



# City of Santa Clara

## Meeting Minutes - Draft

### Charter Review Committee

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11/19/2025

6:00 PM

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

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

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.

- Via Zoom: <https://santaclaraca.zoom.us/j/86127408402>
- Webinar ID: 861 2740 8402
- By phone: +1 669 444 9171

To submit written public comment before meeting: Send email to [cityattorney@santaclaraca.gov](mailto:cityattorney@santaclaraca.gov) by 10 AM 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**

##### **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**

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.