



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, December 1, 2025

6:00 PM

**Hybrid Meeting
Mission Branch Library
Community Room
1098 Lexington St
Santa Clara, CA 95050**

The City of Santa Clara is conducting the Board of Library Trustees meeting in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

- Via Zoom:
- o <https://santaclaraca.gov.zoom.us/j/85864257230>

Meeting ID: 858 6425 7230 or

- o Phone: 1(669) 900-6833

PUBLIC PARTICIPATION IN ZOOM WEBINAR: Please follow the guidelines below when participating in a Zoom Webinar:

- The meeting will be recorded so you must choose 'continue' to accept and stay in the meeting.
- If there is an option to change the phone number to your name when you enter the meeting, please do so as your name will be visible online and will be used to notify you that it is your turn to speak.
- Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
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CALL TO ORDER AND ROLL CALL

6:00 PM - Joint Meeting will begin

JOINT MEETING OF THE BOARD OF LIBRARY TRUSTEES AND THE BOARD OF THE SANTA CLARA CITY LIBRARY FOUNDATION AND FRIENDS

25-1670 [Informational Report - Role of Community Grants in Library Services and Programs](#)

Recommendation: Note and file informational report.

ADJOURN JOINT MEETING

7:00 PM (Approximately) - Start of Regular Board of Library Trustees Meeting

REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES

CONSENT CALENDAR

The items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Board, staff, or public.

1 25-1673 [Action on the Board of Library Trustees Meeting Minutes of November 3, 2025](#)

Recommendation: Approve the Board of Library Trustees Meeting Minutes of November 3, 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.]

GENERAL BUSINESS

2 25-1676 [Discussion and Possible Action on Charter Review Language for the Board of Library Trustees](#)

Recommendation: Review and discuss charter language pertaining to the Board of Library Trustees.

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to February 2, 2026, at 6:00 PM.

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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Agenda Report

25-1670

Agenda Date: 12/1/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Informational Report - Role of Community Grants in Library Services and Programs

BACKGROUND

On June 2, 2025, the Board of Library Trustees held a joint public meeting with the Board of the Santa Clara City Library Foundation ("SCCLFF Board") where both Boards agreed to hold regular joint meetings with the goal of furthering communications and cooperation in support of the Library. The meetings were planned to be every 6 months.

At the same meeting The Board of Library Trustees took action to identify areas of library operations in which the Board hopes to become better informed. That action was intended to support board development, and to help Trustees better advocate for the Library in the community and support fundraising initiatives.

DISCUSSION

An informational report on Library Grants will be presented to the Board of Library Trustees and the SCCLFF Board during the joint meeting portion of the December 1, 2025 meeting. Prepared by the Library's Youth Services and Read Santa Clara staff, this informational report provides an overview of the important role grants play in funding Library programs and services for the community. Staff will share outcomes of recent grant funded Library efforts, to better inform the Board of Library Trustees and the SCCLFF Board of their impact.

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(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact.

COORDINATION

This report was coordinated with Library staff.

PUBLIC CONTACT

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RECOMMENDATION

Note and file informational report.

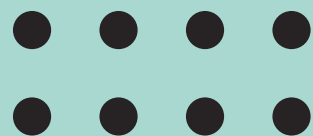
Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Informational Report - Role of Community Grants for Library Services and Programs

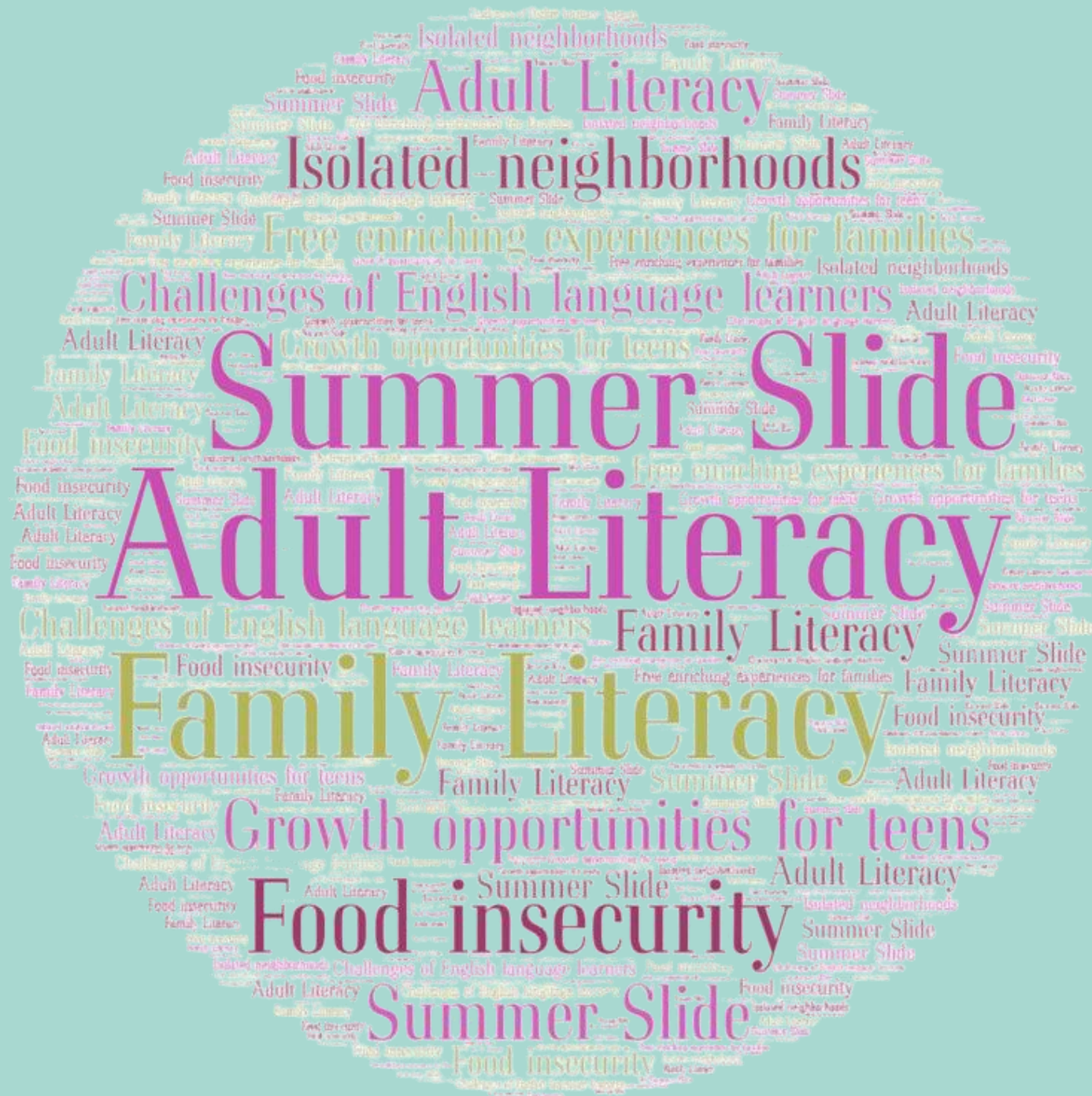
Importance of Community Grants for Library Services and Programs



Why do we seek grants?



- **Limited funding sources and allowance from general library budget**
- **Enable the library to meet the needs of our community**
- **Support and extend library programs that are creative and of community interest**



Why grants matter?

Grants expand the library's reach to underserved populations and help:

- **Grow community connections**
- **Enhance services**
- **Sustain programs**
- **Innovate**
- **Diversify funding sources**
- **Build capacity**



[An Adult Learner Story](#)



SCCLFF role in Grant Funding

- **Quicker processing times and flexibility when applying through SCCLFF**

By partnering with the the SCCLFF, we can expedite the process of applying for and implementing grants, especially for grants from community sources. (Annual operating grants from state/federal sources need to be applied for through the City.)

- **Many foundations require nonprofits with 501(c)(3) status to apply.**

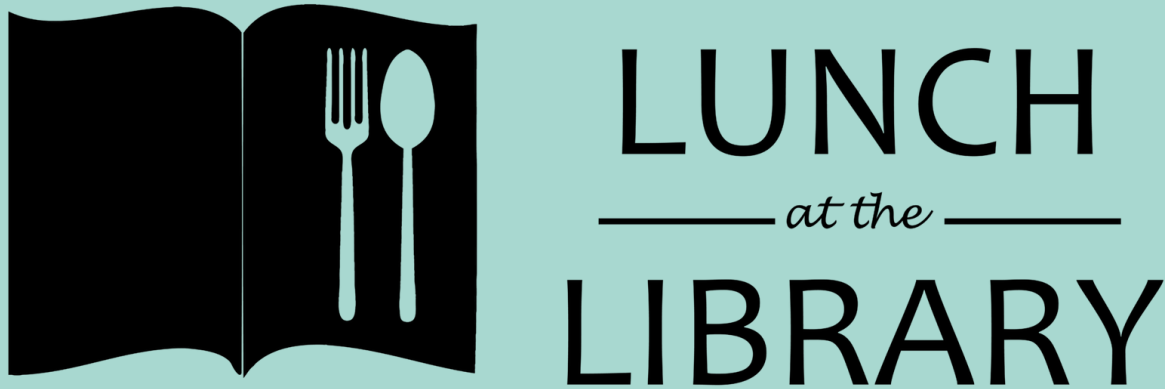
Applying through SCCLFF offers the library greater access to grants from Foundations and other community sources

- **Ease in administering grants from multiple sources for specific library programs**



Funding Sources include...

THE SANTA CLARA CITY
LIBRARY FOUNDATION
AND FRIENDS



Sustainability & Success

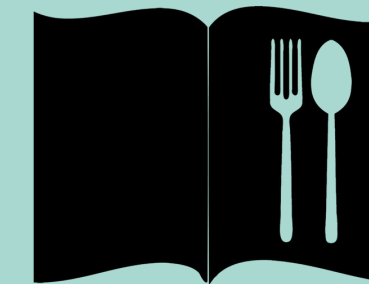
SCCLFF Administered Grants



Santa Clara
CITY LIBRARY



SANTA CLARA CITY LIBRARY
COMIC CON



LUNCH
— at the —
LIBRARY



Santa Clara
CITY LIBRARY

SUMMER
adventure

Read, Learn, & Explore!



SUMMER adventure

Read, Learn, & Explore!

Reduced funding from pre-pandemic year.

Impact - Summer 2025

454 Total Programs

24,174 Total Attendees



3,557 Total Registrations

1,744 Finishers

49%

Physical
Checkouts:
317,549

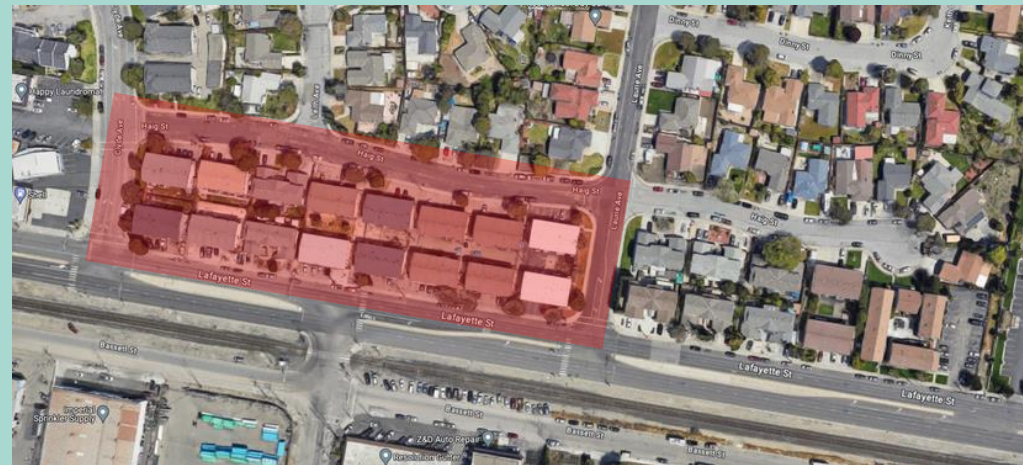
up from 38% finisher
rate last year!

Digital
Checkouts:
44,968



Expanding Reach:

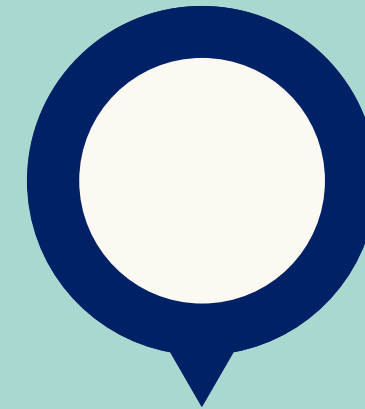
Pilot Montague Park Project



Transportation



Language
barriers



Food desert/
Geographic
isolation



Lack of
recreational
space



Fear or
lack of trust in
the
organization





Santa Clara
CITY LIBRARY

Future focus areas for expanding reach

- **Connect low-income families from isolated neighborhoods with library and community resources**
- **New immigrants and refugees**
- **Neurodivergent community members of all ages**
- **LatinX community**
- **Youth & adults with limited literacy & language skills**
- **Bridging the digital divide**
- **Small business owners & aspiring entrepreneurs**
- **Multi-cultural programming and collections**



Enhancing Services

TEEN LEARN & LEAD PROJECT

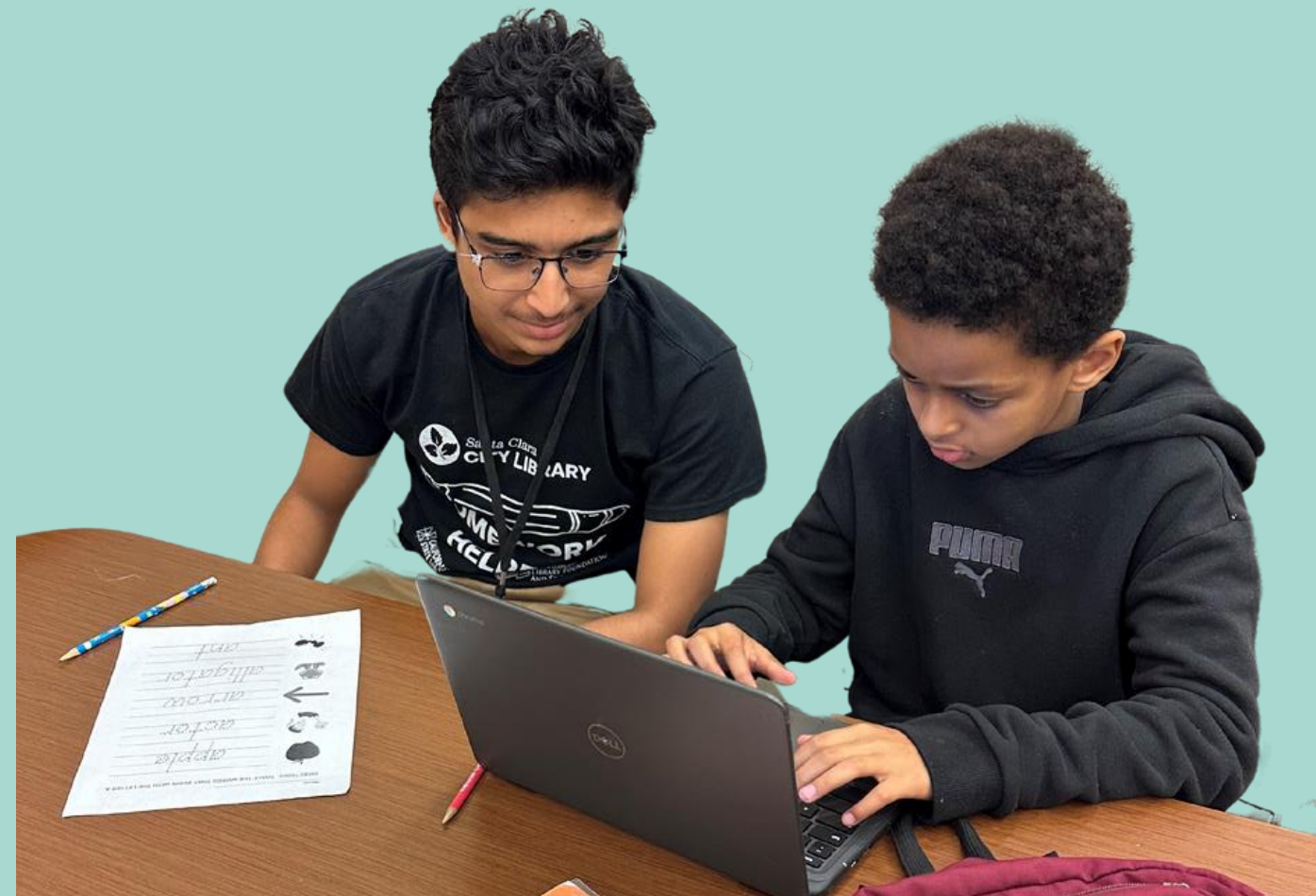
Our Stronger Together California State Library Youth Development project, “Learn & Lead: Teen Connection,” set out to achieve a new opportunity for teens in our community to have a “first job experience” and learn how to support youth outside of school.



Santa Clara
CITY LIBRARY



[Homework Help Video](#)



CALIFORNIA
STATE LIBRARY



THE SANTA CLARA CITY
**LIBRARY FOUNDATION
AND FRIENDS**

Impact



Santa Clara
CITY LIBRARY

50

50 teen interns completed a total of **4,560** service hours and earned scholarship \$ totaling: \$67,975 while participating in the Library's Teen Learn & Lead Leadership Program.

551
homework
assignments
completed



Enhancing Services

Year at a Glance: FY24-25

READ SANTA CLARA

Building a Community of Readers



Adult Literacy

Free one-to-one and small group tutoring for basic reading, writing and math.

99 adult learners served
1,344 tutoring sessions
3,267 hours of instruction



65
dedicated
volunteers

Family Literacy

Programs designed to help parents and caregivers instill a love of reading in children.

64 family literacy events
339 adults & children served
1,095 books given



3,887
hours given
by volunteers

English Language Learning

Language instruction offered to those with little or no English language skills.

102 adult learners served
329 in-person sessions
932 hours of instruction



88%
success for
achieving a goal

Career Online High School

An opportunity for adults to earn a high school diploma and career certificate online.

12 adult learners enrolled
5 graduates of COHS
1,680 hours of instruction



OUR IMPACT

178 of 201 Read Santa Clara learners met a goal.



Read a book or a newspaper: 87%



Share a book with a family member: 84%



Get a job or a better job: 73%



Access community resources: 79%



Understand health information: 63%



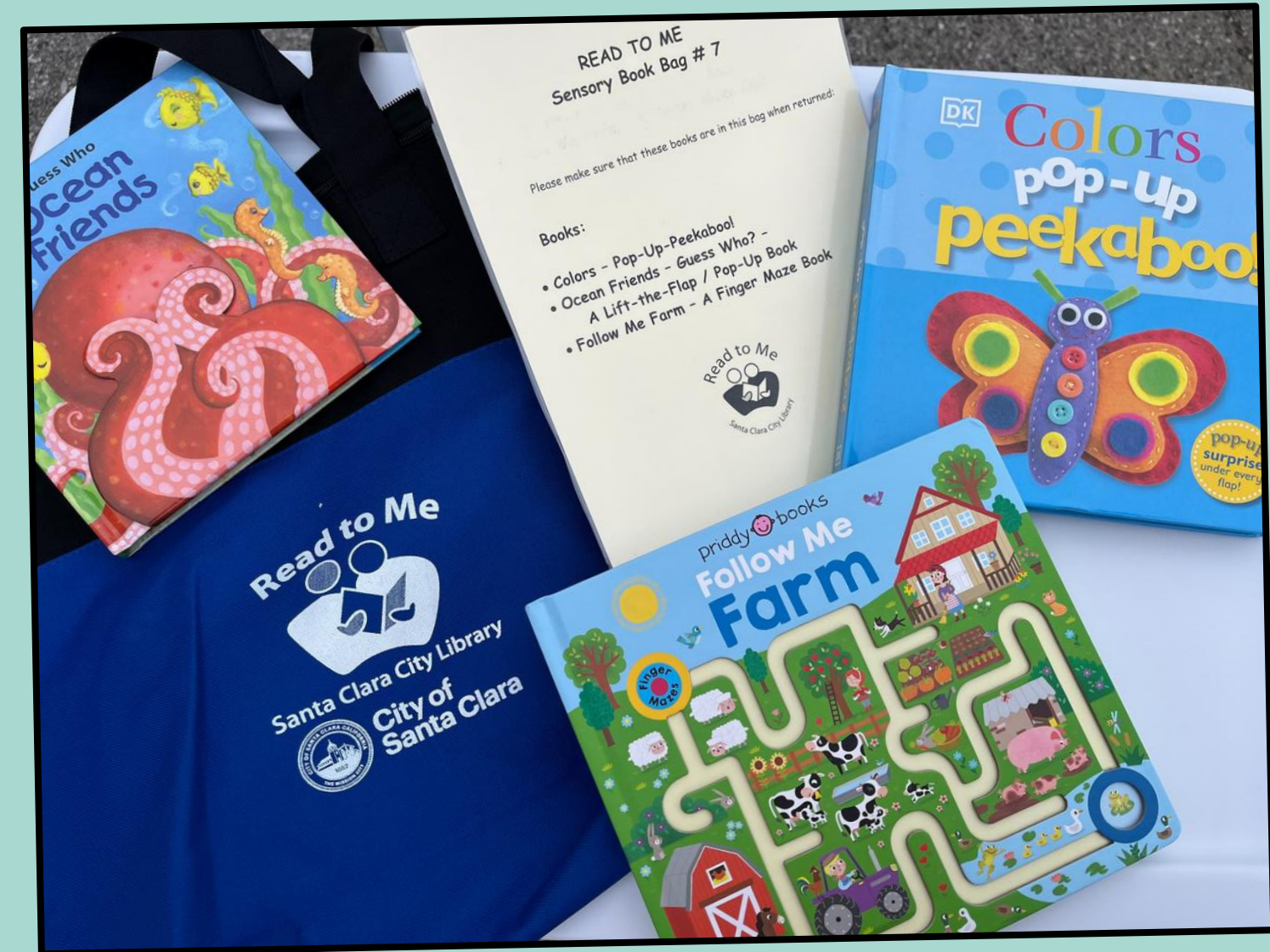
Learn basic tech skills: 50%

Innovating



Read Santa Clara's innovative projects include low-level readers for beginning literacy students. The books are used not only by Read Santa Clara learners but by literacy programs statewide.

Sensory Book bags are a family literacy project for families of preschoolers with special needs attending six state preschool classes at 4 elementary school sites.



Sensory book bags

Adult New Reader books

Building Capacity



- **Additional staffing**
- **Harnessing volunteerism**

- **Growing community partnerships**
- **Improving accountability**



Challenges ahead

- **Reduction in availability of federal and state grant funds**
- **Restrictive provisions in federal grants**
Funding restrictions conflict with our strategic priority to serve all members of our diverse community
- **Increased competition for grants from nonprofits**
With drastic cutbacks, more nonprofits are competing for a limited pool of grants
- **Limited awareness of corporate grant funds**
Most corporate giving is through employees, so library staff don't have knowledge of what possibilities exist for corporate grant funding



We need your help!



Continue supporting the library by:

- Identifying funding opportunities from private and corporate sources
- Connecting us with potential partners for leveraging community resources
- Raising community awareness of the library's services and programs
- Speaking up for more funding for the library through grants and donations



[California Library Association's Advocacy Resources](#)

Thank You!



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

25-1673

Agenda Date: 12/1/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Board of Library Trustees Meeting Minutes of November 3, 2025

COUNCIL PILLAR

Enhance Community Engagement and Transparency

PUBLIC CONTACT

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RECOMMENDATION

Approve the Board of Library Trustees Meeting Minutes of November 3, 2025

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - November 3, 2025 Minutes - Draft



City of Santa Clara

Meeting Minutes

Board of Library Trustees

11/03/2025

6:00 PM

Hybrid Meeting, Board Room
Central Park Library
2635 Homestead Road
Santa Clara, CA 95051

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- Via Zoom:
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CALL TO ORDER AND ROLL CALL

Chair Evans called the meeting to order at 6:02 PM.

Present 4 - Chair Jonathon Evans, Trustee G. Salim Mohammed, Trustee Stephen Ricossa, and Vice Chair Debbie Tryforos

Absent 1 - Trustee Daniel Huynh

CONSENT CALENDAR

- 1 [25-1009](#) Action on the Board of Library Trustees Meeting Minutes of October 6, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of October 6, 2025

A motion was made by Trustee Mohammed, seconded by Vice-Chair Tryforos to approve staff recommendation.

Aye: 3 - Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

Absent: 1 - Trustee Huynh

Abstained: 1 - Chair Evans

PUBLIC PRESENTATIONS

GENERAL BUSINESS

City Attorney Glen Googins will provide a presentation about the Charter Review process, and the Board of Library Trustees has been identified as a stakeholder in terms of the review of their role in the City.

City Attorney Glen Googins introduced himself to the **Board**, and informed them of the beginning of a new city charter review project initiated with the **Governance and Ethics Committee**. He shared that during review, staff found outdated charter language and inconsistencies with current processes, prompting the establishment of a 13-member **Charter Review Committee**. The planned outcome is a possible charter amendment, which would require council and possibly voter approval in 2026. **City Attorney Googins** provided a summary of approved Ad Hoc Subcommittees and provided the language of the charter for the **Board** to initiate their review and considerations. He shared that the **Board** would have the opportunity to assign a Trustee to share their input and recommendations on possible revisions to the language related to the roles and duties of the **Board**. The **Board** agreed to agendize charter review discussion at their regular meetings in February and March 2026.

This discussion was followed by a brief break from 6:35 PM to 6:45 PM, during which the **Board of Library Trustees** took their annual group photo for the City of Santa Clara calendar. **Trustee Huynh**, who was delayed, arrived and took part in the group photo and the remainder of the meeting.

- 2 [25-1562](#) Action on Scheduling and Agenda Setting for Joint Meeting with Santa Clara City Library Foundation and Friends Board

Recommendation: Request staff to prepare an agenda, incorporating input from the Trustees' discussion and using staff discretion as needed, for the discussion with the Santa Clara City Library Foundation and Friends Board at the December 1, 2025 regular Board of Library Trustees meeting.

The **Board** discussed the upcoming Joint Meeting with the **Board of Library Trustees** and the **Board of the Santa Clara City Library Foundation and Friends (SCCLFF)** to take place during the December 1, 2025 regular meeting of the **Board**, at Mission Branch Library. Per discussion, a potluck and the joint meeting would occur from 6:00 PM to 7:00 PM at the December meeting, and discussion topics might include the upcoming 25th anniversary of **SCCLFF**, inquiry as to the **SCCLFF Board's** plans for 2026, sharing of the **Board's** work plan, discussion on how the **Boards** could help and support each other, updates on the progress of the Library's Strategic Plan and Facilities Master Plan, and what donations and fundraising **SCCLFF** has been able to raise to help support the Library.

A motion was made by Trustee Huynh, seconded by Trustee Mohammed to approve staff recommendation.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

STAFF REPORT

Deputy City Attorney Huyen Nguyen provided an update for the **Board** on progress related to the lawsuit related to tile damage at Northside Branch Library. She shared that multiple inspections have occurred, and the parties are preparing for mediation. She also provided an update that negotiations on lease terms were in progress with a vendor to work towards re-opening the Library Cafe. **City Librarian Wong** provided an update on temporary restraining orders being sought or currently active for the Library. She shared the positive impact of stronger support channels such as the city's **Community Response Team**. **City Librarian Wong** reported on the 2x2x3 review process for **Council** to be able to review and discuss the Library's Strategic Plan and Facilities Master Plan. She shared that **Council** feedback regarding the plans would be shared with the **Board**, and a study session may be convened. The 2x2x3 presentation for **Council** was shared with the **Board**, and **Trustees** were able to ask questions and provide feedback.

TRUSTEES REPORT

Trustee Mohammed shared that he had attended the celebration of the 70th Anniversary of Mission Branch Library on November 1st, and that it was a fantastic event. Other attending **Board** members concurred, including **Trustee Huynh, Trustee Ricossa, and Vice-Chair Tryforos.**

ADJOURNMENT

The meeting was adjourned at 8:30 PM.

A motion was made by Trustee Huynh, seconded by Trustee Mohammed to adjourn the meeting.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

The Board of Library Trustees Meeting is adjourned to December 1, 2025, at 6:00 PM, at Mission Branch Library.

MEETING DISCLOSURES

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City of Santa Clara

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

Agenda Report

25-1676

Agenda Date: 12/1/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discussion and Possible Action on Charter Review Language for the Board of Library Trustees

BACKGROUND

At the November 3, 2025 Board of Library Trustees meeting, City Attorney Glen Googins informed the Board of the formation of the City of Santa Clara Charter Review Committee, assembled to recommend updates and improvements to the City Charter. As part of this process, all City of Santa Clara Boards and Commissions were to be invited to review applicable charter language and appoint a representative to make recommendations to the Charter Review Committee. A document was shared with the Board listing the approved Charter Review Committee Ad Hoc Subcommittees and the existing charter review language for review by the Boards and Commissions (Attachment 1). It was discussed that at the Board of Library Trustee meetings scheduled for February and March 2026, the Board should develop their recommendations for revised charter language to share with the Charter Review Subcommittee, and that more information on process and timing would be shared once available.

DISCUSSION

The Board will initiate review and discussion on the charter review process, and sections 1012 and 1013 of the City Charter pertaining to the Board of Library Trustees. This discussion will allow the Board to identify key concerns and suggestions about the charter duties and work of the Board, and to prepare for the work of developing recommendations for language to update charter language pertaining to the Board of Library Trustees at the February and March, 2026 regular Board meetings.

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(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

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COORDINATION

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PUBLIC CONTACT

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RECOMMENDATION

Review and discuss charter language pertaining to the Board of Library Trustees.

Reviewed by: Sami James, Management Analyst
Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Charter Review Committee - Ad Hoc Subcommittees

**Approved
Charter Review
Committee
Ad Hoc Subcommittees**

Group One

**Powers and Structure of City Government:
Rules/Process for Action**

CAO Support: GG/JB

City Staff Support: CMO

Other Stakeholders: City Clerk

Group Two

**City Council: Elections, Powers and
Conduct of Meetings**

CAO Support: GG/SR

City Staff Support: CMO, City Clerk

Other Stakeholders: Parks and Recreation

Director/Commission on Section 714.1

Group Three

Senior Officials: Duties and Qualifications

CAO Support: SR/GG

City Staff Support: CMO

**Other Stakeholders: Designated Department
Heads/Senior Officials**

Group Four

**Boards and Commissions: Composition,
Powers and Duties**

CAO Support: JB/GG

City Staff Support: CMO

**Other Stakeholders: Designated Boards/Commissions
and their Staff liaisons.**

Group Five

Civil Service: General Rules for Classified and Unclassified Employees; Commission Composition and Duties

CAO Support: SR

City Staff Support: CMO/HR

**Other Stakeholders: Civil Service Commission;
Bargaining Units**

Group Six

Fiscal Administration and Procurement

CAO Support: GG/JB

City Staff Support: CMO/Finance/Public Works

Other Stakeholders: SVP

[NEXT PAGE IS CHARTER]

**THE CHARTER OF
THE CITY OF SANTA CLARA
CALIFORNIA**

Article I. Name of City	
Sec. 100	Name.
Article II. Boundaries	
Sec. 200	Boundaries.
Article III. Succession	
Sec. 300	Rights and liabilities.
Sec. 301	Ordinances.

- Sec. 302 Continuance of present officers and employees.
- Sec. 303 Continuance of contracts and public improvements.
- Sec. 304 Pending actions and proceedings.

Article IV. Powers

- Sec. 400 General grant of power.
- Sec. 401 Disposal of public utility.

Article V. Form of Government

- Sec. 500 Form of government.

Article VI. The Elective Officers

Sec 600 City Elected Officers

- Sec. 600.01 Municipal elections.
- Sec. 600.02 Consolidation of elections.

Article VII. The Council

- Sec. 700 Term – Method of holding elections.
- Sec. 700.1 Elections – City Council Districts.
- Sec. 700.2 Election Following Change of Boundaries.
- Sec. 701 Term limits of mayor and council members.
- Sec. 701.1 Qualifications for Chief of the Police Department.
- Sec. 702 Compensation.
- Sec. 703 Vacancies.
- Sec. 704 Presiding officer – Mayor.
- Sec. 704.1 Mayor – Limitation of terms.
- Sec. 704.2 Mayor – Political position.
- Sec. 704.3 Mayor – Powers and duties.
- Sec. 704.4 Mayor – Vacancy.
- Sec. 705 Vice Mayor.
- Sec. 706 Powers.
- Sec. 707 Regular meetings.
- Sec. 708 Special meetings.
- Sec. 709 Place of meeting.
- Sec. 710 Quorum.
- Sec. 711 Election and qualification of Council members.
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Article XVIII. Miscellaneous

- Sec. 1800 Definitions.
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Article I. Name of City

- Sec. 100 Name.**

The municipal corporation now existing and known as the “City of Santa Clara” shall remain and continue to be a municipal body politic and corporate, as at present, in name, in fact, and in law.

Sec. 912 Oath of office.

Each member of the City Council, of every board and commission, and each officer and department head, before entering upon the discharge of the duties of his/her office shall take, subscribe to and file with the City Clerk the following oath of affirmation: "I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter." (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Article X. Appointive Boards and Commissions**Sec. 1000 In general.**

There shall be the following enumerated boards and commissions which shall have the powers and duties herein stated, and such other powers and duties as may be conferred by the City Council which are not inconsistent herewith. In addition, the City Council may create by ordinance such boards or commissions as in its judgment are required and may grant to them such powers and duties as are consistent with the provisions of this Charter.

Sec. 1001 Appropriations.

The City Council shall include in its annual budget sufficient appropriations of funds for the efficient and proper functioning of such boards and commissions.

Sec. 1002 Appointments; terms.

Except as otherwise provided in this article, the members of each of such boards or commissions shall be appointed, and shall be subject to removal, by motion of the City Council adopted by at least four affirmative votes. Except as otherwise provided in this article, the members of such boards and commissions shall serve for a term of four years and until their respective successors are appointed and qualified; provided, however, the members first appointed to those boards and commissions shall so classify themselves by lot that each succeeding July 1st the term of at least one of their number shall expire.

Sec. 1003 Meetings; Chair.

As soon as practicable, following the first day of July of every year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission. Each board or commission shall hold regular meetings as required by ordinance of the City Council, and such special meetings as it may require. All proceedings shall be open to the public unless the nature of any proceeding is such that in the opinion of such board or commission the public interest would be best served by closing a particular proceeding to the public, and the reasons therefor are declared in any action closing such proceeding. Upon conclusion of any such proceeding any final action which is to be taken by such board or commission, with respect to such proceedings, shall be taken in open meeting.

The affirmative or negative vote of a majority of the entire membership of such board or commission shall be necessary for it to take action. Each board or commission shall keep a record of its proceedings and transactions. Each board or commission may prescribe its own rules and regulations which shall be consistent with this Charter and copies of which shall be kept on file in the office of the City Clerk where they shall be available for public inspection. It shall have the same power as the City Council to compel the attendance of witnesses, to examine them under oath and to compel the production of evidence before it. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1004

Sec. 1004 Compensation, vacancies.

The members of boards and commissions shall serve without compensation for their services as such, but may receive reimbursement for necessary traveling and other expenses when on official duty on order of the City Council.

Except as otherwise herein provided, any vacancies in any board or commission from whatever cause arising, shall be filled by appointment by the City Council. Upon a vacancy occurring leaving an unexpired portion of a term, any appointment to fill such vacancy shall be for the unexpired portion of such term. If a member of a board or commission absents himself/herself from three regular meetings of such board or commission, consecutively, unless with permission of such board or commission expressed in its official minutes, or is convicted of a crime involving moral turpitude, or ceases to be a qualified elector of the City, his/her office shall be vacant and shall be so declared by the City Council. (As amended, 1967 Statutes, Senate Concurrent Resolution No. 35; Chapter 61; Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1005 Oaths; affirmations.

Each member of any such board or commission shall have the power to administer oaths and affirmations in any investigation or proceeding pending before such board or commission.

Sec. 1006 Planning Commission – Generally.

There shall be a City Planning Commission consisting of seven members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government except that the City Manager, and the Director of Public Works and Utilities, or their designated representatives, shall serve as ex-officio members of the commission. (As amended, 1965 Statutes, Senate Concurrent Resolution No. 74, Chapter 101)

Sec. 1007 Planning Commission – Duties and powers.

The Planning Commission shall have power and be required to:

- (a) After a public hearing thereon, recommend to the City Council the adoption, amendment, or repeal of the General Plan or any part thereof for the physical development of the City;
- (b) Exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by ordinance; and
- (c) Exercise such planning, zoning, environmental or other function as now or may be hereafter authorized by the State of California in so far as they do not conflict with the provisions of this Charter. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1008 Parks and Recreation Commission.

There shall be a City Parks and Recreation Commission consisting of seven members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government.

Sec. 1009 Parks and Recreation Commission – Powers and duties.

The Parks and Recreation Commission shall have power and be required to:

- (a) Act in advisory capacity to the City Council in all matters pertaining to parks, recreation, playgrounds and entertainment;

(b) Consider the annual budget of the Parks and Recreation Department during the process of its preparation and make recommendations with respect thereto to the City Manager and the City Council; and

(c) Assist in the planning and supervision of a recreation program for the inhabitants of the City, promote and stimulate public interest therein and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1010 Civil Service Commission.

There shall be a Civil Service Commission consisting of five members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government.

Sec. 1011 Civil Service Commission – Powers and duties.

(a) The Civil Service Commission is charged with the duty of providing qualified persons for appointment to the service of the City. All appointments in the public service shall be made for the good of that service, and solely upon merit and fitness, as established by appropriate test, without regard to partisan politics, race, color or religious belief.

(b) Act as Board of Review to hear petitions by civil service employees, and applicants for civil service positions, and to grant or deny such petitions.

(c) Perform such other duties as may be required by the civil service rules and regulations. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1012 Board of Library Trustees.

There shall be a Board of Library Trustees consisting of five members to be appointed by the City Council from the qualified electors of the City and no member of said Board shall hold any paid office or employment in the City government.

Sec. 1013 Board of Library Trustees – Powers and duties.

The Board of Library Trustees shall have charge of the administration of the Santa Clara Free Public Library and shall have power and be required to:

(a) Make and enforce such by-laws, rules and regulations as it may deem necessary for the administration and protection of the City library;

(b) Approve or disapprove the appointment of a librarian who shall be the department head;

(c) Accept into the library fund and administer money, personal property or real estate donated to the City or otherwise acquired for library purposes subject to the approval of the City Council;

(d) Contract with school, county or other governmental agencies to render or receive library services or facilities, subject to the approval of the City Council. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

