



# City of Santa Clara

## Meeting Minutes

### Governance and Ethics Committee

---

03/30/2026

10:00 AM

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

---

#### Special Meeting

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

To submit written public comment before meeting:

Send email to [mayorandcouncil@santaclaraca.gov](mailto:mayorandcouncil@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 supplemental meeting material.

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

#### CALL TO ORDER AND ROLL CALL

Chair Jain called the meeting to order at 10:02 a.m. and read the statement for Zoom participants.

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

#### CONSENT CALENDAR

**PUBLIC PRESENTATIONS**

**Member of the public Anurag Dixit** asked if there was a committee that addresses environmental preservation or endangered species preservation, in addition, if any City bodies were exempt from state or federal laws. **Chair Jain** stated NEPA and CEQA guidelines are part of the process and there are exemptions and mitigated negative declarations, and referred constituent to the City Manager's and City Attorney's office on information on the exemptions.

**Member of the public Adam** stated the process for Council Policy 030 ("Adding an item to the agenda") needs to be reviewed and is not community centric. He added a community member requested an item about three weeks ago to discuss the downtown project and a written petition was also submitted, however the item then takes time to be agendized to be heard at a meeting. **Chair Jain** added the policy is listed as future referral for this Committee.

**Member of the public Jay** requested Council Policy 055 ("Meeting Management Protocols") allow for items pulled by the member of the public be taken ahead of agenda items and not taken at late hours.

**City Manager Grogan** noted the section on the agenda for future referrals for consideration that the Committee members could bring forth these policies for discussion.

**GENERAL BUSINESS**

1. [26-206](#) Approval of the January 16, 2026 Special Governance and Ethics Committee Special Meeting Minutes

**Recommendation:** Approval of the January 16, 2026 Special Governance and Ethics Committee Special Meeting Minutes

**Committee Member Park** noted the minutes used to be under the Consent Calendar and not under General Business. Staff responded it was moved since there was only one item under consent calendar. **Chair Jain** stated he has also seen the consent calendar with only one item on other committees. Staff will adjust the agenda order for the approval of minutes to appear under Consent Calendar for next meeting.

**Committee member Chahal motioned to approve the minutes from the January 16, 2026 meeting, seconded by Committee Member Park and motion approved.**

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

2. [26-205](#) Review and Provide Direction on the 2026 City Council Priority Setting Session Framework

**Recommendation:** Review and Provide Direction for the 2026 City Council Priority Session Framework

**City Manager Jovan Grogan** presented on the background and proposed framework for the upcoming 2026 City Council Annual Priority Setting Session. City Manager Grogan stated the City Council convenes a Priority Setting Session each year to establish citywide priorities and initiatives for the upcoming fiscal year. The session typically has been held in February or March. However, given the significant staff time dedicated to major event planning in 2026, the City is scheduling the 2026 Priority Setting Session in May 2026. In addition, the City could retain the previous consultant to facilitate the 2026 session.

Committee members had a robust discussion on the proposed framework and provided comments regarding past sessions. The Committee discussed the following components for the annual City Council Priority Session framework: 1) Scheduling sessions earlier in calendar year, aligned with the budget process, 2) Retreat with multi-day, break out sessions, 3) Time frame should allow public participation with one session starting mid-day to evening, 4) Scientific Survey and general community responses, 5) Commissions, Boards & Committee Input should allow these bodies submit 1-2 priorities for consideration, 6) Public comment throughout session, 7) Council priorities process: Individual Councilmember priorities could be submitted in advance for staff analysis prior to session, at least 1 priority per Councilmember on final list, and ranking of final priorities by City Council, 8) Facilitator should conduct pre-session meetings with Councilmembers, 9) Reporting on priorities by dashboard to track status and 6-month check in, and 10) distribute 2024 priorities in advance to Council to bring back any items for consideration.

**Member of the public Wanda Buck** stated all of these items take a lot of time to address all the issues and suggested key issues should be addressed, commented that surveys for engagement can take a long time, and stated ethics is important.

**Member of the public Dan Ondrasek** commented on the last survey for the priority setting session which identified homelessness and drug abuse were the top two items that were prioritized, which primarily have oversight by the County and state. He recommended to ask the public what is the most important project that City staff are working on for the public. **Chair Jain** added the City is working on an interim supportive housing project.

**Member of the public KPT** added that the survey could be administered

by the City Councilmembers to ask what their district priorities, surveys that may not reach marginalized communities and those unable to attend.

**Member of the public Adam Thompson** stated the time of day of the past priority setting sessions limits public participation. He suggested having more than one session to come back to the public. In addition, some priorities listed in 2024 are not Citywide goals such as "improve employee morale" and "witting ambiguous contracts" and should be staff goals.

3. [26-203](#) Action on Council Policy Establishing an Annual Performance Review Process for Council Appointees

**Recommendation:** Approve a new Council policy for the Performance Evaluation Process for Council Appointees, and present the proposed new Council policy to the full City Council for consideration and approval.

**The Committee deferred this item to a future agenda due to time constraints.**

4. [26-202](#) Review and Action on the 2026 Governance and Ethics Committee Workplan

**Recommendation:** Approve the 2026 Governance and Ethics Committee Workplan with any additional amendments.

**Assistant to the City Manager Maria Le** presented on the proposed 2026 Committee workplan. The Committee had a discussion on the workplan and presented additional items for consideration.

**Committee Member Kevin Park** stated workload and priorities have increased over time and there should be consideration for a full-time City Council to address the City's growth, workload, stadium, and budget and to increase the frequency of the Governance and Ethics Committee meetings. Committee Member Park added items for consideration: review Council Policy 055 ("Meeting Management Protocols"), review Council Policy 042 ("Reconsideration of Council Action"), review Council Policy 030 ("Adding an Item on an Agenda").

**Chair Suds Jain** also agreed on increasing the committee meeting schedule to meeting and added items for consideration: Gift policy for items under \$50, establishing City Council meetings from 2 per month to 3 per month, review Council Policy 042 ("Reconsideration of Council Action"), policy to defer items when there is quorum but requires unanimous votes, review Council Policy 030 ("Adding an Item on an Agenda") and clear up action on 030 requests in response to public presentations without consultation of City staff in advance, improve Tentative Meeting Agendas and require Council packets earlier than Fridays, restrictions on multiple PRA requests, hiring an Ethics consultant to guide candidates elections and not dependent on Clerk, Council travel policy budget by district, separate the Mayor and Council general email inbox for public and Council use, and review Council Policy 055 ("Meeting Management Protocols") to allow robust discussion by Council.

**Committee Member Chahal** agreed with the Committee members on the suggested workplan items.

**Member of the Public Jay** stated the last City Council meeting displayed the dynamic of the Mayor and unprofessionalism on how Councilmembers are treated and suggested to expedite the conflict resolution training for the City Council.

**Member of the Public Jay** stated the last City Council meeting was not conducive to a public meeting.

**City Manager Grogan** stated the Committee workplan items are a major

workload capacity, therefore there is a backlog of items. He stated there has not been a clear process on how items are also added to the workplan. The item to establish a comprehensive City Council policy manual is set for the December meeting to address some of the concerns today. City Manager suggested a special Committee meeting to prioritize the work plan items and the majority of the Committee can vote on the workplan items.

### **STAFF REPORT**

None.

### **COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION**

The items listed on the future referral list may be brought to the discussion of the workplan when the special meeting is scheduled.

### **ADJOURNMENT**

**Chair Suds Jain** adjourned the meeting at 12:37 p.m.