



City of Santa Clara

Meeting Minutes

Governance and Ethics Committee

12/04/2023

3:00 PM

City Hall Council Chambers / Hybrid Meeting
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Chair Jain called the meeting to order at 3:05 p.m.

Present 3 - Member Lisa Gillmor, Member Raj Chahal, and Chair Suds Jain

CONSENT CALENDAR

Approved the Consent Calendar

1. [23-1441](#) Approval of the September 11, 2023 Governance and Ethics Committee Meeting Minutes

Recommendation: Approve the minutes of the September 11, 2023 Governance and Ethics Committee Meeting.

Committee Member Chahal motioned and Committee Member Gillmor seconded to approve the minutes.

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

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. [23-1290](#) Action on the Santa Clara Police Department's Recommendation to Name the Police Building's Motorcycle Garage the "Pete Malae Traffic Unit Motorcycle Garage"

Recommendation: Recommend to the City Council that it Approve the naming of the Police Building's Motorcycle Garage the "Pete Malae Traffic Unit Motorcycle Garage."

Santa Clara Police Chief Pat Nikolai presented to the Committee the background and recommendation to name the Santa Clara Police Department Police building's Motorcycle garage to the "Pete Malae Traffic Unit Motorcycle Garage".

Committee Member Gillmor motioned to approve the recommendation. The motion was seconded by **Committee Member Chahal**.

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

3. [23-1263](#) Review Council Policy and Procedure 007 ("Citizen Complaints Addressed to the City Council") and Approve Amended Policy ("Constituent Complaints Addressed to the City Council")

Recommendation: Approve amendments to Policy and Procedure 007 ("Citizen Complaints Addressed to the City Council") and bring forth to City Council for Consideration and Adoption as Council Policy 007 ("Constituent Complaints Addressed to the City Council")

City Manager Jovan Grogan presented on Council Policy 007 ("Citizen Complaints addressed to the City Council") and provided recommendations to update the policy to addressing requests, issues or concerns from constituents received by the members of the City Council. Additionally, the City Manager referenced a copy of a memorandum from the City Manager on *City Council Inquiries and Requests to Staff* offering guidance on the process to submit requests and constituent inquiries to City staff. Committee members provided feedback which included requesting outcome summaries on inquiries.

Committee Member Gillmor motioned to approve the recommendations, **Committee Member Chahal** seconded the motion.

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

4. [23-1265](#) Review Council Policy and Procedure 041 (“Public Submittal of Written and Audiovisual Materials for Council Meetings”)

Recommendation: Approve amendments to Policy and Procedure 041 (“Public Submittal of Written and Audiovisual Materials for Council Meetings”) and bring forth to City Council for Consideration and Adoption as Council Policy 041 (“Public Submittal of Written and Audiovisual Materials for Council Meetings”)

Assistant City Clerk Nora Pimentel and Assistant to the City

Manager Maria Le presented on Council Policy 041 (“Public Submittal of Written and Audiovisual Materials for Council meetings”). Staff presented proposed changes to the policy which included revised deadlines for submission of materials and updated procedures with updates in technology and applications. Committee members discussed the proposed amendments.

Committee Member Gillmor motioned to approve staff recommendation, Committee Member Chahal seconded the motion.

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

5. [23-1264](#) Review Meeting Management Procedures

Recommendation: Review Meeting Management Procedures and Information Provided in Report and Provide Feedback for any further Amendments

City Manager Grogan presented on the current meeting management procedures in place. The Committee members discussed potential options to consider such as time limits and additional round of questions for the City Council to address agenda items. **City Attorney Glen Googins** added if the Committee was interested in hearing more about Rosenberg's Rules of Order for meeting management, staff would return to a future meeting to present additional information.

The Committee noted and filed the staff report.

STAFF REPORTS

Adding Standing Item on Consent Calendar for Excusal Memos (City Attorney Glen Googins)

City Attorney Glen Googins updated the Committee on adding a standing item on the consent calendar for excusal memos to formalize the process. This allows the City Council to take action on the item.

Council Policy 020 Proclamations, Commendations, Certificates of Recognition - Item to be part of discussion on Written Petition submission from Councilmember Becker at Dec. 12, 2023 meeting

City Manager Jovan Grogan reported to the Committee the item for Council Policy 020 ("Proclamations, Commendations, Certificates of Recognition") will be part of the agenda for the Dec. 12, 2023 City Council meeting based on written petition 030 from Councilmember Anthony Becker. If the majority of the Council would like amendments to the policy, staff will recommend it be referred to the Governance and Ethics Committee for a detailed policy discussion.

2024 Items: Email Retention Policy & Review of SCSC Chapter 2.155 ("Regulation of Lobbying Activities") and SCSC Chapter 2.160 ("Calendars of Certain City Officials")

City Attorney Glen Googins reported to the Committee the Email Retention Policy and the Lobbying Ordinance items will return to this Committee in March 2024 at the next meeting.

COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION

None.

ADJOURNMENT

Chair Jain adjourned the meeting at 4:37 p.m.