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1 **HOUSE BILL NO. 940**

2 Offered January 14, 2026

3 Prefiled January 13, 2026

4 *A BILL to amend and reenact §§ 3.01, as amended, 3.08, 7.02, and 7.03 of Chapter 367 of the Acts of*
5 *Assembly of 1973, which provided a charter for the City of Suffolk, relating to council composition; city*
6 *clerk; department oversight.*

7 Patron—Clark

8 Committee Referral Pending

9 **Be it enacted by the General Assembly of Virginia:**10 **1. That §§ 3.01, as amended, 3.08, 7.02, and 7.03 of Chapter 367 of the Acts of Assembly of 1973 is**
11 **amended and reenacted as follows:**

12 § 3.01. Composition.

13 The council of the consolidated city shall consist of ~~seven~~ *eight* members, as established in §§ 3.02 and
14 3.03 of this charter.

15 § 3.08. Clerk.

16 The initial council shall appoint a city clerk who shall serve until July 1, 1974. Thereafter the council shall
17 appoint a city clerk ~~for a four year term~~. He shall be clerk of the council and custodian of the corporate seal
18 of the city, and shall be the officer authorized to use and authenticate it. All records in his office shall be
19 public records and open to inspection ~~at any time~~ during regular business hours. He shall receive
20 compensation, to be fixed by the council. All receipts by him shall be paid into the city treasury. He shall
21 keep all papers, documents and records pertaining to the consolidated city, the custody of which is not
22 otherwise provided for. He shall perform such other duties as are required by this charter or by the council by
23 ordinance or resolution.

24 § 7.02. Department heads.

25 There shall be a director at the head of each department, and the same person may be the director of
26 several departments. The director of each department, except the (i) departments of law and education, (ii)
27 *city clerk, and (iii) city assessor*, shall be appointed by the city manager and may be removed by him at any
28 time provided, however, that the council may designate the city manager, *deputy city manager*, or assistant
29 city manager to be director of one or more departments. The director of each department shall be chosen on
30 the basis of his general executive and administrative ability and experience and his education, training and
31 experience in the class of work which he is to administer.

32 § 7.03. Responsible to city manager.

33 The directors of each department, except the (i) departments of law and education, (ii) *city clerk, and (iii) city assessor*, shall be immediately responsible to the city manager, *deputy city manager*, or assistant city
34 manager for the administration of their respective departments, and their advice may be required by him on
35 all matters affecting their departments. They shall make reports and recommendations concerning their
36 departments to the city manager under such rules and regulations as he may prescribe.

INTRODUCED

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