



City of Santa Clara

Meeting Minutes

Governance and Ethics Committee

09/08/2025

10:00 AM

City Hall – Council Chambers
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting Governance and Ethics Committee meetings in-person and continues to have methods for the public to participate remotely or in-person.

- Via Zoom: <https://santaclaraca.zoom.us/j/98559951444>
- Webinar ID: 985 5995 1444
- By phone: +1 669 444 9171

To submit written public comment before meeting:

Send email to mayorandcouncil@santaclaraca.gov by 10 a.m. one day before the date of the meeting. Emails will be forwarded to Committee members and will be uploaded as supplemental meeting material.

Note: Emails received as public comment will not be read aloud during the meeting.

CALL TO ORDER AND ROLL CALL

Committee Chair Suds Jain called the meeting to order at 10:05 a.m.

Present 3 - Member Raj Chahal, Chair Suds Jain, and Member Kevin Park

CONSENT CALENDAR

1. [25-1006](#) Approval of the June 2, 2025 Governance and Ethics Committee Meeting Minutes

Recommendation: Approve the minutes of the June 2, 2025 Governance and Ethics Committee Meeting

A motion was made by Committee Member Chahal, seconded by Committee Member Park to approve the staff recommendation to approve the meeting minutes of the June 2, 2025 Governance and Ethics Committee meeting.

Aye: 3 - Member Chahal, Chair Jain, and Member Park

PUBLIC PRESENTATIONS

Member of the public **Wanda Buck** stated she sent an email to the Committee which included a link of information to different types of Ethics Commissions and Committees. She added at a minimum, an Ethics Task Force could be formed which would have more time than the Governance and Ethics Committee.

GENERAL BUSINESS

2. [25-4450](#) Review and Approval of Amendments to Council Policy 043 ("Official Travel by Elected Officials")

Recommendation: Approve the proposed amendments to Council Policy 043 ("Official Travel by Elected Officials") to be retitled Council Policy 043 ("Official Travel by the City Council") and present the proposed changes, to the full City Council for consideration and approval.

Assistant to the City Manager Maria Le presented proposed recommendations to Council Policy 043 ("Official Travel by Elected Officials"). The proposed amendments presented included detailed procedures and reimbursements for official travel by City Councilmembers.

The Committee discussed the General Services Administration (GSA) rates per diem rates used to reimburse for meals. The GSA rates for the existing policy stated reimbursement for the first and last day of travel was set at 75%. The Committee members discussed adjusting the rate to 100% of GSA rate on both the first and last day of travel, due to travel schedules. In addition, the Committee discussed under circumstances an itemized receipt was not available, the meals would be reimbursed up to the approved GSA rate for the travel. In addition, the Committee requested the policy specify overnight lodging should be considered for approval, under certain reasons such as a lengthy commute.

Committee Member Park motioned to approve the staff recommendations to amend Council Policy 043 with the following amendments: 1) Remove the 75% GSA from first and last day of travel and allow for reimbursement on all days of travel at 100% GSA rate; 2) Provide an itemized receipt and if itemized receipt is unavailable, may receive up to the maximum GSA amount for reimbursed meals; and specify overnight lodging could be approved under circumstances such as commute time.

Aye: 3 - Member Chahal, Chair Jain, and Member Park

3. [25-610](#) Review and Approval of Proposed Amendments to Council Policy 006 ("Guidelines for Commissioners Attendance at Conferences and Training Events") to be retitled Council Policy 006 ("Guidelines for City Commissions, Boards and Commissions for Attendance at Conferences and Training Events")

Recommendation: Approve proposed amendments to Proposed Council Policy 006 ("Guidelines for City Commissions, Boards and Commissions for Attendance at Conferences and Training Events") and authorize presentation to the full City Council for consideration and approval.

Assistant City Manager Aracely Azevedo presented on proposed amendments for Council Policy 006 ("Guidelines for City Commissions, Boards and Commissions for Attendance at Conferences and Training Events"). The proposed amendments presented included clearer direction on procedures and reimbursements for official travel by City Commissioners and boardmembers.

The Committee discussed the proposed changes, including ensuring budget is available for training, City staff liaisons should promote and encourage trainings and conferences for members to further improve on skills and background on issues they may work on. In addition, the Committee requested the first and last day of travel, the maximum GSA rate be available for meals.

Committee Member Chahal motioned to approve the staff recommendations to amend Council Policy 006 ("Guidelines for City Commissions, Boards and Commissions for Attendance at Conferences and Training Events") with the change of the first and last day of travel to amend from 75% to the full daily GSA rate. The motion was seconded by Committee Member Park and approved.

Aye: 3 - Member Chahal, Chair Jain, and Member Park

STAFF REPORT

None.

COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION

Committee Member Kevin Park stated we have a few past requests which still require a staff report including: 1) Review of Ethics documents Ethics Commission, 2) The request for Mayor and Council emails to be automatically forwarded to full Council without a filter, 3) Discussion on State of the City 2024 and potential Councilmanic interference, 4) City webpage which addresses misinformation in media and this should apply to misinformation about elected officials.

Staff responded they would return with a status on the requested updates.

ADJOURNMENT

Committee Chair Suds Jain adjourned the meeting at 12:20 p.m.