

COUNCIL POLICY MANUAL

~~Policy 3.2.2 — Reusable Diapers~~

~~POLICY PURPOSE:~~

~~Reduce the annual cost to Sunnyvale rate payers for collection, transfer and disposal of disposable diapers.~~

~~POLICY STATEMENT:~~

~~The City endorses the use of public education and outreach methods to encourage the use of reusable diapers.~~

~~(Adopted: RTC #99-246 (6/8/1999); Administrative Update (March 2012))~~

~~Lead Department: Department of Environmental Services~~

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~~Policy 3.7.2 — Reduction of Carbon Dioxide Emissions from City Operations~~

POLICY PURPOSE:

~~The purpose of this policy is to address the contribution of City operations (fleet, 15 City facilities, and all traffic and street lights) to global warming.~~

POLICY STATEMENT:

~~The City of Sunnyvale adopts a goal of 20 percent CO₂ emissions reduction from 1990 levels by 2010 for City operations.~~

~~(Adopted: RTC #07-301 (9/11/2007))~~

~~Lead Department: Public Works~~

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Policy 7.3.7 — Standard Conflict of Interest Code

POLICY PURPOSE:

~~The purpose of this policy is to establish procedures developed in compliance with the terms of the Political Reform Act and related regulations concerning the adoption of Conflict of Interest Codes.~~

POLICY STATEMENT:

~~The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference and which may be amended by the FPPC to conform to amendments in the Political Reform Act; these provisions are incorporated by reference as the City's Conflict of Interest Code. The standard Conflict of Interest Code requires a list of City positions subject to its provisions, and these are found in Appendix A. City Councilmembers, Planning Commissioners, City Managers, City Treasurers and City Attorneys are treated separately under the Political Reform Act and are not listed in the Appendix as designated employees. The persons holding positions listed in Appendix A are designated employees. Members of the Board of Building Code Appeals and the Heritage Preservation Commission also have been designated in the Conflict of Interest Code. It has been determined that these persons make or participate in making decisions which may have an effect on financial issues. The disclosure categories they must file under are set forth following the list of positions.~~

~~In accord with Government Code Section 87306.5, the Conflict of Interest Code is reviewed in even-numbered years and Appendix A is updated, if necessary.~~

~~All designated employees and certain Board and Commission members shall file Statements of Economic Interests, on forms required by the Fair Political Practices Commission, with the City Clerk no later than April 1 of each calendar year.~~

~~(Adopted: RTC 91-3CA (2/29/1991); Amended: 92-265 (6/9/1992), 94-351 (6/14/1994), 96-386 (10/1/1996), 98-326 (9/22/1998), 00-307 (9/12/2000), 02-415 (10/22/2002), 04-342 (9/28/2004); (Clerical/clarity update, Policy Update Project 7/2005), Amended: 06-326 (10/24/2006); Amended: 08-344 (11/18/2008 — Resolution No. 351-08), 10-293 (11/9/2010 — Resolution No. 458-10), 12-249 (11/13/2012 — Resolution No. 556-12), 14-0855 (11/11/2014 — Resolution No. 673-14), 16-0323 (11/15/2016 — Resolution No. 789-16), 18-0595 (11/13/2018 — Resolution No. 905-18), 20-0778 (9/29/2020 — Resolution No. 1024-20) 21-0075 (1/12/2021 — Resolution No. 1041-21); 21-0412 (3/30/2021 — Resolution No. 1044-21); 22-0590 (9/27/2022 — Resolution No. 1146-22); 24-0990 (10/29/2024 — Resolution No. 1263-24))~~

~~Lead Department: Office of the City Manager~~

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~~CITY OF SUNNYVALE—CONFLICT OF INTEREST CODE
DESIGNATED CITY POSITIONS REQUIRED TO FILE~~

Position	Disclosure Category
Accountant	1
Accounting Manager	1
Administrative Analyst	1
Administrative Librarian	1
Administrative Services Manager	1
Affordable Housing Manager	1
Assistant City Attorney	1
Assistant City Engineer	1
Assistant City Manager	1
Assistant Director of Community Development	1
Assistant Director of Finance	1
Assistant Director of Public Works/City Engineer	1
Assistant to the City Manager	1
Assistant Planner	1
Associate Planner	1
Budget Analyst I/II	1
Budget Manager	1
Building Inspector I/II	1
Business Operations Manager	2
Business Systems Analyst	1
Buyer I/II	1
Chief Building Official	1
Chief Information Officer	1
Chief Public Information Officer	1
City Clerk	1
City Property Administrator	1
Civil Engineer	1
Civilian Assistant Fire Marshal	1
Civilian Fire Marshal	1
Community Resources Manager	1
Deputy Chief Public Safety	1
Deputy City Attorney	1
Deputy City Clerk	1
Deputy City Manager	1
Deputy Public Information Officer	1
Director of Community Development	1
Director of Environmental Services	1
Director of Human Resources	1
Director of Library and Recreation Services	1

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Director of NOVA Workforce Services	1
Director of Public Safety	1
Director of Public Works	1
Economic Development Manager	1
Economic Development Specialist	1
Employment Training Manager	1
Environmental Compliance Inspector	3
Environmental Engineering Coordinator	2
Environmental Programs Manager	1
Equity, Access, and Inclusion Manager	1
Finance Manager	1
Fire Protection Engineer I/II	3
Fire Protection Inspector	3
Fleet Manager	2
Golf Operations Manager	2
Hazardous Materials Inspector	3
Homeless Services Manager	1
Housing Officer	1
Housing Programs Analyst	1
Housing Programs Technician	1
Housing Specialist I/II	1
Human Resources Analyst	1
Human Resources Manager	1
Information Technology Coordinator	1
Information Technology Manager	1
Laboratory/Pretreatment Manager	1
Library Circulation Manager	1
Management Analyst	1
Neighborhood Preservation Manager	1
Operations Manager: Facilities	3
Parks Manager	2
Payroll Supervisor	1
Permit Center Coordinator	1
Permit Center Manager	1
Permit Technician	1
Plan Check Engineer	1
Plan Checker I/II	1
Planning Officer	1
Principal Accountant	1
Principal Applications Analyst/Project Manager	1
Principal Buyer	1
Principal Client Support Specialist	1
Principal Human Resources Analyst	1
Principal Network & Systems Engineer	1

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Principal Payroll Analyst	1
Principal Planner	1
Principal Storekeeper	1
Principal Transportation Engineer/Planner	1
Public Safety Captain	1
Public Safety Communications Manager	1
Public Safety Records Manager	1
Public Works Construction Inspector	3
Public Works Supervisor	2
Purchasing Officer	1
Recreation Services Manager	1
Regulatory Programs Division Manager	1
Risk Manager	1
Senior Accountant	1
Senior Assistant City Attorney	1
Senior Building Inspector	1
Senior Buyer	1
Senior Construction Inspector/Coordinator	1
Senior Engineer	1
Senior Environmental Compliance Inspector	1
Senior Environmental Engineer	1
Senior Hazardous Materials Inspector	1
Senior Housing Rehabilitation Specialist	1
Senior Human Resources Analyst	1
Senior Management Analyst	1
Senior Manager of Workforce Development	1
Senior Plan Check Engineer	1
Senior Planner	1
Senior Traffic Engineer	1
Senior Transportation Engineer	1
Senior Transportation Planner	2
Solid Waste Contract Administrator	2
Solid Waste Programs Division Manager	1
Storekeeper I/II	1
Storekeeper/Buyer	1
Street Operations Manager	1
Superintendent of Facilities Maintenance	1
Superintendent of Libraries	1
Superintendent of Parks and Golf	1
Superintendent of Public Works Operations	1
Superintendent of Recreation Services	1
Supervising Librarian	1
Transportation and Traffic Manager	1
Urban Landscape Manager	1

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Utility Billing Manager	†
Wastewater Operations Manager	†
Water and Sewer Systems Division Manager	†
Water Operations Manager	†
Water Pollution Control Maintenance Manager	†
Water Pollution Control Operations Manager	†
Water Pollution Control Plant Division Manager	†
Youth and Family Resources Manager	†
Newly created positions between conflict code amendments	As applicable*
Consultants	As applicable**
Retired Annuitants	—As applicable***
Casual Employees performing work similar to a designated position	—As applicable***
Designated appointees:	
Member, Arts Commission	†
Member, Heritage Preservation Commission	†
Member, Housing and Human Services Commission	†
Member, Executive Director, Successor Agency Attorney, Secretary and Treasurer to Successor Agency to the Former Sunnyvale Redevelopment Successor Agency	†
Member, Executive Director, Authority Attorney, Secretary and Treasurer to Sunnyvale Financing Authority	†

~~State Required Filers:~~

~~The following positions are NOT covered by the code because they must file under Government Code Section 87200 and are listed for informational purposes only:~~

Mayor	
Councilmember	
City Attorney	
City Manager	
Director of Finance	
Member, Planning Commission	

~~An individual holding one of the above listed positions (State Required Filers) may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Section 87200.~~

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CITY'S CONFLICT OF INTEREST CODE
DISCLOSURE CATEGORIES

Category 1

~~A designated employee in this category must report all investments, interests in real property owned in the City of Sunnyvale, sources of income including gifts, loans and travel payments, and business entities in which he or she is a director, officer, partner, trustee, employee or holds any position of management.~~

Category 2

~~A designated employee in this category must report sources of income including gifts, loans and travel payments, and business entities in which he or she has an investment or is a director, officer, partner, trustee, employee or holds any position of management, if the business entity or source of income is of the type which has done business with the City of Sunnyvale within the previous two years.~~

Category 3

~~A designated employee in this category must report sources of income including gifts, loans and travel payments, and business entities in which he or she has an investment or is a director, officer, partner, trustee, employee or holds any position of management, if the business entity or source of income is of the type which within the previous two years has provided services, equipment, lease space, materials or supplies to the City.~~

~~* City Clerk to work with appropriate department and City Attorney to determine appropriate disclosure category for any newly created position.~~

~~** Consultants who serve in a capacity that is the functional equivalent of a designated position shall disclose pursuant to the disclosure category required by this Code for the comparable designated staff position. The City Manager may determine in writing that a particular consultant, although serving in a capacity that is the functional equivalent of a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Government Code Section 81008)~~

~~Consultants who serve in a capacity for which there is no equivalent designated position, and whose consulting position entails the making of governmental decisions that may foreseeably have a material effect on any financial interest of the consultant, shall disclose pursuant to Category 1. For purposes of this Code, "making a governmental decision" means to make a decision whether to: (a) approve a rate, rule, or regulation, (b) adopt or enforce a law, (c) issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement, (d) authorize the City to enter into, modify, or renew a contract, (e) grant City approval to a~~

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~~contract or to the specifications for such a contract, (f) grant City approval to a plan, design, report, study, or similar item, or (g) adopt, or grant agency approval of, policies, standards, or guidelines for the City. (FPPC Regulation 18700.3)~~

~~*** Retired annuitants and Casual employees may be included in the list of designated employees when the City Manager, or his or her designee, determines that they are performing work that is the functional equivalent of a designated position. If such a determination is made, then disclosure shall be pursuant to the disclosure category required by this Code for the comparable designated staff position.~~

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~~Policy 7.3.8 — Posting of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings~~

POLICY PURPOSE:

~~The purpose of this policy is to provide procedures for the posting of agendas of all public meetings of legislative bodies, as defined in the law, in compliance with the Ralph M. Brown Act (Government Code §54950, et seq.). This policy will govern the location of posting, will formalize the public's right to speak and will provide procedures for confirming that agendas have been posted and notice of meetings given in accordance with the Act.~~

POLICY STATEMENT

- ~~1. — The agendas or minutes of meetings shall be posted by the City Clerk or appropriate Board or Commission Liaison in the box outside the entrance to the lobby near the City Council Chambers at City Hall, and in the Sunnyvale Library, in a place freely accessible to the public as follows:
 - ~~A. — Agendas of regular meetings shall be posted at least 72 hours prior to the meeting.~~
 - ~~B. — Agendas of special meetings shall be posted at least 24 hours prior to any special meeting.~~
 - ~~C. — The minutes of any emergency meeting as defined by Government Code §54956.5 shall be posted for a continuous 10 day period as soon after the meeting as possible.~~~~
- ~~2. — Notice of special meetings and emergency meetings shall be provided as follows:
 - ~~A. — Special Meetings. The Clerk or Liaison shall deliver notice of any special meeting to each member of the legislative body holding the meeting, to each local newspaper of general circulation and to any radio and television station which has requested advance notification, at least twenty four (24) hours prior to any special meeting. The City Clerk or Board/Commission Liaison shall maintain a file of posted agendas and notices delivered prior to any meeting for a period not less than 90 days. Each agenda shall be endorsed by the Clerk or Liaison indicating the time, date, and place of posting and shall also indicate each person, newspaper, radio and television station that received notification.~~
 - ~~B. — Emergency Meetings. The presiding officer or designee thereof shall provide notice of any emergency meeting to each local newspaper of general circulation and each radio and television station which has requested notice at least one hour prior to any emergency meeting.~~~~

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- ~~3. Each agenda shall provide an opportunity for members of the public to address the legislative body on any matter within the jurisdiction of the legislative body subject to reasonable rules and restrictions as may be necessary under the circumstances.~~
- ~~4. Each agenda should state that no action will be taken on matters not appearing as agenda items unless permitted under provisions of Government Code §54954.2(b).~~

~~(Adopted: RTC 86-35CA (12/23/1986); (Clerical/clarity update, Policy Update Project 7/2005))~~

~~Lead Department: Office of the City Manager~~