



# City of Santa Clara

## Meeting Minutes

### Governance and Ethics Committee

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12/05/2022

3:00 PM

Special Meeting - Virtual Meeting

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#### CALL TO ORDER AND ROLL CALL

Chair Jain called the meeting to order at 3 p.m. Member Gillmor was absent and Alternate Member Park attended.

**Present** 3 - Member Raj Chahal, Chair Sudhanshu Jain, and Alternate Member Kevin Park

**Absent** 1 - Member Lisa M. Gillmor

#### CONSENT CALENDAR

- 1.A [22-1395](#) Approval of the June 7, 2021 Governance and Ethics Committee Meeting Minutes

**Recommendation:** Approve the minutes of the June 7, 2021 Governance and Ethics Committee Meeting.

Chair Jain pulled this item to discuss after Public Presentations.

Chair Jain noted items listed from the June 7, 2021 minutes to return to future agenda included the: Formalization of the Citizens Advisory Committee, Lobbying activities and calendaring of certain City officials, and recommendations from the Task Force on Diversity, Equity and Inclusion on the naming of facilities.

**A motion was made by Alternate Member Park, seconded by Member Chahal, to approve staff recommendation.**

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

**PUBLIC PRESENTATIONS**

**Kirk Vartan** suggested that participants attending the Committee remotely should be on camera. He also made a few comments regarding ethics, campaign activities, and suggested a policy on acknowledging emails received by Council.

**Wanda Buck** requested the Committee to consider focusing on ethics and suggested resources to learn more about non-violent communications.

**GENERAL BUSINESS**

2. [22-1396](#) Discussion and Direction regarding the City Council Letterhead and Correspondence Policy

**Recommendation:** Staff makes no recommendations.

The Committee members discussed options for individual City Councilmember letterheads in addition to the Mayor and Council letterhead.

**Alternate Member Park** asked about current policies in regards to use of the City Letterhead. **Chief Operating Officer Nader** stated the City is in compliance with the Legislative Advocacy Policy (LAP) by providing a quarterly report on the correspondence. **Interim Assistant City Attorney Ngo** added the letter regarding Related was not part of the LAP and therefore not provided to Council. Staff will return with a report on options and current uses.

3. [22-1400](#) Discussion on the Workplan for Governance and Ethics Committee

**Recommendation:** Staff makes no recommendation.

The Committee discussed several items to be addressed as part of the Governance and Ethics Committee Work Plan.

**City Manager Batra** stated staff will schedule a follow up meeting with the Chair to review items discussed and identify items to return to the Committee for the work plan or referred to a future Priority Setting Session.

**STAFF REPORT**

None.

**COMMITTEE MEMBERS REPORT**

None.

**ADJOURNMENT**

The meeting was adjourned at 4:55 p.m.

Member Park motioned to adjourn, seconded by Member Chahal and approved.

**A motion was made by Alternate Member Park, seconded by Member Chahal, to adjourn the meeting at 4:55 p.m.**

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