

City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 3

Senior Officials: Duties and Qualifications

January 12, 2026, 6:00 p.m., Council
Conference Room



**City of
Santa Clara**
The Center of What's Possible

Proposed Meeting Agenda

- Meeting Logistics
- Staff Identified Areas for Review/Improvement
- Preliminary Committee Member Ideas and Discussion
- Next Steps



Meeting Logistics

- **Consider Appointing a Chair, Vice Chair and Secretary**
 - Chair oversees meetings and acts as liaison with City staff
 - Vice Chair acts in absence of Chair
 - Secretary takes meeting notes and reports out to CRC
- **Meeting Procedures Informal, Facilitated by Chair and Staff**
 - Actions taken by consensus; majority vote if necessary
- **Always End with Next Steps**
 - Including Setting of Next Meeting if Possible
- **Remember to avoid communications regarding Group issues outside the Group to avoid Brown Act “serial meeting” violations**

Group Three

Senior Officials: Duties and Qualifications

- Article VIII. Sections 800-806 [City Manager Provisions]
- Article IX. [Sections 900 through 909]
 - Officers to be appointed by the City Council**
 - City Manager, City Attorney, City Auditor
 - Officers to be appointed by the City Manager**
 - Director of Finance, Director of Public Works/City Engineer, Fire Chief, all other Department Heads, with delegation on more junior employees
 - Elected Officers**
 - Chief of Police, City Clerk

Preliminary Staff Comments

- **General Review and Reorganization:** review of all Sections for improved organization, headings, wording/legal compliance
- **Examples:**
 - Consider grouping provisions by types of officials (i.e., City Council appointed, City Manager Appointed and Elected). Might even move Elected Officials to Article VI or VII.
 - For the City Manager, consider incorporating Sections 803, 804 and 805 into Section 802.
- **City Clerk:** Clarify role/function of elected City Clerk versus the “day to day” Assistant City Clerk appointed by the City Manager [Section 903]
- **City Manager:** Update appointment/removal/compensation process to reflect current law and contract-based practices [Sections 800 – 806]



Preliminary Staff Comments (cont'd)

- **Chief of Police:** Clarify role and function of the elected Chief of Police [Section 906]
- **City Engineer and Director of Public Works and Utilities:** Update to align with current practices [Section 905]
- **City Attorney:** Update role and responsibility of the City Attorney, e.g., to make clear that “City” is the client, along with all City enterprises and authorities, and that City Attorney serves as the Department Head of the City Attorney’s Office, with appointing/contract oversight authority [Section 908]
- **City Auditor:** Clarify (City Council?) as the appointing authority, and appropriate role and function

Preliminary Subcommittee Comments

- Reactions to preliminary staff comments
- Input from City Clerk?
- Committee members ideas/thoughts on assigned Articles/Sections

Next Steps

- Calendar next Committee meeting
- Responsibility for preparing and presenting report out to CRC at upcoming January 21st meeting
- Assign any follow up actions/research to committee members/staff

