



City of Santa Clara

Meeting Minutes

Governance and Ethics Committee

06/03/2024

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 10 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.

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

CALL TO ORDER AND ROLL CALL

Chair Chahal called the meeting to order at 1:04 p.m.

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

CONSENT CALENDAR

- 1.A [24-582](#) Approval of the March 4, 2024 Governance and Ethics Committee Meeting Minutes

Recommendation: Approve the minutes of the March 4, 2024 Governance and Ethics Committee 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

Member of the public **Wanda Buck** stated she had some issues logging into Zoom, staff was able to provide support to get her into the Zoom link soon thereafter.

GENERAL BUSINESS

2. [24-439](#) Review and Action on Council Policy 020 ("Proclamations, Commendations and Certificates of Recognition") and Council Policy 009 ("City Representation at Meetings, Ceremonies, and Events")

Recommendation: Approve amendments, if any, to Council Policy 020 ("Proclamations, Commendations and Certificates of Recognition") and Council Policy 009 ("City Representation at Meetings, Ceremonies & Special Events") and bring forth to City Council for consideration and approval.

Staff presented on recommendations for Council Policy 020 and included the current process for Proclamations, Commendations and Certificates of Recognition. Staff presented options to the Committee for discussion. The Committee discussed the options and requested additional signatures on the Mayoral Certificates of Recognition to include City Councilmembers.

A motion was made by Committee Member Park and seconded by Committee Member Jain to approve the staff recommendation for Council Policy 020 ("Proclamations, Commendations and Certificates of Recognition") and bring to the City Council for review and consideration.

The recommendation includes the (1) addition of Council District Certificates of Recognition signed by the Mayor and the City Councilmember, (2) Proclamations and Commendations to Bear the Signatures of all members of the City Council, (3) staff to present to City Council an annual list of Proclamations and Commendations and notification of new requests, and (4) all recognition items (Proclamations, Commendations, and Certificates of Recognition) are approved by the Mayor and if they Mayor does not approve, the City Councilmember may petition for Council approval though the Council Policy 030 process.

The Committee directed staff to return to a future Governance and Ethics Committee meeting to discuss further the process for issuance of Mayoral Certificates of Recognition.

A motion was made by Committee Member Park and seconded by Committee Member Jain, to bring forth the Committee Recommendation to the full Council for Council Policy 009 ("City Representation at Meetings, Ceremonies, and Events") to allow all City Councilmembers the opportunity to speak at City hosted events based on program times allotted.

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

3. [24-1082](#) Review Policy and Procedure 049 ("Community Grant Policy")

Recommendation: Approve amendments, if any, to Policy and Procedure 049 ("Community Grant Policy") and bring forth to City Council for consideration and approval.

The Committee deferred this item to a future special Governance and Ethics Committee meeting due to time constraints.

4. [24-25](#) Review Meeting Management Protocol Options and Rosenberg's Rules of Order and Provide Direction to Staff

Recommendation: Provide Direction on a Council Policy for Meeting Management Protocols Recommendations by the Governance and Ethics Committee and Forward for Consideration and Approval by the City Council

The Committee deferred this item to a future special Governance and Ethics Committee meeting due to time constraints.

5. [24-438](#) Update on Review of SCSC Chapter 2.155 ("Regulation of Lobbying Activities") and SCSC Chapter 2.160 ("Calendars of Certain City Officials")

The Committee deferred this item to a future special Governance and Ethics Committee meeting due to time constraints.

6. [24-444](#) Referral to Discuss Possible Revisions to the Placement of Public Presentations on the City Council Meeting Agenda

Committee Member Park updated Committee this item was brought forward as a Council Policy 030 regarding the placement of public presentations. The Committee members discussed options to consider such as moving public presentations on the agenda or limiting times of public presentations at the beginning and continuing public presentations at the end of agenda. **Member of the Public Wanda Buck** also stated by only allowing 30 minutes at the beginning, this creates disparity for those participating virtually by phone/Zoom.

Committee Member Jain motioned and seconded by **Committee Member Park** to include the public presentations placement topic as part of the meeting management protocols.

7. [24-583](#) Review and Action on Updated 2024 Governance and Ethics Workplan

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

The Committee deferred this item to a future special Governance and Ethics Committee meeting due to time constraints.

STAFF REPORT

None.

COMMITTEE MEMBER REPORTS / FUTURE REFERRALS

None.

ADJOURNMENT

Committee Chair Chahal adjourned the meeting at 4:05 p.m.

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.