



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 will 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

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 though 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

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."

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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.