



City Council Meeting

Action on Recommendations from Governance and Ethics Committee for Updates to Council Policy 006 ("Guidelines for City Commissions, Boards and Committees for Attendance at Conferences and Training Events")

Deferred From December 16, 2025 Meeting

Aracely Azevedo, Assistant City Manager
Agenda Item No. 5.B (#26-1757)
January 13, 2026



City of
Santa Clara
The Center of What's Possible

Purpose

- Clarify scope of policy
- Provide clearer direction on travel, reimbursement, and reporting
- Update procedures for consistency and accountability

POST MEETING MATERIAL



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Key Proposed Changes

- Travel arrangements should be made early
- Itemized receipts and documentation due within 30 business days
- Expense report compliance; late or incomplete reports may result in non-reimbursement
- Non-reimbursable expenses include personal, political, or entertainment costs, alcohol, guest meals, and costs from extending trips for personal reasons



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Key Proposed Changes

- Reimbursable Expenses
 - Lodging for approved overnight travel (night before/night after event)
 - Meals up to per diem rate established by the GSA
 - 100% first and last day of travel
 - Transportation Expenses (ride share, bridge tolls, airfare, etc.)
- Members may retain frequent flyer miles, hotel points, rewards earned during City travel



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Recommendation

- Adopt a Resolution Approving the Recommendation from the Governance and Ethics Committee to amend Council Policy 006 ("Guidelines for City Commissions, Boards and Committees for Attendance at Conferences and Training Events") in the form presented.



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