



# City of Santa Clara

## Meeting Minutes

### Governance and Ethics Committee

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03/03/2025

10:00 AM

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

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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

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Send email to [mayorandcouncil@santaclaraca.gov](mailto:mayorandcouncil@santaclaraca.gov) by 10 a.m. one day before the date of the meeting. Those 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.

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

#### **CONSENT CALENDAR**

- 1.A     [25-207](#)     Approval of the December 2, 2024 Governance and Ethics Committee Meeting Minutes

**Recommendation:** Approve the minutes of the December 2, 2024 Governance and Ethics Committee Meeting

**A motion was made by Member Chahal, seconded by Member Jain to approve the minutes for the December 2, 2024 Governance and Ethics Committee meeting.**

**Aye:** 2 - Chahal, and Jain

**Off Dias:** 1 - Park

**PUBLIC PRESENTATIONS**

None.

**GENERAL BUSINESS**

2. [25-219](#) Presentation by Outside Consultant of the Review of and Recommendations Regarding Existing City's Ethics Policies and Solicitation of Committee Input on Appropriate Next Steps (DEFERRED FROM DECEMBER 2, 2024)

**Recommendation:** Receive Consultant's Report and Provide Any Input to the Consultant's Recommendations

A presentation was made by **Morin I. Jacob, the San Francisco Office's Managing Partner, Liebert Cassidy Whitmore (Consultant)** for the City's existing Ethics Policies. The Consultant presented findings on their review and recommendations to the Committee. The Committee discussed the proposed revisions and provided feedback to the Consultant.

The Consultant summarized next steps which would include reviewing and finalizing the changes to the Ethics policies. The Consultant will provide the final changes to the policies and training materials and review with the City Attorney's Office and make any recommendations for updates.

3. [25-204](#) Discussion and Request for Direction on a Comprehensive City Charter Update Process for Presentation to the City Council

**Recommendation:** Review, discuss and provide direction on the proposed process for a Comprehensive City Charter Update for presentation to the City Council.

**A motion was made by Member Jain, seconded by Member Park and approved to defer item to a future special Governance and Ethics Committee meeting.**

4. [25-300](#) Discuss and Provide direction to Staff on a potential Council Policy that provides Guidance on the scheduled start times for City Council meetings

**Recommendation:** Discuss and Provide direction to Staff on a potential Council Policy that Provides Guidance on the scheduled Start times for City Council meetings, if any, for consideration by the City Council.

**A motion was made by Member Jain, seconded by Member Park and approved to defer item to a future special Governance and Ethics Committee meeting.**

5. [25-205](#) Review and Action on the 2025 Governance and Ethics Committee Workplan

**Recommendation:** Approve the 2025 Governance and Ethics Committee Workplan with any additional amendments.

**A motion was made by Member Jain, seconded by Member Park and approved to defer item to a future special Governance and Ethics Committee meeting.**

#### **STAFF REPORT**

None.

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

None.

#### **ADJOURNMENT**

**Chair Jain adjourned the meeting at 12:30 p.m.**

**The next regular Governance and Ethics Committee meeting will be held on June 2, 2025 at 10 a.m. at Santa Clara City Hall. A special meeting will be scheduled to continue the remainder of the agenda.**

**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."

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