



# City of Santa Clara

## Meeting Minutes

### Charter Review Committee

08/10/2023

7:00 PM

Hybrid Meeting  
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.

- Via Zoom: <https://santaclaraca.zoom.us/j/89799831040>
- Webinar ID: 897 9983 1040
- By phone: 1(669) 444-9171

To submit written public comment before meeting:

Send email to [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) by 12 p.m. the day 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**

**Assistant City Manager Bojorquez** called the meeting to order at 7:00 p.m.

**Present** 7 - Member Clysta Seney, Vice Chair Chiragkumar Patel, Member Christine Koltermann, Member Joyce Davis, Chair Jeff Houston, Member Daniel Huynh, and Member Satish Chandra

#### **PUBLIC PRESENTATIONS**

Public comment was received by Lee Broughman, Burt Field, Howard Gibbins, Pilar Furlong, Preston Metcalf, Nancy Biagini, and Dana Caldwell, who each spoke in favor of maintaining an elected police chief.

#### **GENERAL BUSINESS**

1. [23-963](#) Presentation on the Roles and Responsibilities of the 2023 Charter Review Committee

**Recommendation:** It is recommended that the Committee note and file the presentation.

**Assistant City Manager Bojorquez** and **Assistant City Attorney Klotz** gave an overview of the roles and responsibilities of the 2023 Charter Review Committee.

Comments and Questions were asked by the **Committee**.

2. [23-964](#) Action to elect a Chair and Vice-Chair for the 2023 Charter Review Committee

**Recommendation:** 1. Staff recommends that the Charter Review Committee conduct an election for the roles of Chair and Vice-Chair.

**Member Houston** nominated **Member Koltermann** to be Chair of the **Committee**.

**Member Chandra** nominated **Member Davis** to be Chair of the **Committee**.

**Member Patel** nominated **Member Houston** to be Chair of the **Committee**.

**Member Koltermann** declined the nomination.

By majority vote, **Member Houston** was elected Chair of the **Committee**.

**Member Chandra** nominated **Member Davis** to be Vice-Chair of the **Committee**.

**Member Seney** nominated **Member Koltermann** to be Vice-Chair of the **Committee**.

**Member Huynh** nominated **Member Patel** to be Vice-Chair of the **Committee**.

**Member Koltermann** declined the nomination.

By majority vote, **Member Patel** was elected Vice-Chair of the **Committee**.

**A motion was made by Member Koltermann, seconded by Member Huynh, to elect Member Houston as Chair and Member Patel as Vice-Chair of the 2023 Charter Review Committee.**

**Aye:** 6 - Member Seney, Vice Chair Patel, Member Koltermann, Member Davis, Chair Houston, and Member Huynh

**Nay:** 1 - Member Chandra

3. [23-967](#) Presentation on Prior Ballot Measures and Other Historical Information Related to the Positions of Police Chief and City Clerk

**Recommendation:** The Committee note and file the report.

**Assistant City Manager Bojorquez** gave an overview of prior ballot measures and other historical information related to the positions of Police Chief and City Clerk.

Comments and Questions were asked by the **Committee**.

Public Comment was received from Susan Hinton and Lee Broughman.

4. [23-979](#) Discussion and Action on Proposed Community Engagement Strategies and Other Resources for the 2023 Charter Review Committee

**Recommendation:** The Committee:

1. Approve the community engagement strategies as proposed;
2. Provide direction on any additional needs that the Committee may have with respect to best practices, outstanding questions or other resource information to be provided to the Committee in a timely manner in alignment with the goal of a November 7, 2023 City Council presentation.

**Committee** members asked staff to provide answers to the following research questions:

- 1) Do Appointed positions have residency requirements or can individuals move in after they are appointed?
- 2) The City of Morgan Hill recently converted from an elected to an appointed city clerk. How did their responsibilities change?
- 3) What are the duties of a part-time City Clerk and how did the duties of the Santa Clara City Clerk change with the separation of duties with the Assistant City Clerk?
- 4) What will the cost be to change from elected positions to appointed?

By unanimous vote, the **Committee** passed a motion approving proposed community engagement strategies and research questions for staff.

Public Comment was received from Lee Broughman.

**A motion was made by Member Koltermann, seconded by Member Chandra, to approve the outreach strategies as proposed by staff with an amendment that staff include on the City website answers to the research questions that had been received from Committee members. In addition, the Committee requested that staff conduct an online survey to be opened as soon as possible for a period of 4 to 6 weeks with the following questions "1) Should the City Council consider a Charter amendment that would change the position of Police Chief from elected to appointed? Yes or No.**

**2) Should the City Council consider a Charter amendment that would change the position of City Clerk from elected to appointed? Yes or No." Each of these questions should be followed by an open-ended question that would allow the survey respondent to explain the reasons for their viewpoint.**

**Aye:** 7 - Member Seney, Vice Chair Patel, Member Koltermann, Member Davis, Chair Houston, Member Huynh, and Member Chandra

**Committee** members discussed potential questions for a public opinion survey.

**A motion was made by Vice Chair Patel, seconded by Member Koltermann, that the survey should include an introductory paragraph directing survey respondents to review the background materials on the Charter Review Committee website prior to completing the survey as well as an open-ended question so that respondents could provide any additional information they would like the Charter Review Committee to consider.**

**Aye:** 7 - Member Seney, Vice Chair Patel, Member Koltermann, Member Davis, Chair Houston, Member Huynh, and Member Chandra

5. [23-968](#) Action on the Meeting Schedule for the 2023 Charter Review Committee

**Recommendation:** 1. The Committee adjust the meeting schedule as needed and approve a final schedule.

**Members** discussed the proposed meeting schedule, ultimately rescheduling the proposed October 5 meeting to October 11.

**Members** also discussed the timeline for the public opinion survey.

Public Comment was received from Susan Hinton.

**A motion was made by Member Koltermann, seconded by Member Chandra, to approve the meeting schedule, with the addition of rescheduling the October 5 meeting to October 11. All meetings will start at 7 p.m.**

**Aye:** 7 - Member Seney, Vice Chair Patel, Member Koltermann, Member Davis, Chair Houston, Member Huynh, and Member Chandra

### **CITY STAFF REPORT**

**Assistant City Manager Bojorquez** thanked the **Committee** for its service and reiterated the importance of its work.

### **ADJOURNMENT**

**A motion was made by Member Koltermann, seconded by Member Huynh to adjourn the meeting at 8:51 p.m.**

**Aye:** 7 - Member Seney, Vice Chair Patel, Member Koltermann, Member Davis, Chair Houston, Member Huynh, and Member Chandra

### **MEETING DISCLOSURES**

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