



City of Santa Clara

Meeting Agenda

Charter Review Committee

Wednesday, May 20, 2026

6:00 PM

2635 Homestead Rd
Santa Clara, CA 95051

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.

Zoom Link: <https://santaclaraca.zoom.us/j/86127408402>

Webinar ID: 861 2740 8402

Phone: 1-669-444-9171

To submit written public comment before meeting:

Send email to cityattorney@santaclaraca.gov by 10 a.m. one day before the date of the meeting.

Emails will be forwarded to Committee members and will be uploaded as post agenda supplemental meeting material.

Note: Emails received as public comment will not be read aloud during the meeting.

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

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

1. **26-580** [Action to Approve the April 15, 2026, Charter Review Committee Meeting Minutes and Excuse Absent Members.](#)

Recommendation: Approve the minutes of the April 15, 2026, Charter Review Committee Meeting in the form presented with such modifications/corrections as may be required or requested by the Committee and excuse absent members in the Committee's discretion.

2. **26-581** [Report Outs from the Following Ad Hoc Subcommittees and Possible Action on Recommendations from Groups Two, Four and Six:](#)
[Group One: Power 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](#)
[Group Six: Fiscal Administration and Procurement](#)

Recommendation: Receive and provide feedback on reports of those Subcommittees reporting and take such action as the Committee deems appropriate to initially approve the proposed changes from Groups Two, Four and Six, in substantially the forms presented, with direction to bring back finalized language to the CRC at a future meeting to be part of the CRC's overall recommendation to City Council for the Charter Project.

3. **26-582** [Staff Presentation and Solicitation of Committee Input and/or Direction Regarding \(1\) Process for Creating and Contents of the Committee's Final Report and Recommendation to the City Council for the Charter Project; \(2\) Possible Need for and Action on Scheduling One or More Additional Committee Meetings to Complete the Charter Project Work Plan](#)

Recommendation: Hear the report and provide input or direction as appropriate.

STAFF REPORT

COMMISSIONERS REPORT

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.



Agenda Report

26-580

Agenda Date: 5/20/2026

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Action to Approve the April 15, 2026, Charter Review Committee Meeting Minutes and Excuse Absent Members.

DISCUSSION

The attached "action" minutes are presented to the Charter Review Committee Board for review and approval.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact to the City other than 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 April 15, 2026, Charter Review Committee Meeting in the form presented with such modifications/corrections as may be required or requested by the Committee and excuse absent members in the Committee's discretion.

Reviewed by: Courtney Mohammadi, Legal Executive Assistant, City Attorney's Office

Approved by: Glen Googins, City Attorney

ATTACHMENTS

1. April 15, 2026, Charter Review Committee Meeting Minutes - Draft



City of Santa Clara

Meeting Minutes

Charter Review Committee

04/15/2026

6:00 PM

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

Chair Pat Nikolai will be participating remotely from the following location:
2690 Bear Creek Road, Curtin, Oregon 97424

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.

Zoom Link: <https://santaclaraca.zoom.us/j/86127408402>
Webinar ID: 861 2740 8402
Phone: 1-669-444-9171

To submit written public comment before meeting:
Send email to cityattorney@santaclaraca.gov by 10 a.m. one day before the date of the meeting.
Emails will be forwarded to Committee members and will be uploaded as post agenda supplemental meeting material.

Note: Emails received as public comment will not be read aloud during the meeting.

CALL TO ORDER AND ROLL CALL

Vice Chair Sosinski called the meeting to order at 6:07 p.m.

Present 11 - Member Holly Rhea Roberts, Member Mohammad Naveed, Member Joseph W. Sosinski, Member Eric Crutchlow, Member Burt Field , Member Steve Kelly, Member Lauren Diamond, Member Eric Jensen, Member Mark Boeckman, Member Susan Peters, and Member John Brooks

Absent 2 - Member Pat Nikolai, and Member Bernard Tansey

GENERAL BUSINESS

1. [26-439](#) Action to Approve the March 18, 2026, Charter Review Committee Meeting Minutes and Excuse Absent Members.

Recommendation: Approve the minutes of the March 18, 2026, Charter Review Committee Meeting in the form presented with such modifications/corrections as may be required or requested by the Committee and Excuse absent members.

A motion was made by Vice Chair Sosinski, seconded by Committee Member Peters to excuse Member Crutchlow absence from March 18, 2026 meeting and Member Nikolai from this meeting, April 15, 2026.

Aye: 11 - Member Roberts, Member Naveed, Member Sosinski, Member Crutchlow, Member Field , Member Kelly, Member Diamond, Member Jensen, Member Boeckman, Member Peters, and Member Brooks

Absent: 2 - Member Nikolai, and Member Tansey

A motion was made by Vice Chair Sosinski, seconded by Committee Member Boeckman to approve the minutes of the March 18, 2026, Charter Review Committee Meeting.

Aye: 10 - Member Roberts, Member Naveed, Member Sosinski, Member Field , Member Kelly, Member Diamond, Member Jensen, Member Boeckman, Member Peters, and Member Brooks

Absent: 2 - Member Nikolai, and Member Tansey

Abstained: 1 - Member Crutchlow

2. [26-440](#) Report Outs from Ad Hoc Subcommittees:
Group One: Power 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
Group Six: Fiscal Administration and Procurement

Recommendation: Receive and provide feedback on reports of those Subcommittees reporting.

City Attorney Googins made some opening remarks and provided a PowerPoint presentation on Report Outs from Ad Hoc Subcommittees.

Group One:
Met on April 9th. Next meeting scheduled for May 12th.

Group Two:
Met on April 13th. Next meeting scheduled for May 6th.

Group Three:
Met on April 8th. Next meeting scheduled for May 13th.

Group Four:
No meetings since last report out. Next meeting scheduled for April 16th and May 14th.

Group Five:
No meetings. Previously approved language being submitted to Labor Groups.

Group Six:
Met April 6th. Stakeholder presentation from Finance Director, Kenn Lee. Next meeting scheduled for May 11th.

A summary of issues discussed was presented for each subcommittee that met, with supplemental comments provided by subcommittee members, and questions asked and answered.

No Public Comments.

3. [26-441](#) Staff Presentation and Solicitation of Committee Input or Direction Regarding: (1) April 7th Report to City Council Regarding Charter Project Progress to Date, Proposed Comprehensive Reorganization Plan and Schedule; (2) Comparison and Lessons from Santa Clara's Comprehensive Charter Update from Year 2000; (3) Charter Project Work Plan and Scheduling Update.

Recommendation: Hear the report and provide input or direction as appropriate.

City Attorney Googins provided a presentation and Solicited Committee Input or Direction Regarding: (1) April 7th Report to City Council Regarding Charter Project Progress to Date, Proposed Comprehensive Reorganization Plan and Schedule; (2) Comparison and Lessons from Santa Clara's Comprehensive Charter Update from Year 2000; (3) Charter Project Work Plan and Scheduling Update.

Committee discussion followed.

City Attorney Googins answered questions and provided additional comments.

A motion was made by Vice Chair Sosinski, seconded by Committee Member Crutchlow to set special Charter Review Committee meeting on May 27, 2026.

Aye: 10 - Member Roberts, Member Naveed, Member Sosinski, Member Crutchlow, Member Field, Member Kelly, Member Diamond, Member Jensen, Member Peters, and Member Brooks

Nay: 1 - Member Boeckman

Absent: 2 - Member Nikolai, and Member Tansey

PUBLIC PRESENTATIONS

No Public Presentations

STAFF/COMMITTEE MEMBER COMMENTS

ADJOURNMENT

Meeting adjourned at 8:21 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."

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.



Agenda Report

26-581

Agenda Date: 5/20/2026

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Report Outs from the Following Ad Hoc Subcommittees and Possible Action on Recommendations from Groups Two, Four and Six:

Group One: Power 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

Group Six: Fiscal Administration and Procurement

DISCUSSION

Summary of Recent Meetings

Following the Charter Review Committee's last public meeting held on April 15th, the following Ad Hoc Subcommittees were able to schedule and hold meetings:

- Group One: Power and Structure of City Government: Rules/Process for Action
 - May 12, 2026
- Group Two: City Council: Elections, Powers and Conduct of Meetings
 - May 7, 2026
- Group Three: Senior Officials: Duties and Qualifications
 - May 13, 2026
- Group Four: Boards and Commissions: Composition, Powers and Duties
 - April 16, 2026
 - May 14, 2026
- Group Six: Fiscal Administration and Procurement
 - May 11, 2026

City Attorney staff made presentations at each of these meetings. The PowerPoints used for staff's presentations are attached to this report. Minutes from these meetings are still being prepared as of the date of publication and will be uploaded when available. Assigned subcommittee members, with

assistance from staff, will report out to the full Charter Review Committee on the substance of these meetings.

Progress and Proposed Initial Action

At these most recent Group meetings, substantial progress was made towards finalizing language for each Group's assigned sections. **Groups Two, Four and Six** are now at a point where they are prepared to recommend to the full CRC that the CRC take initial action to approval the proposed changes in substantially the forms presented, with direction to bring back finalized language for CRC consideration as part of the CRC's overall recommendation to Council to be taken at a future meeting. **Groups One, Three and Five** are also close to being able to present their proposed changes, with the current thinking that these Groups would be ready to present at the following CRC meeting scheduled for May 27th.

As of the date of this report, the City Attorney is still working on getting the specific language for all Groups in the best possible forms to facilitate CRC review, consideration and action, and to give the public a good understanding of what changes are being proposed. Once these forms are ready, they will be distributed to the full CRC membership and uploaded on the City's website for public access. This will be done as far in advance of the May 20th meeting as possible.

RECOMMENDATION

Receive and provide feedback on reports of those Subcommittees reporting and take such action as the Committee deems appropriate to initially approve the proposed changes from Groups Two, Four and Six, in substantially the forms presented, with direction to bring back finalized language to the CRC at a future meeting to be part of the CRC's overall recommendation to City Council for the Charter Project.

Reviewed by: Courtney Mohammadi, Legal Executive Assistant, City Attorney's Office

Approved by: Glen Googins, City Attorney

ATTACHMENTS

1. Charter Review Subcommittee Presentation Group One - 05.12.26
2. Charter Review Subcommittee Presentation Group Two - 05.07.26
3. Charter Review Subcommittee Presentation Group Three - 05.13.26
4. Charter Review Subcommittee Presentation Group Four - 04.16.26
5. Charter Review Subcommittee Presentation Group Four - 05.14.26
6. Charter Review Subcommittee Presentation Group Six - 05.11.26

City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 1

Powers & Structure of City Government: Rules/Process for Action

May 12, 2026 6:00 p.m.,
Sparacino Conference Room



**City of
Santa Clara**
The Center of What's Possible

Proposed Meeting Agenda

- Recap of April 9th meeting
- Presentation/Discussion/Direction regarding proposed final language for recommendation to the full CRC
- Next Steps



Group One

Report out from April 9th Meeting

- **Members Kelly, Nikolai, Jensen and Sosinski (remote) in attendance**
- **Meeting convened at 6:05 p.m. and adjourned at 7:30 p.m.**
- **Staff presentation included:**
- **(1) recap of subcommittee issues/activities and April 7th report to Council on Charter Project Progress/Proposed Reorganization, and (2) review of proposed reorganization and language to (a) consolidate Articles I through V into one Article entitled “Essential Terms” (under discussion); (b) revised and added Sections to the Essential Terms Article, and (c) initial update of the “Elected Officials” Sections.**

Group One

Report out from April 9th Meeting (cont'd)

- **Issues presented/discussed included:**
 - What to refer to as the definitive authority on City boundaries [Section 101]
 - Ability to eliminate Article III Succession, and consolidate into a single section/reference [old Sections 300 through 304]
 - Continuing effort to convert unnecessary “legal” language into “layperson’s” language [throughout]
 - Revised, broadened, statement of City general authority as a Charter City, including ability to “make and enforce all laws and regulations with respect to “municipal affairs” [Section 102.1]
 - Addition of a very explicit “relationship with other laws” Section [Section 102.2]
 - Proposed consolidation of existing Charter limitations on City authority into one Section to include: citizen power of initiative/referendum; (revised) vote required for disposal of a public utility; (potentially revised) Measure R language (Section 714.1); (potentially deleted) disposal of real estate requirements (Section 714); and (potentially revised) prohibition on financing a nuclear power plant or interest in one without an election (old Section 1321)
- **Agenda for May 12th meeting to include:**
 - Presentation of final language for all assigned Sections, and a recommendation to the full CRC



Specific Issues to Discuss/Resolve

- Review proposed Preamble language (**Preamble**)
- Final review of “Essential Terms” sections, and proposed new title: “Foundational Terms”
- Minor revisions to City Council/Manager form of government Section.
- Review proposed final language for who administers “Resident” and “Qualified Elector” status
- Ordinance adoption and publication terms, including possible change to post adoption publication protocol
- Official Bonds and Oath of Office sections, still under review
- Miscellaneous Sections, still under review



Next Steps

- Calendar next Committee meeting (if necessary)
- Assign Committee Member/Staff Follow Ups
- If ready, confirm process/responsibility for preparing and presenting report out with recommendation to the full CRC at upcoming May 20th meeting



City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 2

City Council: Elections, Powers and Conduct of Meetings

May 7, 2026, 6:00 p.m. (Thursday)
Sparacino Conference Room



**City of
Santa Clara**
The Center of What's Possible

Proposed Meeting Agenda

- Recap/Report Out from April 13th meeting
- Discussion of Outstanding Issues and Detailed Review of proposed “final” language
- Identification of new issues
- Next Steps including

Group Two

Recap/Report Out From April 13th Meeting

- **Members Kelly, Peters, Boeckman, Crutchlow and Roberts in attendance**
- **Meeting convened at 6:05 p.m. and adjourned at 8:25 p.m.**
- **Staff presentation included: (1) recap of March 9th meeting; (2) presentation of updated/new language addressing (a) terms and term limits; (b) redistricting process; (c) consolidated Mayor's Powers and Duties; (d) City Council Member powers and duties; and (e) City Council meetings sections.**
- **Next meeting scheduled for May 6th**

Specific Issues to Discuss/Resolve

- Confirm group comfortable with Proposed tweaks to **Measure R** language and the addition of allowed “secondary” uses with the requirements for five affirmative votes and that all revenue to go for park benefits [**Old Section 714.1/New Section 102.3**]
- Discuss what, if any, changes are appropriate for the provision establishing the requirements for the Chief of Police [**Old Section 701.1/New Section 201.2**]
- Discuss deleting the requirements for specifics on Mayor policy recommendations, and add a similar provision to the City Council member authority list [**Old Sections 704.3 and 706/New Sections 202.1 and 202.2**]
- The proposal to add back a limited version of of investigation/subpoena authority [**Old Section 712/New Section 202.2(7)**]
- Discuss whether or not to delete/move the Section on City Council “interference” with the City Manager resulting in a misdemeanor and/or removal from office (Potentially a Group One Issue) [**Old Section 807/New Section 202.2.c**]

Specific Issues to Discuss/Resolve (cont'd)

- Confirm okay with language providing for “total compensation” as determined by the Salary Setting Commission and the new provisions providing details on that Commissions authority [**Old Section 702/New Sections 204 and TBD**]
- Consider if a modification is warranted in the reduction in pay based upon an “unexcused absence” from a scheduled meeting. [**Old Section 702/New Section 204.2**]
- Clarify provisions regarding forfeiture of office in the event of conviction of “any” felony, or any misdemeanor “involving moral turpitude.” [**New Section 205.1**]
- Review clarifying language to allow for consistency with ROV/Elections Code requirements that may be inconsistent with the City Charter [**New Section 300**]
- Discuss/develop consensus on appropriate role for the City Council in certifying elections and being able to challenge member qualifications under State Law [**New Section 302.3**]
- Discuss rules and appropriate level of detail in providing for a Redistricting Commission [**New Section 303.1**]

Next Steps

- Calendar next Subcommittee meeting (if necessary)
- Assign Committee Member/Staff Follow Ups
- Confirm process for preparing and presenting report out with recommendation to the May 20, 2026 full CRC meeting

City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 3

Senior Officials: Duties and Qualifications

May 13, 2026, 6:00 p.m.,
Sparacino Conference Room



**City of
Santa Clara**
The Center of What's Possible

Proposed Meeting Agenda

- Recap of April 8, 2026 meeting
- Presentations/Discussion/Direction regarding proposed final language for recommendation to the full CRC
- Next Steps



Group Three

Recap/Report out from April 8th Meeting

- **Members Tansey, Nikolai, Diamond (remote) and Naveed all present**
- **Meeting convened at 6:12 p.m. and adjourned at 8:17 p.m.**
- **Staff presentation group discussions addressed:**
 - (1) status of internal discussions on City Manager and Chief of Police overlapping authority; (2) debrief of discussions from March 11th meeting regarding competing stakeholder perspectives on these issues; (3) presentation/discussion regarding City Attorney and City Auditor provisions**
- **Report out made to full CRC at April 15th meeting**



Specific Issues to Discuss/Resolve

- Chief of Police power and duties categories (**Section 202.3**)
- Allocation of duties and relationship between the elected City Clerk and the “Senior Clerk Appointed Official” (**Section 202.4**)
- Confirm desire to include City Manager language as one of three subsections in the appointed official Section (**Section 501**)
- Minor revisions to City Manager to align with Finance Director language (**Section 501.1**)
- City Auditor Section under review, with possible deletion of performance audit concepts (**Section 501.3**)
- Minor revisions to Director of Finance duties (**Section 502.1**)
- Clean up/modifications to the Public Works Director/City Engineer Section (**502.2**)
- Significant modifications to Chief of the Fire Department Section to “modernize” (**Section 502.3**)



Next Steps

- Calendar next Committee meeting (if necessary)
- Assign Committee Member/Staff Follow Ups
- If ready, confirm process/responsibility for preparing and presenting report out with recommendation to the full CRC at upcoming May 20th or May 27th meeting



City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 4

Boards and Commissions: Composition, Powers and Duties

April 16, 2026, 6:00 p.m.
Sparacino Conference Room



**City of
Santa Clara**
The Center of What's Possible

Proposed Meeting Agenda

- Recap of March 12, 2026 Meeting
- Presentation/discussions regarding Planning Commission Input
--Eric Crutchlow, Planning Commissioner Chair
- Presentation/discussion regarding Parks and Recreation Commission Input
- Review of Latest Proposed Language Changes and Issues
- Time permitting, review/identification of other/new issues
- Next Steps



Recap of March 12th Meeting

- Three members in attendance (Diamond, Brooks (remote) and Sosinski)
- Board of Library Trustees (BOLT) president Jonathon Evans presented
- Meeting convened at 6:12 p.m. and adjourned at 8:01 p.m.
- Presentations included: (1) recap of February 12 meeting, (2) BOLT presentation by President Jonathon Evans, (3) debrief on GRG presentation to PC on March 11th
- Issues presented/discussed included:
 - Existing Charter Sections 1012 and 1013
 - Key stakeholders: The Board of Library Trustees, the City Library Director, the City Manager
 - Presentation by the Board of Library Trustee Board Chair, Jonathon Evans
 - Talking Points
 - Draft Language with Annotations

Stakeholder Input

- **Planning Commission** (March 11 and April 8 Meetings)
 - PC Chair Crutchlow to present
 - Memorandum Summarizing Input
[Prepared by CD/CAO Staff dated April 9, 2026]
- **Parks and Recreation Commission** (April 13 Meeting)
 - GRG to present
 - Summary Notes prepared by CAO (Jen Beyers)

Review of Revised/New Language

- New numbering system and nomenclature
- Qualifications different for Charter vs. City Council created Boards and Commissions
- Language added for City Council creation of rules for appointment, reappointment and removal.
- Addition of “Lifetime Term Limits” for each Board (currently only provided by City practice)
- Clarification of votes required for “action”
- Language added for City Council to create additional rules for conduct of meetings
- Proposed deletion of general investigatory and subpoena powers

Next Steps

- Calendar next Committee meeting
- Discuss next meeting agenda and any required actions for committee members/staff to prepare.
- Intent to present “final” language for recommendation to the full CRC at their May 20th meeting.



City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 4

Boards and Commissions: Composition, Powers and Duties

May 14, 2026, 6:00 p.m.
Sparacino Conference Room



**City of
Santa Clara**
The Center of What's Possible

Proposed Meeting Agenda

- Recap of April 16, 2026 Meeting
- Presentations/Discussion/Direction regarding proposed final language for recommendation to the full CRC
- Next Steps



Group Four

Recap/Report out from April 16th Meeting

- All Members present: Diamond, Brooks, Field and Sosinski (remote)
- Meeting convened at 6:05 p.m. and adjourned at 8:24 p.m.
- Agenda included (1) recap of March 12 meeting; (2) presentation of stakeholder input from Planning Commission (April 9 Memo presented by Priya Cherukuru and GRG) and Parks and Recreation Commission from their April 13th meeting (GRG presents); (3) presentation/discussion regarding latest language updates; (4) distribution of what a “clean” version of the updated language will look like; (5) next steps.
- Primary issues discussed included (1) reactions and recommendations on stakeholder presentations; (2) desire for consistency on qualified elector requirement, at least for Chartered Boards and Commissions; (3) appointment/removal process; (4) clarifications on term/term limits; (5) rules of conduct at meetings; and (6) deletion of broad investigation/subpoena powers.

Specific Issues to Discuss/Resolve

- Deletion of CC authority to make rules by resolution (**Sections 600.1 and .2**)
- Clean up on “Qualifications” Section and confirm desire for consistency that all Chartered Boards and Commissions should require Qualified Elector status (**Section 600.3**)
- Confirm consensus on CC polices to appoint/remove in an orderly and transparent manner (ACC supports) (**Section 602.1**)
- Confirm consensus on “Lifetime” term limits (**Section 602.2**)
- City Council to make policies regarding excused absences (**Section 602.3**)
- Substantial updated language for Planning Commission based on stakeholder input curated by City staff (**Section 604.1**)
- Minor updates to the Parks and Rec. language based on stakeholder input curated by City Staff (**Section 604.2**)
- Consensus on BOLT requests, including potential middle ground on desire to approve Library policies (**Section 604.4**)
- Determine if there is a consensus on how to address desire for some reference to an Ethics Commission (**Level 3/4**)

Next Steps

- Assess readiness/steps necessary to present substantially “final” language for recommendation to the full CRC at their May 20th meeting.
- Calendar next Committee meeting (if necessary)
- Assign Committee Member/Staff Follow Ups

City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 6

Fiscal Administration & Procurement

May 11, 2026, 6:00 p.m.
Council Conference Room



**City of
Santa Clara**
The Center of What's Possible

Proposed Meeting Agenda

- Recap/Report Out from April 6, 2026 Subcommittee meeting
- Presentation/discussions/direction regarding proposed final language to update the “Fiscal Administration and Procurement” Article (Old Article XIII, New Article Eight)
- Next Steps



Group Six

Recap of April 6th Subcommittee Meeting

- All Members in attendance
- Meeting convened at 6:10 p.m. and adjourned at 8:35 p.m. (Member Brooks needed to leave at 8:15)
- Staff presentation focused a proposed update of Budget and Finance Sections
- Director of Finance , Kenn Lee, presented and answered questions on existing budget process and why update was needed.
- Issues discussed included: value/process for approving a biennial budget, contents of budget, possible general/specific standards for budget “reserves,” consideration of adding a citizen’s “Finance Committee” (Level 4?); definitions of accounting terms; process/votes required for budget amendments; tax/finance/debt sections under review by outside counsel.
- Action taken to calendar next meeting (May 11, 2026), with a desire to finalize language and develop a recommendation to the full CRC.

Specific Issues to Discuss/Resolve

- Requirement for Reserve Accounts (**Section 801.3**)
- Explicit provision for requirement of a “balanced” budget (**Section 801.4 a. and c.**)
- What, if any, budget amendments shall require only a majority vote (**Section 801.6**)
- For public works, is **Option A** (full implementation by ordinance) or **Option B** (“light touch” with a specific dollar amount increase proposed for applicable thresholds) the recommended approach (**Section 803.2**)
- Annual audit requirements/process, including applicable accounting standard language and specific provision for a City Audit committee as determined by the Council. (**Section 804**)
- Clarity/elimination of details for Utility accounting, including general purpose uses of the 5% gross receipts transfer amounts (**Section 805**)
- Finance and Tax Authority clarifications to eliminate unnecessary details, maximize authority while still complying with Applicable Laws, including requirements for votes of the people (**Section 806**)

Next Steps

- Calendar next Committee meeting (if necessary)
- Assign Committee Member/Staff Follow Ups
- If ready, confirm process/responsibility for preparing and presenting report out with recommendation to the full CRC at upcoming May 20th meeting



City of Santa Clara

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

Agenda Report

26-582

Agenda Date: 5/20/2026

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Staff Presentation and Solicitation of Committee Input and/or Direction Regarding (1) Process for Creating and Contents of the Committee's Final Report and Recommendation to the City Council for the Charter Project; (2) Possible Need for and Action on Scheduling One or More Additional Committee Meetings to Complete the Charter Project Work Plan

DISCUSSION

The Committee is working towards finalizing all proposed changes to the Charter for recommendation to the City Council in connection with the "Charter Project." In order to facilitate the completion of this process, staff will present to the Committee on the following subjects: (1) Process for Creating and Contents of the Committee's Final Report and Recommendation to the City Council for the Charter Project; and (2) Possible Need for and Action on Scheduling One or More Additional Committee Meetings to Complete the Charter Project Work Plan

RECOMMENDATION

Hear the report and provide input or direction as appropriate.

Reviewed by: Courtney Mohammadi, Legal Executive Assistant, City Attorney's Office

Approved by: Glen Googins, City Attorney