



City of Santa Clara

Meeting Agenda

Charter Review Committee

Wednesday, January 21, 2026

6:00 PM

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

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

GENERAL BUSINESS

1. **26-72** [Approval of the November 19, 2025 Charter Review Committee Meeting Minutes](#)

Recommendation: Approve the minutes of the November 19, 2025, Charter Review Committee Meeting in the form presented with such modifications/corrections as may be required or requested by the Committee.

2. **26-74** [Report Outs from Ad Hoc Subcommittees and Discussion of Standardization of Report Out Process.](#)

Recommendation: Receive and provide feedback on reports of those Subcommittees reporting; possible action to approve, in substantial form, Group 5 proposed modifications to existing Charter Sections 1010 and 1011 and Article XI to allow for initiation of meet and confer process with impacted labor groups; Discuss and provide feedback on report out standard.

3. 26-75 [Staff Presentation and Solicitation of Committee Input Regarding \(1\) Charter wide language/organization conventions, \(2\) "Benchmarking" with other Charter Cities, \(3\) Proposed standards for grouping proposed Charter modifications within "levels," \(4\) Process for drafting and review of Charter modifications; and \(5\) Project Timeline and Possible Need for Additional Meetings.](#)

Recommendation: Hear the report and provide feedback.

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.]

STAFF/COMMITTEE MEMBER COMMENTS

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.



City of Santa Clara

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

Agenda Report

26-72

Agenda Date: 1/21/2026

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Approval of the November 19, 2025 Charter Review Committee Meeting Minutes

DISCUSSION

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

ENVIRONMENTAL REVIEW

This is an information report only and no action is being taken by the City Council and no environmental review under the California Environmental Quality Act ("CEQA") 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 November 19, 2025, Charter Review Committee Meeting in the form presented with such modifications/corrections as may be required or requested by the Committee.

Reviewed by: Aimee Escobar, Management Analyst, City Manager's Office

Approved by: Sujata Reuter, Chief Assistant City Attorney

ATTACHMENTS

1. November 19, 2025 Charter Review Committee Meeting Minutes - Draft



City of Santa Clara

Meeting Minutes - Draft

Charter Review Committee

11/19/2025

6:00 PM

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

Committee Member Lauren Diamond participated remotely from the following location:
1130 Welch Ln, Mabank, TX 75156.

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- Webinar ID: 861 2740 8402
- By phone: +1 669 444 9171

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CALL TO ORDER AND ROLL CALL

Quorum Confirmed

Present 12 - Member Pat Nikolai, Member Holly Rhea Roberts, Member Bernard Tansey, 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, and Member Susan Peters

Absent 1 - Member John Brooks

GENERAL BUSINESS

1. [25-1649](#) Approval of the October 22, 2025 Charter Review Committee Meeting Minutes

Attachments: [October 22, 2025 Minutes](#)

Motion to approve made by Member Kelly with a second from Member Boeckman.

Approved Staff Recommendation

Aye: 12 - Member Nikolai, Member Roberts, Member Tansey, Member Naveed, Member Sosinski, Member Crutchlow, Member Field, Member Kelly, Member Diamond, Member Jensen, Member Boeckman, and Member Peters

Absent: 1 - Member Brooks

2. [25-1650](#) Report Outs from Ad Hoc Subcommittees and Discussion of Ad Hoc Subcommittee Meeting Scheduling and Coordination

Attachments: [Charter Review Subcommittee Presentation Group 1 DRAFT 11.10.25](#)
[Charter Review Subcommittee Presentation Group 4 DRAFT 11.13.25](#)
[POST MEETING MATERIAL](#)

Subcommittee One: Powers and Structure of City Government (Rules & Process for Action), Subcommittee Four: Boards and Commissions (Composition, Powers & Duties), and Subcommittee Five: General Rules for Classified and Unclassified Employees (Commission Composition & Duties) presented reports summarizing the progress of their work and any actions taken within their subcommittees.

One public comment was received via Zoom participation.

Informational item, no action required.

3. [25-1651](#) Staff Presentation Regarding (1) Charter language/organization conventions, (2) "Benchmarking" with other Charter Cities, (3) Proposed standards for grouping proposed Charter modifications within "levels," (4) Proposed process for drafting and review of Charter modifications; and (5) Scheduling of December 17, 2025 and May 20, 2026 Committee meetings at Central Library

Staff gave a detailed presentation on:

- (1) Charter language/organization conventions;
- (2) "Benchmarking" with other Charter Cities;
- (3) Proposed standards for grouping proposed Charter modifications within "levels";
- (4) Proposed process for drafting and review of Charter modifications; and
- (5) Scheduling of December 17, 2025 and May 20, 2026 Committee meetings at the Central Library.

Informational item, no action taken.

PUBLIC PRESENTATIONS

There were no public presentations.

STAFF/COMMITTEE MEMBER COMMENTS

There were no staff/committee member comments.

ADJOURNMENT

The Charter Review Committee meeting was adjourned at 8:10 p.m.

MEETING DISCLOSURES

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Agenda Report

26-74

Agenda Date: 1/21/2026

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Report Outs from Ad Hoc Subcommittees and Discussion of Standardization of Report Out Process.

DISCUSSION

As the date of publication of the agenda for the January 21, 2026, Charter Review Committee Meeting, the following Ad Hoc Subcommittees were able to schedule and hold meetings:

- Group One: Power and Structure of City Government: Rules/Process for Action
 - November 12, 2025
 - December 15, 2025 (no PowerPoint)
 - January 14, 2025
- Group Two: City Council: Elections, Powers and Conduct of Meetings
 - December 8, 2025
- Group Three: Senior Officials: Duties and Qualifications
 - January 12, 2025
- Group Four: Boards and Commissions: Composition, Powers and Duties
 - November 13, 2025
 - December 15, 2025 (no PowerPoint)
- Group Five: Civil Service: General Rules for Classified and Unclassified Employees; Commission Composition and Duties
 - November 17, 2025
 - January 5, 2026 (no PowerPoint)
 - January 14, 2026 (no PowerPoint)

City Attorney staff made presentations at each of these meetings. The PowerPoint used for staff's presentations are attached to this report. Preliminary input from committee members in attendance was solicited and received. Staff members, with assistance from staff, will report out to the full Charter Review Committee on the substance of these meetings.

RECOMMENDATION

Receive and provide feedback on reports of those Subcommittees reporting; possible action to approve, in substantial form, Group 5 proposed modifications to existing Charter Sections 1010 and 1011 and Article XI to allow for initiation of meet and confer process with impacted labor groups;

Discuss and provide feedback on report out standard.

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

Approved by: Glen Googins, City Attorney

ATTACHMENTS

1. Charter Review SubCommittee Presentation Group 1 - 11.12.25
2. Charter Review SubCommittee Presentation Group 4 - 11.13.25
3. Charter Review SubCommittee Presentation Group 5 - 11.17.25
4. Charter Review SubCommittee Presentation Group 2 - 12.8.25
5. Charter Review SubCommittee Group 1 Minutes 12.15.25
6. Charter Review SubCommittee Presentation Group 3 - 1.12.26
7. Charter Review SubCommittee Presentation Group 1 - 1.14.26

City of Santa Clara

**Charter Review Ad Hoc Subcommittee
Group 1**

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

November 12, 2025, 6:00 p.m.,
Sparacino Conference Room



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

Proposed Meeting Agenda

- Meeting Logistics
- City Charter Basics
- Charter Project Basics
- Group 1 Charter Sections
- Preliminary Staff Identified Areas for Review/Improvement
- Preliminary Committee Member Ideas and Discussion
- Next Steps



Meeting Logistics

- **Consider Appointing a Chair, Vice Chair and Secretary**
 - Chair oversees meetings and acts as liaison with City staff
 - Vice Chair acts in absence of Chair
 - Secretary takes meeting notes and reports out to CRC
- **Meeting Procedures Informal, Facilitated by Chair and Staff**
 - Actions taken by consensus; majority vote if necessary
- **Always End with Next Steps**
 - Including Setting of Next Meeting if Possible
- **Remember to avoid communications regarding Group issues outside the Group to avoid Brown Act “serial meeting” violations**

City Charter Basics

- A city charter is the legal document that serves as the city’s “constitution” establishing its government structure, powers and responsibilities.
- Charter cities have supreme authority over “municipal affairs”.
- “Municipal Affairs” generally include:
 - Municipal election matters
 - Land use and zoning decisions (with some exceptions)
 - How a city spends its tax dollars, and
 - Municipal contracts
- Charter provisions typically provide a general framework for government structure and operations; ordinances adopted by City Councils then implement these general rules with more detailed regulations

Charter Project Basics

- Santa Clara Charter Adopted in 1951; amended since multiple times since, but has gotten out of line with state law, City's actual and "best practices"
- Charter project intended to develop of comprehensive Charter amendment to (1) make corrections, (2) eliminate ambiguities, (3) align Charter with state law/current City/best practices, (4) easier to understand and apply.
- Process driven by practical/legal considerations; NOT to implement major restructuring of City operations or change City's election process.
- CAO staff will draft proposed modifications based upon input from City staff, impacted "stakeholders" (B&Cs, unions, the public) and, of course, CRC members.
- Consideration given to "Levels" of changes
- Comprehensive amendment to be presented to the Council and ultimately the voters in November 2026



Group One

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

- Article I. Name of City
- Article II. Boundary of the City
- Article III. Succession
- Article IV. Powers
- Article V. Form of Government
- Article VI. The Elective Officers.
- Article VIII. [Sections 808-815 Regarding Ordinances/Meetings]
- Article IX. [Sections 910-912 Regarding Admin. Code, Official Bonds, Oaths of Office]
- Article XVIII. Miscellaneous.



Recent Charter Amendments

- **November 2016: Amendments to Article VII (The Council)**
 - Created salary setting commission for review of Mayor and Council salaries
 - Amended Mayor and Council Term limits
 - Amend process to fill vacancies in elective offices of the City
 - Require 2/3 vote by Council for disposal of land use for park or recreational purposes
- **June 2022: Established by-district election for six City Council districts, with Mayor elected at large.**
- **November 2022: Affirmed transfer of 5% of SVP's gross receipts to the City's general fund**



Preliminary Staff Comments

- General review of all Sections for improved organization, headings, wording/legal compliance
- Article III, Succession: Review to determine what is still needed
- Update section 1803 Effective Date to provide the actual effective date of the charter.
- Clarify timing and application of 30-day residency requirement [Section 600]
- Additional language needed in 600.01/.02 regarding timing of special/consolidated elections/interplay with state law?

Preliminary Staff Comments (cont'd)

- Why was timing for taking office/eligibility repealed? Worth clarifying. [Section 600.1 and 601]
- CAO to review and provide recommendations on Ordinance adoption and publication requirements [Sections 808 through 815] and Sections 910 through 912 which seem “dated”
- The Definitions Section needs to be reviewed/revised and likely expanded [Section 1800]
- What is current best practice on violations/enforcement of Charter violations? [Section 1801]
- Consider adding a “Liberal Construction” provision in Article XVIII

Preliminary Subcommittee Comments

- Reactions to preliminary staff comments
- Committee members ideas/thoughts on assigned Articles/Sections
- Committee members ideas/thoughts on process

Next Steps

- Calendar next Committee meeting
- Set agenda for next agenda meeting
- Responsibility for preparing and presenting report out to CRC at upcoming November 19th meeting

City of Santa Clara

**Charter Review Ad Hoc Subcommittee
Group 4**

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

November 13, 2025, 6:00 p.m.,
Sparacino Conference Room



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

Proposed Meeting Agenda

- Meeting Logistics
- City Charter Basics
- Charter Project Basics
- Group 4 Charter Sections
- Preliminary Staff Identified Areas for Review/Improvement
- Preliminary Committee Member Ideas and Discussion
- Next Steps



Meeting Logistics

- **Consider Appointing a Chair, Vice Chair and Secretary**
 - Chair oversees meetings and acts as liaison with City staff
 - Vice Chair acts in absence of Chair
 - Secretary takes meeting notes and reports out to CRC
- **Meeting Procedures Informal, Facilitated by Chair and Staff**
 - Actions taken by consensus; majority vote if necessary
- **Always End with Next Steps**
 - Including Setting of Next Meeting if Possible
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 - Municipal election matters (qualifications, terms, districts, who is elected/appointed)
 - Land use and zoning decisions (subject in recent years to state preemption on housing)
 - Structure of government/city work force
 - Fiscal policy (how we budget, spend and account for our revenues, with a lot of preemption on taxes and fees)
 - How the city awards and implements public works and municipal contracts (also a lot of pre-emption)
- Charter provisions typically provide a general framework for government structure and operations; ordinances adopted by City Councils then implement these general rules with more detailed regulations.
- Can only be amended by a vote of the people

Recent Charter Amendments

- **November 2016: Amendments to Article VII (The Council)**
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- Charter project intended to develop comprehensive Charter amendment to (1) make corrections, (2) eliminate ambiguities, (3) align Charter with state law/current City/best practices, (4) easier to understand and apply.
- Process driven by practical/legal considerations; NOT to implement major restructuring of City operations or change City's election process.
- CAO staff will draft proposed modifications based upon input from City staff, impacted "stakeholders" (B&Cs, unions, the public) and, of course, CRC members.
- Consideration given to "Levels" of changes
- Comprehensive amendment to be presented to the Council and ultimately the voters in November 2026



Group Four

Boards and Commissions: Composition, Powers and Duties

- Article X. Appointive Boards and Commissions
 - Section 1000, In General
 - Section 1001, Appropriations
 - Section 1002, Appointments; terms
 - Section 1003, Meetings; Chair
 - Section 1004, Compensation, vacancies
 - Section 1005, Oaths; affirmations
 - Section 1006, Planning Commission – Generally
 - Section 1007, Planning Commission – Duties and powers
 - Section 1008, Parks and Recreation Commission
 - Section 1009, Parks and Recreation Commission – Power and duties
 - Section 1012, Board of Library Trustees
 - Section 1013, Board of Library Trustees – Powers and duties



Preliminary staff thoughts

- General review of all Sections for improved organization, headings, consistency, wording/legal compliance
- Clarity on difference between a “Board,” “Commission,” and “Committee”?
- Beyond the four designated boards/commissions, add others?
- Should there be additional provisions clarifying appointment, reappointment, removal process, or should all this be in the City Code? [Section 1002]
- Provisions for “closing a meeting to the public” violate the Brown Act [Section 1003]
- Review/consider modifications to what causes a position to be “vacant” [Section 1004]

Preliminary staff thoughts (cont'd)

- Should authority of boards/commissions be allowed to “make their own rules,” “compel the attendance of witnesses” and/or administer oaths in an investigatory proceeding? [Section 1003; Section 1005]
- General qualifications: must all appointed members be “qualified electors” of the City? What about non-Charter boards and commissions?
- Review and update all named Board/Commission duties and powers; solicit and consider Board and Commission input
- Planning Commission: consider eliminating/clarifying City staff designees as “ex officio” members [Section 1006]
- Board of Library Trustees: review/modify BLT overarching authority to “have charge of the administration” of the library system [section 1013]

Preliminary Subcommittee Comments

- Reactions to preliminary staff comments
- Committee members ideas/thoughts on assigned Articles/Sections
- Committee members ideas/thoughts on process

Next Steps

- Calendar next Committee meeting
- Set agenda for next subcommittee meeting
- Responsibility for preparing and presenting report out to CRC at upcoming November 19th meeting
- CAO staff to continue to coordinate with Charter designated Boards and Commissions to solicit their input

City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 5

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

November 17, 2025, 6:00 p.m.
Council Chambers



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

Proposed Meeting Agenda

- Meeting Logistics
- City Charter Basics
- The Charter Project
- Background of Civil Service System
- Group 5 Charter Sections
- Preliminary Staff Identified Areas for Review/Improvement
- Preliminary Committee Member Ideas and Discussion
- Next Steps



Meeting Logistics

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 - Municipal election matters (qualifications, terms, districts, who is elected/appointed)
 - Land use and zoning decisions (subject in recent years to state preemption on housing)
 - Structure of government/city work force
 - Fiscal policy (how we budget, spend and account for our revenues, with a lot of preemption on taxes and fees)
 - How the city awards and implement public works and municipal contracts (also a lot of preemption)
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The Charter Project

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Background of the Civil Service System

- Broadly speaking, the term “civil service system” is used to describe the rules applicable to hiring, promotion, discipline, and termination of public employees
- Purpose: to protect the integrity of public employment (use of public funds) and the continuity of essential public services by ensuring employees providing the services are hired in a merit-based system, and that their ongoing employment is shielded from politics
- Enshrined in the state constitution (for state employees) since the early 1900s, with updates over the years
- The system was made applicable to counties and cities (including charter cities) in the 1940’s

Group Five: Civil Service – Charter Sections

- Article X. Appointive Boards and Commissions
 - Sec. 1010 Civil Service Commission
 - Sec. 1011 Civil Service Commission – Powers and duties
- Article XI. Civil Service
 - Sec. 1100 Civil service; merit principle.
 - Sec. 1100 Classified service.
 - Sec. 1102 Appointments from classified to the unclassified service.
 - Sec. 1103 Classification.
 - Sec. 1104 Pay plan.
 - Sec. 1105 Civil service rules and regulations.
 - Sec. 1106 Reserved.
 - Sec. 1107 Prohibitions.
 - Sec. 1108 Contract for administrative services.
- Article XII. Retirement
 - Sec. 1200 State system.



Preliminary staff thoughts

- General review of all Sections for improved organization, headings, consistency, wording/legal compliance
- Bring categories of employees listed into alignment with current practice
- Make some vague language more clear
- Make consistent with current applicable law



Preliminary Subcommittee Comments

- Reactions to preliminary staff comments
- Committee members ideas/thoughts on assigned Articles/Sections
- Committee members ideas/thoughts on process



Next Steps

- Calendar next Sub-committee meeting
- Set agenda for next meeting
- Responsibility for preparing and presenting report out to CRC at upcoming November 19th meeting



City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 2

City Council: Elections, Powers and Conduct of Meetings

December 8, 2025, 6:00 p.m.
Council Chambers



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

Proposed Meeting Agenda

- Meeting Logistics
- City Charter Basics
- The Charter Project
- Group 2 Charter Sections
- Preliminary Staff Identified Areas for Review/Improvement
- Preliminary Committee Member Ideas and Discussion
- Next Steps



Meeting Logistics

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- Consideration given to "Levels" of changes
- Comprehensive amendment to be presented to the Council and ultimately the voters in November 2026



Group 2: City Council – Elections Powers and Conduct of Meetings

Article VII "The Council"

Sections 700-715

Section 807 "Prohibition against Councilmanic interference"



Preliminary Staff Thoughts

- General review of all Sections for improved organization, headings, consistency, wording/legal compliance
- Bring categories of employees listed into alignment with current practice, and anticipate future needs
- Make some vague language more clear
- Make consistent with current applicable law



Preliminary Subcommittee Comments

- Reactions to preliminary staff comments
- Committee members ideas/thoughts on assigned Articles/Sections
- Committee members ideas/thoughts on process

Next Steps

- Calendar next Sub-committee meeting
- Set agenda for next meeting
- Responsibility for preparing and presenting report out to CRC at upcoming December 17th meeting

Charter Review Ad Hoc Subcommittee Group 1 Meeting December 15, 2025

Meeting notes taken by: Eric Jensen – assigned secretary
Minor modifications/corrections made by Glen Googins

Attending: Pat Nikolai, Eric Jensen, Steve Kelly
Absent: Joe Sosinski and Bernard Tansey [had conflicts]
Staff: Glen Googins

Next CRC meeting (according to Glen) is 1/21/26
Tentatively decided on 1/14/26, 18:00 for next Group 1 meeting.

Steve Kelly suggested simplifying section 600: "...qualified elector of the city" to "registered Santa Clara city voter.". Consensus is change is OK, but need to confirm definition with registrar of voters.

Section 401: Disposal of public utility. Consider distinguishing utility property vs. utility itself. However this doesn't seem to be a problem at present.

Section 500: Form of government: explain or define "Council manager form of government".

Section 600:

- consider centralizing elections requirements into a single location. Presently this is distributed.
- Define some terms, "must be a resident of the city".
- Conform to state election law. Identify where there should be differences.
- Increasing residency requirements above 30 days is unlikely to be allowed by law.
- Require residency for the duration of term.

Section 808:

Joe Sosinski suggests last minute changes may be added between first reading and adoption.

Also, need to define clerical error changes and how/who makes these changes. Need to hear directly from Joe at a future meeting.

Consider reviewing how other cities define this.

Consider listing present methods for adoption of ordinances, which is not what is listed in the charter but summarized as follows:

- First reading
- Publish ordinance
- 5 days

- Second reading, action to adopt at a regular meeting
- Publish ordinance
- 30 days of delay
- enacted.

812 Publication of Ordinances

Consider adding digital media/website for posting location.

Clarify.

814: adoption of printed building codes.

Is this how it is done presently? Review with staff.

Add digital requirements.

815: Publishing of Legal notices

Add digital posting.

Consider consolidating with 812.

City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 3

Senior Officials: Duties and Qualifications

January 12, 2026, 6:00 p.m., Council
Conference Room



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

Proposed Meeting Agenda

- Meeting Logistics
- Staff Identified Areas for Review/Improvement
- Preliminary Committee Member Ideas and Discussion
- Next Steps



Meeting Logistics

- **Consider Appointing a Chair, Vice Chair and Secretary**
 - Chair oversees meetings and acts as liaison with City staff
 - Vice Chair acts in absence of Chair
 - Secretary takes meeting notes and reports out to CRC
- **Meeting Procedures Informal, Facilitated by Chair and Staff**
 - Actions taken by consensus; majority vote if necessary
- **Always End with Next Steps**
 - Including Setting of Next Meeting if Possible
- **Remember to avoid communications regarding Group issues outside the Group to avoid Brown Act “serial meeting” violations**

Group Three

Senior Officials: Duties and Qualifications

- Article VIII. Sections 800-806 [City Manager Provisions]
- Article IX. [Sections 900 through 909]
 - Officers to be appointed by the City Council**
 - City Manager, City Attorney, City Auditor
 - Officers to be appointed by the City Manager**
 - Director of Finance, Director of Public Works/City Engineer, Fire Chief, all other Department Heads, with delegation on more junior employees
 - Elected Officers**
 - Chief of Police, City Clerk

Preliminary Staff Comments

- **General Review and Reorganization:** review of all Sections for improved organization, headings, wording/legal compliance
- **Examples:**
 - Consider grouping provisions by types of officials (i.e., City Council appointed, City Manager Appointed and Elected). Might even move Elected Officials to Article VI or VII.
 - For the City Manager, consider incorporating Sections 803, 804 and 805 into Section 802.
- **City Clerk:** Clarify role/function of elected City Clerk versus the “day to day” Assistant City Clerk appointed by the City Manager [Section 903]
- **City Manager:** Update appointment/removal/compensation process to reflect current law and contract-based practices [Sections 800 – 806]

Preliminary Staff Comments (cont'd)

- **Chief of Police:** Clarify role and function of the elected Chief of Police [Section 906]
- **City Engineer and Director of Public Works and Utilities:** Update to align with current practices [Section 905]
- **City Attorney:** Update role and responsibility of the City Attorney, e.g., to make clear that “City” is the client, along with all City enterprises and authorities, and that City Attorney serves as the Department Head of the City Attorney’s Office, with appointing/contract oversight authority [Section 908]
- **City Auditor:** Clarify (City Council?) as the appointing authority, and appropriate role and function

Preliminary Subcommittee Comments

- Reactions to preliminary staff comments
- Input from City Clerk?
- Committee members ideas/thoughts on assigned Articles/Sections

Next Steps

- Calendar next Committee meeting
- Responsibility for preparing and presenting report out to CRC at upcoming January 21st meeting
- Assign any follow up actions/research to committee members/staff



City of Santa Clara

**Charter Review Ad Hoc Subcommittee
Group 1**

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

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



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

Proposed Meeting Agenda

- Recap/Update on Progress
- Preliminary City Clerk Input
- Presentation/Discussion Regarding Proposed Reorganization
- Next Steps



Recap/Update

- November 14, 2025 Subcommittee Meeting
- December 15, 2025 Subcommittee Meeting
- Other Subcommittees also active (Groups 2, 3, 4 and 5)
- “Comparable” City Charters posted on CRC website
- Meeting with Elected/Appointed City Clerk both on Group One and Group Three Issues



Preliminary City Clerk Input

- Thirty Day Residency Requirement
 - Charter language generally okay; need to conform City Clerk's administrative practices
 - Authorize City Clerk to confirm residency by requiring documentation
 - details left to ordinance/admin policy adopted by Clerk
- Reorganization
 - Supports overall Charter reorganization (e.g., to put all “elections” provisions in one Article), breaking up longer provisions into subsections with headings, and updating “his/her” convention.
 - Supports removal of amendment summaries at the end of Sections and creation of a Charter History “matrix” at the end of the Charter.
- Prepared to Attend and Present at a Future Subcommittee Meeting

Proposed Reorganization

- GRG to Present Draft Outline
- Solicit Subcommittee input
- Pros/Cons of comprehensive reorganization



Next Steps

- Calendar and set agenda for next Subcommittee meeting
- Assign duties for next Subcommittee meeting
- Solicit comments on Secretary's proposed meeting notes for report out to CRC at upcoming January 21st meeting



City of Santa Clara

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Agenda Report

26-75

Agenda Date: 1/21/2026

REPORT TO CHARTER REVIEW COMMITTEE

SUBJECT

Staff Presentation and Solicitation of Committee Input Regarding (1) Charter wide language/organization conventions, (2) "Benchmarking" with other Charter Cities, (3) Proposed standards for grouping proposed Charter modifications within "levels," (4) Process for drafting and review of Charter modifications; and (5) Project Timeline and Possible Need for Additional Meetings.

DISCUSSION

Staff will present to the Committee on the following subjects: (1) Charter language/organization conventions, (2) "Benchmarking" with other Charter Cities, (3) Proposed standards for grouping proposed Charter modifications within "levels," (4) Process for drafting and review of Charter modifications; and (5) Scheduling of May 20, 2026 committee meeting at Central Library. No Board action is required, but feedback from the Committee will be solicited on these subjects.

RECOMMENDATION

Hear the report and provide feedback.

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

Approved by: Glen Googins, City Attorney