

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

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
REPEALING SECTION C OF RESOLUTION NO. 6603 AND  
ADOPTING THE CITY OF SANTA CLARA COUNCIL POLICY  
MANUAL**

**BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

**WHEREAS**, the City of Santa Clara Policy and Procedure Manual currently includes 46 policies adopted by the City Council over the course of several decades, some of which deal entirely or substantially in administrative procedures more appropriately within the purview of the City Manager's Office;

**WHEREAS**, changing the title from "City of Santa Clara Policy and Procedure Manual" to "City of Santa Clara Council Policy Manual" will clarify that the manual will focus on and only include policies and procedures by which the City Council, Boards, Commissions, Standing and Ad Hoc Committees, shall conduct City Council business and activities; and,

**WHEREAS**, establishing a policy on the City of Santa Clara Council Policy Manual (hereinafter referred to as "Council Policy Manual") will serve as a preamble to the Council Policy Manual and provide procedures for the preparation, distribution, and maintenance of Council policies as well as for the review and approval of new or amended policies;

**WHEREAS**, in the interests of efficiency and streamlining City processes, and in accordance with the provisions of the City Code and Charter, the City Council now desires to amend the title of its Policy Manual and adopt an introductory policy.

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

1. That Section C of Resolution No. 6603 in which the City Council policy manual was entitled the "City of Santa Clara Policy and Procedure Manual" is hereby repealed, and the new title of "City of Santa Clara Council Policy Manual" is hereby adopted.

3. That the Council Policy Manual Policy is hereby adopted, and the City Manager is directed to number (and renumber, as appropriate) the policies in the manual such that they are organized in a logical fashion.

4. Effective date. This resolution shall become effective immediately

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 \_\_\_\_ DAY OF \_\_\_\_\_, 2018, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST: \_\_\_\_\_  
JENNIFER YAMAGUMA  
ACTING CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Resolution No. 6603
2. Council Policy Manual