



## Discussion Summary Governance in the City of Santa Clara City Council Districts January 2019

The City of Santa Clara City Council and City Manager convened in a governance workshop on December 13, 2018. At this workshop, the City Council developed three guiding governance principles.

- We all care about and will govern for the entire Santa Clara community.
- > We will follow our Santa Clara ethical values.
- We will follow our council-manager form of government.

The City Manager presented ten City Manager/City Council commitments and guidelines. The Council concurred with each of these.

- 1) City Manager and Council will plan strategically city-wide.
- 2) City Manager and staff will surface issues where plans, processes, resources, and other areas impacted may not be conducive to a district-focused response.
- 3) City Manager will work with the City Council on governance issues that advance the goals and priorities of Santa Clara.
- 4) City Manager will work with the City Council on governance issues that may constrain our growth.
- 5) City Manager will provide the same information to all members of Council.
- 6) City Manager will manage city-wide and speak up where there is tension, lack of resources, or other issues to be addressed.
- 7) Staff will work through the City Manager.
- 8) City Manager and Councilmembers will hold one-on-one meetings.
- 9) Councilmembers may communicate either directly with the City Manager or speak to Directors on specific issues. When the latter occurs, Directors are advised to let the City Manager know as soon as practical on the communication exchange. This enables the City Manager to track what is important to each Councilmember and for the City Manager to remain accountable.
- 10) City Council will consult the City Manager often to ensure the Council's actions align to administrative resources, protocols, and values.

The Council discussed several specific questions regarding districts, as follow.

Question	Discussion Summary
What constitutes a "district	Geographic boundaries (something in the district)
issue?"	Land use issues
	Neighborhood or individual issue
	City systems are not set up to focus on districts
How will staff route calls from	Continue current practice
residents?	<ul> <li>Systems do not allow to identify which district someone lives in</li> </ul>
	Councilmembers will tell staff if it is in district; will let the councilmember know
How will staff prioritize requests	Continue existing process
from Councilmembers?	
Will the City Manager continue	Yes; current practice will continue
to provide information to the	When a councilmember asks for a report, Deanna sends to full city council
entire Council?	
If someone calls me and they are	<ul> <li>Accept the call; give the councilmember a heads up – transparency – "We all work</li> </ul>
in another district, can I help	together"
them?	
Can a Councilmember have	<ul> <li>Yes (this is without staff assistance)</li> </ul>
monthly meetings open to	
anyone in the community?	
How will staff handle it if	<ul> <li>Discuss this question during January priority setting session (e.g., how often, what</li> </ul>
Councilmembers want to have	topics, put districts together, or not when to conduct, logistics, staffing, should Mayor
"town halls" in their districts?	lead the meeting, etc.)
	Concern about staff capacity
On NextDoor, should	No; continue current practice
Councilmembers only	
communicate with the people in	
their district?	
Should the Mayor call on the	Optional based on the Councilmember's preference
Councilmember from a district	The Councilmembers is to let the Mayor know if he or she wishes to speak first
where a project is located to speak first?	
How can the Mayor help	Be accessible and available
individual Councilmembers?	
	Accompany councilmembers in districts
Does the city council want to be	Yes; a plan for this (e.g., stationary, printed materials, agendas) will be prepared by
reflected by district?	staff
	<ul> <li>Add district numbers to plaques on the dais</li> </ul>

