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**REPORT TO COUNCIL**

**SUBJECT**

City Council Session on Governance

**BACKGROUND**

On December 13, 2018, the City Council held a Session on Governance to discuss the necessary components of a high-performing governing body, assess the impacts of the new district election system, and enhance and strengthen the teamwork between the Council and staff. A full summary of that session is attached to this report (Attachment 1).

At that session on Governance, two facilitators guided the Council and staff through their discussions - Dr. John Nalbandian, a professor at the University of Kansas and a former Mayor, and Jan Perkins, a former city manager and Senior Partner with Management Partners, the firm which assisted the City during the council districting process.

The Council and staff discussed the topic of high performing governance including the roles of elected and appointed officials and how elected and appointed officials can all be bridge-builders. Then, the Council discussed the new district election system and confirmed that the following principles would guide governance in Santa Clara:

- 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.

After establishing their guiding principles, the Council addressed questions regarding protocols and processes that may be impacted by the transition to district elections and discussed how to move forward in these cases. A summary of this discussion is attached to this report (Attachment 2).

At the end of the session, the Council reached a consensus to conduct a check-in to provide an opportunity to assess governance, make adjustments as needed, and determine if a formal Council policy is needed. The Council also referred the question of how to display Councilmembers' names on printed materials and the City website to the Governance and Ethics Committee for review.

On February 19, 2019, the City Council approved the attached summary of the December 13, 2018, Governance Session and requested that the information be made available on the City website (<http://santaclaraca.gov/government/governance>).

On April 25, 2019, the Governance and Ethics Committee reviewed the request from City Council to provide recommendations on displaying Councilmembers' names and districts. Those recommendations were heard and adopted by City Council at their meeting on July 16, 2019, and are as follows:

1. Letterhead - Option 3 (Council District Order)
  - a. Mayor, by district order and with the Councilmembers' districts listed next to their name
2. Signature Block - Option 3
  - a. Mayor, Vice Mayor, then by seniority on the City Council
3. Display of Council Portraits - Option 5 (Vice Mayor/Seniority Order)
  - a. Mayor, Vice Mayor, then by seniority on the City Council and with the Councilmembers' districts listed next to their name
4. City's Website - Option 3 (Council District Order)
  - a. Mayor, by district order and with the Councilmembers' districts listed under their name

The complete options reviewed by the committee and presented to the City Council are attached to this report (Attachment 3).

## **PURPOSE OF SESSION**

During the City Council Session on Governance in December 2018, Council directed staff to schedule a check-in session after six months to assess governance, adjust as needed, and then determine if a formal Council policy is necessary.

Jan Perkins with Management Partners will facilitate this session, as she is familiar with the Council and assisted with the initial Governance Session in December 2018. As background, Jan Perkins joined Management Partners in 2005 after holding a number of major leadership positions in neighboring cities, including Fremont and Morgan Hill, where she served as city manager. She has a master's in public administration from the University of Kansas and is a graduate of Harvard University's Program for Senior Executives in State and Local Government. She is also recognized by the International City/County Management Association (ICMA) as a Credentialed Manager.

In preparation for this session, Jan conducted interviews with individual Councilmembers on July 15 and 16. She asked them about their experience with districts so far and to provide feedback on the principles, commitments, and protocols that were established at the previous session (Attachment 4).

This session will provide the opportunity for the Council to:

- Review experience with districts and guiding principles since December 2018;
- Determine any modifications needed to guiding principles, commitments, and protocols; and
- Strengthen the teamwork of Council, City Manager, and staff.

## **PUBLIC CONTACT**

Public contact was made by posting the Council 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) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

Reviewed by: Nadine Nader, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

## **ATTACHMENTS**

1. Report on Dec. 13, 2018 Council Session on Governance
2. Discussion Summary from Dec. 13, 2018 Council Session on Governance
3. Governance and Ethics Committee report to City Council on July 16, 2019
4. City Council Interview Summary from July 2019