next Steps**
 - Including Setting of Next Meeting if Possible
- **Remember to avoid communications regarding Group issues outside the Group to avoid Brown Act “serial meeting” violations**

City Charter Basics

- A city charter is the legal document that serves as the city’s “constitution” establishing its government structure, powers and responsibilities.
- Charter cities have supreme authority over “municipal affairs”.
- “Municipal Affairs” generally include:
 - Municipal election matters
 - Land use and zoning decisions (with some exceptions)
 - How a city spends its tax dollars, and
 - Municipal contracts
- Charter provisions typically provide a general framework for government structure and operations; ordinances adopted by City Councils then implement these general rules with more detailed regulations

Charter Project Basics

- Santa Clara Charter Adopted in 1951; amended since multiple times since, but has gotten out of line with state law, City's actual and "best practices"
- Charter project intended to develop of comprehensive Charter amendment to (1) make corrections, (2) eliminate ambiguities, (3) align Charter with state law/current City/best practices, (4) easier to understand and apply.
- Process driven by practical/legal considerations; NOT to implement major restructuring of City operations or change City's election process.
- CAO staff will draft proposed modifications based upon input from City staff, impacted "stakeholders" (B&Cs, unions, the public) and, of course, CRC members.
- Consideration given to "Levels" of changes
- Comprehensive amendment to be presented to the Council and ultimately the voters in November 2026



Group One

Powers and Structure of City Government: Rules/Process for Action

- Article I. Name of City
- Article II. Boundary of the City
- Article III. Succession
- Article IV. Powers
- Article V. Form of Government
- Article VI. The Elective Officers.
- Article VIII. [Sections 808-815 Regarding Ordinances/Meetings]
- Article IX. [Sections 910-912 Regarding Admin. Code, Official Bonds, Oaths of Office]
- Article XVIII. Miscellaneous.



Recent Charter Amendments

- **November 2016: Amendments to Article VII (The Council)**
 - Created salary setting commission for review of Mayor and Council salaries
 - Amended Mayor and Council Term limits
 - Amend process to fill vacancies in elective offices of the City
 - Require 2/3 vote by Council for disposal of land use for park or recreational purposes
- **June 2022: Established by-district election for six City Council districts, with Mayor elected at large.**
- **November 2022: Affirmed transfer of 5% of SVP's gross receipts to the City's general fund**



Preliminary Staff Comments

- General review of all Sections for improved organization, headings, wording/legal compliance
- Article III, Succession: Review to determine what is still needed
- Update section 1803 Effective Date to provide the actual effective date of the charter.
- Clarify timing and application of 30-day residency requirement [Section 600]
- Additional language needed in 600.01/.02 regarding timing of special/consolidated elections/interplay with state law?



Preliminary Staff Comments (cont'd)

- Why was timing for taking office/eligibility repealed? Worth clarifying. [Section 600.1 and 601]
- CAO to review and provide recommendations on Ordinance adoption and publication requirements [Sections 808 through 815] and Sections 910 through 912 which seem “dated”
- The Definitions Section needs to be reviewed/revised and likely expanded [Section 1800]
- What is current best practice on violations/enforcement of Charter violations? [Section 1801]
- Consider adding a “Liberal Construction” provision in Article XVIII

Preliminary Subcommittee Comments

- Reactions to preliminary staff comments
- Committee members ideas/thoughts on assigned Articles/Sections
- Committee members ideas/thoughts on process

Next Steps

- Calendar next Committee meeting
- Set agenda for next agenda meeting
- Responsibility for preparing and presenting report out to CRC at upcoming November 19th meeting

City of Santa Clara

**Charter Review Ad Hoc Subcommittee
Group 4**

**Boards and Commissions:
Composition, Powers and Duties**

November 13, 2025, 6:00 p.m.,
Sparacino Conference Room



**City of
Santa Clara**
The Center of What's Possible

Proposed Meeting Agenda

- Meeting Logistics
- City Charter Basics
- Charter Project Basics
- Group 4 Charter Sections
- Preliminary Staff Identified Areas for Review/Improvement
- Preliminary Committee Member Ideas and Discussion
- Next Steps



Meeting Logistics

- **Consider Appointing a Chair, Vice Chair and Secretary**
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 - Secretary takes meeting notes and reports out to CRC
- **Meeting Procedures Informal, Facilitated by Chair and Staff**
 - Actions taken by consensus; majority vote if necessary
- **Always End with Next Steps**
 - Including Setting of Next Meeting if Possible
- **Remember to avoid communications regarding Group issues outside the Group to avoid Brown Act “serial meeting” violations**

City Charter Basics

- A city charter is the legal document that serves as the city's “constitution” establishing its government structure, powers and responsibilities.
- Charter cities have authority over their “municipal affairs” which generally include
 - Municipal election matters (qualifications, terms, districts, who is elected/appointed)
 - Land use and zoning decisions (subject in recent years to state preemption on housing)
 - Structure of government/city work force
 - Fiscal policy (how we budget, spend and account for our revenues, with a lot of preemption on taxes and fees)
 - How the city awards and implements public works and municipal contracts (also a lot of pre-emption)
- Charter provisions typically provide a general framework for government structure and operations; ordinances adopted by City Councils then implement these general rules with more detailed regulations.
- Can only be amended by a vote of the people



Recent Charter Amendments

- **November 2016: Amendments to Article VII (The Council)**
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 - Amended process to fill vacancies in elective offices of the City
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- Santa Clara Charter Adopted in 1951; amended multiple times since, but has gotten out of line with state law, City's actual and "best practices"
- Charter project intended to develop comprehensive Charter amendment to (1) make corrections, (2) eliminate ambiguities, (3) align Charter with state law/current City/best practices, (4) easier to understand and apply.
- Process driven by practical/legal considerations; NOT to implement major restructuring of City operations or change City's election process.
- CAO staff will draft proposed modifications based upon input from City staff, impacted "stakeholders" (B&Cs, unions, the public) and, of course, CRC members.
- Consideration given to "Levels" of changes
- Comprehensive amendment to be presented to the Council and ultimately the voters in November 2026



Group Four

Boards and Commissions: Composition, Powers and Duties

- Article X. Appointive Boards and Commissions
 - Section 1000, In General
 - Section 1001, Appropriations
 - Section 1002, Appointments; terms
 - Section 1003, Meetings; Chair
 - Section 1004, Compensation, vacancies
 - Section 1005, Oaths; affirmations
 - Section 1006, Planning Commission – Generally
 - Section 1007, Planning Commission – Duties and powers
 - Section 1008, Parks and Recreation Commission
 - Section 1009, Parks and Recreation Commission – Power and duties
 - Section 1012, Board of Library Trustees
 - Section 1013, Board of Library Trustees – Powers and duties



Preliminary staff thoughts

- General review of all Sections for improved organization, headings, consistency, wording/legal compliance
- Clarity on difference between a “Board,” “Commission,” and “Committee”?
- Beyond the four designated boards/commissions, add others?
- Should there be additional provisions clarifying appointment, reappointment, removal process, or should all this be in the City Code? [Section 1002]
- Provisions for “closing a meeting to the public” violate the Brown Act [Section 1003]
- Review/consider modifications to what causes a position to be “vacant” [Section 1004]

Preliminary staff thoughts (cont'd)

- Should authority of boards/commissions be allowed to “make their own rules,” “compel the attendance of witnesses” and/or administer oaths in an investigatory proceeding? [Section 1003; Section 1005]
- General qualifications: must all appointed members be “qualified electors” of the City? What about non-Charter boards and commissions?
- Review and update all named Board/Commission duties and powers; solicit and consider Board and Commission input
- Planning Commission: consider eliminating/clarifying City staff designees as “ex officio” members [Section 1006]
- Board of Library Trustees: review/modify BLT overarching authority to “have charge of the administration” of the library system [section 1013]

Preliminary Subcommittee Comments

- Reactions to preliminary staff comments
- Committee members ideas/thoughts on assigned Articles/Sections
- Committee members ideas/thoughts on process

Next Steps

- Calendar next Committee meeting
- Set agenda for next subcommittee meeting
- Responsibility for preparing and presenting report out to CRC at upcoming November 19th meeting
- CAO staff to continue to coordinate with Charter designated Boards and Commissions to solicit their input



City of Santa Clara

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Santa Clara, CA 95050
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Agenda Report

25-1651

Agenda Date: 11/19/2025

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Staff Presentation Regarding (1) Charter language/organization conventions, (2) “Benchmarking” with other Charter Cities, (3) Proposed standards for grouping proposed Charter modifications within “levels,” (4) Proposed process for drafting and review of Charter modifications; and (5) Scheduling of December 17, 2025 and May 20, 2026 Committee meetings at Central Library

DISCUSSION

Staff will present to the Committee on the following subjects: (1) Charter language/organization conventions, (2) “Benchmarking” with other Charter Cities, (3) Proposed standards for grouping proposed Charter modifications within “levels,” (4) Proposed process for drafting and review of Charter modifications; and (5) Scheduling of December 17, 2025, and May 20, 2026. Committee meetings at Central Library. No Board action is required, but feedback from the Committee will be solicited on these subjects.

RECOMMENDATION

Hear the report and provide feedback.

Reviewed by: Aimee Escobar, Management Analyst, City Manager’s Office

Approved by: Glen Googins, City Attorney