



City of Santa Clara

Meeting Agenda

Charter Review Committee

Wednesday, October 22, 2025

6:00 PM

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

Committee Member Susan Peters will be participating remotely from the following location: 645 Cloud Cap Avenue, Pagosa Springs, CO 81147

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. **25-1553** [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.

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.

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

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

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.

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.



City of Santa Clara

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

Agenda Report

25-1553

Agenda Date: 10/22/2025

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Approval of the October 1, 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 1, 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 1, 2025 Charter Review Committee Meeting Minutes (Draft)



City of Santa Clara

Meeting Minutes

Charter Review Committee

10/01/2025

6:00 PM

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

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:06p.m. by City Attorney Glen Googins. Roll was taken by Aimee Escobar, Management Analyst, from the City Manager's Office.

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 Eric Jensen
Member Mark Boeckman
Member Susan Peters
Member John Brooks

Absent 1 - Member Lauren Diamond

Welcome, Swearing In Ceremony and Introductions

City Attorney Glen Googins welcomed the committee members.

Committee members were then sworn in by **Deputy City Clerk, Vinh Nguyen**, followed by self-introductions of each committee member.

City staff also introduced themselves and present and their roles in supporting the Committee; **City Attorneys Sujata Reuter and Jennifer Beyers and Management Analyst, Aimee Escobar** with the City Manager's Office.

GENERAL BUSINESS

**1. Overview of Charter Review Committee Roles, Responsibilities and Rules
--Committee Bylaws, Brown Act, Meeting Management Protocols, Public Records Act,
Ethics Requirements**

City Attorney Glen Googins provided a slide presentation on the following topics: Charter Review Committee Roles, Responsibilities and Rules, Committee Bylaws, The Brown Act, Meeting Management Protocols, Public Records Act and Ethics Requirements. Multiple questions were asked and answered.

2. [25-1112](#) **Selection of Committee Chair and Vice Chair**

Recommendation: Follow staff's recommended process, or a similar process that provides a reasonable opportunity for all interested parties to fully participate, and select a Chair and Vice Chair of the Charter Review Committee.

City Attorney Googins presented on the role of the Chair/Vice Chair and staff's recommended process for selection these positions. By consensus of the Board, staff's recommended process was adopted. Following the nomination process for each position a series of votes were taken. Ultimately, the following appointments were made.

Election of the Chair of the Charter Review Committee:

Committee Member Steve Kelly made a motion to nominate Pat Nikolai, for Chair of the Charter Review Committee. The motion passes 8-4. Pat Nikolai is affirmed as Chair of the Charter Review Committee.

Election of the Vice-Chair of the Charter Review Committee:

Committee Member Joseph W. Sosinski made a motion to nominate himself, Joseph W. Sosinski, for Vice-Chair of the Charter Review Committee. The motion passes 9-3.

Joseph W. Sosinski is affirmed as Vice-Chair of the Charter Review Committee.

Adopted

3. Meeting Schedule Approval and Preview of Next Meeting

City Attorney Glen Googins presented on the Bylaws requirements and expectation for meetings of the CRC. The proposal was for the third Thursday of every month. This presented scheduling issues for a significant number of CRC members. The alternative of the third Wednesday of each month was discussed and there was consensus to explore this as an alternative and bring it back for consideration at the next meeting. Action was taken to schedule the next meeting for Wednesday, October 22, 2025 at 6:00p.m. in the City Hall Council Chambers located at 1500 Warburton Ave, Santa Clara.

PUBLIC PRESENTATIONS

There were no public presentations.

ADJOURNMENT

The Charter Review Committee meeting was adjourned at 8:36 p.m.



Agenda Report

25-1538

Agenda Date: 10/22/2025

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Action on Proposed 2025 - 2026 Charter Review Committee Meeting Schedule

BACKGROUND

On September 16, 2025, the City Council took action to form a Charter Review Committee ("CRC") to assist with a comprehensive review and update of the City Charter (the "Charter Project"). At that time, Council also approved the CRC Bylaws. Among other things, the Bylaws contemplated that the CRC would meet "as needed" in order to fulfill its duties to facilitate implementation of the Charter Project, with the expectation that regular meetings of the CRC would occur on a monthly basis.

DISCUSSION

At its first meeting held on October 1, 2025, the CRC discussed possible dates for holding its regular monthly meeting. Staff initially proposed the third Thursday of every month, but a number of CRC members had standing conflicts on that date. As an alternative, the third Wednesday of the month was proposed, and there was consensus that this could work for most members. Staff committed to confirm if that date was workable based upon the availability of City facilities and to come back with a proposed formal schedule of monthly meetings for CRC action at its next meeting.

This item now presents for CRC action a monthly schedule for regular meetings of the CRC set on the third Wednesday of each month as follows:

November 19, 2025
December 17, 2025
January 21, 2026
February 18, 2026
March 18, 2026
April 15, 2026
May 20, 2026
June 17, 2026

All meetings will be scheduled to commence at 6:00 p.m. Meetings will be held at City Hall, 1500 Warburton Avenue, in City Council Chambers, unless otherwise provided in advance by staff. It is staff's current intent that 2 or 3 of the regular meetings be held at the City of Santa Clara Central Park Library located at 2635 Homestead Road.

ENVIRONMENTAL REVIEW

This action does not constitute a "project" under CEQA therefore no environmental review or action is required.

FISCAL IMPACT

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

PUBLIC CONTACT

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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.

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

Approved by: Glen R. Googins, City Attorney



Agenda Report

25-1548

Agenda Date: 10/22/2025

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Action to Form and Appoint Charter Review Committee Members to Ad Hoc Subcommittee Working Groups

BACKGROUND

On September 16, 2025, the City Council took action to form a Charter Review Committee ("CRC") to assist with a comprehensive review and update of the City Charter (the "Charter Project"). At that time, Council also approved the CRC Bylaws. Among other things, the Bylaws contemplated the formation of Ad Hoc Subcommittees to serve as "working groups" to facilitate the implementation of the Charter Project.

DISCUSSION

The nature and proposed use of Ad Hoc Subcommittees for the Charter Project was presented to the CRC at its first meeting on October 1, 2025. The idea was for the creation of multiple subcommittees with each subcommittee assigned a portion of the Charter to review. Consistent with this, staff reviewed the City Charter and divided it into six parts based on subject matter. Staff is now proposing the creation of six (6) corresponding ad hoc subcommittees of the CRC, with each subcommittee assigned one of these six parts of the Charter as its focus area.

The six proposed subcommittees are as follows:

- 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

In order to solicit input from the CRC membership on which subcommittees most appeal to them, on October 16th staff sent an email to all members. The email included general information about each of the six subcommittees and attached a "color coded" version of the Charter indicating which

sections of the Charter were proposed to be assigned to each subcommittee. The email also included an imbedded link to a document that allowed CRC members to rank their interest in each subcommittee and to indicate how many of the six subcommittees each member would be prepared to staff (from 1 to 3). All CRC members were strongly encouraged to participate in at least one subcommittee. It was requested that responses be provided by no later than 5:00 p.m. on Monday, October 20th so that staff would be able to process the input received and develop proposed rosters for each subcommittee.

This item presents the proposed subcommittees for CRC Board consideration and action. In addition to approving the formation of the subcommittees, CRC Board action should also include decisions on which of its members will be appointed to which subcommittees. Staff will develop and present proposed rosters for each subcommittee at your October 22nd meeting. The proposed rosters will be based on a number of factors including (1) each members responses to staff's solicitation of subcommittee preferences, (2) the applicable Bylaw requirement that each subcommittee be comprised of 3 to 5 members, (3) a desire to allocate subcommittee responsibilities equally among the group.

ENVIRONMENTAL REVIEW

This item does not constitute a "project" under the California Environmental Quality Act and therefore no environmental review is required.

FISCAL IMPACT

There is no fiscal impact to the City for this item other than staff time.

PUBLIC CONTACT

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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

Approved by: Glen R. Googins, City Attorney