

# City of Santa Clara

## Charter Review Ad Hoc Subcommittee Group 2

### City Council: Elections, Powers and Conduct of Meetings

February 9, 2026, 6:00 p.m.  
Sparacino Conference Room



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

# Proposed Meeting Agenda

- Distribute Notes/Minutes Template and Confirm Responsibility for Meeting Report Out (Crutchlow)
- Recap of Subcommittee Activities
- Follow up on Issues Identified at January 20<sup>th</sup>, meeting
- Identification of new issues
- Next Steps



# Recap of Group Two Activities

- Initial Meeting on December 8, 2025
  - Meeting logistics, Charter Basics, Charter Project Basics, Preliminary Staff Presentation of Assigned Sections, Identified Areas for Improvement, and Solicitation of Feedback (Su in support); Actions taken to make Member Kelly Chair, Vice-Chair to be split between Members Peters and Roberts, Member Crutchlow to be Secretary.
- Second Meeting on January 20, 2026
  - Templated/protocol for subcommittee minutes/report outs, recap of overall subcommittee activities, deeper dive into Group Two sections/issues (especially “salary setting” for Councilmembers), and presentation and input on overall Charter reorganization proposal.
- Report out at January 21, 2026 full CRC meeting

# Follow Up on Identified Issues

- City Council Salary Setting Process
  - Current structure/process. Salary Setting Commission determines every 2 years with 110% cap on any increase over previous amount [See Charter Section 702]
  - Proposed changes to (1) “clarify” ability to receive “benefits” in addition to salary (this would include “opt in” pension benefits and medical benefits if SSC provides); and (2) clarify that Salary Setting Commission (SSC) functions like any other City Board or Commission
  - Request for additional information on Benchmarking with other jurisdictions

# Follow Up on Identified Issues (cont'd)

- Can a City Council person be a City employee?  
Short Answer: No. Under common law doctrine of “incompatible offices” (see also Govt. Code Section 1099), this would not be allowed. May want to consider adding certainty with a provision in the Charter. Could/should also apply to City Council Boards and Commissions.
- Revise provision for required meetings from two each month to a total of twenty-four each year [Section 707]  
This makes sense. Note: Sunnyvale CRC has recommended something similar. Consider adding requirement for at least one per month
- What constitutes a “vacancy” [Section 703]

# Follow Up on Identified Issues (cont'd)

- Clarification of Quorum Requirements and Other Meeting Rules
  - Present “Meeting Management Protocols” in City Council Policy 055
  - Discuss: what goes in the Charter vs. the City Code vs. City Council Policy(ies) on this topic
- Consensus to add at least some provision regarding City Council duties and conduct
  - See City Attorney’s initial concept [Section 706]

# Other Issues?

- Examples
  - Qualifications of the Chief of Police [Section 701.1]
  - Power to lease, sell or convey property [Section 714]
  - Protection of Parkland and Open Space [Section 714.1]

# Next Steps

- Calendar next Subcommittee meeting
- Assign Committee Member/Staff Follow Ups
- Confirm process for preparing and presenting report out to CRC at upcoming February 18, 2026 meeting