

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
AMENDING COUNCIL POLICY 006 GUIDELINES FOR CITY  
COMMISSIONS, BOARDS AND COMMITTEES**

**WHEREAS**, a draft of Council Policy 006, “Guidelines for City Commissions, Boards and Committees for Attendance at Conferences and Training Events” (“Draft Policy”) was presented to the Governance and Ethics Committee (“Governance and Ethics Committee”) for their consideration on September 8, 2025 for review and revision as part of Council policies and procedures to further clarify guidelines for official travel by City Commissioners, Boardmembers and Committee members, and to further define reimbursable expenses for official travel, and ensure compliance with fiscal responsibility standards; and

**WHEREAS**, the Governance and Ethics Committee approved the Draft Policy in substantial form, with revisions, and directed staff to present the Draft Policy to the City Council for its consideration and adoption; and,

**WHEREAS**, City staff updated the Draft Policy and presented it to the City Council for their consideration at their December 16, 2025 City Council meeting; and

**WHEREAS**, Council considered the Draft Policy, heard public comment, and provided direction to staff regarding any requested modifications; and

**WHEREAS**, such modifications include updated guidelines and procedures for the Official Travel by City Councilmembers for the City of Santa Clara.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
SANTA CLARA AS FOLLOWS:**

1. Council Policy 006, entitled “Guidelines for City Commissions, Boards and Committees for Attendance at Conferences and Training Events”, attached here as Attachment 1, is hereby approved and adopted commencing December 16, 2025 until further amended. The Policy shall continue in effect until otherwise affirmed, modified or terminated by vote of the City Council.
2. Staff is directed to take such other actions as are necessary to implement, post and

distribute the Policy, including preparation and presentation to the City Council of any necessary modifications to reflect the new policy.

3. Effective date. This resolution shall become effective immediately, with the Council Policy 006 to go into full effect upon December 16, 2025.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 16th DAY OF DECEMBER 2025, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST: \_\_\_\_\_  
NORA PIMENTEL, MMC  
ASSISTANT CITY CLERK  
CITY OF SANTA CLARA

Attachments to be incorporated by reference:

1. Council Policy 006, entitled, "Guidelines for City Commissions, Boards and Committees for Attendance at Conferences and Training Events"