



## Agenda Report

21-62

Agenda Date: 3/29/2021

### REPORT TO GOVERNANCE AND ETHICS COMMITTEE

#### SUBJECT

Action on the 2021 Governance and Ethics Committee Workplan

#### BACKGROUND

The Governance and Ethics Committee (Committee) was established by Council action on February 5, 2019, to consolidate the Governance Committee, Ethics Committee, and the Facilities Naming and Honorary Recognition Ad Hoc Committee. The Committee focuses on the refinement or establishment of policies and procedures regarding City Council operations, general good government practices, and implementation of the City's Code of Ethics & Values program. The Committee is also responsible for reviewing requests for City facility naming and honorary recognitions.

#### DISCUSSION

To prepare for and pace the expected workload for 2021, staff has developed a proposed Governance and Ethics Committee workplan (Attachment 1) for the upcoming calendar year. The attached workplan reflects a broad and robust set of policy topics for the Committee to review and may allow for additional items to be added by the Committee. Given the Council's focus on COVID-19 response and recovery and fiscal sustainability, the addition of items must be weighed against limited and reduced staff capacity. Additionally, items that are better addressed by the full City Council will be prepared accordingly.

In addition to the items noted on the workplan, Councilmember Jain has requested the following items be added:

- Discussion on City Clerk workplan and deliverables
- Redistricting Process

(This item was discussed at the 2021 Priority Setting Session and was noted as "Already in Progress/Ongoing")

- Council Policy on appointing vacancies to Planning Commission
- Council Policy on appointing vacancies to City Council
- Discussion on revisiting Measure R
- Discussion on Moving to Appointed City Clerk

(This item was discussed at the 2021 Priority Setting Session and was voted by the Council to be considered at a mid-year Priority Session check-in or in 2022)

Staff has also received a request (Attachment 2) from the Citizens Advisory Committee (CAC) to add the following items to the workplan:

- Adding CAC meetings to the City Calendar on the City's website
- Discuss ability for CAC to use City's e-notify system for meeting notifications
- Discuss CAC gathering public feedback on the City's CDBG programs

Given the Committee's recent work with the BPAC to formalize its structure with the City, with consent by the CAC, the above has been submitted.

The Committee should discuss if the requested items noted above should be added to the workplan.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

There is no fiscal impact to the City other than administrative staff time.

### **PUBLIC CONTACT**

Public contact was made by posting the Governance and Ethics 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](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Approve the 2021 Governance and Ethics Committee workplan.

Reviewed by: Nadine Nader, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Proposed 2021 Governance and Ethics Committee Workplan
2. Request from Citizens Advisory Committee