City of Santa Clara
The Center of What's Possible

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