



City of Santa Clara

Meeting Minutes

Governance and Ethics Committee

12/02/2024

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

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Send email to mayorandcouncil@santaclaraca.gov by 9 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.

CALL TO ORDER AND ROLL CALL

Chair Chahal called the meeting to order at 1:05 p.m.

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

CONSENT CALENDAR

- 1A. [24-863](#) Approval of the October 4, 2024 Governance and Ethics Committee Special Meeting Minutes

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

GENERAL BUSINESS

2. [24-705](#) Presentation by Outside Consultant of the Review of and Recommendations Regarding Existing City's Ethics Policies and Solicitation of Committee Input on Appropriate Next Steps

Recommendation: Receive Consultant's Report and Provide Any Input to the Consultant's Recommendations

ATTACHMENTS

1. City Code of Ethics and Values
2. Behavioral Standards for Councilmembers
3. City Council Admonition and Censure Policy (Council Policy 047)
4. Chapter 2.145, Restrictions on activities of City officials and certain City employees

Chair Chahal motioned to continue agenda Item 2 ("Presentation by Outside Consultant of the Review of Recommendations Regarding Existing City's Ethics Policies and Solicitation of Committee Input on Appropriate Next Steps") at the next Governance and Ethics Committee meeting scheduled for March 2025, due to the Consultant being unavailable.

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

3. [24-772](#) Discussion and Direction on District Communication Options

Recommendation: Provide Direction on District Communication Options Recommendations by the Governance and Ethics Committee and Forward for Consideration and Approval by the City Council.

Director of Communications / Public Information Officer Janine Delavega presented on the topic of District Communication options as part of the Committee's workplan. Through the review of the City's current communication options, staff presented options for consideration for the Committee's review.

In summary, staff proposed an option to decouple City Hall News from the Mayor and City Councilmember messages and alternatively to provide each City Councilmember the option to send messages to subscribers in their respective districts. After review and discussion, the Committee provided direction to staff to consider the alternative options and bring forth the options to the full City Council for consideration

Committee Member Park motioned, seconded by Committee Member Jain to approve the staff recommendation with the following recommendations to be brought forward to the full City Council for consideration and approval. 1) City Hall News would continue as City newsletter, Mayor and City Council have option to submit a monthly message linked; 2) Establish Council district subscription lists, the City would begin using the existing list. Subscribers would need to unsubscribe to no longer receive specific district or Mayor news, 3) City Councilmembers in addition have the option to send separate communication to district subscribers; 4) Guidelines would be developed by City for Council communications; 5) A disclaimer would be added to the City Councilmember messages; and 6) City staff would revisit the process and analyze workload and return to the Committee if modifications are needed.

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

STAFF REPORTS

COMMITTEE MEMBER REPORTS / FUTURE REFERRAL ITEMS FOR CONSIDERATION

Committee Member Park requested staff review the use of Zoom for City Councilmembers to host virtual meetings within Council districts. Staff stated they would return with additional information.

ADJOURNMENT

Chair Chahal adjourned the meeting at 3:05 p.m.

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

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