



City of Santa Clara

Meeting Agenda

Governance and Ethics Committee

Monday, December 4, 2023

3:00 PM

City Hall Council Chambers /
Hybrid Meeting
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

The City of Santa Clara is conducting Governance and Ethics Committee meetings in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

- Via Zoom: <https://santaclaraca.zoom.us/j/98559951444>
- Webinar ID: 985 5995 1444
- By phone: +1 669 444 9171

How to Submit Written Public Comment before meeting:

- *By email to mayorandcouncil@santaclaraca.gov by 12 p.m. the day of the meeting. Those emails will be forwarded to Committee members and will be uploaded as post meeting material.*

Note: Emails received as public comment will not be read aloud during the meeting.

CONSENT CALENDAR

1. **23-1441** [Approval of the September 11, 2023 Governance and Ethics Committee Meeting Minutes](#)

Recommendation: Approve the minutes of the September 11, 2023 Governance and Ethics Committee Meeting.

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.]

GENERAL BUSINESS

2. **23-1290** [Action on the Santa Clara Police Department's Recommendation to Name the Police Building's Motorcycle Garage the "Pete Malae Traffic Unit Motorcycle Garage"](#)

Recommendation: Recommend to the City Council that it Approve the naming of the Police Building's Motorcycle Garage the "Pete Malae Traffic Unit Motorcycle Garage."

3. **23-1263** [Review Council Policy and Procedure 007 \(“Citizen Complaints Addressed to the City Council”\) and Approve Amended Policy \(“Constituent Complaints Addressed to the City Council”\)](#)

Recommendation: Approve amendments to Policy and Procedure 007 (“Citizen Complaints Addressed to the City Council”) and bring forth to City Council for Consideration and Adoption as Council Policy 007 (“Constituent Complaints Addressed to the City Council”)

4. **23-1265** [Review Council Policy and Procedure 041 \(“Public Submittal of Written and Audiovisual Materials for Council Meetings”\)](#)

Recommendation: Approve amendments to Policy and Procedure 041 (“Public Submittal of Written and Audiovisual Materials for Council Meetings”) and bring forth to City Council for Consideration and Adoption as Council Policy 041 (“Public Submittal of Written and Audiovisual Materials for Council Meetings”)

5. **23-1264** [Review Meeting Management Procedures](#)

Recommendation: Review Meeting Management Procedures and Information Provided in Report and Provide Feedback for any further Amendments

STAFF REPORTS

Adding Standing Item on Consent Calendar for Excusal Memos (City Attorney Glen Googins)

Council Policy 020 Proclamations, Commendations, Certificates of Recognition - Item to be part of discussion on Written Petition submission from Councilmember Becker at Dec. 12, 2023 meeting

2024 Items: Email Retention Policy & Review of SCSC Chapter 2.155 ("Regulation of Lobbying Activities") and SCSC Chapter 2.160 ("Calendars of Certain City Officials")

COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION

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.