



# City of Santa Clara

## Meeting Minutes

### Governance and Ethics Committee

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06/07/2021

3:00 PM

Virtual Meeting

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#### CALL TO ORDER AND ROLL CALL

**Chair Gillmor** called the meeting to order at 3:02 PM.

**Present** 3 - Lisa M. Gillmor, Raj Chahal, and Sudhanshu Jain

#### CONSENT CALENDAR

1. [21-470](#) Approval of the March 29, 2021 Governance and Ethics Committee Special Meeting Minutes

**Recommendation:** Approve the minutes of the March 29, 2021 Governance and Ethics Committee Special Meeting.

**A motion was made by Member Jain, seconded by Member Chahal, to approve the March 29, 2021 special meeting minutes.**

**Aye:** 3 - Gillmor, Chahal, and Jain

#### PUBLIC PRESENTATIONS

**Councilmember Park** requested to address the Committee under Public Presentations.

**City Attorney Doyle** recommended deferring discussion to Council and Authorities Concurrent Meeting to avoid potential violation of the Brown Act.

#### GENERAL BUSINESS

2. [21-468](#) Discussion on Formalization of Citizen's Advisory Committee

**Recommendation:** Defer discussion on formalization of Citizen's Advisory Committee to the 3rd quarter Governance and Ethics Committee meeting on September 20, 2021, due to lack of staff capacity to address this referral during budget development and COVID-19 reopening efforts.

**City Manager Santana** requested deferring this item September 20, 2021.

**Public Speaker(s):** Rob Jerdonek

**A motion was made by Member Jain, seconded by Member Chahal, to defer this item to the September 20, 2021 Governance and Ethics Committee meeting.**

**Aye:** 3 - Gillmor, Chahal, and Jain

3. [21-469](#) Review of SCSC Chapter 2.155 ("Regulation of Lobbying Activities") and SCSC Chapter 2.160 ("Calendars of Certain City Officials")

**Recommendation:** Provide direction on possible amendments to SCSC Chapter 2.155 ("Regulation of Lobbying Activities") and SCSC Chapter 2.160 ("Calendars of Certain City Officials").

**City Attorney Doyle** provided a Powerpoint presentation on the Lobbyist Ordinance and Calendering Ordinance.

**City Clerk Haggag** provided a verbal report.

**Member** questions and comments followed.

**City Attorney Doyle, City Clerk Haggag and City Manager Santana** addressed **Member** questions.

**A motion was made by Member Jain, seconded by Member Chahal, to recommend to Council to (1) amend the Public Calender Ordinance to create different reporting standards between meetings with Lobbyists and Non-Lobbyists, (2) requiring Councilmembers and staff who required to comply with the Public Calendar Ordinance and registered Lobbyists to report on the topics discussed and what they were seeking, (3) City Manager to return on staffing resources, (4) change the frequency of the Lobbyist Ordinance reporting requirements to align with the Public Calendar Ordinance to require reporting to be on a monthly cadence, and (5) City Clerk to return with a standard reporting template.**

**Aye:** 3 - Gillmor, Chahal, and Jain

4. [21-487](#) Review, and Provide Direction to Staff, Regarding Proposed Purchasing Code Reforms For Possible Recommendation to City Council

**Recommendation:** Accept the Code reforms summarized in this document and provide direction to staff to move forward with a revised Purchasing Code for consideration and approval by the City Council and Stadium Authority by the fourth quarter of calendar year 2021.

**Director of Finance Lee, Purchasing Manager Giovannetti, City Attorney Doyle, and City Manager Santana** gave a Powerpoint presentation.

**Member** questions and comments.

**City Manager Santana** addressed **Member** questions.

**A motion was made by Member Jain, seconded by Member Chahal, to bring this item to August 17, 2021 Council Priority Setting Session.**

**Aye:** 3 - Gillmor, Chahal, and Jain

5. [21-455](#) Discussion and Direction Regarding Adjusting the Start Time for Council, Stadium Authority and Closed Session Meetings

**Recommendation:** Staff recommends:

- (1) Beginning Public City Council meetings at 6:00 p.m.
- (2) Setting a stop time of Public City Council meetings at 11:00 p.m.
- (3) Working on City Council meeting protocols for improved management and protocols to ensure that the City's business is prioritized and addressed in a timely manner
- (4) Presenting streamlining opportunities to reduce cost of routine City business and ensure a higher level of efficiency with how routine or ministerial items are handled
- (5) Holding Closed Session meetings on off Council meeting days, when needed

**City Manager Santana** gave a Powerpoint presentation.

**Member** questions and comments followed.

**City Manager Santana, Assistant City Clerk Pimentel, and City Attorney Doyle** addressed **Member** questions.

This item was referred to Council Priority Setting Session August 17, 2021.

6. [21-622](#) Review the Task Force on Diversity, Equity, and Inclusion's Recommended Amendments to Council Policy 035 - Naming of Facilities

**Recommendation:** Provide input on the Task Force on Diversity, Equity, and Inclusion's recommended amendments to Council Policy 035.

**Chair Gillmor** requested to defer this item to the next Governance and Ethics Committee meeting.

**A motion was made by Member Chahal, seconded by Member Jain, to continue this item to the next Governance and Ethics Committee Meeting.**

**Aye:** 3 - Gillmor, Chahal, and Jain

#### **STAFF REPORT**

**None.**

#### **COMMITTEE MEMBERS REPORT**

**Member Jain** inquired regarding adding the following items to the Governance and Ethics Committee Meeting:

- Email Retention Times
- Eligibility List for Board/Commissions appointments
- Charter Review to consider changing from an elected to appointed Chief of Police and City Clerk

**Member** comments followed.

**City Manager Santana** and **City Attorney Doyle** addressed **Member** questions.

#### **ADJOURNMENT**

The meeting was adjourned at 6:16 PM.

**A motion was made by Member Chahal, seconded by Member Jain, to adjourn the meeting.**

**Aye:** 3 - Gillmor, Chahal, and Jain