



Agenda Item

25-1078

Agenda Date: 12/9/2025

REPORT TO COUNCIL

SUBJECT

Authorize the City Manager, or Designee, to Execute the Reimbursement Agreement Between Silicon Valley Clean Energy and City of Sunnyvale for the Heat Pump Rebate Topper Program

BACKGROUND

The City’s Climate Action Playbook Game Plan 2028 details specific actions for the City to take to achieve its 2030 greenhouse gas emissions reduction target. Under Strategy 2 “Decarbonizing Buildings”, the City has Moves 2.D “develop an engagement and incentive program to accelerate the adoption of all-electric appliances,” and 2.G “Adopt an electrification ordinance for existing residential buildings by 2026.” With the adoption of the 2025 California Building Code (RTC 25-0998), Sunnyvale included requirements and guidelines for transitioning to heat pump HVAC (heating, ventilation, and air conditioning) and wiring for future electric appliances (Reach Codes for existing single-family residential). Move 2.D is meant to complement Move 2.G. With the adoption of the Reach Codes for existing single-family residential, the City will launch an education and engagement campaign, coupled with an additional rebate for residents who replace gas furnaces with heat pump HVAC units.

EXISTING POLICY

CLIMATE ACTION PLAYBOOK AND GAME PLAN 2028

- Strategy 2: Decarbonizing Buildings
- Play 2.1 Reduce energy consumption in existing buildings
 - Play 2.2 Support electrification of existing buildings

GENERAL PLAN

Chapter 2 - Community Vision

Environmental Justice

- GOAL EJ-1: Prioritize the needs of designated low-income communities within Sunnyvale that bear high pollution burden according to CalEnviroScreen 3.0, to ensure equitable outcomes.
- **Policy EJ1.2:** Encourage the phasing out of non-conforming land uses from residential communities, especially for communities that are low-income and/or bear a high pollution burden, as identified in the Environmental Justice Analysis.

Chapter 3 - Land Use and Transportation

- GOAL LT-1: Protect the quality of life, the natural environment, property investment, preserve home rule, secure fair share of funding, and provide leadership in the region.
- **Policy LT-1.10:** Participate in federal, state, and regional programs and processes in order to protect the natural and human environment in Sunnyvale and the region.
 - **Policy LT-1.11:** Prepare for risks and hazardous related to climate change prior to their

occurrence.

GOAL LT-2: Environmentally sustainable land use and transportation planning and development.

- **Policy LT-2.1:** Enhance the public's health and welfare by promoting the City's environmental and economic health through sustainable practices for the design, construction, maintenance, operation, and deconstruction of buildings, including measures in the Climate Action Plan.
- **Policy LT-2.2:** Reduce greenhouse gas emissions that affect climate and the environment through land use and transportation planning and development

ENVIRONMENTAL REVIEW

N/A

DISCUSSION

Council adopted updates to the 2022 California Building Code (RTC 25-0762) on August 12, 2025, and incorporated those updates in the 2025 California Building Code, adopted September 30, 2025. The 2022 code updates included requirements to install a heat pump air conditioner upon replacement of an existing air conditioner and for electric readiness upgrades. These updates are considered Reach Codes for existing buildings. During public comment and Council discussion, concerns about the cost impacts of the air conditioner to heat pump air conditioner requirements were raised. Council directed staff to prepare an education and outreach campaign about these updates and the resources and rebates available to community members. Staff are preparing to launch the Existing Building Electrification Outreach Campaign in February of 2026, with a focus on heat pump HVAC (heating, ventilation, and air conditioning) units and the new Reach Codes.

To complement this education and engagement campaign, staff are proposing an additional rebate for Sunnyvale residents who swap out their gas furnaces for heat pump units. This additional rebate will be added to the rebates that residents qualify for through Silicon Valley Clean Energy (SVCE). The Sunnyvale "rebate topper" will be administered by SVCE staff through their current rebate program for swapping out gas furnaces for heat pumps. Offering the rebate through the current SVCE rebate program saves the City administrative costs and allows the funding to be passed through directly to the community. Sunnyvale is proposing \$350,000 offered over a 15-month period. The following table breaks down the current SVCE rebates and the "rebate topper" that Sunnyvale is proposing to add. The percentage in the incremental cost column shows how much of the difference between the costs of a heat pump air conditioner unit or a central air conditioner and a furnace the rebate covers.

Customer Category	Appliance Type	Value of Sunnyvale Rebate	Value of SVCE Rebate	Total	% of Incremental Cost Covered by Rebates
Market-rate customers	Heat Pump HVAC (replacing gas furnace)	\$1,000	\$2,500	\$3,500	65%
Income-qualified customer	Heat Pump HVAC (replacing gas furnace)	\$1,500	\$3,500	\$5,000	93%

The program is estimated to support funding approximately 350 heat pump installations over the 15 months it is scheduled to run. The Sunnyvale rebate topper will be available on a first-come, first-served basis and until funding runs out.

FISCAL IMPACT

Budget to fund Climate Action Playbook moves is available in the General Fund under Project 831290 - Climate Action Plan Implementation. The funding became available as funding allocated for other projects related to building electrification was no longer required. The City has evaluated and applied for grant and other funding sources for a similar program without success.

PUBLIC CONTACT

Public contact was made by posting the Council meeting agenda on the City's official-notice bulletin board at City Hall, at the Sunnyvale Public Library and in the Department of Public Safety Lobby. In addition, the agenda and this report are available at the City Hall reception desk located on the first floor of City Hall at 456 W. Olive Avenue (during normal business hours), and on the City's website.

RECOMMENDATION

Authorize the City Manager to execute the Reimbursement Agreement between Silicon Valley Clean Energy and City of Sunnyvale for the heat pump rebate topper program.

LEVINE ACT

The Levine Act (Gov. Code Section 84308) prohibits city officials from participating in certain decisions regarding licenses, permits, and other entitlements for use if the official has received a campaign contribution of more than \$500 from a party, participant, or agent of a party or participant in the previous 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html

An "X" in the checklist below indicates that the action being considered falls under a Levine Act category or exemption:

SUBJECT TO THE LEVINE ACT

- ☐ Land development entitlements
- ☐ Other permit, license, or entitlement for use
- ☐ Contract or franchise

EXEMPT FROM THE LEVINE ACT

- ☐ Competitively bid contract*
- ☐ Labor or personal employment contract
- ☐ Contract under \$50,000 or non-fiscal
- ☒ Contract between public agencies
- ☐ General policy and legislative actions

* "Competitively bid" means a contract that must be awarded to the lowest responsive and responsible bidder.

Prepared by: Madeline Khair, Environmental Programs Manager
Reviewed by: Ramana Chinnakotla, Director, Environmental Services
Reviewed by: Sarah Johnson-Rios, Assistant City Manager
Approved by: Tim Kirby, City Manager

ATTACHMENTS

1. Sunnyvale City Rebate Agreement

**REIMBURSEMENT AGREEMENT
BETWEEN SILICON VALLEY CLEAN ENERGY
AND
CITY OF SUNNYVALE**

THIS AGREEMENT is made and entered into as of _____, 202_, (“Effective Date”) between Silicon Valley Clean Energy (“SVCE”) and City of Sunnyvale (“City”). SVCE and City are referred to below individually as a “Party” and collectively as the “Parties”. In consideration of the mutual promises and covenants contained herein, the Parties hereto mutually agree as follows:

1. Purpose of the Agreement. The City has allocated \$350,000 in funds to provide rebates (“City Rebates”) to City residents who purchase appliances to electrify their homes. The Parties have determined that it will be mutually beneficial for SVCE and City to include the City Rebates with the rebates SVCE provides to its customers (“SVCE Rebates”) residing within the City’s jurisdiction through its Home Rebates Program (“SVCE Program”). The Parties desire to take advantage of the economies to the Parties and convenience to SVCE customers of providing both City Rebates and SVCE Rebates to SVCE customers in one transaction. The purpose of this Agreement is to set forth the terms by which SVCE will provide the City Rebate to its customers, and by which City will reimburse SVCE for the payment of the City Rebate to the customers.

2. Term and Termination. This Agreement shall commence on the Effective Date and terminate on October 31, 2027, unless earlier terminated (“Term”). Either Party may terminate the Agreement without cause upon 30 days’ written notice to the other Party. Upon termination, City shall remit payment to SVCE for any Reimbursable Expenses (defined in Section 5 below) incurred by SVCE prior to notice of the termination.

3. Administrative Fee. The Parties do not anticipate that there will be a measurable cost to SVCE to administer the City Reimbursements and agrees to charge no fee to the City for administering the City Rebates (“Administrative Fee”) for the first 100 rebate payments. SVCE may charge an Administrative Fee of 3.7% of direct rebates being paid out by City after the first 100 customers, over the Term of this Agreement.

4. SVCE Responsibilities.

A. SVCE shall provide City Rebates to its customers who receive SVCE Rebates through the Program and are also eligible for City Rebates. SVCE’s published program rules, eligibility criteria, and standard operating practices will apply to all City Rebates.

B. The amount of the City Rebates a customer is eligible for shall be set forth in Exhibit A, attached hereto and incorporated by this reference (“City Rebate Schedule”). The City Rebate Schedule may be revised not more than once every 180 days by mutual agreement of City and SVCE, without amending this Agreement. SVCE shall use the most recent City Rebates Schedule provided by the City to issue City Rebates to customers.

C. SVCE shall not provide any rebates that exceed the total individual project cost for a customer. If the sum of the SVCE Rebate and City Rebate exceeds the customer’s total project cost, the SVCE Rebates will be provided in full and the City Rebate will be discounted accordingly, such that the maximum rebate amount provided does not exceed the total individual project cost of the customer.

D. SVCE shall provide an invoice to the City on a monthly basis, which documents the City Rebates paid in the previous month and any Administrative Fee.

5. Reimbursement by City. SVCE will invoice the City monthly for any Administrative Fees, if approved, and the City Rebates (together known as “Reimbursable Expenses”) paid by SVCE. City shall make payments within thirty (30) days of receiving an invoice from SVCE. SVCE will incur the Reimbursable Expenses in reliance on City’s representation that it will reimburse SVCE for such Reimbursable Expenses as set forth in this Agreement. The total rebates issued to customers from SVCE on City’s behalf, plus administrative fees paid by City to SVCE, shall not exceed the value of this Agreement (defined in Section 1 above).

6. Indemnification. SVCE shall defend, indemnify and hold harmless City including its officers, employees and agents against any claim, loss or liability arising out of its negligence or misconduct in the performance of this Agreement. City shall defend, indemnify and hold harmless SVCE (including its officers, employees and agents) against any claim, loss or liability arising out of City’s negligence or misconduct in City’s administration of City Rebates outside of this Agreement.

7. Miscellaneous.

A. Notices. Any notices which either Party may desire to give to the other Party under this Agreement must be in writing and may be given either by (i) personal service with return receipt or affidavit of delivery, (ii) delivery by a reputable document delivery service, such as, but not limited to, FedEx, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the Party as set forth below or at any other address as that Party may later designate by a written notice provided in accordance with this Section. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

SVCE: Silicon Valley Clean Energy
333 W. El Camino Real, Suite 330
Sunnyvale, CA 94087
Attn:
Nupur Hiremath, Manager of Decarbonization Programs
Nupur.hiremath@svcleanenergy.org

City: City of Sunnyvale
456 W. Olive Ave
Sunnyvale, CA 94086
Attn:
Madeline Khair, Environmental Programs Manager
MKhair@sunnyvale.ca.gov

Either Party may change its address for notices by notifying the other Party.

B. Applicable Law/Venue. This Agreement shall be deemed to have been entered into and shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of California. The venue of any legal action relating to this Agreement shall be the Superior Court of California, County of Santa Clara.

C. Entire Agreement, Modifications. This Agreement and the documents referenced herein contain the complete expression of the whole agreement between the Parties with respect to the obligations set forth herein, and there are no promises, representations, agreements, warranties or inducements, either expressed verbally or implied, except as are fully set forth herein. No alteration, supplement, modification or amendment of this Agreement shall be binding unless executed in writing by both Parties.

D. Independent Advice of Legal Counsel. Each Party acknowledges that it has retained independent legal counsel of its own choice to review this Agreement and that prior to the execution hereof

each Party has had the opportunity to review the terms of this Agreement with its counsel and is entering into this Agreement after such review.

E. Authority to Execute Agreement. The person or persons executing this Agreement on behalf of a Party warrants and represents that he or she has the authority to execute this Agreement on behalf of the Party and has the authority to bind that Party to the performance of its obligations hereunder.

F. Validity of Agreement. All Parties agree that this Agreement is legal, valid and binding on each Party and enforceable in accordance with its terms.

G. Binding on Successors. Except as further provided in this paragraph, this Agreement shall be binding on and inure to the benefit of the Parties hereto and their respective heirs, legal representatives, successors, assigns, executors and administrators.

H. Attorneys' Fees. In the event of any dispute between City and SVCE in any way related to this Agreement, and whether involving contract and/or tort claims, the non-prevailing party shall pay to the prevailing party all reasonable attorneys' fees and costs and expenses of any type, without restriction by statute, court rule or otherwise, incurred by the prevailing party in connection with any action or proceeding (including any appeal and the enforcement of any judgment or award), whether or not the dispute is litigated or prosecuted to final judgment (collectively, "Fees"). The "prevailing party" shall be determined based upon an assessment of which party's major arguments or positions taken in the action or proceeding could fairly be said to have prevailed (whether by compromise, settlement, abandonment by the other party of its claim or defense, final decision, after any appeals, or otherwise) over the other party's major arguments or positions on major disputed issues. Any Fees incurred in enforcing a judgment shall be recoverable separately from any other amount included in the judgment and shall survive and not be merged in the judgment. The Fees shall be deemed an "actual pecuniary loss" within the meaning of Bankruptcy Code Section 365(b)(1)(B), and notwithstanding the foregoing, all Fees incurred by either party in any bankruptcy case filed by or against the other party, from and after the order for relief until this Agreement is rejected or assumed in such bankruptcy case, will be "obligations of the debtor" as that phrase is used in Bankruptcy Code Section 365(d)(3).

I. No Third-Party Rights. This Agreement shall not create or be construed to create any rights in, or inure to the benefit of, any third party.

J. Ambiguity. This Agreement is deemed to have been prepared by all of the Parties hereto, and any uncertainty or ambiguity herein shall not be interpreted against the drafter, but rather, if such ambiguity or uncertainty exists, shall be interpreted according to applicable rules of interpretation of contracts under the laws of the State of California.

K. Assignment. This Agreement shall not be assignable by either Party in whole or in part without the prior written consent of the other Party. The assigning Party shall provide to the other Party thirty (30) days' advanced notice of any such proposed assignment.

L. Severability. If any provision or portion of this Agreement shall be adjudged invalid or unenforceable by a court or tribunal of competent jurisdiction or by operation of any applicable laws, such provision or portion of this Agreement shall be deemed omitted and the remaining provisions and portions shall remain in full force and effect.

M. Counterparts/Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. Moreover, electronic, scanned or facsimile copies of signatures shall be accepted as valid and binding.

N. Waiver. No term or provision hereof will be considered waived by either Party, and no breach is excused or consented to by either Party, unless such waiver or consent is in writing and signed on behalf of the Party against whom the waiver is asserted. No express or implied consent by either Party to,

waiver of, or failure of a Party to enforce its rights with respect to a breach by the other Party shall constitute consent to or, waiver of any subsequent or other breach by the other Party.

IN WITNESS WHEREOF, the Parties have executed this Agreement below on the date first written above.

SILICON VALLEY CLEAN ENERGY

RECOMMENDED FOR APPROVAL:

By: _____
Justin Zagunis, Director of Customer Success

Date: _____

By: _____
Monica Padilla, Chief Executive Officer

Date: _____

APPROVED AS TO FORM BY COUNSEL FOR SVCE:

By: _____
Michael Callahan, General Counsel

Date: _____

CITY OF SUNNYVALE

RECOMMENDED FOR APPROVAL:

By: _____
Tim Kirby, City Manager

Date: _____

APPROVED AS TO FORM BY COUNSEL FOR CITY OF SUNNYVALE:

By: _____
Rebecca Moon, City Attorney

Date: _____

EXHIBIT A CITY REBATE SCHEDULE

SVCE will provide City Rebates to SVCE customers who are residents of the City in the following amounts:

Customer Category	Appliance Type		Value of City Rebate (per appliance)
Market-rate customers	Heat Pump Heating Ventilation, and Air Conditioning (HP HVAC)	Replacing gas furnace	\$1,000
		Replacing electric resistance heating	\$0
Income-qualified ¹ customers	Heat Pump Heating Ventilation, and Air Conditioning (HP HVAC)	Replacing gas furnace	\$1,500
		Replacing electric resistance heating	\$0

City Rebates will be provided in alignment with the terms, conditions, and eligibility specifications listed for SVCE's Home Rebates Program: <https://svcleanenergy.org/home-rebates/>.

This exhibit may be updated no more than once every 180 days by mutual agreement of City and SVCE, without amending this Agreement.

¹ Latest income-qualifications from May 2025 ([Home-Rebates-Income-Qualifications-5.13.2025.pdf](#)). These are updated annually in May.



City of Sunnyvale

Agenda Item

25-1079

Agenda Date: 12/9/2025

REPORT TO COUNCIL

SUBJECT

Approve Fourth Amendment to the NOVAworks Manpower Contract for Work Experience Payroll Services.

BACKGROUND

Young adults are the future of our workforce, but it is estimated that close to 12,000 young adults in the NOVAworks region are not connected to two of the more significant economic stabilizing influences: education and early work experience. Evidence suggests that providing young adults with paid work experience in combination with other supports can significantly improve a young person's future career opportunities.

The mission of the NOVAworks young adult program is to deliver year-round programs offering a wide variety of career services, including paid work experience, to young adults throughout the NOVAworks region. The vision is to provide young adults with opportunities to develop the skills and networks needed for economic mobility by building upon and leveraging community and industry partners.

EXISTING POLICY

Council Policy 5.1.1: Socio-Economic - Goals and Policies: Education and Training Goal 5.1F: Provide job training and employment services, within constraints of operative Federal regulations and available Federal funding, to address the locally-determined employment and training needs of economically disadvantaged residents and others with special needs.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental, organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

In 2024, NOVAworks conducted a Request for Proposals (RFP) to solicit payroll service providers to provide payroll support services as the employer of record during a paid work experience (WEX) for NOVAworks participants. The scope anticipated 28 participants working approximately 400 hours each, with the vendor making payments for over 11,000 hours of work. Compensation and total number of hours worked may be increased for a specific participant if approved by NOVAworks. As a result of the RFP process, ManpowerGroup Public Sector Inc., a division of ManpowerGroup, was selected to provide WEX services beginning June 14, 2024 through June 13, 2025 with a funding limit up to \$245,000.

Since the initial contract, dated June 21, 2024, there have been three amendments. The first amendment took effect on January 25, 2025 and allowed the wage to realign with minimum wage increases and allow the number of paid work experience hours to increase. There were no changes to the funding amount. The second amendment took effect on June 14, 2025, and extended the term of the agreement through September 30, 2025 with no change to the funding amount. The third amendment, which took effect on September 30, 2025, again extended the term of the agreement through December 31, 2025 with no change in the funding amount. These two latter amendments were essentially “no cost extensions.”

This proposed fourth amendment to the contract would extend the term of the agreement to December 31, 2026 and incorporate up to \$300,000 in new funding for the work experience payroll services in the young adult program. Due to the uncertainty of federal funding and allocations received for the young adult program, NOVAworks is only able to commit to contracts on an annual basis. Under the established procurement conducted in 2024, the contract may be extended for up to three additional full years, dependent upon successful performance results and available funding.

FISCAL IMPACT

The source of funds for these services is Workforce Innovation and Opportunity Act (WIOA) funds. If WIOA funding is cut, program services would be proportionately reduced.

PUBLIC CONTACT

Public contact was made by posting the Council meeting agenda on the City's official-notice bulletin board at City Hall, at the Sunnyvale Public Library and in the Department of Public Safety Lobby. In addition, the agenda and this report are available at the City Hall reception desk located on the first floor of City Hall at 456 W. Olive Avenue (during normal business hours), and on the City's website.

RECOMMENDATION

Approve Amendment to the NOVAworks Manpower Contract for Work Experience Payroll Services.

LEVINE ACT

The Levine Act (Gov. Code Section 84308) prohibits city officials from participating in certain decisions regarding licenses, permits, and other entitlements for use if the official has received a campaign contribution of more than \$500 from a party, participant, or agent of a party or participant in the previous 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html

An “X” in the checklist below indicates that the action being considered falls under a Levine Act category or exemption:

SUBJECT TO THE LEVINE ACT

- ☐ Land development entitlements
- ☐ Other permit, license, or entitlement for use
- ☒ Contract or franchise

EXEMPT FROM THE LEVINE ACT

- ☐ Competitively bid contract*

- ☐ Labor or personal employment contract
- ☐ Contract under \$50,000 or non-fiscal
- ☐ Contract between public agencies
- ☐ General policy and legislative actions

* "Competitively bid" means a contract that must be awarded to the lowest responsive and responsible bidder.

Prepared by: Tisha Jimenez, Management Analyst, NOVA Workforce Services

Reviewed by: Marléna Sessions, Director, NOVA Workforce Services

Approved by: Sarah Johnson-Rios, Assistant City Manager

Approved by: Tim Kirby, City Manager

ATTACHMENTS

1. Manpower Fourth Amendment No. 002-301-24

DRAFT
**FOURTH AMENDMENT TO AGREEMENT BETWEEN CITY OF SUNNYVALE AND
MANPOWERGROUP PUBLIC SECTOR INC. FOR WORK EXPERIENCE PAYROLL
SERVICES**

This Fourth Amendment to the Agreement No. 002-301-24 ("Agreement"), dated January 1, 2026 ("Fourth Amendment"), is by and between the City of Sunnyvale (hereinafter referred to as "City"), on behalf of the NOVA Workforce Board ("NOVA"), and ManpowerGroup Public Sector Inc. for work experience payroll services (hereinafter referred to as "Contractor") (collectively referred to as "Parties").

Whereas, on June 21, 2024, the City and ManpowerGroup Public Sector Inc. entered into the Agreement whereby the Parties agreed to adhere to and comply with conditions and requirements established for use of specific funds from the State of California, intended to provide workforce development services to youth eligible under the Workforce Innovation and Opportunity Act (WIOA) Title I and from the NOVAworks Foundation, to provide workforce development services to youth, adults, and dislocated workers who may not be eligible under WIOA; and

Whereas, on January 24, 2025, the City and ManpowerGroup Public Sector entered into an Amendment to Agreement, whereby the Parties agreed to amend the "Work Experience" portion of Section I.B. of Exhibit A, (PROGRAM DESIGN AND STANDARDS) to allow the wages and number of paid work experience hours to increase; change contact information under Section IV of Exhibit A; and replace Exhibit D, BUDGET, with Exhibit D-1, BUDGET – AMENDED for the term ending June 13, 2025;

Whereas, on June 14, 2025, the City and ManpowerGroup Public Sector entered into a Second Amendment to Agreement, whereby the Parties agreed to extend the Term of Agreement through September 30, 2025;

Whereas, on October 1, 2025, the City and ManpowerGroup Public Sector entered into a Third Amendment to Agreement, whereby the Parties agreed to extend the Term of Agreement through December 31, 2025, and amend the "Verification of Coverage" portion under Exhibit E (INSURANCE REQUIREMENTS) of the Agreement to reflect the changes in the City's insurance platform;

Whereas, the City and ManpowerGroup Public Sector, Inc. agree that a Fourth Amendment to Agreement No. 002-301-24 is advisable and desired to extend the Term of Agreement through December 31, 2026, incorporate up to \$300,000 in new funding for the work experience payroll services, and make various administrative updates.

NOW, THEREFORE, THE PARTIES ENTER INTO THIS FOURTH AMENDMENT TO
AGREEMENT NO. 002-301-24:

1. Section 2 of the Agreement, entitled “Term of Agreement” is hereby amended to read as follows:
 2. Term of Agreement: June 14, 2024, through December 31, 2026.
2. Section 1(d) of the Agreement is hereby amended, in part, to read as follows:
(d) Budget – Amended and Method of Payment – Exhibit D-2.
3. Section 14.1 of Exhibit B is hereby amended to read as follows:
 - 14.1 City will monitor Contractor’s expenditures monthly under this Agreement and may reallocate funds in the event Contractor is not making adequate progress toward budget goals, per Exhibit D-2 of this Agreement.
4. Exhibit D-1 of the Agreement, BUDGET-AMENDED, is hereby replaced in its entirety with Exhibit D-2, BUDGET-AMENDED, attached hereto and incorporated herein.
5. Section IV of Exhibit A to the Agreement is hereby amended, in part, to read as follows:
[Replace City’s contact information with the following:]
City: Giang Pham, Business Operations Manager
NOVA Workforce Services
456 West Olive Avenue
Sunnyvale, CA 94088
Telephone: 408-730-7812
Email: gpham@novaworks.org
6. All other terms and conditions of this Agreement remain unchanged and in effect.

The Parties, by and through their authorized representatives as indicated below, hereby acknowledge, and agree to the terms and conditions of this Fourth Amendment to Agreement No. 002-301-24.

CITY OF SUNNYVALE

**MANPOWERGROUP PUBLIC
SECTOR INC.**

BY: _____

BY: _____

NAME: **Sarah Johnson-Rios**

NAME: **Lisa Christ**

TITLE: **Assistant City Manager**

TITLE: **Contracts Professional**

APPROVED AS TO FORM:

BY: _____
City Attorney

BUDGET-AMENDED

The Contractor will be reimbursed for program costs and activities conducted within the scope of this Agreement. The budget under this Agreement shall not exceed a total of \$300,000 for the term of this Agreement in accordance with the following line items.

All participants may receive compensation of approximately \$19.45 per hour for their work and is subject to City's or State's minimum wage, if applicable. With an anticipated attendance of 28 participants, and each participant working approximately 400 hours, the total projected hours worked would be 11,200. Thus, the total payout to all participants would amount to \$217,840. Compensation and total number of hours worked may be increased for a specific participant if approved by NOVAworks.

For the facilitation of these services by ManpowerGroup Public Sector, NOVAworks incurs a cost of \$300,000, inclusive of a maximum 35% markup. However, this leaves a remaining budget of \$5,916, which ManpowerGroup Public Sector can utilize for any necessary background checks. Should background checks not be required, this balance will remain with NOVAworks.

The total expenses will not surpass the allocated budget of \$300,000.

	*Per Participant	Program
Hourly Pay Rate	\$ 19.45	
# of Participants	1	28
Hours worked	400	11,200
Total Payroll cost	\$ 7,780.00	\$ 217,840.00
Mark Up.	35%	35%
Background Checks		\$ 5,916.00
Total Spend Not to Exceed	\$ 10,503.00	\$ 300,000.00

*Per participant may vary according to pay rate, number of hours worked, and total payroll cost.

Any changes requested for the budget shall be submitted by written request to the City and are subject to City's written approval.

Accrued expenditures (not yet paid) must be reported monthly on the Request for Payment form.

METHOD OF PAYMENT

This Agreement is a cost reimbursement Agreement. Reimbursement for 100% of program costs and activities can be invoiced as completed on a monthly basis using the Request for Payment form that will be provided following approval of the contract. Requests shall be submitted by the 15th of the month following the month for which reimbursement is being requested.

Documentation of all expenditures consisting of general ledger printouts and supporting documentation of cost allocation must be submitted with each payment request. This submission must also consist of an itemized description of work performed to support amounts claimed on the Request for Payment form.

Description of work performed should relate to tasks described in the scope of services as provided for in Exhibit A and the Budget – Amended as provided for in this Exhibit D-2.

Failure to submit required documentation and forms may cause a delay in payment.



City of Sunnyvale

Agenda Item

25-1106

Agenda Date: 12/9/2025

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution Amending the Classification Plan to add the Classification of Public Safety Media and Engagement Manager and Make Corresponding Changes to the Salary Resolution and Schedule of Pay

BACKGROUND

This report recommends amending the Classification Plan and Salary Resolution to add the newly established classification of Public Safety Media and Engagement Manager to improve public safety communications and community engagement.

EXISTING POLICY

Section 1103, entitled Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

The Department of Public Safety has requested a new classification of Public Safety Media and Engagement Manager. This classification would strengthen the Department of Public Safety by improving clear, consistent internal messaging among staff while also enhancing transparent, timely, and community-focused communication with the public. The Public Safety Media and Engagement Manager would be responsible for planning, organizing, coordinating, and managing the public information (including statistical reporting and public safety transparency efforts), public and departmental engagement, community outreach, media relations, and communications programs for the Department of Public Safety.

This classification would be responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities. The Public Safety Media and Engagement Manager would serve as a specialist, liaison, and advocate for the Department of Public Safety, working collaboratively with staff, other public agencies, public and private community organizations, governmental agencies, and members of the public.

This classification would be represented by the Sunnyvale Managers Association (SMA). SMA was provided notice and an opportunity to comment on the proposed pay rate and job description for the

represented classification.

FISCAL IMPACT

There is no fiscal impact from amending the classification plan.

The newly established job classification has an estimated annual cost of \$246,590 in salary and benefits, totaling approximately \$7.1 million over the twenty year resource allocation plan. These costs are not included in the FY 2025/26 Adopted Budget. If the position is filled, the costs will be incorporated into the General Fund Long Term Financial Plan and reflected in the FY 2026/27 Recommended Budget.

PUBLIC CONTACT

Public contact was made by posting the Council meeting agenda on the City's official-notice bulletin board at City Hall, at the Sunnyvale Public Library and in the Department of Public Safety Lobby. In addition, the agenda and this report are available at the City Hall reception desk located on the first floor of City Hall at 456 W. Olive Avenue (during normal business hours), and on the City's website.

RECOMMENDATION

Adopt a Resolution amending the Classification Plan to add the Classification of Public Safety Media and Engagement Manager and make corresponding changes to the City's Salary Resolution and the Schedule of Pay effective December 14, 2025.

LEVINE ACT

The Levine Act (Gov. Code Section 84308) prohibits city officials from participating in certain decisions regarding licenses, permits, and other entitlements for use if the official has received a campaign contribution of more than \$500 from a party, participant, or agent of a party or participant in the previous 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html

An "X" in the checklist below indicates that the action being considered falls under a Levine Act category or exemption:

SUBJECT TO THE LEVINE ACT

- ☐ Land development entitlements
- ☐ Other permit, license, or entitlement for use
- ☐ Contract or franchise

EXEMPT FROM THE LEVINE ACT

- ☐ Competitively bid contract*
- ☐ Labor or personal employment contract
- ☐ Contract under \$50,000 or non-fiscal
- ☐ Contract between public agencies
- ☒ General policy and legislative actions

* "Competitively bid" means a contract that must be awarded to the lowest responsive and responsible bidder.

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Dan Pistor, Director of Public Safety

Reviewed by: Sarah Johnson-Rios, Assistant City Manager/Interim HR Director

Approved by: Tim Kirby, City Manager

ATTACHMENTS

1. Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE AMENDING THE CITY'S
CLASSIFICATION PLAN TO ADD THE CLASSIFICATION
OF PUBLIC SAFETY MEDIA AND ENGAGEMENT
MANGER AND MAKE CORRESPONDING CHANGES TO
THE SALARY RESOLUTION AND PAY SCHEDULE**

WHEREAS, the Departments of Public Safety and Human Resources have proposed adding the classification of Public Safety Media and Engagement Manger; and

WHEREAS, the City Council has considered these proposals and recommendations and intends to implement them by approving amendments to the Classification Plan of the Civil Service and the City's Salary Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. The City Council hereby approves an amendment to the Classification Plan of the Civil Service to add the classification of Public Safety Media and Engagement Manager (0247).
2. Resolution No. 1151-22 is hereby amended by adding the classification and pay rates set forth in Exhibit A to the schedule of pay (salary table), attached and incorporated by reference, to implement the changes described in this resolution.
3. All other provisions of Resolution No. 1151-22 shall remain in full force and effect.

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on _____, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSAL:

ATTEST:

APPROVED:

DAVID CARNAHAN
City Clerk
(SEAL)

LARRY KLEIN
Mayor

APPROVED AS TO FORM:

REBECCA L. MOON
City Attorney

Section 1

City of Sunnyvale
Salary Table - Regular and Casual/Temporary Classifications

Regular			Job Title	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
Job Code	Unit	Pay Cat.			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
0247	Mgmt-SMA	E	Public Safety Media and Engagement Manager	18							148,739	185,923	12/14/25

Job Code	Unit	Pay Cat.	Job Title	Range / Scale	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	Effective Date
0247	Mgmt-SMA	E	Public Safety Media and Engagement Manager	18							153,944	192,430	7/5/26

Assignments of Grade and Pay Ranges to Pay Plan as Referenced in the Salary Resolution
Category E applies to Represented Classified Management Employees (MGMT-SMA)



City of Sunnyvale

Agenda Item

25-1083

Agenda Date: 12/9/2025

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution Amending the City's Salary Resolution to Update Pay Rates for Casual/Temporary Classifications to Reflect the January 1, 2026 City of Sunnyvale Minimum Wage of \$19.50 per Hour

BACKGROUND

This report recommends amending the Schedule of Pay in the City's Salary Resolution to update the pay rates for applicable classifications to reflect the 2026 City of Sunnyvale minimum wage, as required by Sunnyvale Municipal Code section 3.80.040.

EXISTING POLICY

Council Policy 7.3.1 Legislative Management - Goals and Policies - Goal 7.3D: Maintain a quality workforce, consistent with state and federal laws, City Charter, and adopted policies in order to assure that City services are provided in an effective, efficient, and high-quality manner.

Council Policy 7.3.1 Legislative Management - Goals and Policies - Policy 7.3D.1: Maintain a recruitment and selection process that ensures a highly competent workforce.

Sunnyvale Municipal Code Section 3.80.040 (Minimum Wage) requires that the City's minimum wage be adjusted by the "Bay Area Consumer Price Index (Urban Wage Earners and Clerical Workers, San Francisco-Oakland-Hayward, CA for All Items) or its successor index as published by the U.S. Department of Labor or its successor agency, with the amount of the minimum wage increase rounded to the nearest multiple of five cents" in August of each year and that the adjustment to the City's minimum wage shall become effective as the new minimum wage on January 1st" of the following year.

ENVIRONMENTAL REVIEW

This action is not a "project" under the California Environmental Quality Act ("CEQA"), pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment, and section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

This report recommends adopting a resolution amending the City's Schedule of Pay.

As of January 1, 2026, the City of Sunnyvale's minimum wage will increase by 2.6% using the methodology in the municipal code, from \$19.00 to \$19.50 per hour. Approximately 140 Casual/Temporary employees will be impacted by this change.

FISCAL IMPACT

Casual classifications are temporary, and the number of hours worked can vary. Therefore, specific departmental and funding source impacts will depend on the number of casual/temporary employees and hours worked.

The FY 2025/26 Adopted Budget includes escalation factors for casual salary increases. The planned escalation is sufficient to cover these increases, and no budget modification is required.

PUBLIC CONTACT

Public contact was made by posting the Council meeting agenda on the City's official-notice bulletin board at City Hall, at the Sunnyvale Public Library and in the Department of Public Safety Lobby. In addition, the agenda and this report are available at the City Hall reception desk located on the first floor of City Hall at 456 W. Olive Avenue (during normal business hours), and on the City's website.

RECOMMENDATION

Adopt a Resolution amending the City's Salary Resolution to update Pay Rates for Casual/Temporary Classifications to Reflect the January 1, 2026 Sunnyvale Minimum Wage of \$19.50 per hour.

LEVINE ACT

The Levine Act (Gov. Code Section 84308) prohibits city officials from participating in certain decisions regarding licenses, permits, and other entitlements for use if the official has received a campaign contribution of more than \$500 from a party, participant, or agent of a party or participant in the previous 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html

An "X" in the checklist below indicates that the action being considered falls under a Levine Act category or exemption:

SUBJECT TO THE LEVINE ACT

- ☐ Land development entitlements
- ☐ Other permit, license, or entitlement for use
- ☐ Contract or franchise

EXEMPT FROM THE LEVINE ACT

- ☐ Competitively bid contract*
- ☐ Labor or personal employment contract
- ☐ Contract under \$50,000 or non-fiscal
- ☐ Contract between public agencies
- ☒ General policy and legislative actions

* "Competitively bid" means a contract that must be awarded to the lowest responsive and responsible bidder.

Prepared by: Kristin Armbruster, Human Resources Manager

Reviewed by: Tina Murphy, Director of Human Resources

Reviewed by: Matthew Paulin, Director of Finance

Reviewed by: Sarah Johnson-Rios, Assistant City Manager

Approved by: Tim Kirby, City Manager

ATTACHMENTS

1. Resolution Amending Salary Resolution and Schedule of Pay

DRAFT 11/20/2025 MCT

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE AMENDING RESOLUTION NO. 1151-22,
THE CITY'S SALARY RESOLUTION, TO UPDATE PAY
RATES FOR CASUAL/TEMPORARY CLASSIFICATION
TO REFLECT THE JANUARY 1, 2026, SUNNYVALE
MINIMUM WAGE**

WHEREAS, as of January 1, 2026, the City of Sunnyvale minimum wage will increase from \$19.00 to \$19.50 per hour; and

WHEREAS, the City Council of the City of Sunnyvale desires to amend the City's Salary Resolution and Schedule of Pay to reflect this change.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. Resolution No. 1151-22 is hereby amended to increase the pay rates for Casual/Temporary Classifications as set forth in Exhibit "A," attached and incorporated by reference.
2. All other provisions of Resolution No. 1151-22 shall remain in full force and effect.

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on _____, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSAL:

ATTEST:

APPROVED:

DAVID CARNAHAN
City Clerk
(SEAL)

LARRY KLEIN
Mayor

APPROVED AS TO FORM:

REBECCA L. MOON
City Attorney

City of Sunnyvale
Salary Table - Casual/Temporary Classifications

Job Code	Job Title	Unit	Pay Category	Range	Minimum	Maximum	Effective Date
9419	Assistant Pool Manager	TEMP	n/a	921	19.5000	24.8000	12/21/25
9584	Case Manager	TEMP	n/a	1030	21.6500	49.1500	12/21/25
9009	Crime Prevention Assistant	TEMP	n/a	936	n/a	19.5000	12/21/25
9018	Intern	TEMP	n/a	947	19.5000	26.9500	12/21/25
9580	Laborer	TEMP	n/a	802	19.5000	21.6500	12/21/25
9421	Lifeguard/Swim Instructor	TEMP	n/a	966	19.5000	22.7000	12/21/25
9299	NOVA Youth Worker	TEMP	n/a	802	19.5000	21.6500	12/21/25
9422	Pool Manager	TEMP	n/a	928	19.5500	26.4500	12/21/25
9323	Project/Grant Assistant 1	TEMP	n/a	1000	19.5000	30.1000	12/21/25
9324	Project/Grant Assistant 2	TEMP	n/a	1001	30.1000	42.8000	12/21/25
9250	Public Safety Cadet	TEMP	n/a	936	n/a	19.5000	12/21/25
9326	Public Safety Technical Professional	TEMP	n/a	963	61.8500	103.1000	12/21/25
9325	Recreation Assistant	TEMP	n/a	966	19.5000	22.7000	12/21/25
9527	Recreation Instructor (Expert)	TEMP	n/a	927	53.4000	77.9000	12/21/25
9522	Recreation Instructor 1	TEMP	n/a	965	19.5000	32.2500	12/21/25
9523	Recreation Instructor 2	TEMP	n/a	925	32.2500	53.4000	12/21/25
9327	Recreation Specialist	TEMP	n/a	947	19.5000	26.9500	12/21/25
9328	Recreation Technician	TEMP	n/a	968	26.9500	34.3500	12/21/25
9426	Sports Official	TEMP	n/a	967	19.5000	28.0000	12/21/25



City of Sunnyvale

Agenda Item

25-0414

Agenda Date: 12/9/2025

SUBJECT

Approve Sunnyvale Financing Authority Meeting Minutes of October 21, 2025

RECOMMENDATION

Approve the Sunnyvale Financing Authority Meeting Minutes of October 21, 2025 as submitted.



City of Sunnyvale

Meeting Minutes - Draft City Council

Tuesday, October 21, 2025

5:00 PM

Online and Council Chambers, City Hall,
456 W. Olive Ave., Sunnyvale, CA 94086

**Special Meeting: Closed Session-5 PM | Regular Meeting-7 PM | Industrial Development
Authority Regular Meeting-7 PM | Joint Meeting City Council & Sunnyvale Financing
Authority-7 PM**

ADJOURNMENT TO JOINT MEETING WITH THE SUNNYVALE FINANCING AUTHORITY

7 P.M. (OR SOON THEREAFTER) JOINT MEETING OF CITY COUNCIL AND SUNNYVALE FINANCING AUTHORITY

Call to Order

Authority Chair/Mayor Klein called the joint meeting of the City Council and Sunnyvale Financing Authority Meeting to order at 10:34 p.m.

Roll Call

Present: 5 - Authority Chair / Mayor Larry Klein
Authority Vice Chair / Vice Mayor Linda Sell
Authority Member / Councilmember Richard Mehlinger
Authority Member / Councilmember Murali Srinivasan
Authority Member / Councilmember Charlsie Chang

Absent: 2 - Authority Member / Councilmember Alysa Cisneros
Authority Member / Councilmember Eileen Le

Authority Member/Councilmembers Cisneros and Le's absences are excused.

Oral Communications

None.

Consent Calendar

Public Comment opened at 10:36 p.m.
No speakers.

Public Comment closed at 10:36 p.m.

MOTION: Authority Vice Chair Sell moved and Authority Member Srinivasan seconded the motion to approve agenda item 5.A.

The motion carried with the following vote:

Yes: 5 - Authority Chair Klein
Authority Vice Chair Sell
Authority Member Mehlinger
Authority Member Srinivasan
Authority Member Chang

No: 0

Absent: 2 - Authority Member Cisneros
Authority Member Le

5.A [25-0947](#) Approve Sunnyvale Financing Authority Meeting Minutes of June 17, 2025

Approve the Sunnyvale Financing Authority Meeting Minutes of June 17, 2025 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

6 [25-0835](#) Adopt Resolutions to Authorize Issuance of Solid Waste Revenue Bonds to Finance SMaRT Station® Improvements and Equipment in an Amount Not to Exceed \$50 Million, Including Financing and Closing Costs; Approve Financing Team, and Authorize the City Manager/Executive Director or the Finance Director/Treasurer to Execute all Related Documents

Finance Director/Authority Treasurer Matt Paulin provided the staff report and presentation.

Public Hearing opened at 10:49 p.m.

Steve inquired how the issued revenue bonds will be repaid.

Public Hearing closed at 10:50 p.m.

City Council:

MOTION: Vice Mayor Sell moved and Councilmember Srinivasan seconded the motion to approve Alternative 1: Adopt a Resolution of the City Council of the City of Sunnyvale Approving Solid Waste Revenue Bonds Issued by the Sunnyvale Financing Authority in the Maximum Principal Amount of \$50,000,000 to Finance SMaRT Station Improvements and Equipment, Approve an Installment Sale Agreement and Other Documents, Authorize Official Actions and Related Matters, and Approve the Financing Team.

The motion carried with the following vote:

Yes: 5 - Mayor Klein
Vice Mayor Sell
Councilmember Mehlinger
Councilmember Srinivasan
Councilmember Chang

No: 0

Absent: 2 - Councilmember Cisneros
Councilmember Le

Sunnyvale Financing Authority:

MOTION: Vice Chair Sell moved and Authority Member Srinivasan seconded the motion to approve Alternative 1: Adopt a Resolution of the Board of Directors of the Sunnyvale Financing Authority Authorizing the Issuance and Sale of Solid Waste Revenue Bonds in the Maximum Principal Amount of \$50,000,000 to Finance SMaRT Station Improvements and Equipment, Adopting a Debt Management Policy, and Approving Related Documents and Actions.

The motion carried with the following vote:

Yes: 5 - Authority Chair Klein
Authority Vice Chair Sell
Authority Member Mehlinger
Authority Member Srinivasan
Authority Member Chang

No: 0

Absent: 2 - Authority Member Cisneros
Authority Member Le

**ADJOURN JOINT CITY COUNCIL AND SUNNYVALE FINANCING AUTHORITY
MEETING**

Authority Chair/Mayor Klein adjourned the meeting at 10:57 p.m.



City of Sunnyvale

Agenda Item

25-0450

Agenda Date: 12/9/2025

REPORT TO COUNCIL

SUBJECT

Receive and File the FY 2024/25 Budgetary Year-End Financial Report, Annual Comprehensive Financial Report (ACFR), the Sunnyvale Financing Authority Financial Report, Agreed Upon Procedure Reports, and the Report to the City Council Issued by the Independent Auditors, and Approve Budget Modification No. 10

REPORT IN BRIEF

This report provides the year-end financial condition of the City of Sunnyvale on a budgetary basis for the fiscal year ending on June 30, 2025. In addition, the City's audited Annual Comprehensive Financial Report (ACFR), Agreed Upon Procedure Reports (AUP), and Sunnyvale Financing Authority Financial Report for FY 2024/25 are being presented for Council and the Authority Board's information.

The City's ACFR and Sunnyvale Financing Authority Financial Report were independently audited by the firm of Maze & Associates (Maze), which rendered an unmodified (or "clean") opinion and found no material weaknesses in internal control during the financial audit of the City. Receiving an unmodified opinion is the optimal outcome of an independent audit.

In addition, Maze performed three agreed-upon procedures (AUP) related to the Fiscal Administration of Public Funds. No material findings were noted in these reports.

Overall, the General Fund ended FY 2024/25 with a net positive impact of \$16.8 million to the General Fund. General Fund revenues finished the year with a favorable variance of \$8.3 million. Major revenues, such as Property Tax, Sales Tax, and Transient Occupancy Tax (TOT), accounted for most of the favorable variance. General Fund expenditures ended the year under the budgeted amount at approximately \$8.5 million, which represents 2.7% of the General Fund budget net of project carryovers.

A budgetary summary of the Sunnyvale Financing Authority is also included in this report as is a summary of approved Administrative Budget Modifications made in FY 2024/25.

Staff recommends approval of Budget Modification No. 10, which includes General Fund clean-up items, as well as the appropriation of \$16.8 million in savings and one-time revenues towards funding pension obligations, citywide infrastructure support, and the Civic Center Phase 2 Planning project for future library improvements. The remaining \$1.4 million in net surplus would fall to the Budget Stabilization Fund to be programmed in upcoming budget cycles.

BACKGROUND

Each year, staff provides a report to Council detailing the City's year-end financial condition on a budgetary basis. The results are compared with the most recent revenue projections updated with the development of the FY 2025/26 Budget. Staff also reviews General Fund operating expenditures and the status of projects to date to identify expenditure savings, if applicable, and to provide the best estimate of the fund's FY 2024/25 financial position.

Additionally, each year, staff coordinates and facilitates the completion of the annual audit with an independent auditor. For the annual audit process, staff prepares several audit schedules and responds to audit queries. The auditor examines the City's financial transactions and reviews records. The independent auditor conducts the audit in accordance with the auditing standards generally accepted in the United States of America and the Governmental Auditing Standards issued by the Comptroller General of the United States. Each year, upon completion of the audit, staff prepares the City's ACFR and the Sunnyvale Financing Authority Financial Report, which include the auditor's opinion and audited financial statements. Staff also engaged with the independent auditor Maze to perform Agreed Upon Procedures (AUP) to evaluate the City's custody and control of the public funds.

EXISTING POLICY

City Charter, Article XIII, Fiscal Administration, Section 1305 (Budget Appropriations): All appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered. However, approved appropriations for Capital Improvement Projects shall not lapse at the end of the fiscal year unless the Capital Improvement Project has been completed and closed out or the City Council takes affirmative action to modify the budget appropriation for the Capital Improvement Project.

Pursuant to Sunnyvale Charter Section 1305, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least four members so as to authorize the transfer of unused balances appropriated for one purpose to another, or to appropriate available revenue not included in the budget.

City Charter, Article XIII, Fiscal Administration, Section 1318 (Independent Audit): Requires that an independent audit be conducted of the City's financial transactions at the end of each fiscal year. A final audit and report shall be submitted by a Certified Public Accountant to the City Council.

City Council Resolution No. 878-18, Section 5: All appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered.

Council Policy 7.1.1, Fiscal - Long Range Goals and Financial Policies G.1.7: The City Council shall be provided with periodic summary financial reports, by fund, comparing actual revenues and expenditures to budgeted amounts.

Council Policy 7.1.1, Fiscal - Long Range Goals and Financial Policies E.4.3 In years where there are one-time savings in the General Fund operating budget, a portion of those savings shall be prioritized to pay for unfunded Pension and OPEB Liabilities except where replenishing the Budget Stabilization Fund to maintain fiscal sustainability is needed.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

DISCUSSION**Fiscal Year 2024/25 Year-End Financial Update**

Staff have reviewed the City’s year-end financial results. The following is an analysis of the changes between the final budgetary amounts and the actual year-end results.

**General Fund
Revenues**

**Table 1 - FY 2024/2025 General Fund Revenue and Transfers In
Final Budget vs. Actual**

	Final Budget*	Actual Revenue	Variance Favorable (Unfavorable)	Percent Variance
Property Taxes				
Property Tax Roll	121,801,568	123,911,970	2,110,402	1.7%
Property Tax Shift (Excess ERAF)	12,650,836	12,650,836	0	0.0%
Total Property Tax	134,452,404	136,562,806	2,110,402	1.6%
Sales Taxes:				
Sales and Use Tax - City	38,630,752	42,010,369	3,379,617	8.8%
Sales and Use Tax - Public Safety	2,132,842	2,166,253	33,411	1.6%
Total Sales Tax	40,763,594	44,176,622	3,413,028	8.4%
Other Taxes:				
Construction Tax	2,994,632	3,070,261	75,629	2.5%
Business License Tax	1,973,101	2,003,085	29,984	1.5%
Real Property Transfer Tax	1,140,922	1,751,999	611,077	53.6%
Total Other Taxes	6,108,655	6,825,344	716,689	11.7%
Transient Occupancy Tax	20,175,922	20,876,937	701,015	3.5%
Utility Users Tax	11,605,970	11,327,278	(278,692)	(2.4%)
Franchise Fees	8,350,146	8,502,268	152,121	1.8%
Rents & Concessions	11,673,749	11,837,737	163,988	1.4%
Grants & Contributions	2,928,279	2,685,076	(243,203)	(8.3%)
Permits & Licenses	2,221,573	2,375,169	153,597	6.9%
Fines & Forfeitures	581,254	638,250	56,996	9.8%
Service Fees	7,715,539	7,669,059	(46,480)	(0.6%)
Interest Income	6,285,307	7,171,786	886,479	14.1%

Permits & Licenses	2,221,573	2,375,169	153,597	6.9%
Fines & Forfeitures	581,254	638,250	56,996	9.8%
Service Fees	7,715,539	7,669,059	(46,480)	(0.6%)
Interest Income	6,285,307	7,171,786	886,479	14.1%
Other Revenues:				
Sale of Property	6,973	9,579	2,606	0.0%
Interfund Revenues	949,615	949,615	0	0.0%
Miscellaneous Revenues	343,996	1,385,900	1,041,904	302.9%
Total Other Revenues	1,300,583	2,345,094	1,044,511	80.3%
Transfers In/In Lieu Fees	18,265,289	16,669,997	(1,595,292)	(8.7%)
	<u>272,428,265</u>	<u>279,663,424</u>	<u>7,235,159</u>	<u>2.7%</u>
Revenue Carryover	0	1,075,674	(1,075,674)	-
Revenue Total	<u>272,428,265</u>	<u>280,739,098</u>	<u>8,310,833</u>	<u>3.1%</u>
Revenue Total (Excluding Sale of Property and ERAF)	<u>259,770,456</u>	<u>268,078,682</u>	<u>8,308,227</u>	<u>3.2%</u>

* Final Budget includes budget modifications that occurred after adoption of the FY 2024/25 Budget

Comparison with Prior Year

When the Educational Revenue Augmentation Fund (ERAF) revenue is excluded, the City collected \$268.1 million in General Fund revenue in FY 2024/25, which exceeded the final budget by \$8.3 million.

Property Tax revenue growth reflects increases in the assessed valuation of both the residential and commercial/industrial sectors across the City, as well as changes of ownership and new construction. Year-over-year growth in Secured Property Tax revenue, the largest component of total property taxes, was \$4.1 million. The net change in Secured roll growth was 5.3% when compared to FY 2023/24.

Sales Tax exceeded its revised projection by \$3.4 million relative to the Final FY 2024/25 Budget of \$40.8 million. The City's medical/biotech sector and automobile sales (more specifically, used automobiles) continue to be significant sources of growth. Additionally, some of the gains can be attributed to economic activity as employees continue to return to work in the City.

The Public Safety Sales Tax (Proposition 172) is included in the Sales Tax category. This sales tax is a half-cent public safety tax set by a pro rata factor based on the County's ratio of sales tax collections to the statewide total, which came in at \$2.2 million.

At \$20.9 million, Transient Occupancy Tax (TOT) came in at \$0.7 million above its revised estimate of \$20.2 million. TOT continued to approach pre-pandemic levels; the average room rate increased (8.1%) from \$136 to \$147, and occupancy experienced a slight increase from FY 2023/24 to FY 2024/25 (1.5%) from 62% to 63.5%. Also, tax exemptions for long-term stays and other tax-exempt stays have leveled out from FY 2023/24 to FY 2024/25.

Utility Users Tax came in \$0.3 million below the revised estimate of \$11.6 million. PG&E lowered gas rates for a portion of the year, resulting in an unanticipated reduction. With revenue of \$8.5 million, Franchise Fees netted \$0.7 million more than the prior year (\$7.8 million), largely due to PG&E fees.

Construction Tax was slightly above its budget (\$0.1 million) due to moderated development activity in FY 2024/25. Also, other development-related fees (i.e., General Plan Maintenance Fees, etc.) came in \$0.2 million below revised projections.

Grants and Contributions also came in under budget by \$0.2 million; however, it is common for grant receipts to cross fiscal years.

In addition, Transfers In/In Lieu Fees were under their revised projection of \$1.6 million. This is primarily due to changes in the accounting process for leave benefit transfers resulting from the implementation of the Oracle Human Capital Management module of the City's Enterprise Resource Planning (ERP) system. The budgeted transfer in from the Employee Benefits Fund was impractical, as the fund no longer received revenue from other funds to cover leave costs due to the process change. This differential will not be repeated in future years, as the transfer is not included in the FY 2025/26 Adopted Budget or in future years in the 20-year Resource Allocation Plan.

ERAF is local property tax revenue that is shifted to public school systems in each county to ensure a baseline level of funding. When the county auditors determine that the fund has enough money to meet the minimum state funding requirements for its public schools and community colleges, the remaining funds are returned to local governments. ERAF was originally budgeted at 70% of the County's projection given variability in the final remittance and the uncertainty around a state revenue source. The City received \$12.7 million in ERAF this fiscal year.

Expenditures

General Fund expenditures for the fiscal year ending June 30, 2025, are shown in Table 2.

**Table 2 - FY 2024/25 General Fund Expenditures and Transfers Out
Final Budget vs. Actual**

Description	Final Budget*	Actual Expenditures	Variance to Final Budget Favorable (Unfavorable)	Percent Variance
Equipment	\$ 1,106,495	\$ 623,923	\$ 482,572	43.6 %
Operations	188,698,229	187,885,701	812,528	0.4 %
Projects	55,382,749	14,572,104	40,810,645	73.7 %
Debt Service/Lease Payments	-	2,150	(2,150)	N/A
Transfers	71,615,748	71,550,048	65,700	0.1 %
Expenditures Subtotal	316,803,221	274,633,926	42,169,295	13.3 %
Total Expenditures	316,803,221	274,633,926	42,169,295	13.3 %
Equipment Carryover	-	482,572	(482,572)	
Projects Carryover - Capital and Infrastructure	-	15,779,157	(15,779,157)	
Projects Carryover - Special & Outside Group Funding	-	17,381,634	(17,381,634)	
Total Carryovers	-	33,643,363	(33,643,363)	
Grand Total	316,803,221	308,277,290	8,525,932	2.7 %

* Final Budget includes budget modifications that occurred after adoption of the FY 2024/25 Budget.

The details of FY 2024/25 expenditures as compared to the budget are contained in Attachment 1 of this report, by fund.

General Fund department operating expenditures finished the fiscal year at \$0.8 million under budget; however, several departments exceeded their General Fund budget. The Department of Public Safety (DPS) exceeded its operating budget by \$3.3 million, primarily due to overtime costs. DPS is analyzing the drivers of its overtime usage and how to mitigate them while maintaining service levels. The Office of the City Attorney exceeded its budget by approximately \$89,000, primarily due to a change in the benefit-costing methodology following the implementation of the ERP payroll module, which shifted from an additive rate estimate to actual costs. In the Public Works Department, the Parks program ran over budget by \$0.5 million, mainly due to utility costs and higher water and electricity usage.

In addition to funding operations, the General Fund also provides funding for numerous capital, infrastructure, and special projects. Due to the long-term nature of these projects, unspent budget amounts are committed to the next fiscal year for those projects that are still in progress. Approximately \$33.6 million of the \$42.2 million in remaining budget at year-end is being carried forward to FY 2025/26 to cover project and equipment expenditures.

The General Fund project carryover is largely associated with Public Safety Recruitment (\$8.4 million), remaining work and maintenance on Civic Center Modernization project (\$2.6 million), replacement of the emergency generator at the Department of Public Safety (\$2.2 million), as well as \$2.4 million for transportation and other sustainability-related grant matching. One item of note is the return to fund of \$4 million from Pavement Rehabilitation. Annually, Pavement Rehabilitation receives sufficient funding from other funding sources (i.e., Gas Tax, Road Maintenance and Rehabilitation Account (SB1) Fund) and did not need the budgeted level of General Fund support to complete the scheduled maintenance and repairs in recent years. With this return to General Fund Reserves, Pavement Rehabilitation and Sidewalk, Gutter, and Curb Replacement have a total remaining carryover amount of \$10.7 million across all other funding sources.

The annual transfers to the Employee Benefits Fund cover the cost of the City's unfunded accrued liability for pension costs and retiree medical costs. Prior to FY 2021/22, these costs were captured as part of salaries and benefits in department operating budgets. Given that the costs are primarily associated with former employees, they are now accounted for as a fund-to-fund transfer, though they remain an ongoing operating cost for the City. The planned transfers for FY 2024/25 were \$41.6 million and occurred as planned.

Overall, expenditures in the General Fund ended \$8.5 million under budget.

Final Fund Results

The final position of the General Fund is a positive variance of \$16.8 million. It is important to note that the Final Budget figures include all approved Council adjustments through June 30, 2025. Due to the timing of the FY 2025/26 Adopted Budget, these figures may differ slightly from the estimates for FY 2024/25 used during budget development.

Table 3 summarizes FY 2023/24 General Fund revenue/expenditure results:

**Table 3 - FY 2024/25 General Fund Financial Position
Year End Results**

	Final Budget*	Actual Results	Variance to Final Budget Favorable (Unfavorable)
<u>Revenue</u>			
Revenue and Transfers In	272,428,265	279,663,424	7,235,159
Revenue and Transfers In Carryover	-	1,075,674	1,075,674
	272,428,265	280,739,098	8,310,833
<u>Expenditures</u>			
Expenditures and Transfers Out	316,803,221	274,633,926	42,169,295
Expenditures and Transfers Out Carryover	-	33,643,363	(33,643,363)
Total Expenditures	316,803,221	308,277,289	8,525,932
Net Available for Reappropriation			16,836,765

* Final Budget includes budget modifications that occurred after adoption of the FY 2024/25 Budget

After FY 2024/25, \$16.8 million is available for reappropriation. Staff recommends appropriating \$8 million to the Pension Trust, \$5 million to the Civic Center Phase 2 Planning project for future library improvements, \$2 million to the Infrastructure Fund for infrastructure repair and modernization, and \$1.4 million to the General Fund Budget Stabilization Fund Reserve to be considered with the FY 2026/27 budget process.

These recommended allocations are based on a number of fiscal considerations, however primarily designed to improve the long-term fiscal position of the City's General Fund. Placing \$8 million into the Pension Trust will help improve the projected low point in the Budget Stabilization Fund, further stabilizing current service levels and hedging against uncertainty. The second and third recommendations provide funding for a future library project and provide funding for other critical infrastructure like fire stations and the corporation yard. These recommendations leverage the one-time savings to support long-term fiscal stability and investments in critical infrastructure.

With persistent economic uncertainty and continual cost pressures, the City will continue to approach budget development by balancing resource availability and service delivery evaluation, strategic use of reserves, identifying additional revenue, and a disciplined approach to allocating resources over the short and long term.

Other Funds

In addition to the General Fund, other funds that warrant further discussion are highlighted below:

Park Dedication, Gas Tax, Capital Projects, and Infrastructure Funds

The Park Dedication, Gas Tax, Capital Projects, and Infrastructure Funds are used to fund capital, infrastructure, and special projects, as well as the maintenance of capital assets throughout the City. These projects are usually long-term in nature and take several years to complete. Therefore, every year many of these projects have unspent appropriations that will be used in the following fiscal year. Project costs are expensed directly from each associated funding source for its part of the project.

Ongoing projects in the Capital Projects Fund had unspent funds of approximately \$50.5 million, of which most is being carried forward to FY 2025/26. The major ongoing projects utilizing this carryover funding include the Lakewood Branch Library Facility (\$17.2 million), the Bernardo Avenue Caltrain Undercrossing (\$7 million), the Stevens Creek Trail Extension W. Remington Avenue to W. Fremont Avenue (\$4.3 million), and various transportation projects. Notably, many of the grant revenues budgeted for this year were not received, as these funds are available on a reimbursement basis and will be available to the City only after expenditures have been incurred. The projected grant revenues will therefore also be received in the following year.

In the Infrastructure Fund, there are \$60 million in unspent project funds being carried over, primarily associated with Fire Station 2 - New Construction (\$40.1 million), Civic Center Phase 2 Planning-Main Library (\$15 million), Renovate Median Landscaping to Low Maintenance (\$2.9 million), and Civic Center Modernization (\$1 million).

Ongoing projects funded by Park Dedication Fee revenues account for about \$51 million that will be carried forward to be spent in future years. Revenues in the Park Dedication Fund totaled \$4.8 million, which is \$4.5 million below the planned \$9.3 million, primarily due to delays in development projects yielding revenue.

It is expected that this revenue will be realized in current and future fiscal years. Revenue collected in the Park Dedication Fund in FY 2024/25 is recorded as a fund balance in the two reserve accounts: Capital Projects Reserve and Land Acquisition Set-Aside Reserve. The City's practice is to set aside 20% of the Park Dedication Fee revenue in a reserve designated explicitly for land acquisition and the construction of new parks, open space, trails, and other recreational facilities.

Development Enterprise Fund

The Development Enterprise Fund accounts for the revenues and expenditures associated with development activity throughout the City. The operating programs that support development activity span across multiple departments, with the largest programs in the Community Development and Public Works Departments. Development activity continued to moderate in FY 2024/25.

Revenue ended the year at \$22.7 million (\$1 million over the FY 2024/25 revised budget), and actual expenses were \$22.6 million, which is \$2.1 million under the original budget. The net fiscal impact is less growth in the Development Enterprise Reserve by approximately \$2.4 million (after accounting for project carryover of \$0.7 million) when compared with the FY 2024/25 revised budget. However, reserves remain robust and maintain a continued positive fund position.

Water Supply and Distribution Fund

The Water Supply and Distribution Fund accounts for the operations and capital expenditures for the City's water system. This fund receives the majority of its revenue from user fees collected from the City's water customers, with the remainder coming from development-related connection fees. Total water revenues were \$66.3 million, which is \$700,000 below the revised projection, primarily due to lower-than-projected connection fee revenue. Overall expenditures in the water fund were over budget by approximately \$1.5 million, driven by higher water purchases due to increased usage. While overall fund revenues were lower than projected, revenue from water sales was higher than projected, and were sufficient to cover the increased cost of the water purchases.

Solid Waste Management and SMaRT Station® Funds

The Solid Waste Management Fund accounts for the operation of the City's solid waste collection and disposal system. Revenues are received from user fees and from the sale of recyclable materials. This fund's expenses primarily consist of charges for the Sunnyvale Materials Recovery and Transfer (SMaRT) Station operations, disposal fees at Kirby Canyon Landfill, and contractor payments to Bay Counties Waste Services (Specialty Solid Waste and Recycling) for the collection of garbage, food waste, yard trimmings, and recyclable materials. Revenues in this fund are driven primarily by the volume of material collected and, to a lesser extent, by curbside recyclables and recyclables diverted from the general waste stream. Fund expenses are partially driven by garbage volumes but are largely fixed costs for the collection system and SMaRT Station equipment and infrastructure.

Overall, the Solid Waste Management Fund revenues finished FY 2024/25 at \$64.8 million, approximately \$0.5 million above projection, while expenditures were approximately \$0.6 million under budget. Accounting for ongoing project requirements, the reserve balance for this fund finished the year \$1.1 million higher than expected when compared to the Final Budget.

The SMaRT Station fund accounts for revenues and expenses related to the operation of the SMaRT Station by the partner cities - Sunnyvale and Mountain View. Each city makes quarterly contributions to the fund on a budgetary basis. At the end of the year, the fund is reconciled, and each city either owes more or receives a refund based on its individual use of the facility. The SMaRT Station Operating Fund net position for the year ended as expected.

Wastewater Management Fund

The Wastewater Management Fund accounts for operations of the City's wastewater collection and treatment facilities. User fees account for the bulk of the revenues, with the remainder coming from connection fees and fees from the small area outside the City served by the wastewater system. Total revenues (including loan proceeds in FY 2024/25) were \$157.9 million, which was \$6.9 million lower than anticipated. This variance is attributable to lower-than-anticipated project expenditures, resulting in lower draws from the Cleanwater Program loans, which are treated as revenue.

The fund remains in good fiscal condition; however, its reserves ended \$4 million lower than planned when accounting for ongoing project costs. While there were positive revenues and short-term operating and project savings, this fund has significant ongoing capital projects, including the Sunnyvale Cleanwater Program and other Wastewater infrastructure needs, which will continue to put pressure on the fund, resulting in a lower reserve balance.

Golf and Tennis Operations Fund

The Golf and Tennis Operations Fund accounts for revenues and expenditures related to the two City-operated golf courses and the tennis center. Activity in the fund remains strong, with golf, tennis, and pickleball usage continuing to drive revenue. Golf and Tennis revenues ended at approximately \$5.8 million, approximately \$186,000 above the revised projection. Expenditures totaled \$6.4 million, which is approximately \$135,000 higher than budgeted, primarily due to higher-than-anticipated needs for casual staffing, credit card fees, and utilities.

The fund's ending position of \$4.9 million will serve as a needed reserve balance. One of the significant actions taken by Council with the FY 2025/26 Budget was to stabilize the golf fund over the long term by increasing golf fees by 10% which will help keep the fund in a positive balance in the near term. The fund will continue to draw down reserves until a General Fund transfer is needed, anticipated to start in FY 2029/30.

General Services Fund

The General Services Fund accounts for the expenditures associated with the internal services provided by the City to user departments such as fleet management, building maintenance, technology/communication services, project administration, and the print shop. These activities are funded by charging rental rates to the operating programs that use the services. Overall, after considering project carryovers and project funds returned to the fund balance for reprogramming across the 20-year Financial Plan, the General Services Fund finished better than planned, primarily due to operating savings.

Employee Payroll & Benefits Fund and Liability and Property Insurance Fund

These two internal service funds provide a mechanism to cover expenditures for pension costs, insurance plans, workers' compensation, leave time, and liability and property insurance, while applying the principles of full-cost accounting. It should be noted that year-over-year variances in collections, either over-collections or under-collections, are expected, and annual rate adjustments take this into account.

Revenues to the Employee Benefits Fund to cover the cost of employee benefits are collected from operating departments through a benefit rate charged to actual salary costs based on hours worked. The Employee Benefits Fund ended FY 2024/25 with reserves of \$53.3 million, consistent with the adopted budget.

In FY 2024/25, the Liability and Property Insurance Fund came in \$0.3 million under its budget. As there can be significant year-over-year variances in claims, the City budgets are based on the long-term historical average and anticipated upcoming claim settlement expenses. Additionally, the long-term financial plan ensures sufficient reserves are drawn down and replenished annually.

Annual Comprehensive Financial Report

City Charter Section 1318 requires that "[a]t the end of each fiscal year, a final audit and report shall be submitted by a Certified Public Accountant to the City Council." The City's Annual Comprehensive Financial Report (ACFR) is prepared annually to meet this requirement and is submitted to Council as Attachment 8 to this report.

The ACFR, which is prepared in the format prescribed by the Governmental Accounting Standards Board (GASB), contains the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements with Notes and Required Supplementary Information, Supplementary Information, and the Statistical Section.

The City's independent audit was performed by the firm of Maze & Associates (Maze), which rendered an unmodified opinion on the City's ACFR. Receiving an unmodified opinion is the optimal outcome of an independent audit.

Pursuant to GASB Statement No. 68, the City's net pension liability represents unfunded pension obligations and is presented as a liability on the statement of net position. The Net Pension Liability line totaled \$444.3 million as of June 30, 2025, which decreased by \$24.1 million from the prior fiscal year. The decrease was mainly due to CalPERS' investment returns coming in significantly higher than its assumed discount rate (11.6% vs 6.8%).

Through the City's long-term financial planning process, Sunnyvale began addressing the liability many years ago, with contributions to CalPERS above the required level and funding a pension uncertainty reserve to continue addressing the liability into the future. In addition, a Section 115 Pension Trust (Trust) was established in May 2018 that is managed by investment professionals and owned by the City. The Trust received contributions of \$6 million during FY 2024/25, including an annual payment of \$2 million and an additional \$4 million from prior-year General fund budget savings. This staff report recommends an additional \$8 million contribution from FY 2024/25 year-end surplus.

The current 20-year plan includes a \$2 million annual contribution to the Trust through FY 2025/26 to accumulate funds to fund future pension liabilities. Pension costs are expected to peak in FY 2030/31, and staff anticipates drawing down the Pension Trust funds to help cover these liabilities at that time. Each year, staff revisits pension costs with Council during the annual budget process to make adjustments based on CalPERS's most recent financial performance. This process will continue with the FY 2025/26 Recommended Budget.

The GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, into effect in FY 2017/18. Consequently, the City began reporting its net Other Post-Employment Benefits (OPEB) liability on the Statement of Net Position. With the requirement to disclose the OPEB liability, the City began funding the OPEB Trust Fund in 2011. As of June 30, 2025, the reported net OPEB liability was \$29.1 million, a decrease of \$8.7 million from the prior year. The OPEB liability reporting standard is parallel to the pension liability reporting standard (GASB Statement No. 68) and does not require changes to the City's plan to fund its OPEB liability. Nonetheless, the City continues to budget the full annual required contribution in the short term and over the long-term plan until the OPEB liability is fully funded, which is anticipated to occur in FY 2027/28. At that point, the City will be able to begin drawing on the Trust to fund current/future obligations

Auditor's Report to the City Council

As part of the City's annual external audit, Maze reviews and comments on the City's internal control over financial reporting for the audit of the financial statements. The comments are intended to advise management of the existence of any material weaknesses in the City's internal controls. In addition, the report aids City staff in improving its operational records and communicates other advisory information, such as future accounting and reporting requirements, that may affect the City.

No material weaknesses were noted by Maze in the City's internal controls. A material weakness is a significant deficiency, or combination of deficiencies, in internal controls such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. The report is provided as Attachment 7.

Agreed Upon Procedure Reports

City staff engaged Maze to perform Agreed-Upon Procedures reviews to evaluate internal controls related to the fiscal administration of public funds. The reviews were conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Thirteen cash collection sites and three programs were selected for review in FY 2024/25. Accordingly, Maze issued three reports (Attachments 4, 5, and 6). Three programs - (1) Accounts Payable Policies and Procedures, (2) ACH and Wire Transfers Policies and Procedures, and (3) Department of Public Safety Change Funds Policies and Procedures - were selected for review. Maze conducted the reviews in accordance with the agreed-upon procedures for these three programs, and no exceptions were noted.

Surprise cash counts were conducted on thirteen sites. No material exceptions were noted for the cash counts.

Sunnyvale Financing Authority Report

The Joint Exercise of Powers Agreement creating the Sunnyvale Financing Authority by and between the City of Sunnyvale and the former Redevelopment Agency of the City of Sunnyvale requires that “the Controller of the Authority shall either make, or contract with a certified public accountant or public accountant to make, an annual audit of the accounts and records of the Authority...a report thereof shall be filed as a public record with each of the Member Agencies.” The Sunnyvale Financing Authority Report is prepared annually to meet this requirement and is submitted to the Council as Attachment 3 to this report.

The Sunnyvale Financing Authority Report, which is prepared in the format prescribed by the Governmental Accounting Standards Board (GASB), contains the Independent Auditor’s Report, Management’s Discussion and Analysis, Basic Financial Statements, and the Notes to Basic Financial Statements.

Administrative Budget Modifications

Administrative budget modifications are specific budget changes that do not require public approval or appropriation by the City Council. The City Manager may appropriate grants up to \$100,000 that are also free of local match requirements and do not obligate the City to ongoing expenses not already planned in the City’s Resource Allocation Plan. Attachment 2 summarizes the Administrative Budget Modifications approved by the City Manager in FY 2024/25, totaling \$256,676 in unanticipated grant revenue.

FISCAL IMPACT

Receipt of the ACFR, Sunnyvale Financing Authority Report, AUP reports and the Report to Council issued by the Independent Auditors has no fiscal impact.

The report of each fund’s results is discussed in detail in the body of this report. Each 20-Year Financial Plan will be rebalanced based on actual FY 2024/25 performance as part of FY 2026/27 budget development.

Budget Modification No. 10 has been prepared to provide General Fund clean-up items related to Public Safety mutual aid and reallocation of General Fund savings and one-time revenues.

General Fund Clean-Up Items**Public Safety Mutual Aid Response**

In FY 2019/20, DPS created two special projects: 835150 - DPS Reimbursable Mutual Aid to capture the cost of mutual aid response and 835160 - DPS Police Services Contract Overtime to capture police contract overtime. The projects mitigate the impact of mutual aid deployment and contract overtime costs on the DPS operating budget. They also provide a mechanism for effectively tracking and verifying reimbursement, particularly when the cost is incurred in one fiscal year and the reimbursement is received in another.

Because actual costs are unknown and funding for the project is reimbursement, there is no budget appropriation. DPS completes an annual reconciliation of project costs versus revenue in support of a budget modification that will appropriate expected revenue and expenditures annually to the project to “true up” the budget versus actual revenue and expenses. The amount requested is \$445,558 for Project 835150. For FY 2024/25, Project 835160 does not require any appropriation.

Redevelopment Agency Counsel Fees

In FY 2015/16, a project was created to account for all continuing legal costs associated with Successor Agency litigation concerning redevelopment dissolution issues. The budget was overspent in FY 2024/25 and in the prior year, which requires a clean-up amount of \$3,894. This project will be continually monitored and will be re-evaluated in next year’s project budget cycle.

Cities Association of Santa Clara County Fiscal Agent Services

The City has entered into a two-year agreement with the Cities Association of Santa Clara County (CASCC) to perform fiscal agent support services. The estimated cost for FY 2025/26 is \$10,000, which will be recovered from CASCC through an agreed-upon fee. The funding will be appropriated in a New Project - Cities Association of Santa Clara County Fiscal Services for cost monitoring and accounting purposes.

Reallocation of General Fund Year-End Surplus

Pension Trust

Staff recommends appropriating a total of \$8 million towards funding the City’s Section 115 Pension Trust. The transfer to the Pension Trust would allow the City to retain control of those funds and accrue interest earnings in the trust through investments made under the City’s policies.

Civic Center Phase 2 Planning - Main Library

When the Civic Center Modernization Master Plan was adopted in 2018, Phase 2 included a new Main Library, a playground, and site improvements. In recognition of the continued need to improve library facilities, \$5 million is recommended for appropriation toward the project.

Continued City Infrastructure Support

The City’s infrastructure serves as a critical foundation for delivering essential services to the community. In line with established policy, the City prioritizes investing in the repair and replacement of existing assets to ensure reliability and sustainability. To support this commitment, staff recommends appropriating \$2 million to advance ongoing renovation and repair efforts and address the increasing costs associated with maintaining and modernizing infrastructure.

The remaining balance of \$1,377,313 would fall to the General Fund BSF Reserve to be considered with the development of the FY 2026/27 budget.

**Budget Modification No. 10
FY 2025/26**

	Current	Increase/ (Decrease)	Revised
<u>General Fund</u>			
<i>Funding Uses</i>			
Project 835150 - DPS Reimbursable Mutual Aid (Out of County)	\$0	\$445,558	\$445,558
Project 831320 - RDA Counsel Fees	\$187	\$3,894	\$4,081
New Project - Cities Association of Santa Clara County Fiscal Services	\$0	\$10,000	\$10,000
Project 834710 - Civic Center Phase 2 Planning - Main Library	\$15,000,000	\$5,000,000	\$20,000,000
Transfer to Fund 3201 - Infrastructure Fund	\$5,643,000	\$2,000,000	\$7,643,000
Additional CalPERS contribution	\$0	\$8,000,000	\$8,000,000
General Fund Budget Stabilization Reserve	\$108,608,498	\$1,377,313	\$109,985,811

PUBLIC CONTACT

Public contact was made by posting the Council meeting agenda on the City's official-notice bulletin board at City Hall, at the Sunnyvale Public Library and in the Department of Public Safety Lobby. In addition, the agenda and this report are available at the City Hall reception desk located on the first floor of City Hall at 456 W. Olive Avenue (during normal business hours), and on the City's website.

ALTERNATIVES

City Council:

1. Receive and File the FY 2024/25 Budgetary Year-End Financial Report, Annual Comprehensive Financial Report (ACFR), the Sunnyvale Financing Authority Financial Report, Agreed Upon Procedure Reports, and the Report to the City Council Issued by the Independent Auditors, and Approve Budget Modification No. 10.
2. Other action as directed by Council.

Sunnyvale Financing Authority:

3. Receive and File the FY 2024/25 Sunnyvale Financing Authority Financial Report.
4. Other action as directed by the Financing Authority.

STAFF RECOMMENDATION

Staff Recommends Alternative 1 for the City Council, and Alternative 3 for the Sunnyvale Financing Authority:

City Council

1. Receive and File the FY 2024/25 Budgetary Year-End Financial Report, Annual Comprehensive Financial Report (ACFR), the Sunnyvale Financing Authority Financial Report, Agreed Upon Procedure Reports, and the Report to the City Council Issued by the Independent Auditors, and Approve Budget Modification No. 10.

Sunnyvale Financing Authority

3. Receive and File the FY 2024/25 Sunnyvale Financing Authority Financial Report.

LEVINE ACT

The Levine Act (Gov. Code Section 84308) prohibits city officials from participating in certain decisions regarding licenses, permits, and other entitlements for use if the official has received a campaign contribution of more than \$500 from a party, participant, or agent of a party or participant in the previous 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html [<http://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>](http://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html)

An "X" in the checklist below indicates that the action being considered falls under a Levine Act category or exemption:

SUBJECT TO THE LEVINE ACT

- ☐ Land development entitlements
- ☐ Other permit, license, or entitlement for use
- ☐ Contract or franchise

EXEMPT FROM THE LEVINE ACT

- ☐ Competitively bid contract*
- ☐ Labor or personal employment contract
- ☒ General policy and legislative actions

*"Competitively bid" means a contract that must be awarded to the lowest responsive and responsible bidder.

Prepared by: Kurtis Mock, Budget Manager
Reviewed by: Dennis Jaw, Assistant Director of Finance
Reviewed by: Matt Paulin, Director of Finance
Reviewed by: Sarah Johnson-Rios, Assistant City Manager
Approved by: Tim Kirby, City Manager

ATTACHMENTS

1. Year-End Budgetary Report by Fund
2. Administrative Budget Modifications Summary
3. FY 2024/25 Sunnyvale Financing Authority Report
4. FY 2024/25 Sunnyvale Cash and Accounts Payable AUP
5. FY 2024/25 Sunnyvale Cash and ACH/Wire Transfers AUP
6. FY 2024/25 Sunnyvale Cash and DPS Investigation Change Funds AUP
7. FY 2024/25 Auditor's Report to City Council
8. Annual Comprehensive Financial Report

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 1000 - General Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
City Attorney				
10100 Comprehensive Legal Services	\$ 1,918,640	\$ 2,007,782	\$ (89,141)	\$ -
Total City Attorney	1,918,640	2,007,782	(89,141)	-
City Manager				
10200 Office of the City Manager	6,553,783	6,251,805	301,978	-
Total City Manager	6,553,783	6,251,805	301,978	-
Community Development				
10400 Planning	792,715	730,700	62,016	-
10500 Local Housing and Related Programs	293,732	264,082	29,650	-
10600 Community Development Department Management	895,812	960,073	(64,262)	-
Total Community Development	1,982,259	1,954,855	27,404	-
Environmental Services				
14700 Regulatory Programs	1,664,449	1,397,628	266,821	-
14900 Environmental Sustainability	1,295,411	929,570	365,840	-
15100 Stormwater Collections	505,286	566,661	(61,375)	-
Total Environmental Services	3,465,145	2,893,859	571,286	-
Finance				
10800 Non-Utility Revenue Management and Special Projects	914,637	875,268	39,369	-
10900 Budget Management	1,266,393	1,052,719	213,674	-
11000 Purchasing	2,248,930	2,191,332	57,598	-
11100 Financial Management and Analysis	1,927,280	1,888,855	38,425	-
11200 Accounting and Financial Services	1,900,237	1,897,621	2,616	-
11300 Utility Billing	4,194,281	4,147,245	47,036	-
Total Finance	12,451,758	12,053,040	398,718	-
Human Resources				
11400 Human Resources	5,907,817	5,863,425	44,392	-
Total Human Resources	5,907,817	5,863,425	44,392	-
Library and Recreation Services				
11900 Library	11,430,765	10,872,143	558,622	-
12000 Recreation Services	11,338,751	10,640,357	698,394	-
Total Library and Recreation Services	22,769,516	21,512,500	1,257,016	-
Public Safety				
12100 Police Services	35,292,598	35,963,063	(670,466)	-
12200 Fire Services	35,008,579	38,091,309	(3,082,730)	-
12300 Community Safety Services	3,992,289	4,122,830	(130,542)	-
12400 Personnel and Training	3,329,233	3,084,076	245,158	-
12500 Investigation Services	6,207,474	6,973,673	(766,199)	-
12600 Communication Services	5,045,668	5,009,930	35,739	-
12700 Public Safety Administrative Services	7,431,040	6,631,393	799,647	-
12800 Records Management and Property Services	2,694,424	2,820,614	(126,190)	-
12900 Fire Prevention and Hazardous Material Services	2,761,747	2,335,862	425,885	-
Total Public Safety	101,763,052	105,032,750	(3,269,698)	-

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 1000 - General Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Public Works				
13100 Transportation and Traffic Services	4,792,112	3,998,702	793,410	-
13200 Pavement Maintenance and Concrete Maintenance	5,775,935	4,452,127	1,323,808	-
13300 Street Lights, Signs and Debris	3,051,654	3,262,035	(210,381)	-
13400 Urban Forestry	2,939,288	2,852,863	86,425	-
13600 Neighborhood Parks and Open Space Management	13,787,989	14,313,196	(525,207)	-
13700 Public Works Administration and Property Management	870,757	900,708	(29,952)	-
13800 Special Projects - General Fund	668,525	536,056	132,469	-
Total Public Works	31,886,259	30,315,686	1,570,573	-
Total Operating Programs	188,698,229	187,885,701	812,528	-
Lease Payments				
00001 Financial Services	-	2,150	(2,150)	-
Total Lease Payments	-	2,150	(2,150)	-
Transfers Out				
580511 Employee Payroll & Benefits Fund - Insurance	6,719,281	6,719,281	-	-
580511 Employee Payroll & Benefits Fund - Pension Trust	5,015,296	5,015,296	-	-
580511 Employee Payroll & Benefits Fund - Retirement	29,894,328	29,894,328	-	-
580511 General Services Fund - Fleet Services	6,160,928	6,160,928	-	-
580511 General Services Fund - Project Management Services	930,989	865,289	65,700	-
580511 General Services Fund - Tech Fund	2,000,000	2,000,000	-	-
580511 Infrastructure Fund - General Assets	5,643,000	5,643,000	-	-
580511 Property and Liability Insurance Fund	6,829,523	6,829,523	-	-
580511 Youth and Neighborhood Services Fund	909,728	909,728	-	-
580511 2020 Civic Center Lease Revenue Bonds	7,512,675	7,512,675	-	-
Total Transfers Out	71,615,748	71,550,048	65,700	-
Equipment				
P20000 General Equipment	55,253	-	55,253	55,253
P20802 Recreation Equipment	628,222	262,172	366,050	366,050
P20901 Public Safety Equipment	423,020	361,750	61,270	61,270
Total Equipment	1,106,495	623,923	482,572	482,572
Projects				
<i>Infrastructure Projects</i>				
818700 Corporation Yard Buildings - Rehabilitation	47,570	-	47,570	47,570
820130 Routine Resurfacing of City Owned Parking Lots	178,269	4,423	173,846	173,846
822762 Storm Pump Station Number 2 Rehabilitation	12,876	-	12,876	12,876
824780 Upgrading of Fuel Stations	588,508	374,756	213,751	213,751
825290 Pavement Rehabilitation	4,478,749	76,353	4,402,397	402,397
825362 Replacement/Repair/Rehabilitation of Storm Drain	876,160	68,478	807,682	807,682
825730 Pedestrian Lighted Crosswalk Maintenance and Replacement	775,598	2,615	772,983	772,983
829400 Sidewalk, Curb and Gutter Replacement	2,266,294	10,384	2,255,910	2,255,910
831340 Civic Center Modernization	2,877,640	268,785	2,608,855	2,608,855
831580 ADA Projects and Emergency Concrete Replacement	236,496	-	236,496	236,496
831770 Illuminated Street Sign Replacement Project	325,037	262,208	62,829	62,829
833030 Pavement Standards	4,438	-	4,438	4,438
833750 Public Safety Emergency Generator Replacement	2,519,514	364,354	2,155,159	2,155,159
833810 Traffic Signal Maintenance Services Augmentation	783,419	78,532	704,887	704,887
836400 Locker Room Floor Refinishing - Fremont Pool	15,000	-	15,000	15,000
836410 Groundwater on Moffett Park Drive	100,000	67,244	32,756	32,756
<i>Outside Group Funding Projects</i>				
803700 Leadership Sunnyvale [GF]	6,000	4,500	1,500	-
819720 Outside Group Funding Support [GF]	135,000	121,432	13,568	-
830630 Dispute Resolution Services	50,000	50,000	-	-
832380 Iizuka Sister City Engagement Funding	12,500	12,500	-	-

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 1000 - General Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
<i>Capital Projects</i>				
802150 Utility Undergrounding Cost Sharing	405,355	101,450	303,905	303,905
826790 Sunnyvale Avenue Median (Iowa to Washington)	247,925	-	247,925	247,925
830600 Lakewood Branch Library Facility	1,446,842	581,441	865,402	865,402
831320 RDA Counsel Fees	187	4,081	(3,894)	(3,894)
831511 Green Stormwater Infrastructure Implementation - General Fund	214,862	-	214,862	214,862
832590 Installation of Charging Stations for Electric Vehicles	146,705	-	146,705	146,705
832690 Library Restroom Renovation	420,000	-	420,000	420,000
832970 Peery Park Transportation Improvements	616,340	616,340	-	-
832990 Sunnyvale Traffic Signal Upgrades	82,130	7,647	74,484	74,484
834340 Corn Palace Park Maintenance	15,000	436	14,564	-
834350 344 Charles Street Renovation	30,460	14,085	16,376	16,376
834370 Traffic Sign Installation and Maintenance	60,480	17,526	42,954	42,954
834700 Green Bike Lane Maintenance	35,000	2,554	32,446	32,446
834710 Civic Center Phase 2 Planning - Main Library	420,111	202,186	217,925	217,925
835210 Improve Bicycle and Pedestrian Access at Sunnyvale Caltrain Station	371,425	154,067	217,359	217,359
835220 Bike Rack Installation Program in Commercial Areas	16,785	-	16,785	16,785
835660 Pedestrian & Bicycle Facility Installation on Tasman	52,835	46,447	6,388	6,388
835840 Manzano Way Park Maintenance	60,000	-	60,000	60,000
835930 Re-evaluate Traffic Calming Program and Policy	84,446	52,498	31,948	31,948
836340 Transportation and General Fund Grant Matching	2,440,318	80,164	2,360,154	2,360,154
<i>Special Projects</i>				
804201 City-wide Aerial Photos	10,305	8,930	1,375	-
805150 Library Foundation Program Grant	47,658	-	47,658	47,658
821010 Maintenance of City Owned Properties - Downtown	8,000	3,455	4,545	4,545
825070 Bicycle Map Revision	42,349	-	42,349	42,349
825570 239 - 241 Commercial Street Property Maintenance	23,753	767	22,986	22,986
825700 General Plan Updates	483,939	34,445	449,494	449,494
825962 SCVURPPP Contracting and Fiscal Agent - General Fund	55,000	19,869	35,131	-
826800 Downtown Wayfinding and Gateways	225,941	-	225,941	225,941
829140 Fire Station Electrical Systems and Roll Up Door Replacement	502,767	214,518	288,250	288,250
829510 Emergency Medical Dispatch First Responder Incentive Funding	528,069	51,022	477,047	477,047
829620 Downtown Association	60,000	60,000	-	-
829630 Council Set Aside	100,000	2,824	97,176	-
830570 Fire Training Tower Structural Inspection	67,638	-	67,638	67,638
830660 EMS Patient Care Data System	91,964	6,393	85,571	75,658
831290 Climate Action Plan Implementation	1,241,925	59,492	1,182,433	1,182,433
831310 Minimum Wage Enforcement Agreement	15,000	-	15,000	15,000
831490 Website Redesign Implementation, Upgrades and Maintenance	6,237	355	5,882	-
831650 ADA Transition Plan	42,000	26,000	16,000	16,000
831980 Annual State of the City	49,191	23,150	26,041	-
832160 Eng. Services for Transportation Related Projects/Priorities	443,513	152,007	291,505	291,505
832220 Fire Prevention (Non HazMat) Technology Project	25,559	-	25,559	25,559
832230 Fire Prevention (HazMat) Technology Project	1,235	-	1,235	1,235
832260 Office of Emergency Services	2,624	1,522	1,103	1,103
832401 Silicon Valley Healthy Aging Partnership (SVHAP)	6,414	6,414	-	-
832640 CAP and Green Building Updates	45,900	-	45,900	45,900
832660 Economic Development Strategy	12,903	3,148	9,755	9,755
833940 Orchard Heritage Park and Museum Analysis Study	218,632	96,900	121,732	121,732
834010 FY 2018/19 Tobacco Decoy Operations	82,806	8,791	74,015	58,429

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 1000 - General Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
834130 FY21/22 Recruitment and Training for Sworn Officers	3,293,268	309,328	2,983,939	-
834140 FY22/23 Recruitment and Training Costs for Sworn Officers	4,408,522	1,733,599	2,674,923	2,674,923
834150 FY23/24 Recruitment and Training Costs for Sworn Officers	5,843,837	2,333,969	3,509,868	3,509,868
834160 DPS FY24/25 Recruitment and Training of Sworn Officers	3,664,371	1,456,923	2,207,448	2,207,448
834240 Digital Literacy	162,214	-	162,214	-
834260 Cost of Service Study For City Fees	30,000	-	30,000	30,000
834430 Electronic Records Management System	107,395	76,256	31,139	31,139
834440 Organizational Development	163,973	-	163,973	100,000
834560 GIS Onetime Support	51,983	111	51,871	51,871
834790 Addition to the Heritage Resource Inventory of Sites Associated with Tech Innovation	63,397	55,027	8,370	8,370
834980 Finance Transient Occupancy Tax Audit	4,251	-	4,251	-
835010 Green Stormwater Infrastructure Plan Implementation	1,087,608	-	1,087,608	1,087,608
835020 Sunnyvale Biennial Elections	648,347	645,688	2,659	-
835110 Electronic ADA Compliance	29,647	-	29,647	29,647
835120 Biennial National Citizen Survey	19,800	19,800	-	-
835130 Council Technology Expense	10,071	(355)	10,426	10,426
835150 DPS Reimbursable Mutual Aid (Out of County)	-	445,558	(445,558)	-
835160 DPS Police Services Contract Overtime	-	(6,856)	6,856	6,856
835200 Cricket Stadium at Baylands Park	200,000	19	199,981	199,981
835260 Tasman Drive Temporary Lane Closure	11,840	7,934	3,905	3,905
835400 Contribution to Our City Forest	4,800	-	4,800	4,800
835450 Stormwater-Wastewater Bacteria Control Program	155,842	1,611	154,231	154,231
835470 Stormwater System Strategic Plan and Funding Evaluation	250,000	7,913	242,087	242,087
835490 Community Events & Neighborhood Grants	48,000	48,000	-	-
835510 Maintenance of 725 Knifer Rd. (SCS Property)	128,410	16,218	112,192	-
835620 Cultural Inclusion	80,380	47,146	33,234	-
835720 2023 Housing Element Update	101,300	73,763	27,538	27,538
835730 DPW - JAG Local Funding	20,435	(21)	20,456	20,456
835750 FY21/22 DPS EOC Laptop Replacement	2,962	-	2,962	2,962
835760 DPS Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grants	81,020	64,373	16,647	16,647
835790 DPS FY21/22 DOJ COPS Micro Grant	13,949	-	13,949	13,949
835810 Code Enforcement Activities to Address Substandard Residential	-	41,655	(41,655)	-
835820 Temporary Housing for Unhoused Individuals	240,988	107,032	133,956	-
835910 Stormwater Permit Implementation	598,369	-	598,369	598,369
835950 Universal Basic Income Study	10,000	9,732	268	268
836050 Disease Prevention and Health Promotion	53,395	21,244	32,150	32,150
836060 DPS State Homeland Security Grants Program (SHSGP) Project	27,751	27,751	-	-
836120 DPS BSCC Officer Wellness Grant	60,041	21,955	38,086	38,086
836200 Bicycle Improvements Planning Study	73,841	52,992	20,849	20,849
836260 Sunnyvale Unity	15,000	15,000	-	-
836270 Community EAI Needs Assessment	75,000	-	75,000	75,000
836280 Equity, Access, and Inclusion (EAI) Training	78,865	16,715	62,150	62,150
836420 El Camino Real Sense of Place Plan	300,000	-	300,000	300,000
836430 SB379 SolarApp+	79,658	-	79,658	-
836530 Update Historical Context for Contributions by Asian Americans & Other Minority Groups	50,000	-	50,000	50,000
836540 Consider Increasing Inclusionary Housing Requirement to 20% in New Residential Developments	225,000	117,783	107,217	107,217
836550 Bike Lanes on Hollenbeck Avenue between El Camino Real and	155,842	138,368	17,474	17,474
836560 Research Possible Causes of and Potential Mitigation Measure for	100,000	-	100,000	-
836570 Street Tree Repopulation with an Equity Lens	50,000	-	50,000	50,000
836580 Alternative Transportation Options for Fremont & Homestead High	150,000	-	150,000	-
836590 Eliminate the Use of Chemical Pesticide on City Owned or Leased	100,000	-	100,000	100,000
836600 Climate Budgeting	75,000	-	75,000	-
836630 Assessment of Needs for Additional Outdoor Sports Programs and	59,090	59,005	85	-
836640 Tree Pruning Backlog	1,190,000	1,189,920	80	-
836650 Bicycle and Pedestrian Collision Investigation Pilot Program	60,000	-	60,000	60,000
836680 Adult Literacy Services	50,000	3,797	46,203	46,203
836690 STEM Sunnyvale	1,414	8,349	(6,935)	-
836720 CENIC Network Equipment Upgrades	108,246	98,505	9,741	9,741
836740 Opioid Settlement Funds	195,369	48,286	147,083	147,083
836820 Fourth of July Drone Show	-	17,976	(17,976)	-
836910 Evaluate the Use of Artificial Turf Versus Living Groundcover	150,000	-	150,000	150,000

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 1000 - General Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
836920 Evaluate the City of Sunnyvale Study Issues Process	75,000	40,550	34,450	34,450
836930 Establishment of a Sanctioned Encampment for Unhoused Individuals	40,000	-	40,000	-
836940 Determine Cost and Feasibility of Requiring Structural Retrofitting	125,000	-	125,000	125,000
836950 Improving Pedestrian and Bicycle Safety Near Fremont HS and	100,000	-	100,000	100,000
836960 Evaluate Feasibility of Dog Off-leash Hours in Select Sunnyvale	75,000	-	75,000	75,000
836970 Explore the Feasibility of Converting Lots into an Open Green Space	100,000	-	100,000	100,000
836980 Evaluate Municipal Code and Modernize Parking Requirements and	50,000	-	50,000	50,000
836990 Understand the Effect of the Cost of Digital Materials and Addition of a	20,000	-	20,000	20,000
837000 Examine Closure of Trails Surrounding the Wastewater Treatment	5,000	-	5,000	5,000
837010 Street Outreach, Temporary Hotel Program, and Mobile Hygiene	803,554	423,881	379,673	379,673
837020 Sunnyvale Community Services TBRA Program Support	500,000	250,000	250,000	250,000
837030 Pacific Library Partnership Grant	10,210	-	10,210	10,210
837040 295 Commercial Street Property Maintenance	50,000	469	49,531	49,531
837070 CalWater Firefighter Equipment	10,894	-	10,894	10,894
837490 2025 Fourth of July Celebration Event	500,000	97,643	402,357	402,357
Total Projects	55,382,749	14,572,104	40,810,645	33,160,791
Total Appropriations	316,803,221	274,633,926	42,169,295	33,643,363
Equipment Carryover	-	482,572	(482,572)	
Capital Projects Carryover	-	5,271,723	(5,271,723)	
Infrastructure Projects Carryover	-	10,507,434	(10,507,434)	
Special Projects Carryover	-	17,381,634	(17,381,634)	
Outside Group Funding Projects Carryover	-	-	-	
Total	316,803,221	308,277,289	8,525,932	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 1040 - Youth and Neighborhood Services Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Library and Recreation Services				
12000 Recreation Services	\$ 1,221,294	\$ 1,074,057	\$ 147,237	\$ -
Total Library and Recreation Services	1,221,294	1,074,057	147,237	-
Total Operating Programs	1,221,294	1,074,057	147,237	-
Projects				
<i>Special Projects</i>				
835301 ECHD Grant ShapeUp Sunnyvale	49,000	39,640	9,360	9,360
Total Projects	49,000	39,640	9,360	9,360
Transfers Out				
580511 Employee Payroll & Benefits Fund	162,199	162,199	-	-
Total Transfer Out	162,199	162,199	-	-
Total Appropriations	1,432,493	1,275,896	156,597	9,360
Project Carryover	-	9,360	(9,360)	
Total	1,432,493	1,285,256	147,237	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 2020 - Housing Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Community Development				
10500 Housing MIT and BMR Program	\$1,548,763	\$1,549,666	\$ (903)	\$ -
Total Community Development	<u>1,548,763</u>	<u>1,549,666</u>	<u>(903)</u>	<u>-</u>
Total Operating Programs	<u>1,548,763</u>	<u>1,549,666</u>	<u>(903)</u>	<u>-</u>
Transfers Out				
580511 Employee Payroll & Benefits Fund	216,742	216,742	-	-
580511 General Fund - In Lieu	111,619	111,619	-	-
Total Transfers Out	<u>328,361</u>	<u>328,361</u>	<u>-</u>	<u>-</u>
Projects				
<i>Special Projects</i>				
823750 BMR Compliance Enforcement	100,000	-	100,000	100,000
825700 General Plan Updates	129,623	-	129,623	129,623
826520 Pre-Development Costs on Affordable Housing Sites	17,139	-	17,139	17,139
826530 County-wide Homeless Count	12,000	9,917	2,083	-
828100 First-Time Homebuyer Loans (81-120% AMI)	250,000	200,000	50,000	-
832030 Orchard Gardens Apartments Redevelopment	10,000,000	-	10,000,000	10,000,000
836490 1171 Sonora Court Predevelopment of Affordable Housing	14,033,000	14,033,000	-	-
836700 295 South Mathilda Avenue	1,500,000	-	1,500,000	1,500,000
837600 352 East Java Drive	14,000,000	-	14,000,000	-
Funding for Future Projects	1,217,000	-	1,217,000	1,217,000
<i>Infrastructure Projects</i>				
831340 Civic Center Modernization	26,836	-	26,836	26,836
Total Projects	<u>41,285,598</u>	<u>14,242,917</u>	<u>27,042,681</u>	<u>12,990,598</u>
Total Appropriations	<u>43,162,722</u>	<u>16,120,944</u>	<u>27,041,778</u>	<u>12,990,598</u>
Project Carryover	-	12,990,598	(12,990,598)	
Total	<u>43,162,722</u>	<u>29,111,542</u>	<u>14,051,180</u>	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 2040 - Community Development Block Grant Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Community Development				
16100 CDBG Program	\$ 225,000	\$ 210,377	\$ 14,623	\$ -
16200 CDBG RLF	150,000	110,654	39,347	-
16300 CDBG-CV	-	33,750	(33,750)	-
Total Community Development	375,000	354,781	20,219	-
Total Operating Programs	375,000	354,781	20,219	-
Transfers Out				
551026 General Fund - In Lieu	31,738	-	31,738	-
Total Transfers Out	31,738	0	31,738	-
Projects				
<i>Special Projects</i>				
803501 CDBG Housing Rehabilitation Revolving Loan Fund	265,833	30,902	234,931	234,931
812701 Home Access, Paint, Emergency Repair, and Energy-Efficiency	250,000	197,487	52,513	52,513
829560 Sunnyvale Workforce Development Program-DST	511,811	418,230	93,581	-
836670 Carroll Street Inn Rehabilitation (CDBG)	490,000	490,000	-	-
<i>Outside Group Funding Projects</i>				
827550 Outside Group Funding Support [CDBG]	156,522	155,280	1,242	-
Total Projects	1,674,166	1,291,899	382,267	287,444
Total Appropriations	2,080,904	1,646,680	434,224	287,444
Project Carryover	-	287,444	(287,444)	
Total	2,080,904	1,934,124	146,780	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 2060 - HOME Grant Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Community Development				
16400 Lower Income Housing (HOME)	\$ 111,667	\$ 37,283	\$ 74,383	\$ -
Total Community Development	111,667	37,283	74,384	-
Total Operating Programs	111,667	37,283	74,384	-
Transfers Out				
551026 General Fund - In Lieu	6,422	-	6,422	-
Total Transfers Out	6,422	-	6,422	-
Projects				
<i>Special Projects</i>				
828750 Tenant Based Rental Assistance (HOME)	1,000,000	707,170	292,830	292,830
Total Projects	1,000,000	707,170	292,830	292,830
Total Appropriations	1,118,089	744,453	373,636	292,830
Project Carryover	-	292,830	(292,830)	
Total	1,118,089	1,037,283	80,806	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 2070 - Permanent Local Housing Allocation (PLHA) Grant Program Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Projects				
<i>Special Projects</i>				
836480 Carroll Street Inn Rehabilitation	\$ 500,000	\$ -	\$ 500,000	\$ 500,000
837010 Street Outreach, Temporary Hotel Program, and Mobile Hygiene Ser	299,620	198,352	101,268	101,268
<i>Outside Group Funding Projects</i>				
836840 Safety Net Shelter Operating Support	48,500	48,500	-	-
836850 Rental Assistance to Unhoused Seniors	1,043,166	-	1,043,166	1,043,166
836860 Senior Accessibility Modifications	202,388	8,050	194,338	194,338
836870 PLHA Administration	136,509	45,177	91,332	91,332
Total Projects	2,230,182	300,079	1,930,103	1,930,103
Total Appropriations	2,230,182	300,079	1,930,103	1,930,103
Project Carryover	-	1,930,103	(1,930,103)	
Total	2,230,182	2,230,182	-	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 2080 - Low & Moderate Income Housing Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Community Development				
10500 Housing and CDBG Program	\$ 45,918	\$ 47,043	\$ (1,125)	\$ -
Total Community Development	45,918	47,043	(1,125)	-
Total Operating Programs	45,918	47,043	(1,125)	-
Transfers Out				
580511 General Fund - In Lieu	3,985	3,985	-	-
580511 Employee Payroll & Benefits Fund	10,674	10,674	-	-
Total Transfers Out	14,659	14,659	-	-
Projects				
<i>Special Projects</i>				
831761 Homeless Prevention and Rapid Re-Housing (HPRR)	250,000	197,811	52,189	-
Total Projects	250,000	197,811	52,189	-
Total Appropriations	310,577	259,513	51,064	-
Project Carryover	-	-	-	-
Total	310,577	259,513	51,064	

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Fund 2100 - Park Dedication Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Projects				
<i>Capital Projects</i>				
830510 Plaza del Sol Phase II	\$ 2,149,606	\$ 27,816	\$ 2,121,790	\$ 2,121,790
830600 Lakewood Branch Library Facility	2,768,839	1,358,522	1,410,316	1,410,316
831880 Preschool Outdoor Play Area	364,227	226,375	137,852	137,852
832000 East and West Channel Trail Construction	500,000	-	500,000	500,000
834330 Corn Palace Park Development	5,387,792	3,165,516	2,222,276	2,222,276
834680 Las Palmas Tennis Center Needs Assessment	16,901	2,943	13,958	13,958
835830 Manzano Way Park Acquisition	1,150,000	-	1,150,000	1,150,000
835960 Cricket Batting Cage	200,000	-	200,000	200,000
<i>Infrastructure Projects</i>				
818550 Park Buildings - Rehabilitation	1,755,272	-	1,755,272	1,755,272
818600 Senior Center Buildings - Rehabilitation	2,497,703	-	2,497,703	2,497,703
820130 Routine Resurfacing of City Owned Parking Lots	65,597	23,272	42,326	42,326
820240 Park Tennis/Basketball Court Reconstruction	744,412	345,494	398,918	398,918
820270 Playground Equipment Replacement	2,626,930	1,814,470	812,459	812,459
820280 Park Furniture and Fixtures Replacement	135,277	72,797	62,480	62,480
820361 Golf Course Tee Grounds Renewal	605,654	-	605,654	605,654
825660 Golf Course Tee Greens Renewal	1,995,424	-	1,995,424	1,995,424
825850 Swim Pools Infrastructure	793,896	3,098	790,798	790,798
827160 Sunnyvale Tennis Center Court Rehabilitation	119,194	100,000	19,194	19,194
829150 Swimming Pool Buildings Infrastructure	33,717	-	33,717	33,717
829190 Community Center Comprehensive Infrastructure	274,696	-	274,696	274,696
829440 Land Acquisition Due Diligence	19,512	-	19,512	19,512
830280 Sunnyvale Baylands Park Infrastructure	470,000	-	470,000	470,000
830310 Community Center Grounds Renovation and Enhancement	13,934,911	5,704,843	8,230,069	8,230,069
830380 Las Palmas Park Renovation and Enhancement	862,233	154,773	707,460	707,460
830460 Serra Park Renovation and Enhancement	987,035	-	987,035	987,035
830490 Fremont Pool Infrastructure Improvements	121,968	-	121,968	121,968
831340 Civic Center Modernization	56,110	29,643	26,468	26,468
832720 Washington Pool Infrastructure Replacement and Renovation	47,969	1,227	46,742	46,742
832770 De Anza Park Pathway Renovation	102,154	-	102,154	102,154
834770 Lakewood Park Renovation and Enhancement	16,297,952	360,255	15,937,697	15,937,697
835880 Golf Course Irrigation System Replacement	5,500,000	-	5,500,000	5,500,000
836180 Parks Resilient Surfacing Replacement	142,870	-	142,870	142,870
836190 Ponderosa Park Irrigation Separation	35,000	-	35,000	35,000
836830 Sunnyvale Heritage Museum	1,500,000	-	1,500,000	1,500,000
Total Projects	64,262,851	13,391,044	50,871,807	50,871,807
Transfers Out				
General Services Fund - Project Management Services	1,878,925	1,878,925	-	-
Total Transfers Out	1,878,925	1,878,925	-	-
Total Appropriations	66,141,776	15,269,969	50,871,807	50,871,807
Project Carryover	-	50,871,807	(50,871,807)	
Total	66,141,776	66,141,776	-	

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Fund 2220 - Police Services Augmentation Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Public Safety				
12500 Investigation Services	\$ 438,688	\$ 398,400	\$ 40,288	\$ -
Total Public Safety	438,688	398,400	40,288	-
Total Operating Programs	438,688	398,400	40,288	-
Total Appropriations	438,688	398,400	40,288	-
Total	438,688	398,400	40,288	

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Fund 2300 - Employment Development Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
NOVA Workforce Services				
15300 NOVA Workforce Services Department	\$ 10,500,000	\$ 10,165,673	\$ 334,327	\$ -
Total NOVA Workforce Services	10,500,000	10,165,673	334,327	-
Total Operating Programs	10,500,000	10,165,673	334,327	-
Total	10,500,000	10,165,673	334,327	

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Fund 2400 - Parking District Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Public Works				
13500 Downtown Parking Lot Maintenance	\$ 123,732	\$ 99,490	\$ 24,242	\$ -
13700 Public Works Administration and Property Management	60,719	54,525	6,193	-
Total Public Works	<u>184,451</u>	<u>154,015</u>	<u>30,436</u>	<u>-</u>
Total Operating Programs	<u>184,451</u>	<u>154,015</u>	<u>30,436</u>	<u>-</u>
Projects				
Infrastructure Projects				
827570 Downtown Parking District Major Maintenance	288,938	46,537	242,402	242,402
831340 Civic Center Modernization	3,723	-	3,723	3,723
Total Projects	<u>292,662</u>	<u>46,537</u>	<u>246,125</u>	<u>246,125</u>
Transfers Out				
General Fund - In Lieu	13,880	13,880	-	-
Long Term Rent - Civic Center Rent Expense	8,581	8,581	-	-
Employee Payroll & Benefits Fund	24,008	24,008	-	-
Project Administration	25,132	24,382	750	-
Total Transfers Out	<u>71,601</u>	<u>70,851</u>	<u>750</u>	<u>-</u>
Total Appropriations	<u>548,714</u>	<u>271,402</u>	<u>277,311</u>	<u>246,125</u>
Project Carryover	-	246,125	(246,125)	
Total	<u>548,714</u>	<u>517,527</u>	<u>31,186</u>	

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Fund 2500 - Gas Tax Street Improvement Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Public Works				
13200 Pavement and Concrete Maintenance	\$ 1,200,000	\$ 929,660	\$ 270,340	\$ -
13300 Street Lights, Signs and Debris	192,565	103,468	89,097	-
Total Public Works	1,392,565	1,033,129	359,437	-
Total Operating Programs	1,392,565	1,033,129	359,437	-
Transfers Out				
General Services Fund - Project Management Service	348,828	329,481	19,346	-
General Services Fund - Fleet Equipment	80,000	80,000	-	-
Total Transfers Out	428,828	409,481	19,346	-
Projects				
Infrastructure Projects				
820120 Repaint Street Light Poles	323,074	-	323,074	-
820180 Traffic Signal Controller Replacement	1,386,695	330,806	1,055,889	1,055,889
820190 Traffic Signal Hardware and Wiring	4,102,272	893,433	3,208,840	3,208,840
820200 Traffic Signal Light Emitting Diode (LED) Array Replacements	673,371	325,927	347,444	347,444
825290 Pavement Rehabilitation	2,211,926	204,061	2,007,865	2,007,865
825340 Street Lights Conduit Replacement	299,597	64,212	235,385	235,385
825730 Pedestrian Lighted Crosswalk Maintenance and Replacement	2,418	-	2,418	2,418
825740 Battery Backup System for Traffic Signals Maintenance	433,551	-	433,551	433,551
836290 Street Name Sign Replacements	155,717	30,693	125,024	-
Capital Projects				
831590 Intelligent Transportation Systems	307,886	-	307,886	307,886
831870 Preventive Maintenance for Various Bridges	331,498	260	331,239	331,239
832990 Sunnyvale Traffic Signal Upgrades	161,949	-	161,949	161,949
836350 MTC Pavement Management Technical Assistance Program Matchir	18,241	-	18,241	-
Special Projects				
825400 Update of Standard Specifications and Details	1,000	-	1,000	-
Total Projects	10,409,195	1,849,391	8,559,804	8,092,465
Total Appropriations	12,230,588	3,292,001	8,938,587	8,092,465
Project Carryover	-	8,092,465	(8,092,465)	
Total	12,230,588	11,384,466	846,122	

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Fund 2520 - Road Maintenance and Rehabilitation Account (RMRA) Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Project				
Infrastructure Projects				
825290 Pavement Rehabilitation	\$ 12,101,241	\$ 6,835,290	\$ 5,265,951	\$ 5,265,951
Total Projects	12,101,241	6,835,290	5,265,951	5,265,951
Total Appropriations	12,101,241	6,835,290	5,265,951	5,265,951
Project Carryover	-	5,265,951	(5,265,951)	
Total	12,101,241	12,101,241	-	

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Fund 2540 - Transportation Development Act (TDA) Article 3 Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Projects				
<i>Capital Projects</i>				
836760 Install Sidewalk on Poplar Avenue	\$ 160,000	\$ 70,269	\$ 89,731	\$ 89,731
Total Projects	160,000	70,269	89,731	89,731
Total Appropriations	160,000	70,269	89,731	89,731
Project Carryover	-	89,731	(89,731)	
Total	160,000	160,000	-	

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Fund 2560 - 2016 Measure B Santa Clara VTA Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Projects				
<i>Capital Projects</i>				
823911 Bernardo Avenue Caltrain Under-crossing	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000
835630 Stevens Creek Trail Extension (W. Remington Ave to W. Fremont Ave)	3,136,634	9,102	3,127,532	3,127,532
836040 East Channel Trail Study	830,000	232,120	597,880	597,880
836460 Caltrain Grade Separation at Mary Avenue	24,000,000	-	24,000,000	24,000,000
<i>Infrastructure Projects</i>				
825290 Pavement Rehabilitation	418,472	413,630	4,841	4,841
825730 Pedestrian Lighted Crosswalk Maintenance and Replacement	780,000	-	780,000	780,000
828030 Annual Slurry Seal of City Streets	919,640	918,007	1,633	-
829400 Sidewalk, Curb and Gutter Replacement	6,098,567	2,079,922	4,018,644	4,018,644
<i>Special Projects</i>				
835250 Bicycle and Pedestrian Education & Encouragement Program	620,959	67,817	553,142	553,142
Total Projects	39,804,272	3,720,599	36,083,673	36,082,040
Total Appropriations	39,804,272	3,720,599	36,083,673	36,082,040
Project Carryover	-	36,082,040	(36,082,040)	
Total	39,804,272	39,802,639	1,633	

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Fund 2580 - VRF Local Road Improvement Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Project				
<i>Capital Projects</i>				
831590 Intelligent Transportation Systems	\$ 158,000	\$ 44,361	\$ 113,639	\$ 113,639
832970 Peery Park Area Transportation Improvements	103,000	87,505	15,495	15,495
835870 Sunnyvale Quick Build Bicycle, Pedestrian and Safe Routes to School Safety Improvements	189,827	-	189,827	-
836780 Sunnyvale ITS Communications and Infrastructure	446,146	59,075	387,071	387,071
<i>Infrastructure Projects</i>				
825290 Pavement Rehabilitation	5,491,714	1,610,822	3,880,892	3,880,892
Total Projects	6,388,688	1,801,763	4,586,925	4,397,098
Total Appropriations	6,388,688	1,801,763	4,586,925	4,397,098
Project Carryover	-	4,397,098	(4,397,098)	
Total	6,388,688	6,198,861	189,827	

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Fund 3100 - Capital Projects Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Transfers Out				
580511 General Fund - In Lieu	\$ 892,086	\$ 18,756	\$ 873,330	\$ -
580511 Capital Projects Fund - Traffic Mitigation Fee Fund	17,146	18,768	(1,622)	-
580511 General Services Fund - Project Management Services	873,330	795,882	77,448	-
580511 Property and Liability Insurance Fund	18,575	16,751	1,824	-
Total Transfers Out	1,801,138	850,157	950,981	-
Projects				
Subfund 3101 - General Assets				
<i>Capital Projects</i>				
823911 Bernardo Avenue Caltrain Under-crossing	499,674	5,075	494,599	494,599
830510 Plaza del Sol Phase II	79,000	-	79,000	79,000
830600 Lakewood Branch Library Facility	24,724,792	7,545,113	17,179,679	17,179,679
832910 Bernardo Avenue Bicycle Undercrossing Environmental Analysis	61,223	47,797	13,426	13,426
832920 East Sunnyvale Area Transportation Improvements	1,033,577	868,072	165,506	-
832970 Peery Park Area Transportation Improvements	3,184,319	2,640,932	543,387	543,387
832990 Sunnyvale Traffic Signal Upgrades	29,093	19,947	9,146	9,146
833000 Sunnyvale SNAIL Neighborhood Improvements - ATP	1,856,957	937,910	919,046	919,046
833850 Sunnyvale Safe Routes to School Improvements	37,451	-	37,451	-
835630 Stevens Creek Trail Extension (W. Remington Ave to W. Fremont Ave)	3,000,000	-	3,000,000	3,000,000
835870 Sunnyvale Quick Build Bicycle, Pedestrian and Safe Routes to School Safety Improvements	1,300,148	1,275,382	24,767	-
835960 Cricket Batting Cage	75,000	-	75,000	75,000
835980 Evelyn Avenue Multi-use Trail	3,720,283	496,171	3,224,111	3,224,111
836040 East Channel Trail Study	1,000,000	281,972	718,028	718,028
837050 Lakewood Safe Route to School	1,750,000	-	1,750,000	1,750,000
837090 Pedestrian and Safe Routes to School Improvements in SNAIL and Braly Corners Neighborhoods	880,000	-	880,000	880,000
Total Subfund 3101 - General Assets	43,231,517	14,118,371	29,113,147	28,885,423
Subfund 3105 - Community Benefits				
<i>Capital Projects</i>				
835210 Improve Bicycle and Pedestrian Access at Sunnyvale Caltrain Station	48,123	19,961	28,162	28,162
<i>Infrastructure Projects</i>				
836170 Murphy Avenue Monuments Restoration	100,000	-	100,000	100,000
836660 Murphy Avenue Pedestrian Mall Improvements Total	777,430	116,683	660,747	660,747
<i>Special Projects</i>				
835390 Peery Park Rides Shuttle Program	500,000	500,000	-	-
Total Subfund 3105 - Community Benefits	1,425,553	636,644	788,909	788,909

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Fund 3100 - Capital Projects Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Subfund 3111 - Transportation Impact Fees				
<i>Capital Projects</i>				
823911 Bernardo Avenue Caltrain Under-crossing	6,999,241	6,624	6,992,616	6,992,616
829260 Mary Avenue Extension	4,085,229	-	4,085,229	4,085,229
830640 Stevens Creek Trail Extension (Dale/Heatherstone to Remington)	776,868	-	776,868	776,868
832440 Mary Avenue Overcrossing Environmental Impact Report	137,466	43,588	93,878	93,878
832910 Bernardo Avenue Bicycle Undercrossing Environmental Analysis	192,118	65,308	126,810	126,810
832920 East Sunnyvale Area Transportation Improvements	335,270	235,036	100,234	-
832970 Peery Park Area Transportation Improvements	335,000	186,372	148,628	148,628
833000 Sunnyvale SNAIL Neighborhood Improvements - ATP	665,807	158,618	507,189	507,189
833010 Bicycle and Pedestrian Safety Improvements	146,227	112,346	33,881	33,881
833020 Future Traffic Signal Construction	1,270,931	8,863	1,262,068	1,262,068
833850 Sunnyvale Safe Routes to School Improvements	409,143	251,122	158,021	-
835630 Stevens Creek Trail Extension (W. Remington Ave to W. Fremont Ave)	4,348,775	1,011	4,347,764	4,347,764
835980 Evelyn Avenue Multi-use Trail	68,147	-	68,147	68,147
836040 East Channel Trail Study	1,000,000	282,656	717,344	717,344
836460 Caltrain Grade Separation at Mary Avenue	1,000,000	-	1,000,000	1,000,000
<i>Infrastructure Projects</i>				
829400 Sidewalk, Curb, and Gutter Replacement	99,000	-	99,000	99,000
831340 Civic Center Modernization	300	-	300	300
<i>Special Projects</i>				
825530 Transportation Model Update	127,272	-	127,272	127,272
 Total Subfund 3111 - Transportation Impact	 21,996,794	 1,351,544	 20,645,251	 20,386,995
Total Projects	66,653,864	16,106,558	50,547,306	50,061,328
 Total Appropriations	 68,455,002	 16,956,715	 51,498,287	 50,061,328
 Project Carryover	 -	 50,061,328	 (50,061,328)	
Total	68,455,002	67,018,043	1,436,959	

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Fund 3200 - Infrastructure Renovation & Replacement Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Transfers Out				
580511 General Fund Assets	\$ 2,379,995	\$ 2,379,995	\$ -	\$ -
580511 Project Administration	976,601	976,601	0	-
Total Transfers Out	3,356,596	3,356,596	0	-
Projects				
<i>Capital Projects</i>				
825610 Fair Oaks Avenue Overhead Bridge Repair	619,134	13,540	605,594	-
829140 Fire Station Electrical System and Generator Replacement	36,141	-	36,141	36,141
835890 Fire Station 2 - New Construction	40,559,536	440,639	40,118,898	40,118,898
836790 Acquisition of 922 E. California Avenue	1,000	-	1,000	-
837060 Acquisition of 295 Commercial Street Property	4,550,000	4,502,530	47,471	-
<i>Infrastructure Projects</i>				
825850 Swim Pools Infrastructure	449,613	-	449,613	449,613
829400 Sidewalk, Curb and Gutter Replacement	384,588	-	384,588	384,588
831340 Civic Center Modernization	998,286	1,460	996,826	996,826
832730 Renovate Median Landscaping to Low Maintenance	2,894,341	2,992	2,891,349	2,891,349
834710 Civic Center Phase 2 Planning - Main Library	15,000,000	-	15,000,000	15,000,000
Total Projects	65,492,638	4,961,160	60,531,478	59,877,415
Total Appropriations	68,849,234	8,317,756	60,531,478	59,877,415
Project Carryover	-	59,877,415	(59,877,415)	
Total	68,849,234	68,195,171	654,063	

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Fund 3300 - Capital Project 2020 Civic Center Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Projects				
<i>Infrastructure Projects</i>				
831340 Civic Center Modernization	\$ 1,594,431	\$ -	\$ 1,594,431	\$ 1,594,431
Total Projects	<u>1,594,431</u>	<u>-</u>	<u>1,594,431</u>	<u>1,594,431</u>
Total Appropriations	<u>1,594,431</u>	<u>-</u>	<u>1,594,431</u>	<u>1,594,431</u>
Project Carryover	-	1,594,431	(1,594,431)	
Total	<u>1,594,431</u>	<u>1,594,431</u>	<u>-</u>	

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Fund 6040 - Water Supply and Distribution Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Debt Service				
70112 2017A Water Revenue Refunding Bonds	\$ 551,946	\$ 524,021	\$ 27,925	\$ -
70113 2017A-T Water Revenue Refunding Bonds	595,000	635,172	(40,172)	-
Total Debt Service	1,146,946	1,159,192	(12,246)	-
Operating Programs				
Environmental Services				
14300 Water Resources	10,294,203	9,924,749	369,453	-
15000 Wholesale Water Purchases	48,245,963	49,924,743	(1,678,780)	-
00001 City Wide Program	456,372	456,372	-	-
Total Environmental Services	58,996,538	60,305,865	(1,309,327)	-
Total Operating Programs	58,996,538	60,305,865	(1,309,327)	-
Transfers Out				
580511 Liability and Property Insurance Fund	224,954	224,954	-	-
580511 Bad Debt Expense	-	245,707	(245,707)	-
580511 General Fund - In Lieu	4,856,418	4,856,418	-	-
580511 Employee Payroll & Benefits Fund - Retirement	952,806	952,806	-	-
580511 General Services Fund - Project Management Services	821,812	748,239	73,573	-
580511 Insurance and Other Benefits Fund	410,182	410,182	-	-
580511 Employee Payroll and Benefits Fund - Pension Trust	86,848	86,848	-	-
551028 Civic Center Rent	572,087	572,087	-	-
Total Transfers Out	7,925,107	8,097,241	(172,134)	-
Projects				
<i>Capital Projects</i>				
806351 Land Development and Capital Construction	456,373	328,604	127,769	127,769
834360 Water System Seismic Risk and Vulnerability Study	8,989	4,453	4,537	4,537
834380 Fire Hydrant Replacement	50,285	35,663	14,623	-
834590 Urgent Water Main Repairs	240,730	71,500	169,230	169,230
<i>Infrastructure Projects</i>				
815203 Replacement of Water/Sewer Supervisory Control System	16,097	6,408	9,689	9,689
825301 Pressure Reducing Valve Replacement & Relocation for SCADA	300,769	32,994	267,776	267,776
825451 City-wide Water Line Replacement	7,228,401	5,052,917	2,175,484	2,175,484
830170 Refurbishment of Water Tanks	3,655,011	33,944	3,621,067	3,621,067
831340 Civic Center Modernization	51,378	-	51,378	51,378
831550 Adjust Water Utilities in Supp	457,136	175,918	281,218	281,218
831840 Cathodic Protection SFPUC Turnouts and Transmission Pipeline	5,830,253	91,686	5,738,566	5,738,566
834610 Water System GIS Updates and Maintenance	22,304	14,110	8,194	8,194
825251 Mary/Carson Water Plant Mechanical Reconstructions	7,767,302	191,584	7,575,718	7,575,718

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Fund 6040 - Water Supply and Distribution Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
<i>Special Projects</i>				
818700 Corporation Yard Buildings - Rehabilitation	9,489	-	9,489	9,489
819771 Utility Maintenance Management System	225,000	-	225,000	225,000
824281 Leak Detection and Condition Assessment Program	28,136	28,136	-	-
834640 Interactive Voice Response (IVR) for Utility Billing Call Center	2,000	-	2,000	2,000
834650 Utility Billing Reporting Tool	-	3,251	(3,251)	-
834720 Laboratory Certification Update	7,500	-	7,500	7,500
835940 Comprehensive Update of 2013 Feasibility Study for RW Expansion	4,532	4,532	-	-
836110 Recycled Water Grant Matching	1,177,724	50,767	1,126,957	1,126,957
836220 AMI Feasibility Study	150,000	129,958	20,043	20,043
836250 Expand Webform Options for Utility Work Orders	8,000	-	8,000	8,000
Total Projects	27,697,411	6,256,423	21,440,988	21,429,616
Total Appropriations	95,766,002	75,818,721	19,947,281	21,429,616
Project Carryover	-	21,429,616	(21,429,616)	
Total	95,766,002	97,248,337	(1,482,335)	

City of Sunnyvale
Year-end Appropriations Budget
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Fund 6080 - Wastewater Management Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Debt Service				
70114 2017A Wastewater Revenue Refunding Bonds	\$ 637,500	\$ 634,350	\$ 3,150	\$ -
70115 2017A-T Wastewater Revenue Refunding Bonds	1,373,595	1,373,595	-	-
70121 SRF Loan Clean Water Total	5,297,857	5,310,134	(12,276)	-
Total Debt Service	7,308,952	7,318,079	(9,127)	-
Operating Programs				
Environmental Services				
13805 Special Projects - Wastewater	721,278	617,687	103,591	-
14600 Wastewater Management	17,439,559	15,465,446	1,974,113	-
14700 Regulatory Programs	3,819,960	3,136,802	683,159	-
14800 Wastewater Collections	4,387,935	4,250,650	137,285	-
Total Environmental Services	26,368,732	23,470,585	2,898,147	-
Total Operating Programs	26,368,732	23,470,585	2,898,147	-
Transfers Out				
531011 Bad Debt Expense	-	265,678	(265,678)	-
551011 Interfund Loan Principal Repaid	854,837	854,837	-	-
551012 Interfund Loan Interest Paid	94,778	94,778	-	-
580511 Fleet Services Fund	542,196	542,196	-	-
580511 Liability and Property Insurance Fund	1,105,611	1,105,611	-	-
580511 General Fund - In Lieu	3,571,559	3,571,559	-	-
580511 Employee Payroll & Benefits Fund	3,359,455	3,359,455	-	-
580511 General Services Fund - Project Management Services	805,413	733,308	72,105	-
551022 Long Term Rent - WPCP Expense	885,544	885,544	-	-
551028 Civic Center Rent	1,009,788	1,009,788	-	-
Total Transfers Out	12,229,182	12,422,754	(193,572)	-
Equipment				
P20201 Wastewater Equipment	514,411	252,623	261,788	261,788
Total Equipment	514,411	252,623	261,788	261,788
Projects				
<i>Infrastructure Projects</i>				
805253 Sewer Emergency Repair and Replacement	1,194,145	1,093,157	100,987	100,987
815203 Replacement of Water/Sewer Supervisory Control System	5,000	835	4,165	4,165
819771 Utility Maintenance Management System	225,000	-	225,000	225,000
825331 Replacement/Repair/Rehabilitation of Sanitary Sewer System	4,043,668	799,601	3,244,068	3,244,068
825521 WPCP Biosolids Processing	1,800,000	1,253,776	546,224	-
829070 Lawrence Expressway Sanitary Sewer Rehabilitation	8,743	-	8,743	8,743
830210 Repairs to the Power Generation Facility	525,000	472,591	52,409	52,409
830220 Repairs to the Tertiary Process	1,039,224	666,381	372,843	372,843
831340 Civic Center Modernization	86,978	-	86,978	86,978
831680 Adjust Sewer Utilities in Support of Paving Projects	351,874	143,918	207,956	207,956
831730 WPCP Oxidation Pond Levee Rehabilitation	5,483,026	265,286	5,217,740	5,217,740
833350 SCWP Digester No. 5	60,547	-	60,547	60,547
833360 SCWP Food/FOG Waste Facility	13,036	-	13,036	-
834750 Peery Park Specific Plan Wastewater Capacity Improvements	2,110,023	-	2,110,023	2,110,023
<i>Capital Projects</i>				
818700 Corporation Yard Buildings - Rehabilitation	4,626	-	4,626	4,626
822762 Storm Pump Station Number 2 Rehabilitation	116,438	1,689	114,749	114,749
828210 Inspection Data Mgmt and Handheld Data Entry Device Project	250,000	-	250,000	250,000
833070 WPCP Electronic Operations & Maintenance Manual	309,638	8,621	301,017	100,000
833090 Sanitary and Storm System Hydraulic Model Update	84,190	41,426	42,765	-

City of Sunnyvale
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Fund 6080 - Wastewater Management Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
<i>Special Projects</i>				
824341 Wastewater Cost of Service Study	106,007	-	106,007	106,007
830260 Sanitary Sewer Salinity Reduction Study	113,646	-	113,646	113,646
831620 Repairs to the WPCP Support Facilities	220,677	14,835	205,842	205,842
832920 East Sunnyvale Area Transportation Improvements	32,213	32,083	129	129
833060 Annual Digester Cleaning	208,704	-	208,704	208,704
834640 Interactive Voice Response (IVR) for Utility Billing Call Center	2,000	-	2,000	2,000
834650 Utility Billing Reporting Tool	-	3,251	(3,251)	-
834720 Laboratory Certification Update	81,808	15,849	65,959	65,959
834900 SCWP Financing Support	-	-	-	-
835450 Stormwater - Wastewater Bacteria Control Program	210,441	60,092	150,349	150,349
835480 Baykeeper Litigation Expenses	915,399	1,006,593	(91,194)	(91,194)
835940 Comprehensive Update of 2013 Feasibility Study for Recycled Water Expansion	12,791	12,457	334	334
835991 Cupertino Sanitary District Sewer Flow Diversion	101,000	8,539	92,461	92,461
836250 Expand Webform Options for Utility Work Orders	8,000	-	8,000	8,000
836380 WPCP Digester No. 3 Improvement Project	2,230,243	8,421	2,221,822	2,221,822
836390 WPCP Chemical Tank Storage Facility	430,000	-	430,000	-
836230 Sewer System Management Plan	100,000	45,337	54,664	-
836440 Abandonment of Rancho Rinconada Sewer Line Segment	25,000	15,126	9,874	-
<i>SRF Funded Projects</i>				
824771 Primary Process Design and Construction ¹	6,087,112	550,076	5,537,036	5,537,036
831470 WPCP Construction Management ³	23,934,770	5,426,190	18,508,579	18,508,579
830240 WPCP Program Management ²	6,780,575	2,672,787	4,107,789	4,107,789
<i>WIFIA Funded Projects</i>				
833150 SCWP Existing Plant Rehabilitation - Split Flow	68,313,069	25,787,017	42,526,052	42,526,052
833210 SCWP Secondary Treatment Improvements-Split Flow CAS Stage 1	196,703,760	70,751,404	125,952,356	125,952,356
833240 SCWP Administration and Lab Building	1,293,057	90,703	1,202,354	1,202,354
835530 Cleanwater Center - Stage 2	5,834,883	-	5,834,883	5,834,883
<i>All other Clean Water Program Projects</i>				
833080 WPCP Waste Gas Burner Replacement	454,671	-	454,671	454,671
833100 SCWP - Capital Replacement	1,645,760	-	1,645,760	1,645,760
833120 SCWP Environmental Mitigation	2,090,651	1,883	2,088,768	2,088,768
833270 SCWP Community Improvements	640,000	-	640,000	640,000
833370 SCWP Cogeneration Upgrade	2,705,681	-	2,705,681	2,705,681
834390 SCWP WPCP Condition Assessment	1,407,632	786,575	621,057	621,057
834400 SCWP Master Plan Update	2,338,173	940,556	1,397,617	1,397,617
834460 Sewer Capacity Enhancement Projects	974,989	-	974,989	974,989
834900 SCWP Financing Support	722,616	18,200	704,416	704,416
835500 Cleanwater Program Reserve	687,232	-	687,232	687,232
Total Projects	345,123,715	112,995,254	232,128,461	230,834,133
Total Appropriations	391,544,992	156,459,295	235,085,697	231,095,921
Project Carryover	-	230,834,133	(230,834,133)	
Equipment Carryover	-	261,788	(261,788)	
Total	391,544,992	387,555,216	3,989,776	

City of Sunnyvale
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Fund 6100 - Solid Waste Management Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
00001 City Wide Program	\$ -	\$ 97,439	\$ (97,439)	\$ -
13200 Pavement and Concrete Maintenance	1,110,346	1,171,388	(61,042)	-
14400 Solid Waste Management	54,754,436	54,430,630	323,807	-
14700 Regulatory Programs	132,374	76,441	55,933	-
15100 Stormwater Collections	281,135	209,925	71,210	-
Total Environmental Services	<u>56,278,291</u>	<u>55,985,822</u>	<u>292,469</u>	<u>-</u>
Total Operating Programs	<u>56,278,291</u>	<u>55,985,822</u>	<u>292,469</u>	<u>-</u>
Transfers Out				
551021 Long Term Rent - 301 Carl Rd (SMaRT)	881,516	881,516	-	-
551023 Long Term Rent-Landfill	549,427	549,427	-	-
580511 Fleet Services Fund	33,445	33,445	-	-
580511 Liability and Property Insurance Fund	10,689	10,689	-	-
580511 General Fund	4,723,884	4,723,884	-	-
580511 Employee Payroll & Benefits Fund	696,463	696,463	-	-
551028 Civic Center Rent	375,745	375,745	-	-
Total Transfers Out	<u>7,271,169</u>	<u>7,271,169</u>	<u>-</u>	<u>-</u>
Projects				
<i>Infrastructure Projects</i>				
825911 Flare Structure Replacement	49,742	49,742	-	-
831340 Civic Center Modernization	28,507	-	28,507	28,507
<i>Capital Projects</i>				
829081 Storm System Trash Control Devices	756,369	191,486	564,883	564,883
<i>Special Projects</i>				
801351 Sunnyvale Contribution to SMaRT Station Equipment Rep.	339,902	357	339,545	-
824261 Solid Waste Cost of Service Study	38,533	28,810	9,723	9,723
824741 Landfill Constituents of Concern Monitoring	24,685	24,685	-	-
827560 Aerial Mapping and Settlement Analysis of the SV Landfill	20,291	20,291	-	-
830910 Zero Waste Strategic Plan	856,111	66,261	789,849	789,849
831691 Storm System Trash Reduction Programs	230,593	3,248	227,345	227,345
833210 Secondary Treatment & Thickening/Dewatering - CAS Stage 1	3,000,000	89	2,999,911	2,999,911
834640 Interactive Voice Response (VR) for Utility Billing Call Center	2,000	-	2,000	2,000
834650 Utility Billing Reporting Tool	-	3,251	(3,251)	-
835460 Recycle Yard Transition to Parking Lot	50,000	-	50,000	50,000
836240 Re-Drilling of Six Landfill Gas Wells	100,000	92,744	7,256	7,256
836250 Expand Webform Options for Utility Work Orders	8,000	-	8,000	8,000
836370 Landfill Gas Collection System Assessment Study	100,000	38,000	62,000	62,000
836880 CalRecycle SB 1383 Local Assistance Grant	371,043	200,975	170,068	170,068
Total Projects	<u>5,975,776</u>	<u>719,939</u>	<u>5,255,837</u>	<u>4,919,543</u>
Total Appropriations	<u>69,525,236</u>	<u>63,976,930</u>	<u>5,548,306</u>	<u>4,919,543</u>
Project Carryover	-	4,919,543	(4,919,543)	
Total	<u>69,525,236</u>	<u>68,896,473</u>	<u>628,763</u>	

City of Sunnyvale
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Fund 6140 - SMaRT Station Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Environmental Services				
14500 SMaRT Station	\$ 31,563,643	\$ 29,917,057	\$ 1,646,587	\$ -
Total Environmental Services	<u>31,563,643</u>	<u>29,917,057</u>	<u>1,646,586</u>	<u>-</u>
Total Operating Programs	<u>31,563,643</u>	<u>29,917,057</u>	<u>1,646,586</u>	<u>-</u>
Transfers Out				
580511 Employee Payroll & Benefits Fund	166,138	166,137	-	-
580511 Project Administration	-	132,817	(132,817)	-
580511 Property and Liability Insurance Fund	-	84,394	(84,394)	-
580511 Civic Center Rent	34,372	30,979	3,393	-
551028 SMaRT Station Land Rent	446,962	-	-	-
Total Transfers Out	<u>647,471</u>	<u>414,327</u>	<u>233,144</u>	<u>-</u>
Projects				
<i>Infrastructure Projects</i>				
811250 SMaRT Station Equipment Replacement	715,526	586,509	129,018	129,018
828260 Replace SMaRT Station	23,092,311	7,865,681	15,226,630	15,226,630
831340 Civic Center Modernization	2,356	-	2,356	2,356
837630 Beverage Container Recycling Equipment	6,575,000	-	6,575,000	6,575,000
<i>Special Projects</i>				
836000 Anaerobic Digestion and Composting Improvements	181,967	181,967	-	-
Total Projects	<u>30,567,160</u>	<u>8,634,157</u>	<u>21,933,003</u>	<u>21,933,004</u>
Total Appropriations	<u>62,778,274</u>	<u>38,965,541</u>	<u>23,812,733</u>	
Project Carryover	-	21,933,004	(21,933,004)	
Total	<u>62,778,274</u>	<u>60,898,545</u>	<u>1,879,729</u>	

City of Sunnyvale
Year-end Appropriations Budget
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Fund 6180 - Development Enterprise Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Community Development				
10300 Building Safety	\$ 6,060,116	\$ 5,732,466	\$ 327,649	\$ -
10400 Planning	3,208,298	3,331,998	(123,700)	-
10600 Community Development Department Management	186,610	162,392	24,218	-
Total Community Development	9,455,024	9,226,856	228,168	-
Public Works				
13100 Transportation and Traffic Services	553,455	487,256	66,200	-
13400 Urban Forestry	58,571	49,946	8,626	-
13900 Land Development - Engineering Services	2,587,719	2,284,962	302,758	-
Total Public Works	3,199,746	2,822,163	377,583	-
Environmental Services				
14700 Regulatory Programs	248,165	213,582	34,583	-
Total Environmental Services	248,165	213,582	34,583	-
Library and Recreation Services				
12000 Community Services	28,612	35,804	(7,192)	-
Total Library and Recreation Services	28,612	35,804	(7,192)	-
Office of the City Attorney				
10100 Comprehensive Legal Services	571,801	426,956	144,845	-
Total Office of the City Attorney	571,801	426,956	144,845	-
Public Safety				
12900 Fire Prevention and Hazardous Material Services	1,579,058	1,148,425	430,633	-
Total Public Safety	1,579,058	1,148,425	430,633	-
Office of the City Manager				
10200 Office of the City Manager	646,028	605,831	40,197	-
Total Office of the City Manager	646,028	605,831	40,197	-
Total Operating Programs	15,728,434	14,479,617	1,248,817	-
Transfers Out				
580511 General Fund - In Lieu	2,175,323	2,175,323	-	-
580511 Property and Liability Insurance Fund	82,960	82,960	-	-
580511 Employee Payroll & Benefits Fund	3,129,026	3,129,026	-	-
580511 General Services Fund - Technology and Communication	295,954	295,954	-	-
580511 General Services Fund - Fleet Services	99,981	99,981	-	-
551028 Civic Center Rent	2,177,720	2,177,720	-	-
Total Transfers Out	7,960,963	7,960,963	-	-

Projects

Special Projects

834260	Cost of Service Study for Community Development Fees	53,400	-	53,400	53,400
834730	Public Facilities Impact Fee Study	125,000	-	125,000	-
835190	Updates to Single Family Home	56,155	13,266	42,889	42,889
835910	Stormwater Permit Implementation	50,000	-	50,000	50,000
836160	Objective Standards for New Land Development Projects	150,000	-	150,000	150,000
836770	Light Pole Banners	15,000	14,674	326	-
836810	Commercial Feasibility for Private Residential and Mixed-Use Project	332,835	83,853	248,982	248,982
836890	Change to Chapter 3 of the Citywide Objective Design Standards	36,955	-	36,955	36,955

Infrastructure Projects

831340	Civic Center Modernization	189,554	-	189,554	189,554
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Total Projects

1,008,899	111,793	897,106	771,780
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Total Appropriations

24,698,296	22,552,373	2,145,923	771,780
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Project Carryover

-	771,780	(771,780)	
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Total

24,698,296	23,324,153	1,374,143	
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City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 6200 - Golf and Tennis Operations Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Public Works				
14000 Golf Course Operations	\$ 4,696,662	\$ 5,006,378	\$ (309,716)	\$ -
Total Public Works	4,696,662	5,006,378	(309,716)	-
Total Operating Programs	4,696,662	5,006,378	(309,716)	-
Projects				
Infrastructure Projects				
831340 Civic Center Modernization	24,450	-	24,450	24,450
836150 Golf Course Assessment	150,000	-	150,000	150,000
Total Projects	174,450	-	174,450	174,450
Transfers Out				
General Fund - In Lieu	82,148	82,148	-	-
Long Term Rent - Civic Center Rent Expense	253,426	253,426	-	-
Employee Payroll & Benefits Fund	591,383	591,383	-	-
Liability & Property Insurance Fund	106,087	106,087	-	-
Admin Programs Allocation	382,723	382,723	-	-
Total Transfers Out	1,415,766	1,415,766	-	-
Total Appropriations	6,286,878	6,422,144	(135,266)	174,450
Project Carryover	-	174,450	(174,450)	
Total	6,286,878	6,596,594	(309,716)	

City of Sunnyvale
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Fund 7020 - General Services Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Equipment				
P20700 Fleet Equipment	5,367,913	6,068,601	(700,688)	(700,688)
P21300 Building Maintenance Equipment	249,843	-	249,843	249,843
P21600 Information Processing Hardware	3,182,087	1,625,236	1,556,851	1,556,851
P21601 Information Processing Software	2,017,535	143,406	1,874,130	1,874,130
P21603 Communications and Office Equipment	696,558		696,558	696,558
P21604 Telecommunications Equipment	-	682	(682)	(682)
P21605 Office Equipment	-	3,110	(3,110)	(3,110)
P21609 Mail Services Equipment	-	13,558	(13,558)	(13,558)
P21610 KSUN Equipment	8,271	2,536	5,735	5,735
P21612 Payroll HRIS	-	70,722	(70,722)	(70,722)
Total Equipment	11,522,207	7,927,850	3,594,357	3,594,357
Operating Programs				
Finance				
11000 Purchasing	750,009	700,721	49,288	-
11200 Accounting and Financial Services	312,086	343,036	(30,950)	-
Total Finance	1,062,095	1,043,757	18,338	-
Information Technology				
15200 Information Technology Services and Support	15,050,817	14,206,643	844,173	-
Total Information Technology	15,050,817	14,206,643	844,174	-
Public Works				
13800 Capital Project Management	5,110,136	4,740,562	369,574	-
14100 Fleet, Fuel, and Equipment	4,478,005	4,636,175	(158,170)	-
14200 Facility Services	6,329,061	5,877,161	451,900	-
Total Public Works	15,917,202	15,253,898	663,304	-
Total Operating Programs	32,030,114	30,504,298	1,525,816	-
Transfers Out				
580511 General Fund - In Lieu	674,011	674,011	-	-
580511 Employee Payroll and Benefits Fund	4,450,667	4,450,667	-	-
580511 Property and Liability Insurance	16,751	8,455	8,296	-
551028 Civic Center Rent	2,292,702	2,292,702	-	-
Total Transfers Out	7,434,131	7,425,835	-	-
Projects				
<i>Infrastructure Projects</i>				
818700 Corporation Yard Buildings - Rehabilitation	34,814	7,598	27,217	27,217
831340 Civic Center Modernization	27,762	9,047	18,716	18,716
<i>Special Projects</i>				
830521 ERP System Acquisition, Implementation, and Support	502,563	194,454	308,109	308,109
831890 Information Technology -- Risk Assessment	104,729	47,447	57,283	57,283
832270 Permitting System Replacement	347,686	19,070	328,616	328,616
834560 GIS Onetime Support	76,978	7,595	69,383	69,383
835610 Computer Aided Dispatch (CAD) System Replacement	6,423,399	2,104,895	4,318,505	4,318,505
836360 Research and Development Fund	50,000	45,000	5,000	-
836620 Evaluate Development of a Single Mobile App (Sunnyvale App) for al	48,000	-	48,000	48,000
836710 Cyber Security Improvements	63,663	38,265	25,398	-
836720 CENIC Network Equipment Upgrades	135,977	135,977	-	-
836730 ERP Stabilization and Support	3,272,236	1,016,434	2,255,802	2,255,802
836900 Outreach and RFP for CRM With Mobile Application	155,400	145,033	10,367	10,367

City of Sunnyvale
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Fund 7020 - General Services Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
<i>Capital Projects</i>				
835580 Replacement DPS Video Surveillance System	344,408	-	344,408	344,408
835590 Replacement DPS Mobile Computing	313,506	-	313,506	313,506
835600 Replacement DPS Enterprise Storage	287,842	-	287,842	287,842
Total Projects	12,188,966	3,770,814	8,418,152	8,387,754
Total Appropriations	63,175,418	49,628,797	13,538,325	11,982,111
Equipment Carryover	-	3,594,357	(3,594,357)	
Project Carryover	-	8,387,754	(8,387,754)	
Total	63,175,418	61,610,908	1,564,510	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 7060 - Employee Payroll and Benefits Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Human Resources				
11500 Employee Leave Benefits - Leave Earned	\$ 1,303,473	\$ 3,965,595	\$ (2,662,122)	\$ -
11600 Retirement, Insurances, and Taxes	48,649,333	49,112,151	(462,818)	-
11700 Workers' Compensation Program	6,803,911	6,346,763	457,148	-
				-
Total Human Resources	56,756,717	59,424,509	(2,667,792)	-
Non-Departmental				
00001 Non-Programmatic Pension Trust	20,575	(2,021)	22,596	-
00001 Executive Mortgage	-	712,500	(712,500)	-
Total Non-Departmental	20,575	710,479	(689,904)	-
Total Operating Programs	56,777,292	60,134,988	(3,357,696)	-
Transfers Out				
00001 Transfer to OPEB Trust	2,734,000	2,669,110	64,890	-
Total Transfers Out	2,734,000	2,669,110	64,890	-
Total Appropriations	59,511,292	62,804,098	(3,292,806)	-
Project Carryover	-	-	-	
Total	59,511,292	62,804,098	(3,292,806)	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 7080 - Property and Liability Insurance Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Human Resources				
11400 Human Resources	\$ 171,331	\$ 150,075	\$ 21,255	\$ -
11800 City Liability and Property Insurance and Claim Costs	7,595,795	7,327,265	268,530	-
Total Human Resources	<u>7,767,126</u>	<u>7,477,341</u>	<u>289,785</u>	<u>-</u>
Total Operating Programs	<u>7,767,126</u>	<u>7,477,341</u>	<u>289,785</u>	<u>-</u>
Transfers Out				
580511 Employee Payroll and Benefits Fund	35,017	35,017	-	-
Total Transfers Out	<u>35,017</u>	<u>35,017</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>7,802,143</u>	<u>7,512,358</u>	<u>289,785</u>	<u>-</u>
Project Carryovers	-	-	-	
Total	<u>7,802,143</u>	<u>7,512,358</u>	<u>289,785</u>	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 5040 - Fremont Pool Trust Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Transfers Out				
580511 General Fund - In Lieu	\$ 35,232	\$ 35,232	\$ -	\$ -
Total Transfers Out	35,232	35,232	-	-
Total Appropriations	35,232	35,232	-	-
Total	35,232	35,232	-	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 5080 - Dorolou Swirsky Youth Opportunity Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Transfers Out				
580511 General Fund - In Lieu	\$ 17,980	\$ 17,980	\$ -	\$ -
Total Transfers Out	17,980	17,980	-	-
Total Appropriations	17,980	17,980	-	-
Total	17,980	17,980	-	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2025

Fund 8100 - Community Facilities District No. 3 (Estates at Sunnyvale) Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2025/26
Operating Programs				
Public Works				
15100 CFD Estates at Sunnyvale	\$ 28,860	\$ 13,690	\$ 15,170	\$ -
Total Public Works	28,860	13,690	15,170	-
Total Operating Programs	28,860	13,690	15,170	-
Transfers Out				
580511 General Fund - In Lieu	2,238	2,238	-	-
580511 Employee Payroll and Benefits Fund	3,739	3,739	-	-
580511 Civic Center Rent	1,068	1,068	-	-
Total Transfers Out	7,045	7,045	-	-
Total Appropriations	35,905	20,735	15,170	-
Total	35,905	20,735	15,170	

FY 2024/25 Administrative Budget Modifications			
Admin BM #	Title	Fund #	\$ Amount
1	Approve Administrative Budget Modification No. 1 to Appropriate \$49,000 El Camino Healthcare District (ECHD) Grant Funds for “ShapeUp Sunnyvale, Year 5” for Active Living and Healthier Eating Habits	1041	\$ 49,000
2	Approve Administrative Budget Modification No. 2 to Appropriate \$10,894 for the 2024 Cal Water Grant Program for the Purchase of Specialized Wildland Firefighting Personal Protective Equipment (PPE)	1001	\$ 10,894
3	Approve Administrative Budget Modification No. 3 to Appropriate \$67,220 of Santa Clara County Public Health Grant Funds for Reducing Youth Access to Tobacco Products to an Existing Project, 834010 DPS SCCPH Tobacco Decoy Operations	1001	\$ 67,220
4	Approve Administrative Budget Modification No. 4 to Appropriate \$79,562 of Santa Clara County Health System Trust Funds to Existing Project 830660, EMS Patient Data Care System	1001	\$ 79,562
5	Approve Administrative Budget Modification No. 5 to Appropriate \$50,000 of California State Library Grant Funds for Programs and Events to Promote Adult Literacy	1001	\$ 50,000
Total			\$ 256,676

Sunnyvale Financing Authority

**A Component Unit of the City of Sunnyvale
Sunnyvale, California**

**Basic Financial Statements
and Independent Auditor's Report**
Fiscal Year Ended June 30, 2025



Sunnyvale Financing Authority
Basic Financial Statements
and Independent Auditor's Report
Fiscal Year Ended June 30, 2025

City of Sunnyvale
456 West Olive Avenue
Sunnyvale, California 94086
(408) 730-7380

Prepared by the Department of Finance
Matthew Paulin, Director of Finance

SUNNYVALE FINANCING AUTHORITY

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Fiscal Year Ended June 30, 2025

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
City of Sunnyvale, California

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Sunnyvale Financing Authority (Authority), a component unit of the City of Sunnyvale, California (City), California, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the Table of Contents.

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund of the Authority as of June 30, 2025, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about The Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Maze & Associates

Pleasant Hill, California
November 26, 2025

Management's Discussion and Analysis

SUNNYVALE FINANCING AUTHORITY

Management's Discussion and Analysis (Unaudited)
Fiscal Year Ended June 30, 2025

This analysis of the Sunnyvale Financing Authority (Authority) of the City of Sunnyvale's (City) financial performance provides an overview of the Authority's financial activities for the fiscal year ended June 30, 2025. Please read it in conjunction with the accompanying basic financial statements and the accompanying notes to basic financial statements.

A. FINANCIAL HIGHLIGHTS

- At June 30, 2025, the Authority's net position is \$0. The Authority receives lease payments from the City and makes debt service payments to the fiscal agent when due. The fiscal agent (trustee of bond project funds) handles such transactions for the Authority.
- At June 30, 2025, other than the unspent bond proceeds held by the fiscal agent as security for the bondholders, the Authority's major asset includes the lease receivable from the City, which should be sufficient to pay off the outstanding bonds payable in the remaining bond years. Any excess reserve (primarily interest earned and accrued) can be applied by the City to reduce future lease payments to the Authority.
- The carrying amount of the cash and deposits held by the fiscal agent totaled \$30,386 as of June 30, 2025.
- The 2020 Civic Center Lease Revenue Bonds was the only outstanding debt of the Authority at the end of fiscal year 2025.

B. OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements, which consist of three components: 1) government-wide financial statements, 2) governmental fund financial statements, and 3) notes to basic financial statements.

The Authority's main function is the issuance and service of debt for the benefit of the City. The Authority's revenue sources are lease payments from the City and interest income from cash and deposits held by the fiscal agent.

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

The statement of net position presents information on all of the Authority's assets and liabilities, with the difference between the two reported as net position.

SUNNYVALE FINANCING AUTHORITY

Management's Discussion and Analysis (Unaudited), Continued
Fiscal Year Ended June 30, 2025

B. OVERVIEW OF FINANCIAL STATEMENTS, Continued

The statement of activities presents information about how the Authority's net position changed during the year. All changes in net position are reported as the underlying event giving rise to the change occurs, regardless of timing of related cash flows.

Governmental Fund Financial Statements

The governmental fund financial statements include statements for the governmental funds which are prepared using the current financial resources measurement focus and modified accrual basis of accounting. Revenues are recognized as soon as they become measurable and available. Revenues are considered available when they are collectible within the current period or soon enough (within 60 days of the end of the current fiscal period) thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred except for debt service expenditures which are recorded when payment is due.

The 2020 Civic Center Lease Revenue Bonds is presented as a major debt service fund.

Reconciliation of the fund financial statements to the government-wide financial statements is provided in the basic financial statements to explain the differences created by the integrated approach.

Notes to the Basic Financial Statements

The notes provide additional information that explain the data provided in the government-wide and governmental fund financial statements.

SUNNYVALE FINANCING AUTHORITY**Management's Discussion and Analysis (Unaudited), Continued**
Fiscal Year Ended June 30, 2025**C. GOVERNMENT-WIDE FINANCIAL ANALYSIS****Statement of Net Position**

The following are the condensed comparative statements of net position at June 30, 2025 and 2024.

Sunnyvale Financing Authority Condensed Statements of Net Position (Amounts in Thousands)		
	2025	2024
Assets:		
Current Assets	\$ 1,238	\$ 1,256
Noncurrent Assets	142,854	146,067
Total Assets	144,092	147,323
Liabilities:		
Current Liabilities	1,207	1,233
Noncurrent Liabilities	142,885	146,090
Total Liabilities	144,092	147,323
Net Position:		
Restricted for Debt Service	\$ -	\$ -

Current assets decreased due to a decrease in lease interest receivable balance. Non-current assets decreased reflecting a corresponding decrease in outstanding lease receivable balance. In 2025, the City made payments towards the principal, as per the lease payment schedule, resulting in a decrease to the outstanding lease receivable balance. The City will continue to make payments accordance to the lease payment schedule. The liabilities will be funded from lease payments by the City, with credits of the interest earned from the reserve funds, and excess reserve.

SUNNYVALE FINANCING AUTHORITY**Management's Discussion and Analysis (Unaudited), Continued**
Fiscal Year Ended June 30, 2025**C. GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued****Statement of Activities**

The following are the condensed comparative statements of activities for the fiscal years ended June 30, 2025 and 2024.

Sunnyvale Financing Authority Condensed Statements of Activities (Amounts in Thousands)		
	2025	2024
Revenues:		
Program Revenues:		
Charges for Services -		
Lease Revenue	\$ 5,507	\$ 6,884
General Revenues:		
Investment Earnings	8	27
Expenses:		
Intergov Disbursements to the City	-	(1,248)
Interest Expense and Fiscal Charges	(5,515)	(5,663)
Change in Net Position	-	-
Net Position - Beginning of Year	-	-
Net Position - Ending of Year	\$ -	\$ -

SUNNYVALE FINANCING AUTHORITY

***Management's Discussion and Analysis (Unaudited), Concluded
Fiscal Year Ended June 30, 2025***

D. GOVERNMENTAL FUND FINANCIAL STATEMENT ANALYSIS

The focus of the Authority's governmental fund is to provide information on the inflows, outflows and balances of spendable resources. Such information is useful in assessing the Authority's financing requirements.

As of the end of fiscal year 2025, the Authority's governmental fund reported an ending fund balance of \$30,479. All of the fund balance was restricted for the purposes of meeting future debt service requirements.

E. LONG-TERM OBLIGATIONS

At June 30, 2025, the only outstanding debt issues of the Authority is the 2020 Civic Center Lease Revenue Bonds in the amount of \$142.9 million.

For more information on the Authority's long-term debt, see Note 4 to the basic financial statements.

F. REQUEST FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability for the funds it receives. If you have questions about this report or need additional financial information, contact the Finance Department of the City of Sunnyvale, 456 W. Olive Avenue, Sunnyvale, California 94088.

Government-Wide Financial Statements

SUNNYVALE FINANCING AUTHORITY

**Statement of Net Position
June 30, 2025**

	Governmental Activities
Assets:	
Current Assets:	
Restricted Cash and Investments Held by Fiscal Agent	\$ 30,386
Interest Receivable	93
Lease Interest Receivable	1,207,369
Total Current Assets	<u>1,237,848</u>
Noncurrent Assets:	
Lease Receivable	<u>142,854,839</u>
Total Assets	<u>144,092,687</u>
Liabilities:	
Current Liabilities:	
Interest Payable	1,207,369
Total Current Liabilities	<u>1,207,369</u>
Noncurrent Liabilities:	
Long-Term Debt - Due in More Than One Year	<u>142,885,318</u>
Total Liabilities	<u>144,092,687</u>
Net Position	<u><u>\$ -</u></u>

See Accompanying Notes to the Basic Financial Statements.

SUNNYVALE FINANCING AUTHORITY

Statement of Activities
Year Ended June 30, 2025

	Governmental Activities
Program Expenses:	
Interest Expense and Fiscal Charges	\$ 5,514,983
Total Program Expenses	5,514,983
Program Revenues:	
Charges for Services - Lease Revenue	5,507,336
General Revenues:	
Investment Earnings	7,647
Change in Net Position	-
Net Position - Beginning of Year	
Net Position - End of Year	\$ -

See Accompanying Notes to the Basic Financial Statements.

Governmental Funds Financial Statements

The 2020 Civic Center Lease Revenue Fund is used to account for the resources accumulated for the repayment of the principal and interest of the 2020 Civic Center Lease Revenue Bonds.

SUNNYVALE FINANCING AUTHORITY

**Balance Sheet
Governmental Fund
June 30, 2025**

	2020 Civic Center Lease Revenue Bonds
Assets:	
Restricted Cash and Investments Held by Fiscal Agent	\$ 30,386
Interest Receivable	93
Lease Receivable	142,854,839
Total Assets	<u>\$ 142,885,318</u>
Deferred Inflows of Resources:	
Lease Revenue to be Collected	<u>\$ 142,854,839</u>
Fund Balances:	
Restricted for Debt Service	<u>30,479</u>
Total Deferred Inflows of Resources and Fund Balances	<u>\$ 142,885,318</u>

See Accompanying Notes to the Basic Financial Statements.

SUNNYVALE FINANCING AUTHORITY

***Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Statement of Net Position
June 30, 2025***

Total Fund Balances - Total Governmental Funds	\$ 30,479
Amounts reported for governmental activities in the statement of net position are different because:	
Interest portion of the lease installment receivable due from the City, which is used to pay the interest payable on long-term debt.	
Lease receivable reported in the funds are not available to pay for current expenditures and are deferred in the fund financial statements.	142,854,839
Long-term debt are not due and payable in the current period and therefore they are not reported in the governmental fund balance sheet.	(142,885,318)
Interest expense accrual does not require the use of current financial resources and therefore are not reported as payable in the fund financials.	(1,207,369)
Lease revenue on interest accrual are not reported as receivable in the fund financials.	1,207,369
Net Position of Governmental Activities	\$ -

See Accompanying Notes to the Basic Financial Statements.

SUNNYVALE FINANCING AUTHORITY

Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2025

	2020 Civic Center Lease Revenue Bonds
Revenues:	
Lease Revenue	\$ 7,512,675
Investment Earnings	7,647
Total Revenues	7,520,322
Expenditures:	
Debt Service:	
Principal Retirement	2,580,000
Interest	4,932,675
Total Expenditures	7,512,675
Excess (Deficiency) of Revenues Over (Under) Expenditures	7,647
Net Change in Fund Balances	7,647
Fund Balances - Beginning of Year	22,832
Fund Balances - End of Year	\$ 30,479

See Accompanying Notes to the Basic Financial Statements.

SUNNYVALE FINANCING AUTHORITY

***Reconciliation of the Governmental Funds Statement of Revenues, Expenditures,
and Changes in Fund Balances to the Government-Wide Statement of Activities
Year Ended June 30, 2025***

Net Changes in Fund Balances - Total Governmental Funds	\$ 7,647
--	-----------------

Amounts reported for governmental activities in the statement of activities are different because:

Lease revenues reported in the fund financials reflected the timing of collection revenues which are not includable as revenues in the government-wide financials.	(2,005,338)
--	-------------

Repayment of principal on the bonds is reported in the fund financials as expenditures.	2,580,000
---	-----------

Interest expense accrual does not require the use of current financial resources and therefore are not reported as expenditures in the fund financials.	(582,309)
---	-----------

Change in Net Position of Governmental Activities	\$ -
--	-------------

See Accompanying Notes to the Basic Financial Statements.

SUNNYVALE FINANCING AUTHORITY

Notes to Basic Financial Statements
Fiscal Year Ended June 30, 2025

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Sunnyvale Financing Authority (Authority), a component unit of the City of Sunnyvale, California (City), have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

A. Reporting Entity

The Authority was established on September 29, 1992 by the Joint Exercise of Powers Agreement between the City and the former Redevelopment Agency of the City of Sunnyvale.

The Authority is administered by a Board of Directors consisting of seven persons, each serving in his or her individual capacity as a Director of the Authority. The sitting members of the City Council constitute the Directors of the Authority until such time as they cease to be members of the City Council.

Additionally, the Authority shall have four officers as follows:

Chairperson – Mayor of the City
Vice-Chairperson – Vice-Mayor of the City
Executive Director – City Manager
Treasurer – Director of Finance

The City Attorney shall serve as General Counsel to the Authority and the City Clerk shall serve as Secretary. In addition to having the same governing board, the City is financially accountable for the Authority and conducts management activities of the Authority. Though legally a separate entity, the Authority is, in substance, a component unit of the City and is blended into the City's Comprehensive Annual Financial Report.

The Board of Directors of the Authority is required to hold at least one regular meeting each year.

B. Basis of Accounting and Measurement Focus

The accounts of the Authority are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Authority resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

SUNNYVALE FINANCING AUTHORITY

Notes to Basic Financial Statements, Continued
Fiscal Year Ended June 30, 2025

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES, Continued

Government-Wide Financial Statements

The Authority's government-wide financial statements include a statement of net position and a statement of activities. These statements present summaries of governmental activities for the Authority. The Authority has no business-type activities.

The government-wide financial statements are presented on an "*economic resources*" measurement focus and the accrual basis of accounting. Accordingly, all current and non-current assets and liabilities are included in the statement of net position. The statement of activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. Revenues for the Authority includes lease revenues received from the City and investment earnings.

Governmental Fund Financial Statements

Governmental fund financial statements include a balance sheet and a statement of revenues, expenditures and changes in fund balances. An accompanying schedule is presented to reconcile and to explain the differences in fund balance as presented in these statements to the net position presented in the government-wide financial statements.

All governmental funds are accounted for on a spending or "*current financial resources*" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheets. The statement of revenues, expenditures and changes in fund balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Revenues are recognized as soon as they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 60 days of the end of the current period. The primary revenue sources, which have been treated as susceptible to accrual by the Authority, are lease revenues from the City and investment earnings. Expenditures are recorded in the accounting period in which the related fund liability is liquidated.

For the year ended June 30, 2025, the Authority reported the following major governmental fund for the activities of its only remaining outstanding debt:

- The *2020 Lease Revenue Bonds Fund* is a debt services fund used to account for the resources accumulated for the repayment of the principal and interest.

Reconciliation of the fund financial statements to the government-wide financial statements is provided to explain their differences.

SUNNYVALE FINANCING AUTHORITY

Notes to Basic Financial Statements, Continued
Fiscal Year Ended June 30, 2025

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES, Continued

C. Restricted Cash and Investments Held by Fiscal Agent

Restricted cash and investments held by the fiscal agent could include unexpended bond proceeds and reserves established in accordance with related bond indentures. The Authority's investments are stated at fair value.

D. Net Position and Fund Balance

Restricted net position and fund balance represent external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The Authority's net position and fund balance are restricted for debt service purposes.

E. Deferred Inflows of Resources

Deferred inflows of resources represent an acquisition of net position or fund balances that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. On the governmental funds balance sheet, the unavailable lease revenues from the City corresponding to the lease receivable are recorded as deferred inflows of resources since the balances are not current financial resources.

F. Effects of New Pronouncements

As of July 1, 2024, the Authority implemented the following GASB Statements:

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*. The objective of this statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The implementation of this statement did not have a significant impact on the Authority's financial statements for fiscal year ended June 30, 2025.

In December 2023, the GASB issued Statement No. 102, *Certain Risk Disclosures*. The objective of this statement is to provide users of government financial statements with essential information about risk related to government's vulnerabilities due to certain concentrations or constraints. This statement defines a concentration as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources. A constraint is a limitation imposed on a government by external party or by formal action of the government's highest level of decision-making authority. Concentrations and constraints may limit a government's ability to acquire resources or control spending. The implementation of this statement did not have a significant impact on the Authority's financial statements for fiscal year ended June 30, 2025.

SUNNYVALE FINANCING AUTHORITY

Notes to Basic Financial Statements, Continued
Fiscal Year Ended June 30, 2025

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES, Continued

The Authority is currently analyzing its accounting practices to identify the potential impact on the financial statements for the GASB statements as follows:

In April 2024, the GASB issued Statement No. 103, *Financial Reporting Model Improvements*. The objective of this statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This statement also addresses certain application issues. The requirements of this statement are effective for the City's fiscal year ending June 30, 2026.

In September 2024, the GASB issued Statement No. 104, *Disclosure of Certain Capital Assets*. The objective of this statement is to provide users of government financial statements with essential information about certain types of capital assets. This statement requires certain capital assets to be disclosed separately in the capital assets note disclosures required by statement 34. The requirements of this statement are effective for the City's fiscal year ending June 30, 2026.

G. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities. In addition, estimates affect the reported amount of expenditures and expenses. Actual results could differ from these estimates and assumptions.

SUNNYVALE FINANCING AUTHORITY***Notes to Basic Financial Statements, Continued***
Fiscal Year Ended June 30, 2025**NOTE 2 – RESTRICTED CASH AND INVESTMENTS HELD BY CITY AND BY FISCAL AGENT**

At June 30, 2025, the Authority had the following cash and investments held in City Treasury Pool and held by fiscal agent, respectively:

Investments	Credit Ratings S&P/Moody's	Maturity (in years)				Total Fair Value
		1 year or less	1 to 2 years	2 to 5 years	5 to 10 years	
Treasury Obligation Mutual Funds	Not Rated	\$ 30,386	\$ -	\$ -	\$ -	\$ 30,386
Total		<u>\$ 30,386</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,386</u>

* Short-term, highly liquid investments are not subject to the fair value hierarchy disclosure requirements of GASB Statement No. 72.

Concentration of credit risk is the risk of loss attributed to the magnitude of investment in any single issuer. The Authority's investment in the corporate note is in excess of 5% of the total cash and investments.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Authority categorizes its fair value measurements within the fair value hierarchy established by GASB Statement No. 72. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs.

The Authority's investment options for the debt service reserve are specified by the trust indenture.

SUNNYVALE FINANCING AUTHORITY**Notes to Basic Financial Statements, Continued**
Fiscal Year Ended June 30, 2025**NOTE 3 - LEASE RECEIVABLE**

In accordance with a Lease Agreement for the 2020 Lease Revenue Bonds, debt service is funded with lease payments made by the City to the Authority. The City has covenanted to make payments in amounts corresponding to the Authority's debt service requirements to the extent that funds are unexpended upon completion of the Phase I of the Civic Center Modernization Project, such funds will be used to retire outstanding debt and the lease payments required from the City will be reduced accordingly.

Using fixed interest rates 5.0% until 2024 and 4.0% until 2050 and 2.5% thereafter until the final payment in 2052, the estimated future lease payments from the City as of June 30, 2025 are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>
2026	\$ 2,680,000	\$ 4,829,475
2027	2,790,000	4,722,275
2028	2,900,000	4,610,675
2029	3,015,000	4,494,675
2030	3,135,000	4,374,075
2031-2035	17,675,000	19,884,375
2036-2040	21,505,000	16,055,375
2041-2045	26,165,000	11,396,175
2046-2050	31,825,000	5,728,375
2051-2052	14,475,000	545,000
		<u>\$76,640,475</u>
Unamortized premium	<u>16,720,318</u>	
Total Outstanding	<u>\$142,885,318</u>	
Cash and Deposits Held by Fiscal Agent	<u>(30,479)</u>	
Lease Receivable	<u>\$142,854,839</u>	

SUNNYVALE FINANCING AUTHORITY**Notes to Basic Financial Statements, Concluded**
Fiscal Year Ended June 30, 2025**NOTE 4 – LONG-TERM DEBT**

Following is a summary of long-term debt transactions during the fiscal year ended June 30, 2025:

Description	Balance July 1, 2024	Additions	Reductions	Premium Amortization	Balance June 30, 2025
2020 Lease Revenue Bonds	\$ 146,090,378	\$ -	\$ (2,580,000)	\$ (625,060)	\$ 142,885,318

\$131,200,000 2020 Civic Center Lease Revenue Bonds

Due in original installments of \$2,455,000-\$4,645,000 until April 1, 2040 and term bonds in the amounts of \$26,165,000, \$31,825,000, and \$14,475,000 due on April 1, 2045, 2050, 2052, respectively. The bonds have fixed interest rates 5.0% in 2024 and 4.0% until 2050 and 2.5% thereafter until the final payment in 2052. Repayments, secured by a first pledge and lien on lease revenue, will be made from the lease revenue received by the Authority under a lease agreement dated November 1, 2020 between the Authority, as lessor and the City, as lessee.

The debt service requirements for the bonds at June 30, 2025 were as follows:

Year Ending June 30,	Principal	Interest	Total
2026	\$ 2,680,000	\$ 4,829,475	\$ 7,509,475
2027	2,790,000	4,722,275	7,512,275
2028	2,900,000	4,610,675	7,510,675
2029	3,015,000	4,494,675	7,509,675
2030	3,135,000	4,374,075	7,509,075
2031-2035	17,675,000	19,884,375	37,559,375
2036-2040	21,505,000	16,055,375	37,560,375
2041-2045	26,165,000	11,396,175	37,561,175
2046-2050	31,825,000	5,728,375	37,553,375
2051-2052	14,475,000	545,000	15,020,000
	<u>\$ 126,165,000</u>	<u>\$ 76,640,475</u>	<u>\$ 202,805,475</u>
Add Unamortized Premium	16,720,318	-	16,720,318
	<u>\$ 142,885,318</u>	<u>\$ 76,640,475</u>	<u>\$ 219,525,793</u>

SUNNYVALE FINANCING AUTHORITY

Notes to Basic Financial Statements, Concluded
Fiscal Year Ended June 30, 2025

NOTE 5 – SUBSEQUENT EVENTS

On October 21, 2025, the City Council and Sunnyvale Financing Authority Board adopted resolutions to authorize the issuance of Solid Waste Revenue Bonds, Series 2025 for up to \$50,000,000 to provide funds to replace material recovery facility equipment and make related improvements to the Sunnyvale Material Recovery Transfer Station (SMaRT Station). The Bonds are secured by installment payments made by the City to the Authority on a semiannual basis in amounts sufficient to pay the scheduled principal and interest. Those installment payments, in turn, will be secured by Net Revenues of the City's Solid Waste Enterprise Fund. Per the memorandum of understanding (MOU) with the City of Mountain View dated December 22, 2021, for the use and management of the SMaRT Station, the Cities of Sunnyvale and Mountain View are each responsible for a share of debt service on bonds issued to finance capital improvements to the SMaRT Station, based on the percentage of total material delivered to the SMaRT Station at the time of bond issuance. The Cities have determined that Sunnyvale will be responsible for approximately 73.24% of debt service on the Bonds, and Mountain View will be responsible for the remaining 26.76%. The final bond sale in the amount of \$38,980,000 took place in November 2025.

On September 9, 2025, the City Council adopted an ordinance declaring the need for the Sunnyvale Industrial Development Authority. Among other benefits to the City, the Industrial Development Authority would be available to act as a second member of the Sunnyvale Financing Authority in the event of the dissolution of the Successor Agency to the Redevelopment Agency of the City of Sunnyvale after it has satisfied all of its enforceable obligations. Concurrently, the City Council adopted a resolution amending the Joint Exercise of Powers Agreement to remove the Successor Agency and add the newly established Industrial Development Authority as a member of the Sunnyvale Financing Authority.

For questions regarding this publication or to request additional copies, contact:

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CITY OF SUNNYVALE

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES FOR
FISCAL ADMINISTRATION OF PUBLIC FUNDS**

**FOR THE PERIOD
FROM JULY 1, 2024 THROUGH OCTOBER 31, 2024
AND ON APRIL 29, 2025**



**INDEPENDENT ACCOUNTANT’S REPORT ON
APPLYING AGREED UPON PROCEDURES FOR
FISCAL ADMINISTRATION OF PUBLIC FUNDS
FOR THE PERIOD
FROM JULY 1, 2024 THROUGH OCTOBER 31, 2024
AND ON APRIL 29, 2025**

Honorable Mayor and Members of the City Council
Sunnyvale, California

We have performed the procedures enumerated below on the fiscal administration of public funds of the City of Sunnyvale, California (City), for the period from July 1, 2024 through October 31, 2024 and on April 29, 2025. The City’s management is responsible for the fiscal administration of public funds for the period from July 1, 2024 through October 31, 2024 and on April 29, 2025.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the City in evaluating its custody and control of its public funds pursuant to Article XIII Fiscal Administration, Section 1318 Independent Audit of the City Charter. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

At the request of the management of the City’s Department of Finance, we applied the agreed-upon procedures to the following areas:

1. Sunnyvale Annex Front Lobby Cash Register
2. Sunnyvale One Stop Permit Lobby Cash Register
3. Sunnyvale Engine 41 Fire Station 1
4. Sunnyvale Engine 44 Fire Station 4
5. Sunnyvale Engine 46 Fire Station 6
6. Accounts Payable – Policies and Procedures

The procedures and associated findings are as follows:

1. Sunnyvale Annex Front Lobby Cash Register

We performed a surprise cash count at the Annex Front Lobby on April 29, 2025.

- a. We observed the cash count for the Annex Front Lobby’s cash registers and compared the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and compared the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup fund and the change fund in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

2. Sunnyvale One Stop Permit Lobby Cash Register

We performed a surprise cash count at the One Stop Permit Lobby on April 29, 2025.

- a. We observed the cash count for the One Stop Permit Lobby's cash registers and agreed the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and compared the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

3. Sunnyvale Engine 41 Fire Station 1

We performed a surprise cash count at Sunnyvale Engine 41 Fire Station 1 on April 29, 2025.

- a. We observed the cash count for the Engine 41 Fire Station 1's cash registers and agreed the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and compared the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

4. Sunnyvale Engine 44 Fire Station 4

We performed a surprise cash count at Sunnyvale Engine 44 Fire Station 4 on April 29, 2025.

- a. We observed the cash count for the Engine 44 Fire Station 4's cash registers and agreed the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and compared the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

5. Sunnyvale Engine 46 Fire Station 6

We performed a surprise cash count at the Sunnyvale Engine 46 Fire Station 6 on April 29, 2025.

- e. We observed the cash count for Sunnyvale Engine 46 Fire Station 6's cash registers and agreed the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- f. We observed the cash count for the change fund in the safe and compared the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- g. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- h. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

6. Accounts Payable – Policies and Procedures

We Judgmentally selected for 12 invoices from each of the 4 months, a total of 12 invoices (3 samples/month x 4 months) that were disbursed in the months of July 2024 to October 2024 and performed the following procedures:

- a. We traced the disbursements to the invoices prepared by the City to ensure they meet the requirements in adherence to the City's Purchasing Policy and Procedures.

Finding: No exceptions were found as a result of applying the procedure.

- b. We verified that the payables were approved properly, vendor information was accurate, amount agrees with the supporting document, and the payments were correctly recorded in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

We were engaged by the City to perform the agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, the fiscal administration of public funds for the period from July 1, 2024 to October 31, 2024 and on April 29, 2025. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Mayor, City Council, and the City's management and is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



Pleasant Hill, California
August 11, 2025

CITY OF SUNNYVALE

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES FOR
FISCAL ADMINISTRATION OF PUBLIC FUNDS**

**FOR THE PERIOD FROM
NOVEMBER 1, 2024 THROUGH FEBRUARY 28, 2025,
AND ON April 29, 2025**



**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES FOR
FISCAL ADMINISTRATION OF PUBLIC FUNDS
FOR THE PERIOD FROM
NOVEMBER 1, 2024 THROUGH FEBRUARY 28, 2025,
AND ON April 29, 2025**

Honorable Mayor and Members of the City Council
Sunnyvale, California

We have performed the procedures enumerated below on the fiscal administration of public funds of the City of Sunnyvale, California (City), for the period from November 1, 2024, through February 28, 2025, and on April 29, 2025. The City's management is responsible for the fiscal administration of public funds for the period from November 1, 2024 through February 28, 2025, and on April 29, 2025.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the City in evaluating its custody and control of the City's public funds pursuant to Article XIII Fiscal Administration, Section 1318 Independent Audit of the City Charter. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

At the request of the management of the City's Department of Finance, we applied the agreed-upon procedures to the following areas:

1. Sunnyvale Community Center (Community Center) Cash Register
2. Sunnyvale Senior Center (Senior Center) Cash Register
3. Sunnyvale Main Library Cash Register
4. Sunnyvale Sunken Garden Golf Cash Register
5. ACH and Wire Transfers – Policies and Procedures

The procedures and associated findings are as follows:

1. Sunnyvale Community Center Cash Register

We performed a surprise cash count at the Community Center on April 29, 2025.

- a. We observed the cash count for the Community Center's cash registers and compared the cash count to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and compared to the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup fund and the change fund in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

2. Sunnyvale Senior Center Cash Register

We performed a surprise cash count at the Senior Center on April 29, 2025.

- a. We observed the cash count for the Senior Center's cash registers and agreed the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and agreed to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

3. Sunnyvale Main Library Cash Register

We performed a surprise cash count at the Main Library on April 29, 2025.

- a. We observed the cash count for the Main Library's cash registers and agreed the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and agreed to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

4. Sunnyvale Sunken Garden Golf Cash Register

We performed a surprise cash count at the Sunken Garden Golf on April 29, 2025.

- a. We observed the cash count for the Sunken Garden Golf's cash registers and agreed the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and agreed to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

5. ACH and Wire Transfers – Policies and Procedures

We judgmentally selected a sample of 12 ACH/ Wire transfer payments for the period from November 1, 2024 to February 28, 2025 and performed the following procedures:

- a. We traced the transfers to the supporting documents to ensure proper procedures were in place.

Finding: No exceptions were found as a result of applying the procedure.

- b. We verified that the ACH/wire were properly authorized by agreeing to the ACH/wire requisition forms, City's general ledger, and bank statements.

Finding: No exceptions were found as a result of applying the procedure.

We were engaged by the City to perform the agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the fiscal administration of public funds for the period from November 1, 2024, to February 28, 2025, and on April 29, 2025. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Mayor, City Council, and the City's management and is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Maze & Associates

Pleasant Hill, California
August 11, 2025

CITY OF SUNNYVALE

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES RELATED TO
FISCAL ADMINISTRATION OF PUBLIC FUNDS

FOR THE PERIOD FROM
SEPTEMBER 1, 2024 THROUGH JUNE 30, 2025
AND ON APRIL 29, 2025



**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES FOR
FISCAL ADMINISTRATION OF PUBLIC FUNDS
FOR THE PERIOD FROM
SEPTEMBER 1, 2024 THROUGH JUNE 30, 2025
AND ON APRIL 29, 2025**

Honorable Mayor and Members of the City Council
Sunnyvale, California

We have performed the procedures enumerated below on the fiscal administration of public funds of the City of Sunnyvale, California (City), for the period from September 1, 2024, through June 30, 2025, and on April 29, 2025. The City's management is responsible for the fiscal administration of public funds for the period from September 1, 2024 through June 30, 2025, and on April 29, 2025.

The City has agreed to and acknowledged that the procedures performed are appropriate to assist the City in evaluating its custody and control of its public funds pursuant to Article XIII Fiscal Administration, Section 1318 Independent Audit of the City Charter. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

At the request of the management of the City's Department of Finance, we applied the agreed-upon procedures to the following areas:

1. Sunnyvale Bylands Park Cash Register
2. Sunnyvale Special Events/ Lakewood Park Golf Course Cash Register
3. Sunnyvale Golf course Cash Register
4. Sunnyvale Public Safety Lobby Cash Register
5. DPS Investigation Change Funds – Policies and Procedures

The procedures and associated findings are as follows:

1. Sunnyvale Bylands Park Cash Register

We performed a surprise cash count at Bylands Park on April 29, 2025.

- a. We observed the cash count for the Byland Park's cash registers and compared the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and compared the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

2. Sunnyvale Special Events/ Lakewood Park Golf Course Cash Register

We performed a surprise cash count at the Special Events/ Lakewood Park Course on April 29, 2025.

- a. We observed the cash count for the Special Events/ Lakewood Park Golf Course cash registers and compared the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and compared the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

3. Sunnyvale Golf Course Cash Register

We performed a surprise cash count at the Golf Course on April 29, 2025.

- a. We observed the cash count for the Golf Course cash registers and compared the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and compared the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

4. Sunnyvale Public Safety Lobby Cash Register

We performed a surprise cash count at the Public Safety Lobby on April 29, 2025.

- a. We observed the cash count for the Public Safety Lobby cash registers and compared the cash amount to the total of the startup funds and the balance reported on the cash register report.

Finding: No exceptions were found as a result of applying the procedure.

- b. We observed the cash count for the change fund in the safe and compared the total count for the change fund to the reconciled amount provided by the City.

Finding: No exceptions were found as a result of applying the procedure.

- c. We reviewed the cash receipt reconciliation for the previous day and compared the cash receipts to the corresponding deposit slips for each register.

Finding: No exceptions were found as a result of applying the procedure.

- d. We compared the total cash count for the startup and change funds in the safe to the amount reported in the City's general ledger.

Finding: No exceptions were found as a result of applying the procedure.

5. DPS Investigation Change Funds – Policies and Procedures

We haphazardly selected a sample of 5 funds for the fiscal year ending June 30, 2025, and performed the following procedures:

- a. We traced the funds to the supporting documents to ensure that the purpose for withdrawals and deposits appeared reasonable in adherence to the DPS program policies and procedures.

Finding: No exceptions were found as a result of applying the procedure.

- b. We verified the change of fund transactions appeared within the DPS bank statements.

Finding: No exceptions were found as a result of applying the procedure.

- c. We verified the change of fund transactions were properly authorized in adherence to the DPS program policies and procedures.

Finding: No exceptions were found as a result of applying the procedure.

We were engaged by the City to perform the agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, the fiscal administration of public funds for the period from September 1, 2024, through June 30, 2025, and on April 29, 2025. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Mayor, City Council, and the City's management and is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Maze & Associates

Pleasant Hill, California
August 11, 2025

**CITY OF SUNNYVALE
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED JUNE 30, 2025**

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**CITY OF SUNNYVALE
REQUIRED COMMUNICATIONS**

For the Year Ended June 30, 2025

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REQUIRED COMMUNICATIONS

To the Honorable Mayor and Members of the City Council
City of Sunnyvale, California

We have audited the basic financial statements of the City of Sunnyvale for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 15, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Accounting Policies – Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in **Note 1** to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows:

The following pronouncements became effective, but did not have a material effect on the financial statements:

GASB 101 – *Compensated Absences*

GASB 102 – *Certain Risk Disclosures*

Unusual Transactions, Controversial or Emerging Areas – We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates – Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Estimated Net Pension Liabilities and Pension-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net pension liabilities and deferred outflows/inflows of resources are disclosed in **Note 16** to the financial statements and are based on actuarial studies and accounting valuations determined by the California Public Employees Retirement System, which are based on the experience of the City. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the basic financial statements taken as a whole.

Estimated Net OPEB Liability and OPEB-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net OPEB liability and deferred outflows/inflows of resources is disclosed in **Note 17** to the financial statements and is based on actuarial study determined by a consultant, which is based on the experience of the City. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the basic financial statements taken as a whole.

Estimated Fair Value of Investments: As of June 30, 2025, the City held approximately \$1,139.4 million of cash and investments as measured by fair value as disclosed in **Note 3** to the financial statements. Fair value is essentially market pricing in effect as of June 30, 2025. These fair values are not required to be adjusted for changes in general market conditions occurring subsequent to June 30, 2025.

Estimate of Depreciation: Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in **Note 1** to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate in **Note 11** to the financial statements in determining that it is reasonable in relation to the basic financial statements taken as a whole.

Estimate of Compensated Absences: Accrued compensated absences which are comprised of accrued paid time off, compensatory time and other paid leave, is estimated using accumulated unpaid leave hours and hourly pay rates in effect at the end of the fiscal year as disclosed in **Note 1** and **Note 12** to the financial statements. We evaluated the key factors and assumptions used to develop the accrued compensated absences in determining that it is reasonable in relation to the basic financial statements taken as a whole.

Estimated Landfill Postclosure Liability: Management's estimate of the landfill closure liability is disclosed in **Note 12** to the financial statements and is based on the City's estimate of future post-closure maintenance and corrective action costs required by its agreement with CalRecycle. We evaluated the key factors and assumptions used to develop the landfill closure liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Estimated Claims Liabilities: Management's estimate of the claims liabilities payable is disclosed in **Note 12** to the financial statements and is based on actuarial studies determined by a consultant, which are based on the claims experience of the City. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the basic financial statements taken as a whole.

Disclosures – The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the City Council.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated November 26, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves the application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information that accompanies and supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

We were engaged to report on the supplementary information that accompanies the financial statements, but is not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the Introductory and Statistical Sections which accompany the financial statements, but are not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance them.

This information is intended solely for the use of City Council and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Maze & Associates

Pleasant Hill, California
November 26, 2025



Sunnyvale

RTC #: 25-0450

Document Title: Annual Comprehensive Financial Report

Link: [Annual Financial Reports](#)



City of Sunnyvale

Agenda Item

25-1114

Agenda Date: 12/9/2025

REPORT TO COUNCIL

SUBJECT

Review, Discussion, and Potential Action to Amend Policies Within the Council Policy Manual
Chapter 7 - Planning and Management

BACKGROUND

This agenda item was scheduled for the November 18, 2025 (RTC No. 25-0912) Council Meeting but was not heard by Council at that time.

As operational needs warrant, staff periodically reviews Council Policies and recommend updates. When proposed edits are minor clarifications and do not alter the original intent of the policy but instead serve to clarify Council's intent or to memorialize existing practice rather than introduce new procedures these clarifications are typically approved by the City Manager and shared with Council but processed without formal Council action.

However, when proposed edits represent a substantive change in Council's original intent or introduce a new policy direction, such revisions are brought forward for formal Council consideration.

While many of the changes proposed in this report primarily clarify existing policy and memorialize current Council practices, staff is presenting them to Council due to the volume of proposed updates.

EXISTING POLICY

Council Strategic Goal - Responsive Government

Council Policy 7.3.1, Legislative Management - Goals and Policies

- Goal 7.3B Assure that City policy is established, documented and enacted according to established procedures and legal principles.
- Policy 7.3B.2 Maintain official records of City action and policy in a retrievable manner, according to legal convention.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental, organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

Over the years, the City of Sunnyvale has accumulated many Council policies, many of which overlap, contradict, or become outdated. Regularly reviewing, updating, and consolidating policies creates a more user-friendly, accessible framework for staff, Council, and the public. Outdated, duplicative, or superfluous policies can lead to inconsistent decision-making. A consolidated Council

policy framework that references and defers to relevant federal, state, and local laws supports better governance and compliance with legislation, and public transparency and clarity.

With that in mind, staff is currently undertaking an effort to incrementally review Council Policies that have not been updated in the last five years. Some may be reviewed and found to be current; others will be updated. This report is the first phase of that review and includes recommended changes to 19 Council policies within Chapter 7 - Planning and Management. The goal of the review was to clarify, reduce duplication, and simplify where appropriate. To guide Council through the proposed changes, staff has developed the *Council Policy Amendment Table* (Attachment 1) which shows the current policy and summary of proposed changes.

Staff determined that 16 Council policies - specifically those governing staff and administrative support for Council, staff-Council communications, Council travel and conferences, and Council appointments to Intergovernmental agencies were found not reflective of current Council practice or had duplicative language found in other Council policies. The remaining three (3) of 19 presented here include proposed updates to memorialize, clarify, or align policy language.

Among the 16 Council policies governing staff and administrative support for Council, staff-Council communications, Council travel and conferences, and Council appointments to Intergovernmental agencies, staff proposes amendments to consolidate language within six (6) policies and delete the remaining ten (10) policies, as follows:

- **Council Policy 7.3.13 *Support for Councilmembers; Staff-Council Communications*** - Clean Version (Attachment 2) and Redline Version (Attachment 3)
 - Proposed Revision: Update policy title and incorporate policy language from 7.3.20, 7.4.1, 7.4.4, 7.4.10, 7.4.12, 7.4.12. Remove duplicative language found in 7.4.14, 7.4.15, and 7.4.16.
- **Council Policy 7.3.20 *Council Recognition of Individuals, Organizations and/or Events*** - Clean Version (Attachment 4) and Redline Version (Attachment 5)
 - Proposed Revision: Update policy title and incorporate policy language from policy 7.3.21.
- **Council Policy 7.3.21 *Recognition of Elected and Appointed Officials and Visiting Dignitaries*** - Clean Version (Attachment 6) and Redline Version (Attachment 7)
 - Proposed Revision: Update policy title, remove policy language that was moved to policy 7.3.20 and update current practice regarding outgoing Mayor and Councilmembers.
- **Council Policy 7.4.1 *Provision of Staff & Administrative Support for Councilmembers*** - Clean Version (Attachment 8) and Redline Version (Attachment 9)
 - Proposed Revision: Incorporate and update policy language from 7.4.2, 7.4.3, 7.4.5, 7.4.6, 7.4.7, 7.4.8, and 7.4.9.
- **Council Policy 7.4.4 *Council Travel and Conferences*** - Clean Version (Attachment 10) and Redline Version (Attachment 11)
 - Proposed Revision: Updated policy language with current practice.
- **Council Policy 7.4.12 *Council Appointments to Intergovernmental Agencies*** - Clean Version (Attachment 12) and Redline Version (Attachment 13)

- Proposed Revision: Updated policy title and incorporate policy language from 7.4.13

Staff proposes the following ten (10) policies for deletion (Attachment 14). Where noted, policy language has been incorporated in existing policies and/or policy language has been removed where no longer applicable.

- **Council Policy 7.4.2 *Council Equipment, Materials, and Supplies* - Redline Version**
 - Language incorporated in 7.4.1
- **Council Policy 7.4.3 *Meetings: Scheduling and Use of City Facilities* - Redline Version**
 - Language incorporated in 7.4.1
- **Council Policy 7.4.5 *Ceremonial Events* - Redline Version**
 - Language incorporated in 7.4.1
- **Council Policy 7.4.6 *Council Announcements and Speeches* - Redline Version**
 - Language incorporated in 7.4.1
- **Council Policy 7.4.7 *Council Correspondence* - Redline Version**
 - Language incorporated in 7.4.1
- **Council Policy 7.4.8 *Mayor and Council Mail, Answer Point Email, and Meeting Packets* - Redline Version**
 - Language incorporated in 7.4.1
- **Council Policy 7.4.9 *Receiving and Responding to Community Member Inquiries and Concerns* - Redline Version**
 - Language incorporated in 7.4.1
- **Council Policy 7.4.10 *Council Inquiries and Requests for Information and Records* - Redline Version**
 - Language incorporated in 7.3.13
- **Council Policy 7.4.11 *Council Files* - Redline Version**
 - Language incorporated in 7.4.1
- **Council Policy 7.4.13 *Council Subcommittees and Council or Mayor-Created Advisory Task Forces* - Redline Version**
 - Language incorporated in 7.4.12

Staff also reviewed Council policies where proposed updates would memorialize, clarify, or align policy language.

- **Council Policy 7.1.5 *Grants, Donations, Contributions and Sponsorships* - Clean Version (Attachment 15) and Redline Version (Attachment 16)**
 - Proposed Revision: Increase City Manager grants, donations, contributions, and sponsorships authority from \$100K to \$250K to align with current City Manager contract authority. Lead Dept: Finance Department
- **Council Policy 7.2.19 *Boards and Commissions* - Clean Version (Attachment 17) and Redline Version (Attachment 18)**
 - Proposed Revision: Update Q. Council Subcommittee to expand the role of a Council committee beyond consideration of bylaw amendments and replace a Standing Committee with an Ad Hoc Advisory Committee. This change aligns with the City's recent use of this body, which is only convened on an as-needed basis and does not

meet routinely or regularly. Any changes proposed by the Ad Hoc Committee would be referred to the full City Council for action.

- **Council Policy 7.3.19 *Council Meetings*** - Clean Version (Attachment 19) and Redline Version (Attachment 20)
 - Proposed Revision: Add new language regarding Council Document/Presentation Submittals to follow the same submittal protocols and deadlines that apply to the public, maintain meeting decorum, and prevent the perception of bias.

As of October 1, 2025, the Council Policy Manual included 123 policies. Council acted on October 21, 2025, to delete Council Policy 7.1.7 Budget Proposal Process; therefore, the Council Policy Manual includes 122 policies, encompassing the Code of Ethics and Conduct as well as Legislative Advocacy Policies (LAPs). Over the past five (5) years, including the 19 policies reviewed in this report, staff from nine (9) departments have reviewed approximately 32% (or 39) of these policies and 68% (or 84) still require review.

Staff will continue the internal review of Council Policies every five (5) years to determine whether an update is needed. Depending on the extent and nature of proposed revisions, updates will be brought forward for Council consideration at a public meeting. For clarity revisions, staff will update policies under the City Manager's authority and notify Council.

FISCAL IMPACT

There is no fiscal impact associated with this report.

PUBLIC CONTACT

Public contact was made by posting the Council meeting agenda on the City's official-notice bulletin board at City Hall, at the Sunnyvale Public Library and in the Department of Public Safety Lobby. In addition, the agenda and this report are available at the City Hall reception desk located on the first floor of City Hall at 456 W. Olive Avenue (during normal business hours), and on the City's website.

ALTERNATIVES

1. Approve the Council Policy 7.1.5 Grants, Donations, Contributions and Sponsorships - Clean Version (Attachment 15)
2. Approve the Council Policy 7.2.19 Boards and Commissions - Clean Version (Attachment 17)
3. Approve the Council Policy 7.3.13 *Support for Councilmembers; Staff-Council Communications* - Clean Version (Attachment 2)
4. Approve the Council Policy 7.3.19 *Council Meetings* - Clean Version (Attachment 19)
5. Approve the Council Policy 7.3.20 *Council Recognition of Individuals, Organizations and/or Events* - Clean Version (Attachment 4)
6. Approve the Council Policy 7.3.21 *Recognition of Elected and Appointed Officials and Visiting Dignitaries* - Clean Version (Attachment 6)
7. Approve the Council Policy 7.4.1 *Provision of Staff & Administrative Support for Councilmembers* - Clean Version (Attachment 8)
8. Approve the Council Policy 7.4.4 *Council Travel and Conferences* - Clean Version (Attachment 10)
9. Approve the Council Policy 7.4.12 *Council Appointments to Intergovernmental Agencies* - Clean Version (Attachment 12)
10. Approve the Proposed Deleted Council Policies (Attachment 14)

11. Other direction as provided by Council.

STAFF RECOMMENDATION

Alternatives 1 through 10, as noted in the report.

LEVINE ACT

The Levine Act (Gov. Code Section 84308) prohibits city officials from participating in certain decisions regarding licenses, permits, and other entitlements for use if the official has received a campaign contribution of more than \$500 from a party, participant, or agent of a party or participant in the previous 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html

An "X" in the checklist below indicates that the action being considered falls under a Levine Act category or exemption:

SUBJECT TO THE LEVINE ACT

- ☐ Land development entitlements
- ☐ Other permit, license, or entitlement for use
- ☐ Contract or franchise

EXEMPT FROM THE LEVINE ACT

- ☐ Competitively bid contract*
- ☐ Labor or personal employment contract
- ☐ Contract under \$50,000 or non-fiscal
- ☐ Contract between public agencies
- ☒ General policy and legislative actions

* "Competitively bid" means a contract that must be awarded to the lowest responsive and responsible bidder.

Prepared by: Michelle Zahraie, Senior Management Analyst

Reviewed by: Sarah Johnson-Rios, Assistant City Manager

Approved by: Tim Kirby, City Manager

ATTACHMENTS

1. Council Policy Amendment Table
2. Council Policy 7.3.13 *Support for Councilmembers; Staff-Council Communications* - Clean Version
3. Council Policy 7.3.13 *Support for Councilmembers; Staff-Council Communications* - Redline Version
4. Council Policy 7.3.20 *Council Recognition of Individuals, Organizations and/or Events* - Clean Version
5. Council Policy 7.3.20 *Council Recognition of Individuals, Organizations and/or Events* -Redline Version
6. Council Policy 7.3.21 *Recognition of Elected and Appointed Officials and Visiting Dignitaries* - Clean Version

7. Council Policy 7.3.21 *Recognition of Elected and Appointed Officials and Visiting Dignitaries* - Redline Version
8. Council Policy 7.4.1 *Provision of Staff & Administrative Support for Councilmembers* - Clean Version
9. Council Policy 7.4.1 *Provision of Staff & Administrative Support for Councilmembers* -Redline Version
10. Council Policy 7.4.4 *Council Travel and Conferences* - Clean Version
11. Council Policy 7.4.4 *Council Travel and Conferences* - Redline Version
12. Council Policy 7.4.12 *Council Appointments to Intergovernmental Agencies* - Clean Version
13. Council Policy 7.4.12 *Council Appointments to Intergovernmental Agencies* - Redline Version
14. Proposed Deleted Council Policies - Redline Version
15. Council Policy 7.1.5 *Grants, Donations, Contributions and Sponsorships* - Clean Version
16. Council Policy 7.1.5 *Grants, Donations, Contributions and Sponsorships* - Redline Version
17. Council Policy 7.2.19 *Boards and Commissions* - Clean Version
18. Council Policy 7.2.19 *Boards and Commissions* -Redline Version
19. Council Policy 7.3.19 *Council Meetings* - Clean Version
20. Council Policy 7.3.19 *Council Meetings* - Redline Version

Council Policy Amendment Table

Current Policy	Summary Proposed Change
Council Policy 7.1.5 <i>Grants, Donations, Contributions and Sponsorships</i>	Keep policy – Amend policy language to increase City Manager authority for grant acceptance to align to contract authority.
Council Policy 7.2.19 <i>Boards and Commissions</i>	Keep policy – Amend policy language regarding Council Subcommittee to align with current practice.
Council Policy 7.3.13 <i>Support for Councilmembers; Staff-Council Communications</i>	Keep policy - Amend policy language to update title, align with current practice and incorporate language from other policies to eliminate duplicative policies.
Council Policy 7.3.19 <i>Council Meetings</i>	Keep policy – Amend policy language to add new section on Council Document/Presentation Submittals.
Council Policy 7.3.20 <i>Council Recognition of Individuals, Organizations and/or Events</i>	Keep policy - Amend policy language to update title, align with current practice and incorporate language from other policy.
Council Policy 7.3.21 <i>Recognition of Elected and Appointed Officials and Visiting Dignitaries</i>	Keep policy - Amend policy language to update title, align with current practice and incorporate language from other policy.
Council Policy 7.4.01 <i>Provision of Staff & Administrative Support for Councilmembers</i>	Keep policy - Amend policy language to align with current practice and incorporate language from other policies.
Council Policy 7.4.2 <i>Council Equipment, Materials, and Supplies</i>	Delete policy - Language incorporated in 7.4.1
Council Policy 7.4.3 <i>Meetings: Scheduling and Use of City Facilities</i>	Delete policy - Language incorporated in 7.4.1
Council Policy 7.4.4 <i>Council Travel and Conferences</i>	Keep policy – Amend policy language to align with current practice.
Council Policy 7.4.5 <i>Ceremonial Events</i>	Delete policy - Language incorporated in 7.4.1
Council Policy 7.4.6 <i>Council Announcements and Speeches</i>	Delete policy - Language incorporated in 7.4.1
Council Policy 7.4.7 <i>Council Correspondence</i>	Delete policy - Language incorporated in 7.4.1
Council Policy 7.4.8 <i>Mayor and Council Mail, Answer Point Email, and Meeting Packets</i>	Delete policy - Language incorporated in 7.4.1
Council Policy 7.4.9 <i>Receiving and Responding to Community Member Inquiries and Concerns</i>	Delete policy - Language incorporated in 7.4.1
Council Policy 7.4.10 <i>Council Inquiries and Requests for Information and Records</i>	Delete policy - Language incorporated in 7.3.13
Council Policy 7.4.11 <i>Council Files</i>	Delete policy - Language incorporated in 7.4.1
Council Policy 7.4.12 <i>Council Appointments to Intergovernmental Agencies</i>	Keep policy - Amend policy language to update title and incorporate language from other policy.
Council Policy 7.4.13 <i>Council Subcommittees and Council or Mayor-Created Advisory Task Forces</i>	Delete policy - Language incorporated in 7.4.12

COUNCIL POLICY MANUAL

Policy 7.3.13 Staff-Council Communications and Requests for Information and Records

POLICY PURPOSE:

It is the purpose of this policy to establish guidelines and standards regarding communications between City Council and staff. This policy is supplementary to and in no way is intended to conflict with the City Charter. For further information on this subject, see:

- City Charter, Section 807
- Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)

POLICY STATEMENT:

I. Staff Assistance. It is recognized that Council's work cannot be fully conducted at Council meetings. It is also recognized that the City Charter places the responsibility on the City Manager to conduct the day-to-day affairs of the City consistent with established Council policy and does not permit Councilmembers to direct the activities of City staff. The following policies regarding staff assistance are established to comply with the City Charter and meet the staffing needs of Councilmembers (see Code of Conduct and Code of Ethics for additional guidance):

A. Councilmember Inquiries and Requests for Information

1. General. Council communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to Council questions posed outside of normal business hours should be expected no earlier than the next business day. A request for information, records, written work or analysis by City staff with support work of up to one (1) hour will be provided. Requests over one hour must be approved by the Council. The City Manager can authorize a deviation from this policy if they determine that the request needs to be filled before the Council next meets.
2. Routine Requests for Information and Inquiries. Councilmembers may contact staff directly for information made readily available to the general public on a regular basis by City staff (e.g., "What are the library's hours of operation?" or "How does one reserve a tee time at the golf course?"). Under these circumstances staff shall treat the Councilmember no differently than they would the general public, and the Councilmember shall not use their elected status to secure preferential treatment. The City Manager does not need to be advised of such contacts.
3. Non-Routine Requests for Readily Available Information. Council may also contact staff directly for easily retrievable information *not routinely requested by the general public* so long as it does not require staff to discuss the issue or express an opinion (e.g., "How many traffic lights are there in the City?" or "Under what circumstances does the City lower its flags to half mast?"). Staff shall inform the City Manager of all such Council contacts, and the City Manager shall determine

COUNCIL POLICY MANUAL

whether to copy all other Councilmembers the requested information.

- a. This includes securing copies of official records. Such requests shall be routed to the Executive Assistant to Council.

4. Non-routine Requests Requiring Special Effort. Any Councilmember request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff express an opinion (legal or otherwise) must be directed to the City Manager, or to the City Attorney, as appropriate (e.g., “How many Study Issues completed over the past five years have required 500 or more hours of staff time?” or “What is the logic behind the City’s sign ordinances affecting businesses along El Camino Real?”). The City Manager (or City Attorney as appropriate) shall be responsible for distributing such requests to their staff for follow-up. Responses to such requests shall be copied to all Councilmembers, the City Manager, the City Attorney as appropriate, and affected Department Heads.
5. Questions Regarding Reports to Council. Councilmembers should forward any questions regarding staff “Reports to Council” no later than the morning of the day prior to the Council meeting. . During Council meetings, any questions from Council having to do with non-agenda items shall be directed to the City Manager for follow-up.
6. Meeting Requests. Any Councilmember request for a meeting with staff must be directed to the City Manager or City Attorney, as appropriate. When in doubt about the appropriateness of communication with staff, Councilmembers shall ask the City Manager for advice.
7. Restricted Information. Under certain circumstances, requests for information regarding operations or personnel may be legally restricted. Applicable statutes include: The Peace Officers’ Procedural Bill of Rights (California Government Code Section 3300, et seq.), Confidentiality of Peace Officer Records (California Penal Code Section 832.5-7), and a number of exceptions to the California Public Records Act, defined in Government Code Section 6254. Providing information in response to such requests could violate the law, and might also violate due process rights that have been defined for employees in the State of California. Accordingly, it shall be the policy of the City of Sunnyvale to strictly comply with all applicable legal authorities governing the release of personnel information and records.

- II. Councilmember Inquiries and Requests for Information Not Available to the General Public. Section I above addresses Councilmembers’ requests for information and records of a routine and non-routine nature and primarily addresses records which are available to the general public. Additionally, this Policy will establish Guidelines and Standards regarding requests by the Council and individual Councilmembers for City records and information which may not be available to the general public. This Policy obligates the City Manager and City Attorney to determine the appropriate labeling of the records or information and is intended for the benefit of the City, staff and the community.

- A. Guiding Principles.

COUNCIL POLICY MANUAL

1. The Sunnyvale City Charter provides that the Sunnyvale Municipal Government shall be conducted as a “Council-Manager” form of government and requires the Council to deal directly with the officers and employees of the City through the City Manager or the City Attorney. The Charter also provides that the City Attorney shall control all legal business and proceedings and, subject to contracting requirements and budget restraints, may employ other attorneys, appraisers, and other technical expert services to assist with or take charge of any litigation or matter.
2. The Council has the clear authority under the Charter to conduct an inquiry into the affairs of the City or the conduct of any department or office which the City Council authorizes with at least four (4) votes. An individual Councilmember may request a vote of the Council to initiate such an inquiry.
3. While the vast majority of public records are available to the general public, some information and records are, by law, restricted and may not be released to the public. Some public records are maintained on a strictly “need-to-know” basis and may not be released by staff, even to the City Council. Laws governing these records often impose a legal obligation on the part of City staff (e.g., personnel records, medical and health records, some tax information, police records) and also may create privileges to that privacy or non-disclosure.
4. This Policy acknowledges that some non-public records may become public records in the future. Some records such as personnel records or medical information may never lose their cloak of privacy, absent the consent of the party who possesses the privilege or protection.
5. The City Charter and principles of governance provide that the City Council can establish rules for the conduct of its business and proceedings and may sanction a person for disorderly or improper conduct at any meeting or for the disclosure or abrogation of any of the rights of the City, staff or its residents as it may be related to the right to privacy and non-disclosure of information and records.

B. Closed Session Information and Records.

1. No person shall disclose confidential information that has been acquired by being present in a closed session to a person not entitled to receive it unless the legislative body by affirmative vote authorizes disclosure of that confidential information.
2. This Policy hereby creates a presumption that any information, records or written materials received as part of a closed session are confidential in nature and may not be disclosed without permission of the City Attorney, the City Manager after consultation with the City Attorney, or disclosure is authorized by a majority vote of the City Council. The Council is free to request clarification of this issue while in closed session or independently with the City Attorney.
3. All materials provided as part of a closed session including materials distributed

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before the closed session and those distributed in the closed session are to be returned to City staff prior to the conclusion of the closed session unless the City Attorney, the City Manager in consultation with the City Attorney, or a majority vote of the Council authorizes retention of the materials. The authorization to retain materials does not affect the privilege of confidentiality affecting those materials, the information, and/or the obligation to not disclose any of said information or materials.

C. Personnel, Medical Information and Public Safety Records.

1. As a general rule, City Council has no authority to review individual employee personnel records and/or medical information, with the exception of the personnel files and non-medical information relating to the City Manager and City Attorney.
2. Council has a limited privilege to review information which may be necessary in the personnel context of labor negotiations. If that information is received in closed session, Section II.B of this Policy applies.
3. Council may have access to information and records maintained by the public safety department which are accessible records and non-confidential in nature as determined by the Chief of Public Safety in consultation with the City Attorney.

D. Attorney-Client and Work-Product Privileged Information and Records.

1. Consistent with City Charter Section 908, while the City Attorney controls all legal business and proceedings of the City subject to contracting and budget constraints, the City Council can review with the City Attorney the handling of any matter, including litigation, and shall have the right to view contracts authorized by the City Attorney and the negotiation and payment of legal invoices.
2. Council shall exercise this right through either the supervision of individual cases as those matters come before the Council or as part of the City Attorney evaluation process.

E. Procedure for Access to Information.

1. Litigation/Legal – Any individual Councilmember seeking to examine individual contracts, invoices, payments or records involving confidential information or records handled by the City Attorney may request that Council conduct an inquiry as is authorized under Section 807 of the City Charter. If the inquiry arises as part of the evaluation of the City Attorney, the Mayor shall advise the City Attorney in advance of the evaluation proceeding that the Council has voted by at least four affirmative votes to inquire into one or more matters specified in this Policy. The City Attorney shall respond with sufficient information and detail as may be required by the Council.
2. If the request or inquiry is made as part of a public meeting, the requesting Councilmember shall state the request in the form of a motion. If the motion receives a second, the matter shall be voted on and four votes shall authorize access by the Council. The City Manager and City Attorney are directed to

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determine in what context the access can occur to maintain any privilege or comply with any obligation imposed on the City by law.

3. If legally permissible, a Councilmember may review confidential information directly with the City Manager or City Attorney in a manner which preserves and protects the attorney-client and attorney work-product privileges of the City and is consistent with the time limitations of Section I above.
4. Attempts to access information or records in violation of this policy shall be ruled as “out of order” by the Mayor if the attempt occurs at a public meeting and reported to the Mayor if the violation occurs outside of a public meeting.

F. Limitations and Exclusions.

1. This Policy is supplementary to and in no way is intended to conflict with the City Charter or to compromise or abrogate the privileges possessed by the City including, but not limited to, the attorney-client privilege, the attorney work-product privilege, the obligations and privileges with respect to personnel records, medical information and records under the Health Insurance Portability and Accountability Act (HIPAA) and other laws and regulations. This policy also does not impact the City’s rights and obligations under the California Public Records Act, Government Code 6254, et seq.
2. Confidential public records shall only be disclosed to staff on a need-to- know basis only as may be determined by the custodian of those records in consultation with the City Attorney.
3. If a confidential record no longer needs to be held as confidential, it shall be considered an accessible public record.

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III. Implementation.

The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.

Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.

(Adopted: RTC 85-411 (8/20/1985); Amended 94-133 (3/19/1994), 96-054 (2/27/1996), 97-084 (3/25/1997), 02-094 (3/19/2002), [No RTC, Council subcommittee report] (5/14/2002), Amended RTC 04-153 (5/4/2004), (former Policy 7.3.13, "City Council Guidelines and Standards Relating to Secretarial Assistance, Supplies, Travel, and Expenses" was incorporated into this policy as part of the Policy Update Project 11/2005); Amended: [No RTC] (4/17/2006); Updated for clarity (7/5/2006); Updated for clarity (8/30/2006); Amended RTC 06-376 (11/28/2006); Amended RTC 08-029 (1/29/2008); Updated for clarity (9/15/2008); Amended RTC 09-036 (2/3/2009); Updated for clarity (3/3/2009); Amended RTC 09-168 (6/23/2009 FY 09/10 Budget Adoption); Amended RTC 10-142 (5/25/2010); Amended RTC 12-120 (5/15/2012); Adopted: RTC 12-156 (6/19/2012); Amended: Council Motion, Budget Workshop (5/23/2013); Updated for clarity (6/26/2013); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

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Policy 7.3.13 Support for Councilmembers; Staff-Council Communications and Requests for Information and Records

POLICY PURPOSE:

It is the purpose of this policy to establish guidelines and standards regarding communications between City Council and staff. ~~City resources and support for Councilmembers, including staff assistance and communications, as well as supplies, travel and expense allowances.~~ This policy is supplementary to and in no way is intended to conflict with the City Charter. For further information on this subject, see:

- City Charter, Section 807
- Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)

POLICY STATEMENT:

- ~~I. Equipment, Material, and Supplies. Certain supplies and materials are required by Councilmembers to discharge their functions. The City Manager shall make available to Councilmembers the following materials and supplies when requested, which shall be used predominantly for City business and only incidentally for personal use:~~
- ~~A. A key card programmed to access City Hall and a key to the Council conference room to be returned when a Councilmember leaves office.~~
- ~~B. One file cabinet per four-year term, to be returned to or purchased from the City at market rate when a Councilmember leaves office.~~
- ~~C. Customary office supplies and business cards for official City use. Individual Councilmembers shall have the choice of business cards with an embossed seal (white only) or color seal (non-embossed). Councilmembers shall not use business cards which do not reflect their official position or title (i.e., Mayor, Vice Mayor, or Councilmember) at the time of use.~~
- ~~D. A technology allowance in the amount of \$1,300 per Councilmember per four-year term for the purchase of equipment including, but not limited to, a personal computer, printer, laptop, personal digital assistant (PDA), answering machine, cell phone or fax. Equipment purchased with this allowance shall be consistent with standard City issue, or approved by the Director of Information Technology, and shall be returned to or purchased from the City at market rate when a Councilmember leaves office. An amount not to exceed \$60 per month (non-taxable) shall be reimbursed for monthly service charges for equipment purchased under this policy. Public Record Act and Brown Act issues are associated with the use of these types of equipment. To the extent the equipment is used for the performance of official City business, much of the data contained in the equipment is public property and a public record.~~
- ~~E. Newly elected and incumbent Councilmembers shall receive one City shirt per Council term year, style to be chosen by individual Councilmembers from standard choices available. Newly elected Councilmembers will receive their first shirt in January~~

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~~following the certification of election results. A request for style preference will be sent to newly elected and incumbent Councilmembers in December from the Executive Assistant to the City Council in preparation of ordering shirts for the next calendar year.~~

H.I. Staff Assistance. It is recognized that Council's work cannot be fully conducted at Council meetings. It is also recognized that the City Charter places the responsibility on the City Manager to conduct the day-to-day affairs of the City consistent with established Council policy and does not permit Councilmembers to direct the activities of City staff. The following policies regarding staff assistance are established to comply with the City Charter and meet the staffing needs of Councilmembers (see Code of Conduct and Code of Ethics for additional guidance):

A. Councilmember Inquiries and Requests for Information

1. General. Council communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to Council questions posed outside of normal business hours should be expected no earlier than the next business day. A request for information, records, written work or analysis by City staff with support work of up to one (1) hour will be provided. Requests over one hour must be approved by the Council. The City Manager can authorize a deviation from this policy if ~~he/she/they~~ determines that the request needs to be filled before the Council next meets.
2. Routine Requests for Information and Inquiries. Councilmembers may contact staff directly for information made readily available to the general public on a regular basis by City staff (e.g., "What are the library's hours of operation?") or "How does one reserve a tee time at the golf course?"). Under these circumstances staff shall treat the Councilmember no differently than they would the general public, and the Councilmember shall not use their elected status to secure preferential treatment. The City Manager does not need to be advised of such contacts.
3. Non-Routine Requests for Readily Available Information. Council may also contact staff directly for easily retrievable information *not routinely requested by the general public* so long as it does not require staff to discuss the issue or express an opinion (e.g., "How many traffic lights are there in the City?" or "Under what circumstances does the City lower its flags to half mast?"). Staff shall inform the City Manager of all such Council contacts, and the City Manager shall determine whether to copy all other Councilmembers the requested information.

~~3-a. This includes securing copies of official records. Such requests shall be routed to the Executive Assistant to Council.~~
4. Non-routine Requests Requiring Special Effort. Any Councilmember request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff express an opinion (legal or otherwise) must be directed to the City Manager, or to the City Attorney, as appropriate (e.g., "How many Study Issues completed over the past five years have required 500 or more hours of staff time?" or "What is the logic behind the City's sign ordinances

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affecting businesses along El Camino Real?”). The City Manager (or City Attorney as appropriate) shall be responsible for distributing such requests to ~~his/her~~their staff for follow-up. Responses to such requests shall be copied to all Councilmembers, the City Manager, the City Attorney as appropriate, and affected Department Heads.

5. Questions Regarding Reports to Council. Councilmembers should forward any questions regarding staff “Reports to Council”- ~~no later than the morning of the day prior to the Council meeting. at least 24 hours in advance of the Council meeting for which that item is agendaized.~~ During Council meetings, any questions from Council having to do with non-agenda items shall be directed to the City Manager for follow-up.
6. Meeting Requests. Any Councilmember request for a meeting with staff must be directed to the City Manager or City Attorney, as appropriate. When in doubt about the appropriateness of ~~a~~-communication with staff, Councilmembers shall ask the City Manager for advice.
7. Restricted Information. Under certain circumstances, requests for information regarding operations or personnel may be legally restricted. Applicable statutes include: The Peace Officers’ Procedural Bill of Rights (California Government Code Section 3300, et seq.), Confidentiality of Peace Officer Records (California Penal Code Section 832.5-7), and a number of exceptions to the California Public Records Act, defined in Government Code Section 6254. Providing information in response to such requests could violate the law, and might also violate due process rights that have been defined for employees in the State of California. Accordingly, it shall be the policy of the City of Sunnyvale to strictly comply with all applicable legal authorities governing the release of personnel information and records.

II. Councilmember Inquiries and Requests for Information Not Available to the General Public. Section I above addresses Councilmembers’ requests for information and records of a routine and non-routine nature and primarily addresses records which are available to the general public. Additionally, this Policy will establish Guidelines and Standards regarding requests by the Council and individual Councilmembers for City records and information which may not be available to the general public. This Policy obligates the City Manager and City Attorney to determine the appropriate labeling of the records or information and is intended for the benefit of the City, staff and the community.

A. Guiding Principles.

1. The Sunnyvale City Charter provides that the Sunnyvale Municipal Government shall be conducted as a “Council-Manager” form of government and requires the Council to deal directly with the officers and employees of the City through the City Manager or the City Attorney. The Charter also provides that the City Attorney shall control all legal business and proceedings and, subject to contracting requirements and budget restraints, may employ other attorneys, appraisers, and other technical expert services to assist with or take charge of any litigation or matter.

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2. The Council has the clear authority under the Charter to conduct an inquiry into the affairs of the City or the conduct of any department or office which the City Council authorizes with at least four (4) votes. An individual Councilmember may request a vote of the Council to initiate such an inquiry.
3. While the vast majority of public records are available to the general public, some information and records are, by law, restricted and may not be released to the public. Some public records are maintained on a strictly “need-to-know” basis and may not be released by staff, even to the City Council. Laws governing these records often impose a legal obligation on the part of City staff (e.g., personnel records, medical and health records, some tax information, police records) and also may create privileges to that privacy or non-disclosure.
4. This Policy acknowledges that some non-public records may become public records in the future. Some records such as personnel records or medical information may never lose their cloak of privacy, absent the consent of the party who possesses the privilege or protection.
5. The City Charter and principles of governance provide that the City Council can establish rules for the conduct of its business and proceedings and may sanction a person for disorderly or improper conduct at any meeting or for the disclosure or abrogation of any of the rights of the City, staff or its residents as it may be related to the right to privacy and non-disclosure of information and records.

B. Closed Session Information and Records.

1. No person shall disclose confidential information that has been acquired by being present in a closed session to a person not entitled to receive it unless the legislative body by affirmative vote authorizes disclosure of that confidential information.
2. This Policy hereby creates a presumption that any information, records or written materials received as part of a closed session are confidential in nature and may not be disclosed without permission of the City Attorney, the City Manager after consultation with the City Attorney, or disclosure is authorized by a majority vote of the City Council. The Council is free to request clarification of this issue while in closed session or independently with the City Attorney.
3. All materials provided as part of a closed session including materials distributed before the closed session and those distributed in the closed session are to be returned to City staff prior to the conclusion of the closed session unless the City Attorney, the City Manager in consultation with the City Attorney, or a majority vote of the Council authorizes retention of the materials. The authorization to retain materials does not affect the privilege of confidentiality affecting those materials, the information, and/or the obligation to not disclose any of said information or materials.

C. Personnel, Medical Information and Public Safety Records.

1. As a general rule, City Council has no authority to review individual employee

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personnel records and/or medical information, with the exception of the personnel files and non-medical information relating to the City Manager and City Attorney.

2. Council has a limited privilege to review information which may be necessary in the personnel context of labor negotiations. If that information is received in closed session, Section II.B of this Policy applies.
3. Council may have access to information and records maintained by the public safety department which are accessible records and non-confidential in nature as determined by the Chief of Public Safety in consultation with the City Attorney.

D. Attorney-Client and Work-Product Privileged Information and Records.

1. Consistent with City Charter Section 908, while the City Attorney controls all legal business and proceedings of the City subject to contracting and budget constraints, the City Council can review with the City Attorney the handling of any matter, including litigation, and shall have the right to view contracts authorized by the City Attorney and the negotiation and payment of legal invoices.
2. Council shall exercise this right through either the supervision of individual cases as those matters come before the Council or as part of the City Attorney evaluation process.

E. Procedure for Access to Information.

1. Litigation/Legal – Any individual Councilmember seeking to examine individual contracts, invoices, payments or records involving confidential information or records handled by the City Attorney may request that Council conduct an inquiry as is authorized under Section 807 of the City Charter. If the inquiry arises as part of the evaluation of the City Attorney, the Mayor shall advise the City Attorney in advance of the evaluation proceeding that the Council has voted by at least four affirmative votes to inquire into one or more matters specified in this Policy. The City Attorney shall respond with sufficient information and detail as may be required by the Council.
2. If the request or inquiry is made as part of a public meeting, the requesting Councilmember shall state the request in the form of a motion. If the motion receives a second, the matter shall be voted on and four votes shall authorize access by the Council. The City Manager and City Attorney are directed to determine in what context the access can occur to maintain any privilege or comply with any obligation imposed on the City by law.
3. If legally permissible, a Councilmember may review confidential information directly with the City Manager or City Attorney in a manner which preserves and protects the attorney-client and attorney work-product privileges of the City and is consistent with the time limitations of Section I above.
4. Attempts to access information or records in violation of this policy shall be ruled as “out of order” by the Mayor if the attempt occurs at a public meeting and reported to the Mayor if the violation occurs outside of a public meeting.

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F. Limitations and Exclusions.

1. This Policy is supplementary to and in no way is intended to conflict with the City Charter or to compromise or abrogate the privileges possessed by the City including, but not limited to, the attorney-client privilege, the attorney work-product privilege, the obligations and privileges with respect to personnel records, medical information and records under the Health Insurance Portability and Accountability Act (HIPAA) and other laws and regulations. This policy also does not impact the City's rights and obligations under the California Public Records Act, Government Code 6254, et seq.
2. Confidential public records shall only be disclosed to staff on a need-to-know basis only as may be determined by the custodian of those records in consultation with the City Attorney.
3. If a confidential record no longer needs to be held as confidential, it shall be considered an accessible public record.

~~B. Administrative Assistance. In order to effectively discharge the responsibilities of elected officials, the Mayor and Councilmembers are entitled to receive the following administrative services. The City Manager shall assign a person or persons to provide these administrative services and shall so advise the City Council.~~

- ~~1. Preparation of correspondence relating to official City business within the resource restraints of the adopted budget (see section II. E. below).~~
- ~~2. Assistance shall be provided to Councilmembers in arranging for meetings to be held in City facilities. Normal scheduling methods shall be used. The Executive Assistant to the City Council is responsible for making arrangements for City Councilmember meetings to be held in City facilities. This provision does not apply to regular or special City Council meetings (which are coordinated through the City Clerk's Office). Staff shall not provide support or use any City resources for political campaigns.~~
- ~~3. Assistance in securing single copies of official records will be provided.~~

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- ~~4. Council Calendar. A calendar of general Council activities is maintained for Council by the Executive Assistant to the City Council. Councilmembers are notified of upcoming City events to determine their respective interests and arrangements are made accordingly. This calendar is not comprehensive of every individual activity of each Councilmember. The CAC is available to Council online at all times and is updated at least once each day the Executive Assistant to the City Council is at work.~~
- ~~5. City Council Mail and AnswerPoint Email. The Mayor shall have the option of opening his/her own mail. If he/she chooses to have staff open his/her mail, all mail not marked confidential or personal shall be opened daily and date stamped by the Executive Assistant to the City Council, reviewed by the City Manager, and delivered to the Mayor's office. Copies of letters to the Mayor are also copied to Council Files maintained by the Executive Assistant to the City Council. Mail for Council, unless marked confidential or personal, is opened, date stamped, and placed in Council mailboxes daily by the Executive Assistant to the City Council.~~
 - ~~_____ Emails from both Council and Mayor AnswerPoints are reviewed by the Executive Assistant to the City Council and forwarded to Councilmembers, copying the City Manager, Assistant City Manager, and affected Department Heads. These emails are also copied to Council Files (See Admin Policy Chapter 1, Article 17, for more information on how to respond to "Customer Concerns and Inquiries").~~
 - ~~_____ Council packets are delivered generally twice a week to Councilmembers. Councilmembers receive a Council packet on the dais at each Tuesday night's Council meeting. If there is no Council meeting on Tuesday, the Tuesday packet is held over until Thursday delivery unless there are urgent mail items. Council packets are also delivered to Councilmembers' homes each Thursday evening along with Council binders for the next Tuesday's Council meeting. If a holiday falls on a Thursday, packets are delivered the day before the holiday(s) occur. Packets include a current copy of the Council Calendar. With the exception of the two deliveries noted above, and/or emergencies as defined by the City Manager, Councilmembers are to deliver and retrieve their own mail and materials to and from City Hall.~~
- ~~6. Council Files. The purpose of the Council Files is to provide a reference for Councilmembers and the public of written information that has been submitted to Council either by regular or electronic mail. The Council Files contain information of a general interest to the Council. The Files are maintained by the Council Executive Assistant, and all items three years or older are automatically purged from the Files. The Council Files are available for inspection to any interested person during regular business hours.~~

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- ~~7. Mayor's Correspondence File. The purpose of the Mayor's Correspondence File is to provide a reference for Councilmembers and the public of written correspondence signed by the Mayor.~~
- ~~8. Council Announcements and Official Council Recognition of Individuals, Organizations and/or Events shall be prepared upon request of the Mayor (for more detail, please see Council Policy 7.3.20, Council Resolutions, Proclamations, Certificates and Letter of Public Recognition.) The Executive Assistant to the City Council coordinates the preparation and scheduling (with the City Clerk's Office when in connection with a Council meeting) of all Council Announcements and official Council recognitions of individuals, organizations and/or events. All Council Announcements should be forwarded to the Executive Assistant to the City Council at least one week prior to the Council meeting.~~

~~C. Intergovernmental (IGR) Support:~~

- ~~1. Staff Support for Council IGR Assignments. Staff assistance shall be provided to Councilmembers serving on intergovernmental bodies when the Council has approved the appointments of a member to that body, or in the case when the Council is not the approving body, if the Council has consented to that member sitting on that body (see Council Policy, 7.3.12 regarding the City Council Appointments to Intergovernmental Agencies, City Council Subcommittees and Council or Mayor Created Advisory Task Forces). Unless officially approved by the Council, no staff support shall be provided once a Councilmember leaves City office. The City's Intergovernmental Relations (IGR) Program is coordinated within the Office of the City Manager. The Office of the City Manager is responsible for assisting Council with applications for IGR committees, determining levels of staff support, presenting Reports to Council to ratify IGR appointments, and maintaining the Council IGR committee database.~~

~~For purposes of this policy, intergovernmental bodies are broadly defined to include committees of intergovernmental agencies or organizations. Staff support shall be consistent with the following guidelines:~~

- ~~a. Assignments will be made by the City Manager.~~
- ~~b. If the intergovernmental body has its own professional staff, such staff should be utilized to the greatest practical extent, rather than City staff.~~
- ~~c. Assigned staff shall meet with newly assigned Councilmembers regarding the expected level of support. A form will be provided to reflect the agreed upon level of support with appropriate signatures. This form is updated at a Councilmember's request, or upon a change in assignment.~~

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- ~~d. Staff shall request that the Councilmember be placed on the committee's mailing list to receive all required information.~~
 - ~~e. Assigned City staff shall not attend the intergovernmental meeting unless the Councilmember requests such attendance from the City Manager, and the Manager approves.~~
 - ~~f. The primary responsibility of assigned staff is to review issues before the intergovernmental body as they may affect the City, and to advise and assist the Councilmember in presenting issues before the full Council. Staff is encouraged to communicate with Council in writing to avoid miscommunication. IGR information provided to Council shall be consistent with adopted City policies (consider General Plan Sub-elements, adopted legislative advocacy positions, or past Council practice).~~
 - ~~g. In the absence of adopted policy, staff should determine whether the issue is significant enough to warrant a Council adopted position. If so, the City Manager should be notified in a timely manner so that the issue can be placed on a Council agenda.~~
 - ~~h. Councilmembers shall not direct staff to conduct major research. Major research shall occur only upon the direction of the City Manager.~~
 - ~~i. As directed by the City Manager, assigned staff may prepare formal IGR correspondence on behalf of Councilmembers only on issues arising from a Councilmember's IGR committee assignment. Always copy the originating department Director, City Manager and IGR Officer on all IGR-related correspondence (For more detail on IGR advocacy correspondence, see Section E: "Correspondence Preparation").~~
 - ~~j. Council may provide updates on their IGR assignments during the Council Updates on Intergovernmental Activities section of the Council agenda.~~
-
- ~~2. Legislative Briefings. Staff prepares briefing reports for Councilmembers attending conferences and meetings as directed by the City Manager. Such reports include up to date information on the issues at hand. When the subject is to be discussed with specific legislators, their position (if known on the matter) should be included in the report.~~
 - ~~3. Legislative Advocacy Positions. Each year the City Manager shall present for Council's consideration draft Legislative Advocacy Positions. Once approved by City Council, these "advocacy positions" become the official City advocacy position on pending legislation. During the year, staff monitors and researches pending legislation to identify bills that could significantly impact Sunnyvale.~~

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~~Research actions range from web site research to contacting legislative analysts in government offices and city associations. Staff may also conduct limited advocacy should issues arise throughout the year that significantly impact the City, and if Council positions have previously been established by the LAP. Upon request, staff may contact staff of federal, state or county electeds or officials to perform advocacy on legislation or issues that may significantly impact the City of Sunnyvale and for which existing City policy exists.~~

~~Councilmembers or staff wishing to take a position on a legislative issue must first determine whether an official City position already exists. If unsure, Councilmembers should consult the City Manager who will direct a staff search of existing policies. If a City position already exists, the Mayor is the official spokesperson for the City. Councilmembers must not express conflicting opinions unless they clearly identify the City's official position and clarify that theirs is a minority viewpoint in conflict with the City's position. If an official City position does not already exist, the Councilmember must first decide whether or not the issue warrants being agendized for Council consideration. If so desired, the Councilmember should alert the Mayor and the City Manager, who will agendize the issue for future Council consideration. Staff will prepare a Report to Council discussing the pending legislation and providing a staff recommendation to either support, oppose or take no position regarding the legislation.~~

~~When representing the City on an intergovernmental committee, Councilmembers must vote in accordance with the official City position on an issue, regardless of the Councilmember's individual position.~~

4. ~~Ballot Measure Positions~~

~~As soon as possible following the release of the Secretary of State's *Official Voter Information Guide (Guide)* or the Santa Clara County Registrar of Voter's *Voter Information Pamphlet (Pamphlet)*, staff will present to Council a report reviewing proposed ballot measures. (Should Council want to review proposed ballot measures prior to the release of the *Guide* or *Pamphlet*, Council should request such a review of the city manager; in this instance, the report will most likely not include staff analysis.)~~

~~Staff shall provide analysis and a position recommendation of only those ballot measures that directly impact City business. Consistent with Council Policy 7.3.2, *Legislative Advocacy Positions*, City business is defined as all matters directly related to service delivery, or otherwise contributing to the City's operational success. All measures deemed not City business will be presented via the same report for potential Council Action, however, will not include staff analysis. If staff is unclear about whether a specific measure affects City business staff shall consult the Mayor and Vice Mayor with an initial review of the measures and a proposed designation of City business or not City business.~~

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~~Any ballot measure issue that is already covered by City policy will include a citation and summary of that policy. Ballot measure issues which are not covered by existing policy will include staff analysis of potential impacts to City operations or fiscal impacts.~~

~~D. Ceremonial Events and Speech Preparation:~~

- ~~1. Ceremonial Events. Requests for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Councilmember should be asked to serve as a substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.~~
- ~~2. Council-initiated Speeches. Councilmembers are entitled to staff assistance for speech preparation for apolitical City-related events and programs or to support Council-approved actions or advocacy positions. Such assistance shall be requested of the City Manager for purposes of assigning appropriate staff assistance. Requests should be made at least two weeks in advance of the presentation. An outline of issues to be covered as well as available supporting material is to be provided by the requesting Councilmember. A draft of the speech will be provided to the Councilmember for final review at least three days prior to the presentation.~~
- ~~3. Department-initiated Speeches. Departments initiating the preparation of speeches for Councilmembers shall first obtain direction and approval from the City Manager. Departments shall either prepare such speeches themselves, or submit a request to the Communications Office at least two weeks prior to the scheduled presentation.~~

~~E. Correspondence Preparation:~~

~~The Mayor or his/her designee shall sign all correspondence on behalf of the entire Council. All correspondence in which the City takes a position on a piece of legislation or issue shall be signed by the Mayor with a copy placed in the Mayor's Correspondence File (accessible to all Councilmembers for review). Before routing to the Mayor for signature, all correspondence in which the City takes a position on a piece of legislation or issue must be approved by the department director. City Manager approval is required in cases when it is unclear if an official City policy supports performing advocacy. The originating department Director, City Manager and IGR Officer shall be copied on all IGR-related correspondence.~~

~~All correspondence conveying thanks or appreciation on behalf of the entire City Council shall be signed by the Mayor. This does not preclude individual~~

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~~Councilmembers from creating their own personal correspondence. However, a Councilmember may not request, nor use City resources in the preparation of personal correspondence or correspondence to political organizations in support or pursuit of a political office, or in support of someone else's pursuit of a political office.~~

~~Staff will not prepare correspondence representing a Councilmember's personal point of view or a dissenting point of view from an official City policy or Council position. If Councilmembers use their title, position, or City letterhead to express a personal opinion, the official City position must be stated clearly so the audience understands the difference between the official City position and the minor viewpoint of the Councilmember. (See Code of Conduct for Elected Officials for more information). A copy of any and all correspondence developed by or for a councilmember on City letterhead shall be provided to the Office of the City Manager for filing.~~

~~The City Manager is responsible for assigning appropriate staff to assist the City Council in the preparation of correspondence. Assigned staff prepares correspondence for signature and submits it to the Executive Assistant to the Mayor and Council for coordination of the Mayor/Councilmember's signature. Unless the Mayor/Councilmember determines that revision(s) to the document are required, signed correspondence is returned by the Executive Assistant to the preparer for mailing, distribution, and filing with their department. Copies of all correspondence signed by the Mayor or Council are maintained in the Council Files by the Executive Assistant and are open to public inspection during normal business hours.~~

~~The Mayor or his/her designee shall make all advocacy telephone calls in cases when the City takes a position on a piece of legislation or issue and when a telephone call is deemed the most effective means of advocacy. Brief talking points may be prepared/coordinated by department IGR Liaisons that include: Specific information regarding who to call including name, title, and phone number(s); applicable existing City policy that supports taking an advocacy position; and a couple of brief talking points that include the specific action requested. Just as in the case of written IGR advocacy correspondence and before being routed to the Mayor, all telephone talking points in which the City takes a position on a piece of legislation or issue must be approved by the department director. A copy of all telephone talking points in which the City takes a position on a piece of legislation or issue shall be placed in the Mayor's Correspondence File (accessible to all Councilmembers for review). City Manager approval is required in cases when it is unclear if an official City policy supports performing advocacy. The originating department Director, City Manager and IGR Officer shall be copied on all IGR-related correspondence.~~

- ~~F. Technical Support. Technical support to maintain and facilitate the use of equipment is limited to that required for official duties. Support will only be provided for equipment purchased in accordance with section I.E. of this policy, and only at the same level as is provided to City employees. Councilmembers must bring equipment to City facilities for repair or on-site maintenance.~~

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~~G. — Receiving and Responding to Community Member Inquiries and Concerns (For more detail, see Administrative Policy Manual, Chapter 1, Article 17: “Customer Inquiries and Concerns”~~

~~All non-emergency community member inquiries and concerns *dealing with the administrative or operational affairs of the City* which are received by Council (whether at home or at the City) shall be routed to the City Manager and appropriate Department Head(s) for information and follow up. Staff shall respond to the inquiry or complaint, most often in the same form it was received (i.e., letter, email, phone). Any community concern initially directed to Council shall be tracked by staff with resolution copied to the City Manager and copied to Council Files by the Executive Assistant to Council, thereby ensuring that the same information is made available for review by all members of Council.~~

~~All community member concerns or inquiries *dealing with Council policy* should be routed to the Mayor and Council for consideration and follow up, with a copy to the City Manager, City Attorney, and affected Department Heads. Copies of communications related to items on Council’s upcoming agenda shall be included whenever possible in the agenda packets prepared for Council prior to the public hearing.~~

~~Inquiries concerning any City incident or operation shall not be answered until it is safe and practical to do so, and at such time as it will not jeopardize staff response to the incident or operation.~~

~~Staff shall make every effort to acknowledge (simply confirm receipt of) customer contacts the same day they are received. Acknowledgement of concerns received by letter shall be mailed within 3 business days.~~

~~If staff cannot respond (provide an answer) to a customer within five working days of initial contact, an interim reply shall be provided which:~~

- ~~• — Acknowledges receipt;~~
- ~~• — Briefly explains the reason a complete response cannot be provided at this time;~~
~~and~~
- ~~• — Identifies a reasonable time frame when a response will be sent.~~

~~A complete follow-up response should not exceed ten working days from the date of initial contact.~~

~~If responding to a customer will exceed ten working days, staff shall continue to communicate with the customer, and shall continue to identify reasonable time frames when follow-up responses will be provided.~~

~~H. — Council Travel and Conferences.~~

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~~Authorized Travel and Conferences. Councilmember attendance at conferences and meetings can be both beneficial and cost effective to the City. Attendance for one or more of the following reasons, would be viewed as an extension of official City responsibilities. Councilmembers may attend conferences and meetings that meet one or more of the following purposes, subject to individual budget limitations and prior Mayoral approval:~~

- ~~1. Voting Delegate: The City is usually requested to designate an official delegate from among the Council who will cast the City's vote and represent the City's position on business presented before a conference delegation.~~
- ~~2. Committee Membership: Councilmembers may choose to serve on local, state and national committees which provide the opportunity to represent state or City interest in key policy and legislative areas. Meetings are often held in conjunction with annual conferences as a means of saving cost and encouraging wider attendance.~~
- ~~3. Education: Most conferences are workshops and seminars, which are used to brief Councilmembers on key legislation, policies or programs impacting local government.~~
- ~~4. Advocacy: A conference environment offers Councilmembers the opportunity to articulate the City's position on key legislation and funding policies with key elected/appointed officials on both the state and federal levels.~~
- ~~5. Sharing of City's Expertise: Sunnyvale is widely viewed nationally and internationally as a model in local government management. Sunnyvale Councilmembers may on occasion be invited to present papers or presentations to a conference or workshop with the goal of improving the efficiency and performance of government in general.~~
- ~~6. Affiliations. Each year the Council will assess the benefit of City membership in the following organizations which have traditionally been identified as providing support and service to local governments:~~
 - ~~☐ The National League of Cities (NLC)~~
 - ~~☐ U.S. Conference of Mayors (USCM)~~
 - ~~☐ League of California Cities (LCC, including Peninsula Division meetings)~~
 - ~~☐ Association of Bay Area Governments (ABAG)~~
 - ~~☐ Santa Clara County Cities Association (SCCCA)~~
- ~~7. Conferences. The following conferences and meetings are approved for inclusion by Councilmembers in the annual Council Travel Budget Proposal cited in Section D:~~
 - ~~☐ Annual Meeting (NLC)~~
 - ~~☐ Congressional Cities Conference (NLC)~~

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- ~~☐ Annual Conference (USCM)~~
- ~~☐ Mid-Winter Meeting (USCM)~~
- ~~☐ Annual Conference (LCC)~~
- ~~☐ Annual Executive Forum (LCC)~~
- ~~☐ New Councilmembers Conference (LCC)¹~~
- ~~☐ Bi-Annual Legislative Conference (LCC)~~
- ~~☐ General Assemblies (ABAG)~~
- ~~☐ General membership meetings of the Santa Clara County Cities Association~~
- ~~☐ Committee/board meetings of NLC and LCC²~~
- ~~☐ Conferences that are of obvious benefit to the City~~
- ~~☐ Councilmember has been invited to present a City/State position~~
- ~~☐ Councilmember is lobbying on behalf of a City/State program~~
- ~~☐ Conferences that provide professional development for Councilmembers in carrying out official City responsibilities~~

Unauthorized travel and/or conferences

~~Any travel or conference attendance not specifically listed above shall be considered unauthorized unless approved in advance by the Mayor. No travel or conference attendance shall be authorized for functions designed for political campaigning or fund-raising.~~

~~**Budget.** The cost of the proposed travel shall be established by approval of the annual budget by Council. As a reference, the Council has approved \$6,675 per Councilmember for FY 13/14; the Mayor is to receive an additional \$6,675 for travel associated with Mayoral duties.~~

~~Since Councilmember terms do not coincide with the fiscal year, Councilmember budgets must be prorated. The percentage of travel funds allocated to outgoing Councilmembers will be determined by staff and based on the scheduled dates of annual conferences, including those mentioned above, plus any unspent funds originally allocated to the outgoing Councilmembers' respective seats. The Mayor's budget will be allocated similarly.~~

~~Each Councilmember will be provided with an update of his/her travel expenses compared to the budget on a monthly basis by the Executive Assistant to Council. In addition, the Mayor (who authorizes payment of expenses) will also receive the same information on each Councilmember's expenditures. The Executive Assistant to Council shall inform the Mayor and the City Manager when any Councilmember's budget is close to being overdrawn.~~

¹ ~~Newly elected Councilmembers may attend only.~~

² ~~Once a Councilmember has obtained Council approval to travel to meetings of a specific NLC or LCC Committee, the Councilmember has authority to fulfill these travel commitments through his/her committee tenure, subject to individual budget limitations. The Councilmember is not required to obtain Council approval annually under this circumstance.~~

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~~Councilmembers are not to exceed authorized amounts budgeted for travel. Any and all travel expenses in excess of a Councilmember's approved budget shall be reimbursed to the City by the Councilmember.~~

~~Mid-year increases in travel budgets are discouraged and generally will be considered only if Councilmembers can demonstrate that additional amounts are for unforeseen expenses that could not be anticipated prior to the initial adoption of the annual travel budget. However, it is not always possible to anticipate all the future plans of every organization or group. As such, there are two ways for a Councilmember to increase his/her approved travel budget:~~

~~First, the adopted travel budget can be amended on a case by case basis during the fiscal year by approval of the City Council at a public meeting. Councilmembers desiring an increase in their annual travel budget shall provide an estimate of the additional amounts prior to actual travel or expenditure of funds. Justifications for the budget increase also shall be included with the request for additional funds. All increases in travel budgets must be approved by a majority vote of the full Council prior to actual travel or expenditure of additional funds.~~

~~Second, Councilmembers may choose at any time to relinquish a portion of their unspent travel budget to another Councilmember. Any Councilmember wishing to do so shall notify the Executive Assistant to Council and the City Manager in writing. Otherwise, the remaining balance of unspent funds at the end of the fiscal year shall return to the General Fund.~~

~~Any carryover of Council travel budgets from one fiscal year to the next shall require the approval of the Council during the annual carryover process in the fall.~~

Travel Arrangements

~~Unless Councilmember's opt to book their own travel, the Executive Assistant to the City Council makes arrangements for City Council travel including registrations, transportation and lodging, travel advance requests, and travel cash advances (if requested by the Councilmember).~~

Travel Information Packet

~~The Executive Assistant to the Council prepares a travel information packet for each Councilmember traveling. The packet contains either originals of or copies (if already submitted to Councilmember) of the following:~~

- ~~• Transportation ticket~~
- ~~• Hotel reservation~~
- ~~• Conference registration material~~
- ~~• Travel advance funds (if requested)~~

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- ~~Detailed itinerary~~
- ~~Issue papers, as appropriate~~
- ~~10 lapel pins for exchange~~
- ~~Expense report forms~~

~~Travel and Conference Expenses~~

~~The Charter provides for payment of actual and necessary expenses incurred by Councilmembers when on official duty on order of the City Council. In furtherance of this Charter provision, the following guidelines are established:~~

~~Expense statements submitted by Councilmembers are processed by the Executive Assistant to the City Council and submitted to the Department of Finance, including any refunds of non-expended funds. The Mayor's signature is required as approval of Council expense statements. The Vice Mayor approves the Mayor's expense statements. Councilmembers traveling at City expense to conferences and committee meetings of National League of California Cities, U.S. Conference of Mayors, and the League of California Cities when appropriate may submit a written activity report to the entire Council. The written activity report shall be submitted at the same time the expense statement is submitted.~~

- a. ~~Expenses Reimbursed. Expenses will be paid by the City for conferences, conventions, meetings, workshops, seminars, activities and the like on the following basis:~~
 - i. ~~Registration fees, if any, shall be paid directly by the City in advance.~~
 - ii. ~~Transportation:~~
 - (A) ~~Conferences or meetings outside of the San Francisco Bay Area:~~
 - (1) ~~Air travel expense shall be paid by the City in advance on the basis of the most direct route to the site, at coach rates, provided such accommodations are reasonably available.~~
 - (2) ~~Transportation to and from the airport shall be by the most practical and efficient means available.~~
 - (3) ~~Rental vehicles may be used for business purposes at the destination subject to the following:~~
 - (a) ~~no other reasonable transportation is available~~

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- ~~(b) — taxi fare would exceed the cost of the rental vehicle~~
- ~~(4) — The expense of driving a personal automobile shall be paid by the City on the following basis:~~
 - ~~(a) — if air transportation is reasonably available, payment shall be limited to the cost of each air fare~~
 - ~~(b) — if such air transportation is not reasonably available, payment shall be made on the basis of the established City rate per mile~~
- ~~(B) — Local conferences, meetings or activities:~~
 - ~~(1) — Councilmembers shall be reimbursed for use of their personal vehicles at the established City rate per mile while on official City business, which includes, but is not limited to the following:~~
 - ~~(a) — authorized attendance at any conference, meeting, convention, workshop or seminar~~
 - ~~(b) — attendance at assigned intergovernmental meetings~~
 - ~~(c) — travel within the City regarding official City business~~
- ~~(C) — Councilmembers shall be reimbursed for all incidental expenses such as bridge tolls and parking fees incurred as the result of a Councilmembers authorized use of a vehicle while on City business.~~

~~iii. — Lodging.~~

~~The City will pay in advance the amount necessary to reserve a hotel room. The Councilmember may either pay the remainder of the hotel bill in its entirety or the City will pay such bill upon receipt from the hotel. In the latter case, if nonreimbursable items appear on the bill, the Councilmember shall pay for the same promptly upon return to the City.~~

~~Hotel accommodations will be at the hotel serving as the official host site of the conference, where reasonably possible.~~

~~Additional charges arising from the sharing of a room with a spouse or guest are not reimbursable.~~

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~~iv. — Meals.~~

~~Expenses incurred for meals by any Councilmember while on official duty shall be paid by the City, including but not limited to the following instances:~~

~~Meals while attending any conference, meeting, workshop, seminar or convention; or~~

~~Meals occurring during a local conference, meeting, workshop, seminar or convention; or~~

~~Meals hosted by Council members for the purpose of discussing City business; or~~

~~Where a meal is part of an activity which the Councilmember is attending in his or her official capacity.~~

~~Alcoholic beverages consumed by the Councilmember shall be considered a personal expense and are not reimbursable. If the entire Council invites a guest to a meal, the guest's alcohol shall be paid for by the City.~~

~~There shall be no cap on the amount allowed to be spent on meals by Councilmembers, but the City shall pay only for those expenses for which receipts are submitted.~~

~~v. — Phone calls. Reimbursement shall be made for reasonable long distance or toll telephone charges for calls related to City business. The City shall pay for one personal phone call per day during Councilmember travel requiring overnight stay. If the Councilmember uses a personal cell phone for that call, the City shall reimburse the Councilmember.~~

~~b. — Expenses Not Reimbursed. The City will not pay personal expenses. In addition to those items identified as personal expenses throughout this policy (e.g., alcohol consumed by a Councilmember), personal expenses include in-room movies, spas and gyms, laundry or dry cleaning, miscellaneous sundries, or other items of a personal nature.~~

~~Personal travel shall not be mixed with business travel if it will cost the City anything in dollars or lost time or if it will harm the City's interest in any way. All addition costs incurred by the Councilmember that are over and above the normal cost for City travel shall be considered a personal expense of the Councilmember. The City will not pay for any expenses of a spouse or other person who accompanies a Councilmember on business travel.~~

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~~The City shall not pay for any unauthorized travel or conference-related expenses.~~

~~To the extent that another agency or organization pays for the travel or conference expenses of a Councilmember, the City shall not pay for those same expenses. Councilmembers shall either submit the other agency's payment to the City (in which case the City shall pay for the Councilmember's entire expenses), or refrain from claiming expenses for that portion of his/her expenses paid for by the other agency.~~

~~Consistent with the City's practice and policy to procure goods and services at the lowest possible cost, the City shall not pay for travel related expenses that could be procured at less expense through another means.~~

- ~~e. — Miscellaneous Expenses. Expenses not specifically covered hereunder shall be paid by the City when such expenses are incurred in the performance of City business. In determining whether such expenses were necessarily incurred in the performance of City business, the applicable Internal Revenue Service publication number 463 and the regulations of allowable deductions for business expenses may be considered as authority. The preceding sentence shall not be interpreted to require the substantiation or documentation required pursuant to said Act or regulations, as the subject of documentation is treated elsewhere in these guidelines.~~
- ~~d. — Reporting of Expenses.~~
 - ~~i. — Statements of expense shall be submitted to the Director of Finance on forms provided for such purpose. The statement shall show all expenses incurred which are chargeable to the City.~~
 - ~~ii. — Documentation. Hard copy receipts shall be required for all expenses, including air travel, lodging, meals and rental vehicles.~~
 - ~~iii. — Statements of expenses for conferences, that include all expenses incurred, shall be submitted to the Executive Assistant to the City Council no later than 21 days after return from a conference or meeting, so that they can be forwarded to the Director of Finance no later than 30 days after return. Statements of expenses incurred for local meetings or activities should be submitted within 30 days of the time such expense was incurred; provided, however, that statements of expense for local mileage should be submitted monthly. Statements submitted after the dates specified shall be received and claims based thereon be paid if in order.~~
 - ~~iv. — Review of Statements of Expense. The Mayor shall review and approve statements of expense for the Vice Mayor and all other Councilmembers, and the Vice Mayor shall review and approve statements of expense of~~

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~~the Mayor for compliance with these guidelines, provided, however, that neither the Mayor nor the Vice Mayor shall be responsible for reviewing statements for arithmetical correctness.~~

- ~~v. For multiple Council meals paid for by a single Councilmember, the total expense for the meal shall be submitted on the expense report of the Councilmember who paid, along with a written breakdown of amounts to be charged to the budgets of other Councilmembers.~~
- ~~vi. When Councilmembers attend a group dinner where the individual cost of each meal is unavailable, the Mayor shall determine a fair and equitable method of distributing the charges among the various Councilmembers in attendance. The City may pay for meals of official guests of the Council. Costs for meals of guests invited by a single Councilmember shall be charged to the individual Councilmember's budget. The cost of meals, including alcohol, for guests invited by the Mayor or four or more Councilmembers will be paid by the City out of the Council program budget but need not be charged to any Councilmember's travel budget.~~

III. Implementation.

The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.

Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.

(Adopted: RTC 85-411 (8/20/1985); Amended 94-133 (3/19/1994), 96-054 (2/27/1996), 97-084 (3/25/1997), 02-094 (3/19/2002), [No RTC, Council subcommittee report] (5/14/2002), Amended RTC 04-153 (5/4/2004), (former Policy 7.3.13, "City Council Guidelines and Standards Relating to Secretarial Assistance, Supplies, Travel, and Expenses" was incorporated into this policy as part of the Policy Update Project 11/2005); Amended: [No RTC] (4/17/2006); Updated for clarity (7/5/2006); Updated for clarity (8/30/2006); Amended RTC 06-376 (11/28/2006); Amended RTC 08-029 (1/29/2008); Updated for clarity (9/15/2008); Amended RTC 09-036 (2/3/2009); Updated for clarity (3/3/2009); Amended RTC 09-168 (6/23/2009 FY 09/10 Budget Adoption); Amended RTC 10-142 (5/25/2010); Amended RTC 12-120 (5/15/2012); Adopted: RTC 12-156 (6/19/2012); Amended: Council Motion, Budget Workshop (5/23/2013); Updated for clarity (6/26/2013); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

COUNCIL POLICY MANUAL

Policy 7.3.20 Council Recognition of Dignitaries, Individuals, Organizations and/or Events

POLICY PURPOSE:

This policy is designed to establish consistent criteria and procedures for official Council recognition of individuals, organizations, and/or events and to recognize the contributions and donations to the City from individuals, groups and organizations.

POLICY STATEMENT:

It is the policy of the City to recognize noteworthy contributions, donations and achievements of individuals and organizations through resolutions, proclamations, certificates, letters, and/or plaques in accordance with the criteria contained in this policy, and at the discretion of the Mayor or the City Council where noted. These forms of recognition are not intended for partisan, commercial or narrow individual purposes, as such purposes are inconsistent with the overall policies of the City Council.

1. Formal Resolutions A formal Resolution of recognition or appreciation is the highest Council honor reserved for individuals and organizations that have made extraordinary, lasting, and significant contributions to the community.

All requests for Resolutions should be directed to the Mayor's office for review. Formal resolutions are approved only by action of the City Council at a Council meeting in the following manner: In the form of a motion, the City Council will direct the City Attorney to prepare a formal Resolution. Approved Resolutions will be numbered, logged, signed by the Mayor and the City Clerk, with a copy maintained in the City Clerk's records.

At the discretion of the Mayor and Council, the Resolution may be prepared for signature by all members of the City Council for presentation to the honored individual or organization. The Mayor shall determine whether the presentation should be made at a Council meeting. If presented at a Council meeting, the Mayor and/or their designee shall make the presentation under "Special Orders of the Day."

2. Proclamations (Ceremonial Resolutions) Proclamations are also reserved for accomplishments and/or events of significant importance to the Sunnyvale community. Proclamations (Ceremonial Resolutions) are less formal than official Resolutions of the City Council. They do not require formal vote or action by the Council at a Council meeting, are prepared by the Executive Assistant to Council, not by the City Attorney, and are not numbered and filed by the City Clerk. Proclamations are used for various forms of recognition, including:
 - A. Recognition of individuals and organizations whose contributions and achievements have community-wide significance;

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- B. To call public attention to a significant community event, service or program;
- C. To highlight a special period of observance, celebration, or recognition for community, regional, state, or national occasions.

All requests for Proclamations or Resolutions should be directed to the Mayor's office for review. Proclamations will be issued at the discretion of the Mayor, but may be requested by individual Councilmembers through the Mayor. A copy of each Proclamation is maintained by the Executive Assistant to Council.

The Mayor shall determine whether or not it is appropriate to present the proclamation at a Council meeting or other venue. If presented at a Council meeting, the Mayor and/or their designee shall make the presentation under "Special Orders of the Day." If no venue is designated, a Proclamation may be mailed to the recipient.

- 3. **Certificates of Recognition** A Certificate of Recognition is similar in appearance to a proclamation, but is less formal. Certificates of Recognition are used to acknowledge individual or group achievement or contributions to the community, or to recognize a noteworthy event or occasion. Certificates of Recognition also are prepared for outgoing members of City Boards and Commissions, and for Sunnyvale residents on the occasion of their 90th ,95th and 100th birthdays. All certificates are signed by the Mayor.

Certificates of Recognition on behalf of the entire Council do not require Council approval and are issued at the discretion of the Mayor. Individual Councilmembers may request through the Mayor that Certificates be prepared and issued. Certificates will be prepared and filed by the Executive Assistant to Council, with the following exception: Certificates of Recognition for outgoing members of City Boards and Commissions are prepared and filed by the City Clerk.

At the discretion of the Mayor, Mayoral letters of commendation, appreciation, congratulation, recognition, support, or greeting may be prepared on behalf of the entire Council as an alternative to Certificates of Recognition. Such letters may be used for inclusion in community event programs such as sports tournaments, service club or business organization events, and conferences held in the community. Letters shall be signed by the Mayor only, and the Mayor shall determine whether it is appropriate to present a Certificate of Recognition at a Council meeting or other venue. (Nothing in this policy shall prohibit individual Councilmembers from preparing individual notes of appreciation or congratulations to others. In this case, however, no staff support shall be provided and no presentation shall be made at a Council meeting). If presented at a Council meeting, the Mayor and/or their designee shall make the presentation under

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“Special Orders of the Day.” If no venue is designated, the Certificate may be mailed to the recipient.

4. Letters of Memoriam. A Letter of Memoriam is a short personal note approved by the Mayor, prepared by the City Clerk, and signed by the full City Council in memoriam of an individual who has made a significant contribution to the Sunnyvale community. The Mayor shall determine whether it is appropriate to present a Letter of Memoriam at a Council meeting. It is customary that Council meetings closed in honor of deceased community members be accompanied by letters of memoriam. Following the Council meeting, the letter of memoriam is delivered to family surviving the deceased community member, and a copy is filed with the Clerk’s Office.

5. Recognition Plaques. Frequently, requests are made to have plaques placed on buildings, sidewalks, benches, trees, or other public places for various reasons (e.g., in memoriam). City policy is to recognize donations of items and contributions to the Community by individuals or groups with a plaque or other appropriate permanent identification based on the following tiered approach:

Donation	Award
\$1 — \$5,000 Donation	A letter from the City Department Director in receipt of the donated gift.
\$5,001 — \$10,000 Donation	A certificate of appreciation from the Mayor recognizing the donation to the City.
\$10,001 — \$20,000 Donation	A plaque (approximately 8x10 inches in size) from the City to the donor recognizing the donation.
Donations of \$20,001 and above, and significant contributions of volunteer time to the Community	The citizen or group offering a donation of more than \$20,000; and the significant contribution of volunteer time by an individual, group or organization will be recognized with a plaque or other suitable recognition in an appropriate location, if desired.

In addition to the above, the City Manager has the discretion to publicly recognize smaller donations (such as park benches) with an appropriately sized and located plaque. This would be for cases where there is a discrete item donated that lends itself to a small plaque or marker. In these cases, the plaque or marker would be no larger than 3x5 inches and would simply include the name, occasion and date. The Library’s program in which bookplates are inserted into books donated in honor or memory of people in the community is an example of this policy. The full cost of any such recognition is to be borne by the donor.

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For those donations (\$20,001 and above), and other significant contributions to the Community qualifying for plaques or recognition staff would present a report to the Council suggesting the size, placement and wording of any commemorative plaque, with input from the relevant board or commission. The donor and/or requesting organization or group would be consulted as part of the staff recommendation. It is possible that something other than a simple plaque, such as a donor wall, could be an appropriate recognition. A “donor wall” would be a way to recognize multiple contributions of more than \$20,000 for a related donation on one plaque or display.

If the item donated and/or the recognition of an individual’s or group’s contributions to the Community does not fall within the jurisdiction of a board or commission, staff would make a recommendation straight to the Council. The City Council has the final authority on all plaques or permanent recognition on public property valued at more than \$20,000.

The cost for designing, producing, installing and maintaining a plaque or other recognition qualifying at the \$20,001 and above level, including the recognition of an individual’s or group’s contributions to the Community would be the responsibility of the beneficiary department. If a plaque or recognition is for something that is no longer in use (for example, a bench that has been destroyed or a building demolished), the department would not be responsible for replacing or maintaining the recognition item in perpetuity. Council will have the discretion to give additional appropriate recognition for extraordinarily large or serial donations.

6. Facility Naming. Naming Facilities or Components of Facilities in Recognition of the Contributions of an Individual, Group or Organization shall be the responsibility of the City Council as provided by Council policy addressing the naming/renaming of Parks and Recreation facilities.

7. Dignitaries, Gifts and Official City Souvenirs

A. Visiting Dignitaries: The City Council recognizes that gifts to visiting dignitaries are an appropriate method of commemorating certain occasions. At the discretion of the Mayor or City Manager, visiting dignitaries will be presented with an official City souvenir and/or gift appropriate to the occasion.

B. Councilmembers Visiting Other Jurisdictions: Mayors and Councilmembers who visit dignitaries in other cities and countries on official City business may, at their discretion, present an official City souvenir to the dignitary visited. Appropriateness of these gifts will be determined by the Office of the City Manager.

C. Visiting delegates or tour groups may be presented with official City souvenirs, at the discretion of the Office of the City Manager. Councilmembers with requests for souvenirs for specific visiting groups should coordinate such requests through the Office of the City Manager.

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D. Requests for Souvenirs: All requests, both internal and external, for official City souvenirs will be handled through the Office of the City Manager, and souvenirs will be provided as appropriate.

[Section 1-4: Adopted: RTC 91-111 (3/19/1991); (Clerical/clarity update, Policy Update Project 10/2005)]

[Section 5: Adopted: RTC 85-362 (7/16/1985); Amended: RTC 00-142 (5/16/2000); (Clerical/clarity update, Policy Update Project (7/2005); (Amended: RTC 06-259 (8/8/2006) – incorporated from Council Policy 7.3.22)]

[Section 6: Adopted: RTC 06-259 (8/8/2006)]

(Amended RTC 25-0912 (11/18/2025)

Lead Department: Office of the City Manager

COUNCIL POLICY MANUAL

Policy 7.3.20 Council Recognition of Dignitaries, Individuals, Organizations and/or Events

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POLICY STATEMENT:

It is the policy of the City to recognize noteworthy contributions, donations and achievements of individuals and organizations through resolutions, proclamations, certificates, letters, and/or plaques in accordance with the criteria contained in this policy, and at the discretion of the Mayor or the City Council where noted. These forms of recognition are not intended for partisan, commercial or narrow individual purposes; as such purposes are inconsistent with the overall policies of the City Council.

1. Formal Resolutions

— A formal Resolution of recognition or appreciation is the highest Council honor reserved for individuals and organizations that have made extraordinary, lasting, and significant contributions to the community.

All requests for Resolutions should be directed to the Mayor's office for review. Formal resolutions are approved only by action of the City Council at a Council meeting in the following manner: In the form of a motion, the City Council will direct the City Attorney to prepare a formal Resolution. Approved Resolutions will be numbered, logged, signed by the Mayor and the City Clerk, with a copy maintained in the City Clerk's records.

At the discretion of the Mayor and Council, the Resolution may be prepared for signature by all members of the City Council for presentation to the honored individual or organization. The Mayor shall determine whether the presentation should be made at a Council meeting. If presented at a Council meeting, the Mayor and/or his/her/their designee shall make the presentation under "Special Orders of the Day."

2. Proclamations (Ceremonial Resolutions)

— Proclamations are also reserved for accomplishments and/or events of significant importance to the Sunnyvale community. Proclamations (Ceremonial Resolutions) are less formal than official Resolutions of the City Council. They do not require formal vote or action by the Council at a Council meeting, are prepared by the Executive ~~Admin~~ Assistant to Council, not by the City Attorney, and are not

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numbered and filed by the City Clerk. Proclamations are used for various forms of recognition, including:

A. Recognition of individuals and organizations whose contributions and achievements have community-wide significance;

~~B. Recognition of Sunnyvale residents on the occasion of their 100th birthday;~~

~~CB.~~ To call public attention to a significant community event, service or program;

~~DC.~~ To highlight a special period of observance, celebration, or recognition for community, regional, state, or national occasions.

All requests for Proclamations or Resolutions should be directed to the Mayor's office for review. Proclamations will be issued at the discretion of the Mayor, but may be requested by individual Councilmembers through the Mayor. A copy of each Proclamation is maintained by the Executive Assistant to Council.

The Mayor shall determine ~~whether a proclamation is signed by only the Mayor, or by the entire Council, and~~ whether or not it is appropriate to present the proclamation at a Council meeting or other venue. If presented at a Council meeting, the Mayor and/or ~~his/her~~their designee shall make the presentation under "Special Orders of the Day." If no venue is designated, a Proclamation may be mailed to the recipient.

3. Certificates of Recognition

~~—~~ A Certificate of Recognition is similar in appearance to a proclamation, but is less formal. Certificates of Recognition are used to acknowledge individual or group achievement or contributions to the community, or to recognize a noteworthy event or occasion. Certificates of Recognition also are prepared for outgoing members of City Boards and Commissions, and for Sunnyvale residents on the occasion of their 90th ~~and~~, 95th ~~and~~ 100th birthdays. All certificates are signed by the Mayor ~~only~~.

Certificates of Recognition on behalf of the entire Council do not require Council approval and are issued at the discretion of the Mayor. Individual Councilmembers may request through the Mayor that Certificates be prepared and issued. Certificates will be prepared and filed by the Executive Assistant to Council, with the following exception: Certificates of Recognition for outgoing members of City Boards and Commissions are prepared and filed by the City Clerk.

At the discretion of the Mayor, Mayoral letters of commendation, appreciation, congratulation, recognition, support, or greeting may be prepared on behalf of the entire Council as an alternative to Certificates of Recognition. Such letters may be used for inclusion in community event programs such as sports tournaments,

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service club or business organization events, and conferences held in the community. Letters shall be signed by the Mayor only, and the Mayor shall determine whether it is appropriate to present a Certificate of Recognition at a Council meeting or other venue. (Nothing in this policy shall prohibit individual Councilmembers from preparing individual notes of appreciation or congratulations to others. In this case, however, no staff support shall be provided and no presentation shall be made at a Council meeting). If presented at a Council meeting, the Mayor and/or ~~his/her~~their designee shall make the presentation under “Special Orders of the Day.” If no venue is designated, the Certificate may be mailed to the recipient.

4. Letters of Memoriam

A Letter of Memoriam is a short personal note approved by the Mayor, prepared by the City Clerk, and signed by the full City Council in memoriam of an individual who has made a significant contribution to the Sunnyvale community. The Mayor shall determine whether it is appropriate to present a Letter of Memoriam at a Council meeting. It is customary that Council meetings closed in honor of deceased community members be accompanied by letters of memoriam. Following the Council meeting, the letter of memoriam is delivered to family surviving the deceased community member, and a copy is filed with the Clerk’s Office.

5. Recognition Plaques

Frequently, requests are made to have plaques placed on buildings, sidewalks, benches, trees, or other public places for various reasons (e.g., in memoriam). City policy is to recognize donations of items and contributions to the Community by individuals or groups with a plaque or other appropriate permanent identification based on the following tiered approach:

Donation	Award
\$1 — \$5,000 Donation	A letter from the City Department Director in receipt of the donated gift.
\$5,001 — \$10,000 Donation	A certificate of appreciation from the Mayor recognizing the donation to the City.
\$10,001 — \$20,000 Donation	A plaque (approximately 8x10 inches in size) from the City to the donor recognizing the donation.

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Donation	Award
Donations of \$20,001 and above, and significant contributions of volunteer time to the Community	The citizen or group offering a donation of more than \$20,000; and the significant contribution of volunteer time by an individual, group or organization will be recognized with a plaque or other suitable recognition in an appropriate location, if desired.

In addition to the above, the City Manager has the discretion to publicly recognize smaller donations (such as park benches) with an appropriately sized and located plaque. This would be for cases where there is a discrete item donated that lends itself to a small plaque or marker. In these cases, the plaque or marker would be no larger than 3x5 inches and would simply include the name, occasion and date. The Library's program in which bookplates are inserted into books donated in honor or memory of people in the community is an example of this policy. The full cost of any such recognition is to be borne by the donor.

For those donations (\$20,001 and above), and other significant contributions to the Community qualifying for plaques or recognition staff would present a report to the Council suggesting the size, placement and wording of any commemorative plaque, with input from the relevant board or commission. The donor and/or requesting organization or group would be consulted as part of the staff recommendation. It is possible that something other than a simple plaque, such as a donor wall, could be an appropriate recognition. A "donor wall" would be a way to recognize multiple contributions of more than \$20,000 for a related donation on one plaque or display.

If the item donated and/or the recognition of an individual's or group's contributions to the Community does not fall within the jurisdiction of a board or commission, staff would make a recommendation straight to the Council. The City Council has the final authority on all plaques or permanent recognition on public property valued at more than \$20,000.

The cost for designing, producing, installing and maintaining a plaque or other recognition qualifying at the \$20,001 and above level, including the recognition of an individual's or group's contributions to the Community would be the responsibility of the beneficiary department. If a plaque or recognition is for something that is no longer in use (for example, a bench that has been destroyed or a building demolished), the department would not be responsible for replacing or maintaining the recognition item in perpetuity. Council will have the discretion to give additional appropriate recognition for extraordinarily large or serial donations.

6. Facility Naming. Naming Facilities or Components of Facilities in Recognition of the Contributions of an Individual, Group or Organization shall be the responsibility of the City Council as provided by Council policy addressing the naming/renaming of Parks and Recreation facilities.

COUNCIL POLICY MANUAL

7. Dignitaries, Gifts and Official City Souvenirs

A. Visiting Dignitaries: The City Council recognizes that gifts to visiting dignitaries are an appropriate method of commemorating certain occasions. At the discretion of the Mayor or City Manager, visiting dignitaries will be presented with an official City souvenir and/or gift appropriate to the occasion.

B. Councilmembers Visiting Other Jurisdictions: Mayors and Councilmembers who visit dignitaries in other cities and countries on official City business may, at their discretion, present an official City souvenir to the dignitary visited. Appropriateness of these gifts will be determined by the Office of the City Manager.

C. Visiting delegates or tour groups may be presented with official City souvenirs, at the discretion of the Office of the City Manager. Councilmembers with requests for souvenirs for specific visiting groups should coordinate such requests through the Office of the City Manager.

D. Requests for Souvenirs: All requests, both internal and external, for official City souvenirs will be handled through the Office of the City Manager, and souvenirs will be provided as appropriate.

5.

[Section 1-4: Adopted: RTC 91-111 (3/19/1991); (Clerical/clarity update, Policy Update Project 10/2005)]

[Section 5: Adopted: RTC 85-362 (7/16/1985); Amended: RTC 00-142 (5/16/2000); (Clerical/clarity update, Policy Update Project (7/2005); (Amended: RTC 06-259 (8/8/2006) – incorporated from Council Policy 7.3.22)]

[Section 6: Adopted: RTC 06-259 (8/8/2006)]

(Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

COUNCIL POLICY MANUAL

Policy 7.3.21 Recognition of Sunnyvale's Elected and Appointed Officials

POLICY PURPOSE:

This policy is designed to establish procedures for formal recognition of Councilmembers, Mayors, and Board and Commission Members.

POLICY STATEMENT:

1. City Council

- A. Written communications which acknowledge or recognize City Councilmembers (including, but not limited to, City letterhead stationery, Council meeting minutes, news releases and media requests, public information flyers, event invitations, Quarterly Reports, City plaques, General Plan Sub-Elements) shall list those members in the following order: Mayor, followed by Vice Mayor, followed by remaining Councilmembers in order of seniority, by the length of continuous service on the Council. Should two members have equal seniority, the councilmember who received more votes in the most recent election would be determined to have the higher seniority.
- B. For public introductions, the Mayor shall be introduced first, then the Vice Mayor, followed by Councilmembers in random order.
- C. Councilmembers: Outgoing Councilmembers will be presented with a plaque commemorating their service to the City, and a memento(s) of appreciation selected by the Councilmember. The total cost of the plaque and memento(s) shall not exceed the limits established by the Fair Political Practices Commission (FPPC) in effect at the time. Re-elected Councilmembers remaining on Council will be presented with a plaque commemorating their previous term of service. The cost of the plaque shall not exceed the limit established by the FPPC in effect at the time.
- D. Mayor: An outgoing Mayor will be presented with a plaque commemorating their at-large service as Mayor, and a memento(s) of appreciation. The total cost of the plaque and the total cost of the memento(s) shall not exceed the limits established by the Fair Political Practices Commission (FPPC) in effect at the time. A re-elected Mayor remaining on Council will be presented with a plaque commemorating their previous term of service. The cost of the plaque shall not exceed the limit established by the FPPC in effect at the time.

2. Boards and Commissions

An annual event to recognize the service of all Board and Commission Members, as well as residents serving on special ad-hoc committees, shall be coordinated through the Office of the City Manager.

Outgoing Board and Commission members shall receive a certificate of appreciation and a small memento of appreciation. The type of certificates and

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mementos provided are at the discretion of the Office of the City Manager and shall not exceed the gift limit established by the Fair Political Practices Commission in effect at the time.

(Adopted: [No RTC, Council Motion] (8/2/1982); Amended: RTC 00-096 (3/28/2000); (Clerical/clarity update, Policy Update Project 7/2005); Amended RTC 06-376 (11/28/2006); Amended: RTC 08-113 (4/8/08); Amended: Council Motion, Budget Workshop (5/23/2013); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

COUNCIL POLICY MANUAL

Policy 7.3.21 Recognition of Sunnyvale's Elected and Appointed Officials ~~and Visiting Dignitaries~~

POLICY PURPOSE:

This policy is designed to establish procedures for formal recognition of Councilmembers, Mayors, ~~and~~ Board and Commission ~~members~~ Members, ~~and visiting dignitaries~~.

POLICY STATEMENT:

1. City Council

- A. Written communications which acknowledge or recognize City ~~councilmembers~~ Councilmembers (including, but not limited to, City letterhead stationery, Council meeting minutes, news releases and media requests, public information flyers, event invitations, Quarterly Reports, City plaques, General Plan Sub-Elements) shall list those members in the following order: Mayor, followed by Vice Mayor, followed by remaining ~~councilmembers~~ Councilmembers in order of seniority. ~~Seniority shall be designated~~ by the length of continuous service on the Council. Should two members have equal seniority, the councilmember who received more votes in the most recent election would be determined to have the higher seniority.
- B. For public introductions, the Mayor shall be introduced first, then the Vice Mayor, followed by Councilmembers in random order.
- C. Councilmembers: Outgoing Councilmembers will be presented with a plaque commemorating ~~his or her~~ their service to the City, and a memento(s) of appreciation selected by the Councilmember. The total cost of the plaque and memento(s) shall not exceed the gift limits established by the Fair Political Practices Commission (FPPC) in effect at the time. Re-elected Councilmembers remaining on Council will be presented with a plaque commemorating their previous term of service. The cost of the plaque shall not exceed the limit established by the FPPC in effect at the time.
- D. Mayor: ~~Councilmembers completing a term as~~ An outgoing Mayor will be presented with a plaque commemorating ~~his or her~~ their at-large service as Mayor, and a memento(s) of appreciation. The total cost of the plaque and the total cost of the memento(s) shall not exceed the gift limits established by the Fair Political Practices Commission (FPPC) in effect at the time. A re-elected Mayor remaining on Council will be presented with a plaque commemorating their previous term of service. The cost of the plaque shall not exceed the limit established by the FPPC in effect at the time.

2. Boards and Commissions

An annual event to recognize the service of all Board and Commission ~~members~~ Members, as well as ~~citizens~~ residents serving on special ad-hoc committees, shall be coordinated through the Office of the City Manager.

Outgoing Board and Commission members shall receive a certificate of appreciation and a small memento of appreciation. The type of certificates and

COUNCIL POLICY MANUAL

mementos provided are at the discretion of the Office of the City Manager ~~and,~~ shall not exceed the gift limit established by the Fair Political Practices Commission in effect at the time; ~~and will be suitable for the occasion.~~

3. Official City Souvenirs

- ~~A. Visiting Dignitaries: The City Council recognizes that gifts to visiting dignitaries are an appropriate method of commemorating certain occasions. At the discretion of the Mayor or City Manager, visiting dignitaries will be presented with an official City souvenir, appropriate to each dignitary's level of office.~~
- ~~B. Councilmembers Visiting Other Jurisdictions: Mayors and Councilmembers who visit dignitaries in other cities and countries on official City business may, at their discretion, present an official City souvenir, to the dignitary visited. Appropriateness of these gifts will be determined by the Office of the City Manager.~~
- ~~C. Visiting delegates or tour groups may be presented with official City souvenirs, at the discretion of the Office of the City Manager. Councilmembers with requests for souvenirs for specific visiting groups should coordinate such requests through the Office of the City Manager.~~
- ~~D. Requests for Souvenirs: All requests, both internal and external, for official City souvenirs will be handled through the Office of the City Manager, and souvenirs will be provided as appropriate.~~

(Adopted: [No RTC, Council Motion] (8/2/1982); Amended: RTC 00-096 (3/28/2000); (Clerical/clarity update, Policy Update Project 7/2005); Amended RTC 06-376 (11/28/2006); Amended: RTC 08-113 (4/8/08); Amended: Council Motion, Budget Workshop (5/23/2013); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

COUNCIL POLICY MANUAL

Policy 7.4.1 Provision of Staff/Administrative Support to Councilmembers

POLICY PURPOSE:

It is the purpose of this policy to establish guidelines and standards regarding City resources and support for Councilmembers, including administrative support and supplies.

POLICY STATEMENT:

In order to effectively discharge the responsibilities of elected officials, the Mayor and Councilmembers are entitled to receive administrative services. The City Manager shall assign a person or persons to provide these administrative services and shall so advise the City Council. The various kinds of staff/administrative support provided to Council are outlined in Chapter 7, Section 4 of the Council Policy Manual.

- I. Council Equipment, Materials, and Supplies. Certain supplies and materials are required by Councilmembers to discharge their functions. The City Manager shall make available to Councilmembers the following materials and supplies, which shall be used predominantly for City business and only incidentally for personal use.
 - A. The means to access City Hall – the Office of the City Manager administrative suite, the Council Office, the Council Chambers, and City Conference Rooms.
 - B. Customary office supplies and business cards for official City use. Items will be standardized. Business cards shall be initially provided to newly elected Councilmembers and when a title changes. At all other times, business cards and office supplies shall only be furnished upon request. Councilmembers shall not use business cards that do not reflect their official position (Mayor, Vice Mayor, or Councilmember) at the time of use.
 - C. Newly elected Councilmembers shall be provided a City lapel pin and a City name badge. Name badges shall also be provided when a title changes. Councilmembers shall not use name badges that do not reflect their official position (Mayor, Vice Mayor, or Councilmember) at the time of use.
 - D. Councilmembers may receive one City logo branded piece of clothing per Council term year, in a style to be chosen by individual Councilmembers from standard choices available. Apparel will be ordered in the first quarter of the calendar year, following certification of election results if the preceding year was an election year. The Executive Assistant to Council will send a request for apparel preference to City Council and order the items.
 - E. The City shall offer Councilmembers a standard City device (laptop or tablet and cell phone) for use during their term(s). The device will be managed by the City and replaced according to the City's replacement schedule. Any device issued will be returned to the City when a Councilmember leaves office. The Executive Assistant to Council shall, in conjunction with the Information Technology Department (ITD), maintain a log of all issued equipment and returns.
 1. The Mayor's Office in City Hall will be furnished with a laptop and other

equipment to facilitate meetings in much the same manner as other City Hall Conference rooms and offices.

2. Public Records Act and Brown Act issues are associated with the use of this type of equipment. The data contained in the equipment is public property and considered a public record and therefore subject to all Public Records Act and Brown Act policies.
3. Technical support to maintain and facilitate the use of equipment is limited to City devices and official duties, and only at the same level as is provided to City employees. Councilmembers must bring equipment to City facilities for repair or on-site maintenance. The Executive Assistant to Mayor and Council coordinates equipment services with ITD staff.

II. Meetings: Scheduling and the Use of City Facilities. The Executive Assistant to Mayor and Council shall provide assistance to Councilmembers in making arrangements for meetings held in City facilities. Councilmembers shall advise the Executive Assistant to Council of their request in advance of any meeting or use of City facilities, excepting the Council and Mayor offices. Normal scheduling methods shall be used. This provision does not apply to regular or special City Council meetings, which are scheduled through the City Clerk's Office. Neither Councilmembers nor City staff shall use any City resources for political campaigns.

III. Ceremonial Events. Requests for a City representative at ceremonial events will be handled by City staff. The Mayor serves as the designated City representative. If the Mayor is unavailable, then City staff will determine whether event organizers would like another representative. If yes, the Mayor will recommend which Councilmember should be asked to serve as substitute.

- A. Invitations received at City Hall or to the Council AnswerPoint are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.
- B. This provision does not apply to ticketed events, for which Councilmembers may choose to their travel funds if the event qualifies as an approved use of funds (see Council Policy 7.4.4 "Council Travel and Conferences").

IV. Council Announcements and Speeches.

- A. Council Announcements are prepared and scheduled by the Executive Assistant to Council. Departments should forward their request for a Council Announcement to the Executive Assistant to Council at least one week prior to their requested regular Council meeting. Copies of announcements shall be provided to the Mayor, Reading Councilmember, and City Clerk in advance of the Council meeting.
- B. Council-Initiated Speeches. Councilmembers are entitled to staff assistance for speech preparation for apolitical, City-related events and programs or to support Council-approved actions or advocacy positions. Such assistance shall be requested of the City Manager for purposes of assigning appropriate staff assistance. Requests should be made at least two weeks in advance. An outline of issues to be covered as well as available supporting material is to be provided by the requesting Councilmember. A draft of the speech will be provided to the Councilmember for final review at least three days prior to the event.
- C. Department-Initiated Speeches. Departments initiating the preparation of

speeches for Councilmembers shall first obtain direction and approval from the City Manager. Departments shall either prepare the speeches themselves, or submit a request to the Communications Office at least two weeks prior to the scheduled event.

V. Council Correspondence. Preparation of correspondence relating to official City business will be provided upon request within the resource constraints of the adopted budget.

- A. The Mayor or their designee shall sign all correspondence on behalf of the entire Council. All correspondence in which the City takes a position on a piece of legislation or issue shall be signed by the Mayor, and a copy shared with all of Council. Before routing to the Mayor for signature, all correspondence in which the City takes a position on a piece of legislation or issue must be approved by the Department Director. City Manager approval is required in cases when it is unclear if an official City policy supports performing advocacy. The originating Department Director, City Manager, and OCM Intergovernmental Relations (IGR) Liaison shall be copied on all IGR-related correspondence.
 - 1. The City Manager shall assign appropriate staff to assist the City Council in the preparation of correspondence. Assigned staff prepares correspondence and coordinates with the Executive Assistant to Council for Mayor or Councilmember signature.
- B. All correspondence conveying thanks or appreciation on behalf of the entire City Council shall be signed by the Mayor. This does not preclude individual Councilmembers from creating their own personal correspondence. However, a Councilmember may not request nor use City resources in the preparation of personal correspondence or correspondence in support or pursuit of political office either for themselves or for someone else.
- C. Staff will not prepare correspondence representing a Councilmember's personal point of view or dissenting point of view from an official City policy or Council position. If Councilmembers use their title, position, or City letterhead to express a personal opinion, the official City position must be stated clearly so the audience understands the difference between the official City position and the viewpoint of the Councilmember (see Code of Conduct for Elected Officials for more information). A copy of any and all correspondence developed by or for a Councilmember on City letterhead shall be provided to the Office of the City Manager for filing. A copy of correspondence representing a Councilmember's personal point of view shall be shared with all of Council.
- D. Copies of all correspondence are retained in accordance with the City's adopted Records Retention Schedule and available to the public as part of the Public Records Act request process. Copies shall be also furnished to Councilmembers upon request to the Executive Assistant to Mayor Council (see Council Policy 7.3.13 "Staff-Council Communications and Requests for Information and Records").

VI. Mayor and Council Mail and Meeting Packets

- A. Mayor and Council Mail. Mail delivered to City Hall for Council and the Mayor is reviewed by staff. Unless marked confidential, the mail is date-stamped, opened, and reviewed. If pertaining to City business, the Executive Assistant to Council shall scan a copy of the letter and route via e-mail to Council, City Management, and appropriate Department Director(s) (see Administrative Policy Chapter 1, Article 17 "Customer Inquiries and Concerns" and section VII below).

The originals shall be retained in accordance with the City's adopted Records Retention Schedule and available to the public as part of the Public Records Act request process. Invitations and correspondence not related to City business shall be placed in Council mailboxes. Councilmembers shall pick up their own mail. Any mail not picked up shall be placed at their dais seat at the next Council meeting.

- B. Council Meeting Packets. Council meeting packets are sent electronically to Council in advance of the Council meeting by the City Clerk's Office (see Council Policy 7.3.19 "Council Meetings").

VII. Community Member Inquiries and Concerns. Emails, letters, phone calls, and online service requests sent to the Mayor and Council AnswerPoints are reviewed by the Executive Assistant to Council. Staff shall make every effort to confirm receipt of customer contacts the same business day they are received.

- A. Inquiries Relating to Administrative or Operational Issues. All non-emergency community member inquiries and concerns dealing with the administrative or operational affairs of the City shall be routed to the appropriate Department Director(s) for information and follow-up, copying City Management. Any community concern initially directed to Council shall be tracked by the Executive Assistant to Council. Staff shall respond to the inquiry or complaint, most often in the same form it was received and copy their resolution to the Executive Assistant to Council. A copy of the staff response shall be retained and made available to Councilmembers for review upon request.

1. Staff shall follow the City's Service Level Agreements for customer service and response (see Administrative Policy Manual Chapter 1, Article 17 "Customer Inquiries and Concerns").
2. Inquiries concerning any City incident or operation shall not be answered until it is safe and practical to do so, and at such time as it will not jeopardize staff response to the incident or operation.
3. Inquiries related to City records or documents shall be handled as a Public Records Act Request, in accordance with the process established by the City Clerk's Office.

- B. Inquiries Relating to Council Policy. All community member concerns or inquiries dealing with Council policy shall be routed to the Mayor and Council, copying City Management and appropriate Department Head(s). Copies of communications related to items on upcoming Council agendas shall be copied to the City Clerk's Office and included, whenever possible, in the supplemental meeting materials.

VIII. Implementation.

The City Manager shall monitor the provisions of this policy, and all policies found in Chapter 7, Section 4 of the Council Policy Manual, within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement these policies. At the time a new Councilmember is seated, the Mayor and City Manager should review these policies with them.

Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014); Amended RTC #15-0317 (April 7, 2015); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

For reference, see also:

- A. Council Policy 7.3.13 *Policy 7.3.13 Staff-Council Communications and Requests for Information and Records*
- B. City Charter, Section 807, *Prohibition Against Councilmanic Interference*
- C. Code of Ethics and Conduct for Elected Officials

COUNCIL POLICY MANUAL

Policy 7.4.1 Provision of Staff/Administrative Support to Councilmembers

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 - C. Newly elected Councilmembers shall be provided a City lapel pin and a City name badge. Name badges shall also be provided when a title changes. Councilmembers shall not use name badges that do not reflect their official position (Mayor, Vice Mayor, or Councilmember) at the time of use.
 - D. Councilmembers may receive one City logo branded piece of clothing per Council term year, in a style to be chosen by individual Councilmembers from standard choices available. Apparel will be ordered in the first quarter of the calendar year, following certification of election results if the preceding year was an election year. The Executive Assistant to Council will send a request for apparel preference to City Council and order the items.
 - E. The City shall offer Councilmembers a standard City device (laptop or tablet and cell phone) for use during their term(s). The device will be managed by the City and replaced according to the City's replacement schedule. Any device issued will be returned to the City when a Councilmember leaves office. The Executive Assistant to Council shall, in conjunction with the Information Technology Department (ITD), maintain a log of all issued equipment and returns.
 - 1. The Mayor's Office in City Hall will be furnished with a laptop and other

equipment to facilitate meetings in much the same manner as other City Hall Conference rooms and offices.

2. Public Records Act and Brown Act issues are associated with the use of this type of equipment. The data contained in the equipment is public property and considered a public record and therefore subject to all Public Records Act and Brown Act policies.
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II. Meetings: Scheduling and the Use of City Facilities. The Executive Assistant to Mayor and Council shall provide assistance to Councilmembers in making arrangements for meetings held in City facilities. Councilmembers shall advise the Executive Assistant to Council of their request in advance of any meeting or use of City facilities, excepting the Council and Mayor offices. Normal scheduling methods shall be used. This provision does not apply to regular or special City Council meetings, which are scheduled through the City Clerk's Office. Neither Councilmembers nor City staff shall use any City resources for political campaigns.

III. Ceremonial Events. Requests for a City representative at ceremonial events will be handled by City staff. The Mayor serves as the designated City representative. If the Mayor is unavailable, then City staff will determine whether event organizers would like another representative. If yes, the Mayor will recommend which Councilmember should be asked to serve as substitute.

- A. Invitations received at City Hall or to the Council AnswerPoint are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.
- B. This provision does not apply to ticketed events, for which Councilmembers may choose to their travel funds if the event qualifies as an approved use of funds (see Council Policy 7.4.4 "Council Travel and Conferences").

IV. Council Announcements and Speeches.

- A. Council Announcements are prepared and scheduled by the Executive Assistant to Council. Departments should forward their request for a Council Announcement to the Executive Assistant to Council at least one week prior to their requested regular Council meeting. Copies of announcements shall be provided to the Mayor, Reading Councilmember, and City Clerk in advance of the Council meeting.
- B. Council-Initiated Speeches. Councilmembers are entitled to staff assistance for speech preparation for apolitical, City-related events and programs or to support Council-approved actions or advocacy positions. Such assistance shall be requested of the City Manager for purposes of assigning appropriate staff assistance. Requests should be made at least two weeks in advance. An outline of issues to be covered as well as available supporting material is to be provided by the requesting Councilmember. A draft of the speech will be provided to the Councilmember for final review at least three days prior to the event.
- C. Department-Initiated Speeches. Departments initiating the preparation of

speeches for Councilmembers shall first obtain direction and approval from the City Manager. Departments shall either prepare the speeches themselves, or submit a request to the Communications Office at least two weeks prior to the scheduled event.

V. Council Correspondence. Preparation of correspondence relating to official City business will be provided upon request within the resource constraints of the adopted budget.

A. The Mayor or their designee shall sign all correspondence on behalf of the entire Council. All correspondence in which the City takes a position on a piece of legislation or issue shall be signed by the Mayor, and a copy shared with all of Council. Before routing to the Mayor for signature, all correspondence in which the City takes a position on a piece of legislation or issue must be approved by the Department Director. City Manager approval is required in cases when it is unclear if an official City policy supports performing advocacy. The originating Department Director, City Manager, and OCM Intergovernmental Relations (IGR) Liaison shall be copied on all IGR-related correspondence.

1. The City Manager shall assign appropriate staff to assist the City Council in the preparation of correspondence. Assigned staff prepares correspondence and coordinates with the Executive Assistant to Council for Mayor or Councilmember signature.

B. All correspondence conveying thanks or appreciation on behalf of the entire City Council shall be signed by the Mayor. This does not preclude individual Councilmembers from creating their own personal correspondence. However, a Councilmember may not request nor use City resources in the preparation of personal correspondence or correspondence in support or pursuit of political office either for themselves or for someone else.

C. Staff will not prepare correspondence representing a Councilmember's personal point of view or dissenting point of view from an official City policy or Council position. If Councilmembers use their title, position, or City letterhead to express a personal opinion, the official City position must be stated clearly so the audience understands the difference between the official City position and the viewpoint of the Councilmember (see Code of Conduct for Elected Officials for more information). A copy of any and all correspondence developed by or for a Councilmember on City letterhead shall be provided to the Office of the City Manager for filing. A copy of correspondence representing a Councilmember's personal point of view shall be shared with all of Council.

D. Copies of all correspondence are retained in accordance with the City's adopted Records Retention Schedule and available to the public as part of the Public Records Act request process. Copies shall be also furnished to Councilmembers upon request to the Executive Assistant to Mayor Council (see Council Policy 7.3.13 "Staff-Council Communications and Requests for Information and Records").

VI. Mayor and Council Mail and Meeting Packets

A. Mayor and Council Mail. Mail delivered to City Hall for Council and the Mayor is reviewed by staff. Unless marked confidential, the mail is date-stamped, opened, and reviewed. If pertaining to City business, the Executive Assistant to Council shall scan a copy of the letter and route via e-mail to Council, City Management, and appropriate Department Director(s) (see Administrative Policy Chapter 1, Article 17 "Customer Inquiries and Concerns" and section VII below).

The originals shall be retained in accordance with the City's adopted Records Retention Schedule and available to the public as part of the Public Records Act request process. Invitations and correspondence not related to City business shall be placed in Council mailboxes. Councilmembers shall pick up their own mail. Any mail not picked up shall be placed at their dais seat at the next Council meeting.

B. Council Meeting Packets. Council meeting packets are sent electronically to Council in advance of the Council meeting by the City Clerk's Office (see Council Policy 7.3.19 "Council Meetings").

VII. Community Member Inquiries and Concerns. Emails, letters, phone calls, and online service requests sent to the Mayor and Council AnswerPoints are reviewed by the Executive Assistant to Council. Staff shall make every effort to confirm receipt of customer contacts the same business day they are received.

A. Inquiries Relating to Administrative or Operational Issues. All non-emergency community member inquiries and concerns dealing with the administrative or operational affairs of the City shall be routed to the appropriate Department Director(s) for information and follow-up, copying City Management. Any community concern initially directed to Council shall be tracked by the Executive Assistant to Council. Staff shall respond to the inquiry or complaint, most often in the same form it was received and copy their resolution to the Executive Assistant to Council. A copy of the staff response shall be retained and made available to Councilmembers for review upon request.

1. Staff shall follow the City's Service Level Agreements for customer service and response (see Administrative Policy Manual Chapter 1, Article 17 "Customer Inquiries and Concerns").

2. Inquiries concerning any City incident or operation shall not be answered until it is safe and practical to do so, and at such time as it will not jeopardize staff response to the incident or operation.

3. Inquiries related to City records or documents shall be handled as a Public Records Act Request, in accordance with the process established by the City Clerk's Office.

B. Inquiries Relating to Council Policy. All community member concerns or inquiries dealing with Council policy shall be routed to the Mayor and Council, copying City Management and appropriate Department Head(s). Copies of communications related to items on upcoming Council agendas shall be copied to the City Clerk's Office and included, whenever possible, in the supplemental meeting materials.

I.VIII. Implementation.

The City Manager shall monitor the provisions of this policy, and all policies found in Chapter 7, Section 4 of the Council Policy Manual, within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement these policies. At the time a new Councilmember is seated, the Mayor and City Manager should review these policies with ~~him~~her/them.

Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget

necessary changes of budget resources.

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014): Amended RTC #15-0317 (April 7, 2015); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

For reference, see also:

~~— Council Policy Manual, Chapter 7, Subsection 4 Policies Relating to Council Support and Processes (Policies 7.4.1—7.4.16)~~

- A. Council Policy 7.3.13 Policy 7.3.13 Staff-Council Communications and Requests for Information and Records
- B. City Charter, Section 807, *Prohibition Against Councilmanic Interference*
- C. Code of Ethics and Conduct for Elected Officials

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Policy 7.4.4 Council Travel and Conference

POLICY PURPOSE:

It is the purpose of this policy to define the City's expectations of Councilmembers who travel in connection with their work responsibilities and to clarify which expenses the City will fund and which expenses are considered the personal responsibility of the traveler.

POLICY STATEMENT:

The City expects to pay all reasonable costs incurred by Councilmembers traveling on approved City business; travel is a privilege and not a right conferred by election; Councilmembers are expected to use sound fiscal stewardship when expending public funds, and to travel in the most logical and least expensive manner possible.

I. Authorization.

- A. Mayor approval (or Vice Mayor for Mayor) is required in advance of any Councilmember travel that requires a commitment of City funds. Authorization shall be sought via submittal of a Travel Authorization Request (TAR).
- B. Any denied travel shall be accompanied by the reason(s) for denial, which shall be limited to the following:
 - 1. Requesting Councilmember has insufficient funds to pay for the intended travel. (See Section II, *Council Travel Budgets*, below.)
 - 2. The purpose of the intended travel does not meet one or more of the following:
 - a. Represent the City in a Council-approved/ratified Intergovernmental Relations role.
 - b. Advocate official City positions on key legislation, policies or programs.
 - c. Attend a conference or meeting arranged by an organization of which the City is a member.
 - d. Conduct presentations at a conference or workshop with the goal of improving the efficiency and performance of government in general.

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- e. Become better informed regarding key legislation, policies or programs impacting local government.
- 3. Failure to adhere to the provisions of this Council Policy 7.4.4. (e.g., not submitting expense forms or receipts on time).

II. Travel Budgets.

- A. City Council shall establish travel budgets as part of the annual City budget process. Consistent with Council Policy 7.3.4 “Roles and Responsibilities of Mayor, Vice Mayor and Councilmembers” subsection 1.O, the Mayor shall be allocated additional travel allowance.
- B. Travel budgets for Councilmembers up for election or due to leave office in any particular year shall be prorated to ensure adequate travel funds are available for incoming Councilmembers. The percentage of travel funds allocated to outgoing/incoming Councilmembers shall be determined by staff and based on ensuring the ability of whoever is in office at the time to attend the scheduled dates of the National League of Cities (NLC) Congressional City Conference; the NLC City Summit; and the League of California Cities’ (LCC) Annual Conference and Exposition. Any unspent funds allocated to an outgoing Councilmember shall be carried over to that district’s incoming Councilmember’s budget. The Mayor’s budget will be allocated similarly.
- C. Each Councilmember will be provided with an update of their travel budget, including balance and itemization of expenses, on a monthly basis by the Executive Assistant to Mayor and Council. The Mayor (who authorizes payment of expenses) will also receive the same information on each Councilmember’s expenditures. The Executive Assistant to Mayor and Council shall send a notification to any Councilmember whose budget is close to being overdrawn, copying the Mayor, the City Manager, and the Assistant City Manager.
- D. Councilmembers shall not exceed authorized amounts budgeted for travel. All travel expenses more than a Councilmember’s approved budget shall be reimbursed to the City by the Councilmember.
- E. Mid-year increases in travel budgets are discouraged and shall generally be considered only if Councilmembers can demonstrate that additional amounts are for unforeseen expenses that could not be anticipated prior to the initial adoption of the annual travel budget.

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- F. There are two ways for a Councilmember to increase their approved travel budget:
1. The adopted travel budget can be amended on a case-by-case basis during the fiscal year by approval of the City Council at a public meeting. Councilmembers desiring an increase in their annual travel budget shall provide an estimate of the additional amount prior to actual travel or expenditure of funds. Justifications for the budget increase shall also be included with the request for additional funds. All increases in travel budgets must be approved by a majority vote of the full Council prior to actual travel or expenditure of additional funds.
 2. Councilmembers may choose at any time to relinquish a portion of their unspent travel budget to another Councilmember. Any Councilmember wishing to do so shall notify the Executive Assistant to Council and the City Manager in writing. Otherwise, the remaining balance of unspent funds at the end of the fiscal year shall return to the General Fund.
- G. Any carryover of Council travel budgets from one fiscal year to the next shall require the approval of the City Council during the annual carryover process.

III. Travel Arrangements.

- A. Travel arrangements shall be made as far in advance as possible to obtain the best possible fares and rates. Registration for conferences and training shall be made far enough in advance to take advantage of early (discounted) fees, and to avoid late registration fees. If travel arrangements must be canceled for any reason, the person who made the arrangements shall cancel them in sufficient time to prevent the City from incurring unnecessary costs when possible.
- B. Unless a Councilmember opts to book their own travel, staff shall make arrangements for City Council travel including registrations, transportation and lodging. Staff shall prepare a travel information packet for each Councilmember traveling to any of the main annual conferences: the National League of Cities (NLC) spring and fall conferences, the League of California Cities (LCC) annual fall conference, and the U.S. Conference of Mayors (USCM) winter and summer conferences.

IV. Transportation.

- A. Travelers shall use whatever mode of transportation is the most logical and least expensive. If a Councilmember elects to use a mode of transportation other than the most logical and least expensive, the City shall pay only the cost of the most logical and least expensive mode.

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- B. Air Travel. Councilmembers shall not limit their air travel options by specifying an airline. The airline offering the lowest fare for a logical route shall be selected.
- C. Use of Private Vehicles. Councilmembers shall be compensated for the use of their private vehicles for approved business travel at the current Internal Revenue Service (IRS) standard mileage rate, if it is the most logical and least expensive method of transportation. The City shall pay all expenses, such as bridge tolls and parking fees, incurred as the result of a Councilmember's authorized use of a vehicle while traveling on City business. Councilmembers requesting reimbursement for the payment of such expenses shall obtain receipts and submit them with their Travel Expense Reports. To drive a City or privately owned vehicle on City business, Councilmembers must possess a valid California driver's license. A driver of a privately owned vehicle must also carry adequate liability insurance coverage, and be responsible for any damage, service, or repair to the car occurring on the trip, as these costs are included in the City's per mile cost reimbursement.
- D. Train and Other Mass Transit. Councilmembers shall be compensated for train or other mass transit fares and fees if it is the most logical and least expensive method of travel.
- E. Ground Transportation at Destination. Supplementary transportation within the destination city shall be accomplished by hotel courtesy buses, local shuttle services or public transportation, if available and logical. Taxi, rideshares, or car service may be used when no other convenient, less costly mode of transportation is available.
- F. Rental Vehicles. Rental vehicles shall be used only when no other mode of transportation is available or when alternate transportation would be more expensive or impractical and must be authorized in advance. If a rental vehicle is authorized, Councilmembers shall request the least expensive vehicle category that meets their needs. Optional insurance offered by the rental agency should be declined.

V. Lodging.

- A. The City shall pay lodging expenses for approved travel, including the evening preceding or after a meeting or business event when the Councilmember would otherwise have to travel from their residence before 6 a.m. or after 9 p.m. to reach or return from their destination.
- B. When there is not a specific lodging site associated with official City business, the City shall pay for actual lodging expenses up to the General Services Administration (GSA) maximum rate allowed by location

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(<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Note that the GSA maximum rate applies to the base room rate only, and does not include taxes. Every effort shall be made to obtain lodging at or near the facility where official City business is to take place to minimize travel time and transportation costs. The lodging should also be clean, safe and appropriate for business travel. Government rates are often available and should be sought.

- C. The City shall pay only for standard single rooms at conference, government or corporate rates, unless the conference, government or corporate rate is for a double room. Additional charges arising from the registration or the sharing of a room with a spouse or guest are not reimbursable.
- D. Councilmembers shall notify the Executive Assistant to Council regarding any reservations for lodging they will not use. Any charge for an unused reservation shall be considered the Councilmember's personal expense unless failure to cancel the reservation was due to circumstances reasonably beyond the Councilmember's control.

VI. Meals.

- A. The City shall pay for a Councilmember's meals during authorized travel, including tax and tips, using the per diem amount established by the GSA for the destination location (available at: <https://www.gsa.gov/travel/plan-book/per-diem-rates> —“Meals Breakdown”), except that the City shall not pay for the following:
 - 1. Meals that the Councilmember elects to purchase from another source when the meals are included in the cost of a conference, training registration fee, or hotel stay.
 - 2. Alcoholic beverages.
- B. The City shall pay for meals during partial days of travel on a pro-rated basis, as follows:
 - 1. If the partial day includes travel before 8 a.m., the City shall pay for breakfast.
 - 2. If the partial day includes travel between 11 a.m. and 1 p.m., the City shall pay for lunch.
 - 3. If the partial day includes travel after 6 p.m., the City shall pay for dinner.

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- C. Any meal reimbursement where a Councilmember is not required to travel away from home overnight shall be taxable in the amount of the meal reimbursement under Internal Revenue Code Section 162(a) (2).
- D. When Councilmembers attend a group dinner or otherwise dine together while traveling, the City shall reimburse the Councilmember paying up to the per diem amount for each attending Councilmember. The City shall charge the amounts to the individual Councilmembers' budgets.

VII. Miscellaneous Fees/Business Expenses.

- A. Gratuities/Tips. The City shall pay reasonable and customary gratuities and tips during City business travel, using the per diem amount established by the GSA for the destination location (available at: <https://www.gsa.gov/travel/plan-book/per-diem->).
- B. Business Expenses. The City shall pay for goods and/or services deemed necessary for the completion of official business, such as faxes, copier and computer usage, etc.; for Internet usage at actual cost and for all business telephone calls. Cellular phones are often more cost-effective than using hotel phones directly and should be considered as a primary option. Collect calls should be avoided. Fees which include use of local calls, wireless internet access, or other such amenities shall be covered by the City. The City shall also pay for printed materials or other training materials that may be available for sale at training, conferences, etc., provided that the materials are of benefit to the City and shall remain the City's property.
- C. Baggage Fees. If the airline charges for all checked baggage, the City shall cover the cost for one checked bag only. Excess baggage charges are not reimbursable.
- D. Personal Expenses. Personal expenses shall not be paid by the City. In addition to those items identified as personal expenses throughout this policy, personal expenses include personal telephone calls, in-room movies, spas and gyms, optional recreational events in connection with a conference, laundry or dry cleaning, miscellaneous sundries, or other items of a personal nature. Personal travel shall not be mixed with business travel if it will cost the City or harm the City's interest in any way. The City shall not pay for any expenses of a spouse or other person who accompanies a Councilmember on business travel.

VIII. Payment of Expenses.

The City will pay travel expenses in advance where available and practicable at the request of the Councilmember (e.g., registration, airfare). Allowable expenses will otherwise be paid out of pocket by the Councilmember and reimbursed upon completion of travel and submittal of a Travel Expense Report (TER).

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IX. Settlement of Expenses.

- A. Within three weeks of a Councilmember's return from a business trip, a final accounting of all expenses associated with the trip shall be made by completing a Travel Expense Report (TER), and an associated Mileage Reporting Form, if applicable, attaching original receipts substantiating all reported expenses with the exception of meals, and submitting the report to the Executive Assistant to Council.
- B. If the Councilmember personally paid for allowable business trip expenses, the City shall reimburse them following the regular employee reimbursement process. Reimbursement of travel expenses received from an outside source must be forwarded to the Executive Assistant to Mayor and Council upon receipt.
- C. The Mayor's signature is required as approval of Council expense statements. The Vice Mayor approves the Mayor's expense statements.
- D. To the extent that another agency or organization pays for the travel or conference expenses of a Councilmember, the City shall not pay for those same expenses. Councilmembers shall either submit the other agency's payment to the City (in which case the City shall pay for the Councilmember's entire expenses), or refrain from claiming expenses for that portion of their expenses paid by the other agency.

X. Exceptions to the Policy.

This policy does not claim to address all contingencies and conditions. However, any exception requires Mayoral approval via a Travel Authorization Request (TAR) for anticipated/known exceptions or via a Travel Expense Report (TER) for unanticipated/unplanned expenses. Requests for exceptions should be accompanied by the traveler's written justification for the expense.

Examples of exceptions to this policy include, but are not limited to, the following:

- Unusual business expenses;
- Per diem and/or lodging expenses which exceed GSA limits;
- The purchase of one or more meals from another source even though they were included in a conference and/or seminar registration fee;
- The use of an alternate mode of transportation under the Americans with Disabilities Act;
- Travel costs in excess of budgeted amounts.

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XI. Audits.

The Department of Finance shall conduct periodic audits to ensure compliance with this policy. Audit results shall be submitted to the Mayor and City Manager.

(Adopted: Council Policy Update, RTC 14-0061 (11/25/2014); Adopted: RTC 15-0343 (5/12/2015); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

For reference, see also:

- 7.4.1, *Provision of Staff/Administrative Support for Councilmembers*
- 7.4.12, *City Council Appointments to Intergovernmental Agencies, Council Subcommittees, and Council or Mayor-Created Task Forces*
- 7.4.15, *Council Advocacy*
- City Charter, Section 807
- Code of Ethics and Conduct for Elected and Appointed Officials
- Administrative Policy Chapter 4, Article 5 *Travel Policy*

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Policy 7.4.4 Council Travel and Conferences

POLICY PURPOSE:

It is the purpose of this policy to define the City's expectations of Councilmembers who travel in connection with their work responsibilities and to clarify which expenses the City will fund and which expenses are considered the personal responsibility of the traveler.

POLICY STATEMENT:

The City expects to pay all reasonable costs incurred by Councilmembers traveling on approved City business; travel is a privilege and not a right conferred by election; Councilmembers are expected to use sound fiscal stewardship when expending public funds, and to travel in the most logical and least expensive manner possible.

I. Authorization.

- A. Mayor approval (or Vice Mayor for Mayor) is required in advance of any Councilmember travel that requires a commitment of City funds. Authorization shall be sought via submittal of a Travel Authorization Request (TAR).
- B. Any denied travel shall be accompanied by the reason(s) for denial, which shall be limited to the following:
 - 1. Requesting Councilmember has insufficient funds to pay for the intended travel. (See Section II, *Council Travel Budgets*, below.)
 - 2. The purpose of the intended travel does not meet one or more of the following:
 - a. Represent the City in a Council-approved/ratified Intergovernmental Relations role.
 - b. Advocate official City positions on key legislation, policies or programs.
 - c. Attend a conference or meeting arranged by an organization of which the City is a member.
 - d. Conduct presentations at a conference or workshop with the goal of improving the efficiency and performance of government in general.

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- e. Become better informed regarding key legislation, policies or programs impacting local government.
- 3. Failure to adhere to the provisions of this Council Policy 7.4.4. (~~i.e.e.g.~~, not submitting expense forms or receipts on time).

II. Travel Budgets.

- A. City Council shall establish travel budgets as part of the annual City budget process. Consistent with Council Policy 7.3.4 “Roles and Responsibilities of Mayor, Vice Mayor and Councilmembers” subsection 1.O, the Mayor shall be allocated additional travel allowance.
- B. Travel budgets for Councilmembers up for election or due to leave office in any particular year shall be prorated to ensure adequate travel funds are available for incoming Councilmembers. The percentage of travel funds allocated to outgoing/incoming Councilmembers shall be determined by staff and based on ensuring the ability of whoever is in office at the time to attend the scheduled dates of the National League of Cities (NLC) Congressional City Conference; the NLC ~~Congress of Cities and Exposition~~City Summit; and the League of California Cities’ (LCC) Annual Conference and Exposition. Any unspent funds allocated to an outgoing Councilmember’s ~~seat~~ shall be carried over to ~~that district’s~~ incoming Councilmember’s budget. The Mayor’s budget will be allocated similarly.
- C. Each Councilmember will be provided with an update of ~~his/her~~their travel budget, including balance and itemization of expenses, on a monthly basis by the Executive Assistant to Mayor and Council. The Mayor (who authorizes payment of expenses) will also receive the same information on each Councilmember’s expenditures. The Executive Assistant to Mayor and Council shall send a notification to any Councilmember whose budget is close to being overdrawn, copying the Mayor, the City Manager, and the Assistant City Manager.
- D. Councilmembers shall not exceed authorized amounts budgeted for travel. ~~Any and all~~All travel expenses ~~in excess of~~more than a Councilmember’s approved budget shall be reimbursed to the City by the Councilmember.
- E. Mid-year increases in travel budgets are discouraged and shall generally be considered only if Councilmembers can demonstrate that additional amounts are for unforeseen expenses that could not be anticipated prior to the initial adoption of the annual travel budget.

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- F. There are two ways for a Councilmember to increase ~~his/her~~their approved travel budget:
1. The adopted travel budget can be amended on a case-by-case basis during the fiscal year by approval of the City Council at a public meeting. Councilmembers desiring an increase in their annual travel budget shall provide an estimate of the additional amount prior to actual travel or expenditure of funds. Justifications for the budget increase shall also be included with the request for additional funds. All increases in travel budgets must be approved by a majority vote of the full Council prior to actual travel or expenditure of additional funds.
 2. Councilmembers may choose at any time to relinquish a portion of their unspent travel budget to another Councilmember. Any Councilmember wishing to do so shall notify the Executive Assistant to Council and the City Manager in writing. Otherwise, the remaining balance of unspent funds at the end of the fiscal year shall return to the General Fund.
- G. Any carryover of Council travel budgets from one fiscal year to the next shall require the approval of the City Council during the annual carryover process.

III. Travel Arrangements.

- A. Travel arrangements shall be made as far in advance as possible to obtain the best possible fares and rates. Registration for conferences and training shall be made far enough in advance to take advantage of early (discounted) fees, and to avoid late registration fees. If travel arrangements must be canceled for any reason, the person who made the arrangements shall cancel them in sufficient time to prevent the City from incurring unnecessary costs when possible.
- B. Unless a Councilmember~~’s~~ opt~~s~~ to book their own travel, staff shall make~~s~~ arrangements for City Council travel including registrations, transportation and lodging, ~~and travel cash advances (if requested by the Councilmember).~~ Staff shall prepare a travel information packet for each Councilmember traveling to any of the main annual conferences: the National League of Cities (NLC) spring and fall conferences, the League of California Cities (LCC) annual fall conference, and the U.S. Conference of Mayors (USCM) ~~spring-winter~~ and summer conferences.

IV. Transportation.

- A. Travelers shall use whatever mode of transportation is the most logical and least expensive. If a Councilmember elects to use a mode of transportation other than the most logical and least expensive, the City shall pay only the cost of the most logical and least expensive mode.

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- B. Air Travel. Councilmembers shall not limit their air travel options by specifying an airline. The airline offering the lowest fare for a logical route shall be selected.
- C. Use of Private Vehicles. Councilmembers shall be compensated for the use of their private vehicles for approved business travel at the current Internal Revenue Service (IRS) standard mileage rate, ~~provided that if~~ it is the most logical and least expensive method of transportation. The City shall pay all expenses, such as bridge tolls and parking fees, incurred as the result of a Councilmember's authorized use of a vehicle while traveling on City business. Councilmembers requesting reimbursement for the payment of such expenses shall obtain receipts and submit them with their Travel Expense Reports. To drive a City or privately owned vehicle on City business, Councilmembers must possess a valid California driver's license. A driver of a privately owned vehicle must also carry adequate liability insurance coverage, and be responsible for any damage, service, or repair to the car occurring on the trip, as these costs are included in the City's per mile cost reimbursement.
- D. Train and Other Mass Transit. Councilmembers shall be compensated for train or other mass transit fares and fees ~~provided that if~~ it is the most logical and least expensive method of travel.
- E. Ground Transportation at Destination. Supplementary transportation within the destination city shall be accomplished by hotel courtesy buses, local shuttle services or public transportation, if available and logical. Taxi, rideshares, or car service may be used when no other convenient, less costly mode of transportation is available.
- F. Rental Vehicles. Rental vehicles shall be used only when no other mode of transportation is available or when alternate transportation would be more expensive or impractical and must be authorized in advance. If a rental vehicle is authorized, Councilmembers shall request the least expensive vehicle category that meets their needs. Optional insurance offered by the rental agency should be declined.

V. Lodging.

- A. The City shall pay lodging expenses for approved travel, including the evening preceding or ~~subsequent to after~~ a meeting or business event when the Councilmember would otherwise have to travel from ~~his/her~~ their residence before 6 a.m. or after 9 p.m. to reach or return from ~~his or her~~ their destination.
- B. When there is not a specific lodging site associated with official City business, the City shall pay for actual lodging expenses up to the General Services Administration (GSA) maximum rate allowed by location

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(<https://www.gsa.gov/travel/plan-book/per-diem-rates><http://www.gsa.gov/portal/category/21287>). Note that the GSA maximum rate applies to the base room rate only, and does not include taxes. Every effort shall be made to obtain lodging at or near the facility where official City business is to take place to minimize travel time and transportation costs. The lodging should also be clean, safe and appropriate for business travel. Government rates are often available and should be sought.

- C. The City shall pay only for standard single rooms at conference, government or corporate rates, unless the conference, government or corporate rate is for a double room. ~~The City shall pay additional charges for a double room only if two Councilmembers share the room.~~ Additional charges arising from the registration or the sharing of a room with a spouse or guest are not reimbursable.
- D. Councilmembers shall notify the Executive Assistant to ~~Mayor and~~ Council regarding any reservations for lodging they will not use. Any charge for an unused reservation shall be considered the Councilmember's personal expense unless failure to cancel the reservation was due to circumstances reasonably beyond the Councilmember's control.

VI. Meals.

- A. The City shall pay for a Councilmember's meals during authorized travel, including tax and tips, ~~up to using~~ the per diem amount established by the GSA for the destination location (available at: <https://www.gsa.gov/travel/plan-book/per-diem-rates><http://www.gsa.gov/portal/category/21287> —“Meals Breakdown”), except that the City shall not pay for the following:
 - ~~1. Breakfast on the first day of travel.~~
 - ~~2.1.~~ Meals that the Councilmember elects to purchase from another source when the meals are included in the cost of a conference, training registration fee, or hotel stay.
 - ~~3.2.~~ Alcoholic beverages.
- B. The City shall pay for meals during partial days of travel on a pro-rated basis, as follows:
 - 1. If the partial day includes travel before 8 a.m., the City shall pay for breakfast.
 - 2. If the partial day includes travel between 11 a.m. and 1 p.m., the City shall pay for lunch.

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3. If the partial day includes travel after ~~5~~6 p.m., the City shall pay for dinner.

C. Any meal reimbursement where a Councilmember is not required to travel away from home overnight shall be taxable in the amount of the meal reimbursement under Internal Revenue Code Section 162(a) (2).

~~C.D.~~ When Councilmembers attend a group dinner or otherwise dine together while traveling, the City shall reimburse the Councilmember paying up to the per diem amount for each attending Councilmember. The City shall charge the amounts to the individual Councilmembers' budgets.

VII. Miscellaneous Fees/Business Expenses.

A. Gratuities/Tips. The City shall pay reasonable and customary gratuities and tips during City business travel. ~~Tips for meals are included in the standard per diem rate.~~ using the per diem amount established by the GSA for the destination location (available at: <https://www.gsa.gov/travel/plan-book/per-diem->).

B. Business Expenses. The City shall pay for goods and/or services deemed necessary for the completion of official business, such as faxes, copier and computer usage, etc.; for Internet usage at actual cost and for all business telephone calls. Cellular phones are often more cost-effective than using hotel phones directly and should be considered as a primary option. Collect calls should be avoided. Fees which include use of local calls, wireless internet access, or other such amenities shall be covered by the City. The City shall also pay for printed materials, ~~tapes~~ or other training materials that may be available for sale at training, conferences, etc., provided that the materials are of benefit to the City and shall remain the City's property.

C. Baggage Fees. If the airline charges for all checked baggage, the City shall cover the cost for one checked bag only. Excess baggage charges are not reimbursable.

D. Personal Expenses. Personal expenses shall not be paid by the City. In addition to those items identified as personal expenses throughout this policy, personal expenses include personal telephone calls, in-room movies, spas and gyms, optional recreational events in connection with a conference, laundry or dry cleaning, miscellaneous sundries, or other items of a personal nature. Personal travel shall not be mixed with business travel if it will cost the City or harm the City's interest in any way. The City shall not pay for any expenses of a spouse or other person who accompanies a Councilmember on business travel.

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VIII. Payment of Expenses.

~~Councilmembers may pay for allowable travel expenses by requesting a travel advance in an amount up to the total estimated expenses for the trip minus any pre-paid expenses.~~
The City will pay travel expenses in advance where available and practicable at the request of the Councilmember (e.g., registration, airfare). Allowable expenses may also will otherwise be paid out of pocket by the Councilmember and reimbursed upon completion of travel and submittal of a Travel Expense Report (TER).

IX. Settlement of Expenses.

A. Within three weeks of a Councilmember's return from a business trip, a final accounting of all expenses associated with the trip shall be made by completing a Travel Expense Report (TER), and an associated Mileage Reporting Form, if applicable, attaching original receipts substantiating all reported expenses with the exception of meals, and submitting the report to the Executive Assistant to ~~Mayor and~~ Council.

~~B. If the Councilmember received a travel advance and actual expenses were less than the amount advanced, any unused amount of the travel advance shall be returned to the City via a payroll deduction. Should a Councilmember who has received a travel advance fail to submit a Travel Expense Report within three weeks of return, the Department of Finance may deduct the amount of the travel advance from the Councilmember's next pay check unless the Councilmember can verify timely submission of paperwork or an extension has been requested and approved with valid reason.~~

~~C.~~B. If the Councilmember personally paid for allowable business trip expenses, the City shall reimburse them ~~employee through the bi-weekly payroll process~~ following the regular employee reimbursement process. Reimbursement of travel expenses received from an outside source must be forwarded to the Executive Assistant to Mayor and Council upon receipt.

~~D.~~C. The Mayor's signature is required as approval of Council expense statements. The Vice Mayor approves the Mayor's expense statements.

~~E.~~D. To the extent that another agency or organization pays for the travel or conference expenses of a Councilmember, the City shall not pay for those same expenses. Councilmembers shall either submit the other agency's payment to the City (in which case the City shall pay for the Councilmember's entire expenses), or refrain from claiming expenses for that portion of ~~his/her~~their expenses paid for by the other agency.

~~F. For multiple Council meals paid for by a single Councilmember, the total expense for the meal shall be submitted on the expense report of the paying~~

COUNCIL POLICY MANUAL

~~Councilmember, along with a written breakdown of amounts to be charged to the budgets of other Councilmembers.~~

~~B. When Councilmembers attend a group dinner where the individual cost of each meal is unavailable, the Mayor shall determine a fair and equitable method of distributing the charges among the various Councilmembers in attendance. The City may pay for meals of official guests of the Council. Costs for meals of guests invited by a single Councilmember shall be charged to the individual Councilmember's budget. The cost of meals for guests invited by the Mayor or four or more Councilmembers shall be paid~~

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~~by the City out of the Council program budget but need not be charged to any Councilmember's travel budget.~~

X. Exceptions to the Policy.

This policy does not claim to address all contingencies and conditions. However, any exception requires Mayoral approval via a Travel Authorization Request (TAR) for anticipated/known exceptions or via a Travel Expense Report (TER) for unanticipated/unplanned expenses. Requests for exceptions should be accompanied by the traveler's written justification for the expense.

Examples of exceptions to this policy include, but are not limited to, the following:

- Unusual business expenses;
- Per diem and/or lodging expenses which exceed GSA limits;
- The purchase of one or more meals from another source even though they were included in a conference and/or seminar registration fee;
- The use of an alternate mode of transportation under the Americans with Disabilities Act;
- Travel costs in excess of budgeted amounts.

XI. Audits.

The Department of Finance shall conduct periodic audits to ensure compliance with this policy. Audit results shall be submitted to the Mayor and City Manager.

(Adopted: Council Policy Update, RTC #14-0061 (~~November 25, 2014~~11/25/2014); Adopted: RTC #15-0343 (~~May 12, 2015~~5/12/2015); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

For reference, see also:

- 7.4.1, Provision of Staff/Administrative Support for Councilmembers
- 7.4.12, *City Council Appointments to Intergovernmental Agencies*, Council Subcommittees, and Council or Mayor-Created Task Forces
- 7.4.15, *Council Advocacy*
- City Charter, Section 807
- Code of Ethics and Conduct for Elected and Appointed Officials
- Administrative Policy Chapter 4, Article 5 Travel Policy

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Policy 7.4.12 Council Appointments to Intergovernmental Agencies, Council Subcommittees, and Council or Mayor-Created Task Forces

POLICY PURPOSE:

This policy provides clarity around the appointment of Councilmembers and non-Councilmembers to intergovernmental (IGR) assignments, including appointment criteria, appointment process, and term length. The policy also addresses Council subcommittees and task forces.

POLICY STATEMENT:

I. City Councilmember Appointments to Intergovernmental Agencies

- The City Council appoints members to a variety of intergovernmental agencies in order to represent the City's interests and to influence policies and regulations of other agencies.

In general, appointments are governed by the following principles:

- A. For those IGR assignments where the City's representative serves at the discretion of the Council, the City Council will nominate members to fill vacancies on IGR bodies as part of a noticed agenda item at a regular meeting.
- B. For appointments made by outside bodies (for example, the Cities Association or the League of California Cities), the City Council must ratify the appointment of a Councilmember as part of a noticed agenda item at a regular meeting. No further Council ratification is needed for subcommittee appointments if the appointing committee assignment has already been ratified by Council.
- C. The term of office for the Sunnyvale representative shall be in accordance with the by-laws of the intergovernmental agency to which they were appointed. For agencies with no defined terms, the appointments shall be made annually in January. Notwithstanding, in all cases, Councilmember assignments and appointments shall terminate automatically when a Councilmember leaves office, effective upon the Councilmember's last day of service.
- D. In the event a vacancy occurs during a term, the Council will select a member to serve the remainder of that term as part of a noticed agenda at a regular meeting. Councilmembers shall notify the City Manager of any changes to IGR assignments.
- E. Council shall appoint a member to serve as an alternate to IGR bodies at the request of the agency or when the nature of the assignment requires a representative always be present.

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- F. Staff support is provided to Councilmembers serving on IGR bodies as directed by the City Manager and in accordance with this Policy.
- G. When representing the City on an intergovernmental committee, Councilmembers must vote in accordance with the official City position on an issue, regardless of the Councilmember's individual position.
- H. City Council Appointment of a Non-Councilmember to an IGR Assignment

The City Council may, on occasion, appoint a non-Councilmember to represent the City's interest on an intergovernmental body. These appointments must be made as part of a noticed agenda item at a regular meeting. In those circumstances:

- 1. Staff support is not provided to non-Councilmembers who serve on an intergovernmental body, although a staff member liaison will be designated by the City Manager.
- 2. Non-Councilmembers serving on intergovernmental bodies shall provide a summary written report to the entire City Council and the City Manager after each intergovernmental agency meeting they attend.

II. Mayoral Appointments to Intergovernmental Agencies

The Mayor appoints members to a variety of intergovernmental agencies in order to represent the City's interests and to influence policies and regulations of other agencies.

In general, appointments are governed by the following principles:

- A. The Mayor may appoint himself.
- B. For those IGR assignments where the City's representative serves at the discretion of the Mayor, the Mayor will appoint members to fill vacancies on IGR bodies.
- C. Mayoral appointments include appointments to the US Conference of Mayors' Policy Committees; Cities Association of Santa Clara County's Board of Directors, City Selection Committee, and Legislative Action Committee; Sourcewise (formerly the Advisory Council to the Council on Aging); and Council voting delegates and alternates for annual League of California Cities and National League of Cities conferences.
- D. As vacancies occur to the Mayoral appointment to Sourcewise, the Mayor may direct staff to recommend individuals for consideration.

III. Council Subcommittees

The City Council and/or Mayor may establish Council subcommittees as stated below. Subcommittees usually comprise less than a quorum of the Council and are generally used to provide more detailed review and analysis of complex issues. Subcommittees make

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recommendations to the Council but cannot take formal action on behalf of the Council.

For purposes of the State's open meeting law (the "Brown Act") there are two types of council subcommittees: standing committees and ad hoc advisory committees. Under the Brown Act, "standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body" are subject to all open meeting requirements.

Ad hoc advisory committees are composed of less than a quorum of the Council and are created for a limited time for a particular purpose. Under the Brown Act, ad hoc committees are not required to comply with open meeting requirements.

A. Standing Committees

1. All Council standing committees shall be established by the Council and the membership will be appointed by Council.
2. Standing committees exist, with the set membership, unless and until modified by the Council.
3. Standing committees shall select their own chair. If the committee is unable to select a chair, or if the timing requires immediate action, the Council will appoint the chair.
4. Standing committees are subject to open meeting requirements. Any action to create or modify the committee must be placed as an item on the Council agenda.

B. Ad Hoc Advisory Committees

1. The Mayor may create ad hoc committees of the Council to assist in particular matters as they arise. Members of the committee shall be appointed by the Mayor. Council may request the creation of an ad hoc committee through the Mayor.
2. Ad hoc committees have a fixed, limited assignment.
3. No more than three Councilmembers may serve on an ad hoc committee. Ad hoc committee meetings are not subject to open meeting requirements, unless the Mayor directs otherwise when they are formed. The findings and recommendations of the ad hoc committee must be presented to the entire Council at a noticed meeting.
4. Any action to create or modify the committee must be placed as an item on the Council agenda.

IV. Community Member Advisory Task Forces

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There are two types of community member advisory task forces – those that are created by action of the Mayor, and those that are created by the Council.

A. Mayor Created Task Forces

From time to time the Mayor may wish to establish advisory task forces of members of the public, or so-called “blue ribbon panels,” to address specific issues of the day. The task force may be composed solely of community members, but may also include Councilmembers. The Mayor may create an advisory task force at his or her discretion. So long as there are only two Councilmembers included on the task force, they are not considered “legislative bodies” within the meaning of the Brown Act and do not need to comply with open meeting requirements. (This of course does not preclude the task force from holding open and publicly noticed meetings, it simply does not require it.)

Basic principles governing these task forces are:

1. Members are appointed by the Mayor, and may include both Councilmembers (no more than two) and non-Councilmembers.
2. The advisory task force presents its findings and recommendations to the Mayor; at their discretion the Mayor may or may not direct that the findings and recommendations be brought forward to the Council. Any action resulting from advisory task force recommendations must be directed and approved by the Council at a noticed meeting.
3. An advisory task force exists until its work is concluded or it is terminated by the Mayor; in all cases the term is limited to the term of the appointing Mayor.
4. A task force chair shall be selected by the task force unless the Mayor directly appoints a person to serve as chair.

B. Council Created Task Forces

The City Council may take action to create a temporary, community member task force to consider and advise on defined issues or topics. These commissions, created by formal action of the Council, are considered “legislative bodies” for purposes of the Brown Act, and must comply with open meeting requirements.

The following applies to these task forces:

1. Members of the task force are appointed by the Council, or Council’s designee, and may include Councilmembers (no more than three). Any action creating such a task force must be taken at a noticed meeting. The Council may choose and utilize relevant criteria for making such appointments.
2. The findings and recommendations of the task force shall be brought forward to the Council at a noticed meeting; likewise, any action resulting from the task force recommendations must be directed and approved by Council at a noticed

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meeting.

3. The task force exists until it accomplishes its mission or is otherwise terminated by the Council.
4. The task force chair shall be selected by the task force unless the Council directly appoints a person to serve as chair.

V. Staff Support to IGR Assignments

Staff assistance shall be provided to Councilmembers serving on intergovernmental bodies when the Council has approved the appointments of a member to that body, or in the case when the Council is not the approving body, if the Council has consented to that member sitting on that body. Unless officially approved by the Council, no staff support shall be provided once a Councilmember leaves City office. The City's Intergovernmental Relations (IGR) Program is coordinated within the Office of the City Manager. The Office of the City Manager is responsible for assisting Council with applications for IGR committees, determining levels of staff support, presenting Reports to Council to ratify IGR appointments, and maintaining the Council IGR committee database.

For purposes of this policy, intergovernmental bodies are broadly defined to include committees of intergovernmental agencies or organizations. Staff support shall be consistent with the following guidelines:

- A. Assignments will be made by the City Manager.
- B. If the intergovernmental body has its own professional staff, such staff should be utilized to the greatest practical extent, rather than City staff.
- C. Assigned staff shall meet with newly assigned Councilmembers regarding the expected level of support.
- D. Staff shall request that the Councilmember be placed on the committee's email/mailling list to receive all required information.
- E. Assigned City staff shall not attend the intergovernmental meeting unless the Councilmember requests such attendance from the City Manager, and the Manager approves.
- F. The primary responsibility of assigned staff is to review issues before the intergovernmental body as they may affect the City, and to advise and assist the Councilmember in presenting issues before the full Council. Staff is encouraged to communicate with Council in writing to avoid miscommunication. IGR information provided to Council shall be consistent with adopted City policies (consider General Plan Sub-elements, adopted legislative advocacy positions, or past Council practice).
- G. In the absence of adopted policy, staff should determine whether the issue is

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significant enough to warrant a Council adopted position. If so, the City Manager should be notified in a timely manner so that the issue can be placed on a Council agenda.

- H. Councilmembers shall not direct staff to conduct major research. Major research shall occur only upon the direction of the City Manager.
- I. As directed by the City Manager, assigned staff may prepare formal IGR correspondence on behalf of Councilmembers only on issues arising from a Councilmember's IGR committee assignment. Always copy the originating Department Director, and City Manager on all IGR-related correspondence (see Council Policy 7.4.1 "Provision of Staff/Administrative Support to Councilmembers" Section V.A).
- J. Council may provide updates on their IGR assignments during the Council Updates on Intergovernmental Activities section of the Council agenda.
- K. Legislative Briefings. Staff prepares talking points for Councilmembers attending conferences and meetings as directed by the City Manager. Such talking points include up-to-date information on the issues at hand. When the subject is to be discussed with specific legislators, their position (if known on the matter) should be included in the report.

VI. Implementation.

The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.

Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.

(Adopted: RTC 81-602 (10/6/1981); Amended: [No RTC] (6/21/1994); [No RTC, Budget workshop] (5/20/1997); Amended by RTC 05-163 (6/7/2005); Amended: [No RTC] (4/19/2006); Amended: RTC 08-089 (4/1/2008); Amended: RTC 09-001 (1/6/2009); Amended: RTC 12-006 (1/10/2012); Updated for clarity (8/21/12); Clerical update (1/25/2013); Adopted: Council Policy Update, RTC 14-0061 11/25/2014) ; Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

For Reference, see also: 7.4.14 Legislative Advocacy Positions; 7.4.15 Council Advocacy

Policy 7.4.12 Council Appointments to Intergovernmental Agencies, Council Subcommittees, and Council or Mayor-Created Task Forces

POLICY PURPOSE:

~~It is the purpose of this policy to establish guidelines and standards regarding City resources and support for Councilmembers. This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:~~

- ~~• City Charter, Section 807~~
- ~~• Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

~~Additionally, t~~This policy provides clarity around the appointment of Councilmembers and non-Councilmembers to intergovernmental (IGR) assignments, including appointment criteria, appointment process, and term length. The policy also addresses Council subcommittees and task forces.

POLICY STATEMENT:

I. City Councilmember Appointments to Intergovernmental Agencies

- The City Council appoints members to a variety of intergovernmental agencies in order to represent the City's interests and to influence policies and regulations of other agencies.

In general, appointments are governed by the following principles:

- A. For those IGR assignments where the City's representative serves at the discretion of the Council, the City Council will nominate members to fill vacancies on IGR bodies as part of a noticed agenda item at a regular meeting.
- B. For appointments made by outside bodies (for example, the Cities Association or the League of California Cities), the City Council must ratify the appointment of a Councilmember as part of a noticed agenda item at a regular meeting. No further Council ratification is needed for subcommittee appointments if the appointing committee assignment has already been ratified by Council.
- C. The term of office for the Sunnyvale representative shall be in accordance with the by-laws of the intergovernmental agency to which they were appointed. For agencies with no defined terms, the appointments shall be made annually in January. Notwithstanding, in all cases, Councilmember assignments and appointments shall terminate automatically when a Councilmember leaves office, effective upon the Councilmember's last day of service.
- D. In the event a vacancy occurs during a term, the Council will select a member to

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serve the remainder of that term as part of a noticed agenda at a regular meeting. Councilmembers shall notify the ~~IGR~~City Manager of any changes to IGR assignments.

- E. Council shall appoint a member to serve as an alternate to IGR bodies at the request of the agency or when the nature of the assignment requires a representative always be present.
- F. Staff support is provided to Councilmembers serving on IGR bodies as directed by the City Manager and in accordance with this Policy.
- G. When representing the City on an intergovernmental committee, Councilmembers must vote in accordance with the official City position on an issue, regardless of the Councilmember's individual position.

~~H. Cities Association of Santa Clara County (CASCC): City Council Representation~~

~~The Cities Association of Santa Clara County was formed in 1990 (formerly the "Intergovernmental Council") in order to represent the mutual interests of the diverse fifteen cities of Santa Clara County and to present a unified voice for the cities in dealing with other agencies, organizations and levels of government. The Association was established through a joint powers agreement, and is funded exclusively by the fifteen cities.~~

~~Each city appoints a city Councilmember to the Board of Directors, which meets monthly. In its role as an advocate for the cities, the group monitors legislative activities at the state and federal levels.~~

~~The issue of selection of the representative shall be placed on the agenda of the Council meeting following the meeting when the Mayor is selected. By tradition, the Mayor represents the City of Sunnyvale on the Board of Directors. The Mayor has the discretion to designate another Councilmember to serve on the Board of the CASCC in his or her stead.~~

I.H. City Council Appointment of a Non-Councilmember to an IGR Assignment

The City Council may, on occasion, appoint a non-Councilmember to represent the City's interest on an intergovernmental body. These appointments must be made as part of a noticed agenda item at a regular meeting. In those circumstances:

1. Staff support is not provided to non-Councilmembers who serve on an intergovernmental body, although a staff member liaison will be designated by the City Manager.
2. Non-Councilmembers serving on intergovernmental bodies shall provide a summary written report to the entire City Council and the City Manager after each intergovernmental agency meeting they attend.

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II. Mayoral Appointments to Intergovernmental Agencies

The Mayor appoints members to a variety of intergovernmental agencies in order to represent the City's interests and to influence policies and regulations of other agencies.

In general, appointments are governed by the following principles:

- A. The Mayor may appoint ~~him/herself~~himself.
- B. For those IGR assignments where the City's representative serves at the discretion of the Mayor, the Mayor will appoint members to fill vacancies on IGR bodies.
- C. Mayoral appointments include appointments to the US Conference of Mayors' Policy Committees; Cities Association of Santa Clara County's Board of Directors, City Selection Committee, and Legislative Action Committee; Sourcewise (~~formerly~~ the Advisory Council to the Council on Aging); and Council voting delegates and alternates for annual League of California Cities and National League of Cities conferences.
- D. As vacancies occur to the Mayoral appointment to ~~the Advisory Council to the Council on Aging~~Sourcewise, the Mayor may direct staff to recommend individuals for consideration.

III. Council Subcommittees

The City Council and/or Mayor may establish Council subcommittees as stated below. Subcommittees usually comprise less than a quorum of the Council and are generally used to provide more detailed review and analysis of complex issues. Subcommittees make recommendations to the Council but cannot take formal action on behalf of the Council.

For purposes of the State's open meeting law (the "Brown Act") there are two types of council subcommittees: standing committees and ad hoc advisory committees. Under the Brown Act, "standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body" are subject to all open meeting requirements.

Ad hoc advisory committees are composed of less than a quorum of the Council and are created for a limited time for a particular purpose. Under the Brown Act, ad hoc committees are not required to comply with open meeting requirements.

A. Standing Committees

- 1. All Council standing committees shall be established by the Council and the membership will be appointed by Council.
- 2. Standing committees exist, with the set membership, unless and until modified

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by the Council.

3. Standing committees shall select their own chair. If the committee is unable to select a chair, or if the timing requires immediate action, the Council will appoint the chair.
4. Standing committees are subject to open meeting requirements. Any action to create or modify the committee must be placed as an item on the Council agenda.

B. Ad Hoc Advisory Committees

1. The Mayor may create ad hoc committees of the Council to assist in particular matters as they arise. Members of the committee shall be appointed by the Mayor. Council may request the creation of an ad hoc committee through the Mayor.
2. Ad hoc committees have a fixed, limited assignment.
3. No more than three Councilmembers may serve on an ad hoc committee. Ad hoc committee meetings are not subject to open meeting requirements, unless the Mayor directs otherwise when they are formed. The findings and recommendations of the ad hoc committee must be presented to the entire Council at a noticed meeting.
4. Any action to create or modify the committee must be placed as an item on the Council agenda.

IV. Community Member Advisory Task Forces

There are two types of community member advisory task forces – those that are created by action of the Mayor, and those that are created by the Council.

A. Mayor Created Task Forces

From time to time the Mayor may wish to establish advisory task forces of members of the public, or so-called “blue ribbon panels,” to address specific issues of the day. The task force may be composed solely of community members, but may also include Councilmembers. The Mayor may create an advisory task force at his or her discretion. So long as there are only two Councilmembers included on the task force, they are not considered “legislative bodies” within the meaning of the Brown Act and do not need to comply with open meeting requirements. (This of course does not preclude the task force from holding open and publicly noticed meetings, it simply does not require it.)

Basic principles governing these task forces are:

1. Members are appointed by the Mayor, and may include both Councilmembers (no more than two) and non-Councilmembers.

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2. The advisory task force presents its findings and recommendations to the Mayor; at their discretion the Mayor may or may not direct that the findings and recommendations be brought forward to the Council. Any action resulting from advisory task force recommendations must be directed and approved by the Council at a noticed meeting.
3. An advisory task force exists until its work is concluded or it is terminated by the Mayor; in all cases the term is limited to the term of the appointing Mayor.
4. A task force chair shall be selected by the task force unless the Mayor directly appoints a person to serve as chair.

B. Council Created Task Forces

The City Council may take action to create a temporary, community member task force to consider and advise on defined issues or topics. These commissions, created by formal action of the Council, are considered “legislative bodies” for purposes of the Brown Act, and must comply with open meeting requirements.

The following applies to these task forces:

1. Members of the task force are appointed by the Council, or Council’s designee, and may include Councilmembers (no more than three). Any action creating such a task force must be taken at a noticed meeting. The Council may choose and utilize relevant criteria for making such appointments.
2. The findings and recommendations of the task force shall be brought forward to the Council at a noticed meeting; likewise, any action resulting from the task force recommendations must be directed and approved by Council at a noticed meeting.
3. The task force exists until it accomplishes its mission or is otherwise terminated by the Council.
4. The task force chair shall be selected by the task force unless the Council directly appoints a person to serve as chair.

III.V. Staff Support to IGR Assignments

Staff assistance shall be provided to Councilmembers serving on intergovernmental bodies when the Council has approved the appointments of a member to that body, or in the case when the Council is not the approving body, if the Council has consented to that member sitting on that body ~~(see Council Policy, 7.3.12 regarding the City Council Appointments to Intergovernmental Agencies, City Council Subcommittees and Council or Mayor-Created Advisory Task Forces)~~. Unless officially approved by the Council, no staff support shall be provided once a Councilmember leaves City office. The City’s Intergovernmental Relations (IGR) Program is coordinated within the Office of the City Manager. The Office of the City Manager is responsible for assisting Council with applications for IGR committees, determining levels of staff support, presenting Reports to Council to ratify

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IGR appointments, and maintaining the Council IGR committee database.

For purposes of this policy, intergovernmental bodies are broadly defined to include committees of intergovernmental agencies or organizations. Staff support shall be consistent with the following guidelines:

- A. Assignments will be made by the City Manager.
- B. If the intergovernmental body has its own professional staff, such staff should be utilized to the greatest practical extent, rather than City staff.
- C. Assigned staff shall meet with newly assigned Councilmembers regarding the expected level of support. ~~A form will be provided to reflect the agreed upon level of support with appropriate signatures. This form is updated at a Councilmember's request, or upon a change in assignment.~~
- D. Staff shall request that the Councilmember be placed on the committee's email/mailing list to receive all required information.
- E. Assigned City staff shall not attend the intergovernmental meeting unless the Councilmember requests such attendance from the City Manager, and the Manager approves.
- F. The primary responsibility of assigned staff is to review issues before the intergovernmental body as they may affect the City, and to advise and assist the Councilmember in presenting issues before the full Council. Staff is encouraged to communicate with Council in writing to avoid miscommunication. IGR information provided to Council shall be consistent with adopted City policies (consider General Plan Sub-elements, adopted legislative advocacy positions, or past Council practice).
- G. In the absence of adopted policy, staff should determine whether the issue is significant enough to warrant a Council adopted position. If so, the City Manager should be notified in a timely manner so that the issue can be placed on a Council agenda.
- H. Councilmembers shall not direct staff to conduct major research. Major research shall occur only upon the direction of the City Manager.
- I. As directed by the City Manager, assigned staff may prepare formal IGR correspondence on behalf of Councilmembers only on issues arising from a Councilmember's IGR committee assignment. Always copy the originating ~~department~~ Department Director, and City Manager ~~and IGR Officer~~ on all IGR-related correspondence (~~For more detail on IGR advocacy correspondence, see Section E: "Correspondence Preparation"~~ see Council Policy 7.4.1 "Provision of Staff/Administrative Support to Councilmembers" Section V.A).

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- J. Council may provide updates on their IGR assignments during the Council Updates on Intergovernmental Activities section of the Council agenda.
- K. Legislative Briefings. Staff prepares ~~briefing report~~talking points for Councilmembers attending conferences and meetings as directed by the City Manager. Such ~~reports~~talking points include up-to-date information on the issues at hand. When the subject is to be discussed with specific legislators, their position (if known on the matter) should be included in the report.

~~IV~~.VI. Implementation.

The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.

Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.

(Adopted: RTC 81-602 (10/6/1981); Amended: [No RTC] (6/21/1994); [No RTC, Budget workshop] (5/20/1997); Amended by RTC 05-163 (6/7/2005); Amended: [No RTC] (4/19/2006); Amended: RTC 08-089 (4/1/2008); Amended: RTC 09-001 (1/6/2009); Amended: RTC 12-006 (1/10/2012); Updated for clarity (8/21/12); Clerical update (1/25/2013); Adopted: Council Policy Update, RTC #14-0061 (~~November 25, 2014~~11/25/2014); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

For Reference, see also: ~~7.4.13 Council Subcommittees and Council or Mayor Created Advisory Task Forces~~; ~~7.4.15-14~~ Legislative Advocacy Positions; 7.4.15 Council Advocacy

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Policy 7.4.2 — Council Equipment, Materials, and Supplies

POLICY PURPOSE:

~~It is the purpose of this policy to establish guidelines and standards regarding the provision of supplies and materials for Councilmembers.~~

POLICY STATEMENT:

- ~~I. — Certain supplies and materials are required by Councilmembers to discharge their functions. The City Manager shall make available to Councilmembers the following materials and supplies when requested, which shall be used predominantly for City business and only incidentally for personal use:
 - ~~A. — The means to access City Hall, both the Office of the City Manager administrative suite as well as the Council conference room.~~
 - ~~B. — One file cabinet (upon request) per four year term to be returned to, or purchased from, the City at market rate when a Councilmember leaves office.~~
 - ~~C. — Customary office supplies and business cards for official City use. Individual Councilmembers shall have the choice of business cards from a set of standard City options. Councilmembers shall not use business cards that do not reflect their official position or title (i.e., Mayor, Vice Mayor, or Councilmember) at the time of use.~~
 - ~~D. — A technology allowance in the amount of \$1,720 per Councilmember per four year term for the purchase of equipment including, but not limited to, a personal computer; printer; laptop; fax; or mobile electronic device, such as a cell phone, tablet, or notepad. Equipment purchased with this allowance shall be consistent with standard City issue, or approved by the Director of Information Technology; and shall be returned to or purchased from the City at market rate when a Councilmember leaves office. An amount not to exceed \$79 per month (non-taxable) shall be reimbursed for monthly service charges for equipment purchased under this policy.~~
 - ~~1. — Commencing on January 1, 2022, and annually on January 1 thereafter, the technology allowance and monthly service charge reimbursement shall increase by a percentage equal to the percentage increase in the preceding October's twelve month rolling average of the Consumer Price Index—Urban (CPI-U), or successor index, for San Francisco—Oakland—San Jose, as determined by the United States Department of Labor, Bureau of Consumers. The CPI-U base index year shall be calendar year 2021.~~~~

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~~CPI-U Adjusted Amounts~~

Year	Technology- Allowance	Service Charge Reimbursement
2021	\$1,720	\$79

~~2. Public Records Act and Brown Act issues are associated with the use of these types of equipment. To the extent the equipment is used for the performance of official City business, much of the data contained in the equipment is public property and considered a public record, therefore subject to all Public Records Act and Brown Act policies.~~

~~E. Newly elected and incumbent Councilmembers shall receive one City logo branded piece of clothing per Council term year, style to be chosen by individual Councilmembers from standard choices available. Newly elected Councilmembers will receive their first piece of clothing in the first quarter following the certification of election results. In the first quarter of the calendar year, a request for style preference will be sent to newly elected and incumbent Councilmembers from the Executive Assistant to the City Council in preparation of ordering shirts for the next calendar year.~~

~~F. Newly elected Councilmembers, or Councilmembers who have changed titles after a Council election, shall receive a City name badge reflecting their new title.~~

~~G. Technical Support. Technical support to maintain and facilitate the use of equipment is limited to official duties. Support will only be provided for equipment purchased in accordance with section I.D. of this policy, and only at the same level as is provided to City employees. Councilmembers must bring equipment to City facilities for repair or on-site maintenance. The Executive Assistant to Council coordinates the transport and return of equipment to be serviced by IT staff.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014); Amended RTC #15-0317 (April 7, 2015); RTC #21-0099 (January 12, 2021))~~

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

~~For reference, see also:~~

- ~~● Council Policy Manual 7.4.1, Section II, *Implementation*~~
- ~~● Council Policy Manual 7.4.11, *Council Files*~~
- ~~● City Charter, Section 807, *Prohibition Against Councilmanic Interference*~~
- ~~● Code of Ethics and Conduct for Elected Officials~~

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~~Policy 7.4.3 — Meetings: Scheduling and Use of City Facilities~~**~~POLICY PURPOSE:~~**

~~It is the purpose of this policy to establish guidelines and standards regarding the support to Council for the scheduling of meetings.~~

~~POLICY STATEMENT:~~

~~I. — Meetings: Scheduling and Use of City Facilities.~~

~~The Executive Assistant shall provide assistance to Councilmembers in making arrangements for meetings held in City facilities. Normal scheduling methods shall be used. This provision does not apply to regular or special City Council meetings (which are coordinated through the City Clerk's Office). Neither Councilmembers or City staff shall use any City resources for political campaigns.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014); Amended RTC #15-0317 (April 7, 2015); Amended RTC #22-0704 (July 26, 2022))~~

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

~~For reference, see also:~~

- ~~• Tentative Council Meeting Agenda Calendar (TCMAC)~~
- ~~• Council Policy Manual 7.4.1, Section II, *Implementation*~~
- ~~• City Charter, Section 807, *Prohibition Against Councilmanic Interference*~~
- ~~• Code of Ethics and Conduct for Elected Officials~~

Policy 7.4.5 — Ceremonial Events

POLICY PURPOSE:

~~It is the purpose of this policy to establish guidelines and standards regarding ceremonial events.~~

POLICY STATEMENT:

~~I. — Requests for a City representative at ceremonial events will be handled by City staff.~~

~~A. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine whether event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Councilmember should be asked to serve as a substitute.~~

~~B. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))~~

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

~~For reference, see also:~~

- ~~• 7.4.3, *Council Activity Calendar*~~
- ~~• 7.4.6, *Council Announcements and Speeches*~~
- ~~• City Charter, Section 807~~
- ~~• Code of Ethics and Conduct for Elected Officials~~

Policy 7.4.6 — Council Announcements and Speeches

POLICY PURPOSE:

~~It is the purpose of this policy to establish guidelines and standards regarding the preparation of Council announcements and speeches.~~

POLICY STATEMENT:

~~Council Announcements. The Executive Assistant to the City Council coordinates the preparation and scheduling of Council Announcements. Advanced copies shall be provided to the Mayor, Assistant City Manager, the reading Councilmember, and the Clerk.~~

Speeches

- ~~A. — Council-Initiated Speeches. Councilmembers are entitled to staff assistance for speech preparation for apolitical, City-related events and programs or to support Council-approved actions or advocacy positions. Such assistance shall be requested of the City Manager for purposes of assigning appropriate staff assistance. Requests should be made at least two weeks in advance of the presentation. An outline of issues to be covered as well as available supporting material is to be provided by the requesting Councilmember. A draft of the speech will be provided to the Councilmember for final review at least three days prior to the presentation.~~
- ~~B. — Department-Initiated Speeches. Departments initiating the preparation of speeches for Councilmembers shall first obtain direction and approval from the City Manager. Departments shall either prepare such speeches themselves, or submit a request to the Communications Office at least two weeks prior to the scheduled presentation.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))~~

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

~~For reference, see also:~~

- ~~• 7.4.14, *Legislative Advocacy Positions*~~
- ~~• 7.4.15, *Council Advocacy*~~
- ~~• City Charter, Section 807~~
- ~~• Code of Ethics and Conduct for Elected Officials~~

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Policy 7.4.7 — Council Correspondence

POLICY PURPOSE:

~~It is the purpose of this policy to establish guidelines and standards regarding the preparation, signature authorization, and limitations pertaining to Council correspondence.~~

POLICY STATEMENT:

~~I. — Preparation of correspondence relating to official City business will be provided upon request within the resource restraints of the adopted budget.~~

~~II. — Correspondence Preparation~~

~~A. The Mayor or his/her designee shall sign all correspondence on behalf of the entire Council. All correspondence in which the City takes a position on a piece of legislation or issue shall be signed by the Mayor with a copy placed in the Mayor's Correspondence File (accessible to all public and Councilmembers for review). Before routing to the Mayor for signature, all correspondence in which the City takes a position on a piece of legislation or issue must be approved by the department Director. City Manager approval is required in cases when it is unclear if an official City policy supports performing advocacy. The originating department Director, City Manager and OCM IGR Liaison shall be copied on all IGR-related correspondence.~~

~~All correspondence conveying thanks or appreciation on behalf of the entire City Council shall be signed by the Mayor. This does not preclude individual Councilmembers from creating their own personal correspondence. However, a Councilmember may not request nor use City resources in the preparation of personal correspondence or correspondence in support or pursuit of political office, either for themselves or for someone else.~~

~~B. Staff will not prepare correspondence representing a Councilmember's personal point of view or a dissenting point of view from an official City policy or Council position. If Councilmembers use their title, position, or City letterhead to express a personal opinion, the official City position must be stated clearly so the audience understands the difference between the official City position and the viewpoint of the Councilmember. (See Code of Conduct for Elected Officials for more information). A copy of any and all correspondence developed by or for a Councilmember on City letterhead shall be provided to the Office of the City Manager for filing.~~

~~C. The City Manager is responsible for assigning appropriate staff to assist the City Council in the preparation of correspondence. Assigned staff prepares correspondence for signature and submits it to the Executive Assistant to the Mayor and Council for coordination of the Mayor/Councilmember's signature. Unless the Mayor/Councilmember determines that revision(s) to the document are required, signed correspondence is returned by the Executive Assistant to the preparer for mailing, distribution, and filing with their department. Copies of all correspondence signed by the~~

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~~Mayor or Council are maintained in the Council Files by the Executive Assistant and are open to public inspection during normal business hours.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))~~

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

~~For reference, see also:~~

- ~~• 7.4.9, Receiving and Responding to Community Member Inquiries and Concerns~~
- ~~• City Charter, Section 807~~
- ~~• Code of Ethics and Conduct for Elected Officials~~

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Policy 7.4.8 — Mayor and Council Mail, AnswerPoint Email, and Meeting Packets

POLICY PURPOSE:

~~It is the purpose of this policy to establish guidelines and standards regarding the handling and processing of Mayor and Council mail, AnswerPoint emails, and packet deliveries.~~

POLICY STATEMENT:**I. — Mayor and Council Mail and AnswerPoint Email**

- ~~A. Mayor and Council Mail. Mail for Council, unless marked confidential or personal, is opened, date stamped, and placed in Council mailboxes each business day. The Mayor shall have the option of opening his/her own mail. If he/she chooses to have staff open his/her mail, all mail not marked confidential or personal shall be opened each business day, date stamped, reviewed by the Senior Management Analyst or the Assistant City Manager, and delivered to the Mayor's office. Depending on the topic/issue, some mail may, at the discretion of the Senior Management Analyst or the Assistant City Manager, be copied to additional key City staff. Either originals or copies of original letters to the Mayor are retained in Council Files.~~
- ~~B. AnswerPoint Email. Emails from both Council and Mayor AnswerPoints are reviewed by the Executive Assistant to the City Council and forwarded to Councilmembers, copying key City staff. These emails are also copied to Council Files. (See Administrative Policy, Chapter 1, Article 17, for more information on how to respond to "Customer Inquiries and Concerns.")~~

II. — Council Mail and Meeting Packets

- ~~A. Council Mail Packets are delivered to Councilmembers' homes on Friday mornings preceding Tuesday Council meetings. Councilmembers also receive a packet on the dais at each Tuesday night Council meeting. If there is no Council meeting on Tuesday, the Tuesday packet is held over until the Friday delivery, unless urgent mail items necessitate an additional delivery, as defined by the City Manager. Councilmembers may also opt to pick up their mail from City Hall rather than have it delivered.~~
- ~~B. Council Meeting packets/binders are also delivered to Councilmembers' homes each Friday morning preceding a Tuesday Council Meeting. If a holiday falls on a Friday, packets/binders are delivered the day before the holiday occurs. Councilmembers may also opt to receive their meeting packets electronically.~~

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- ~~C. With the exception of the two deliveries noted above, and/or emergencies as defined by the City Manager, Councilmembers are to deliver and retrieve their own mail and materials to and from City Hall.~~
- ~~D. Packet/binder deliveries occurring on holidays. If a packet delivery date occurs on a holiday, special arrangements will be made to deliver those packets/binders prior to the holiday.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))~~

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

~~For reference, see also:~~

- ~~• 7.4.9, *Receiving and Responding to Community Member Inquiries and Concerns*~~
- ~~• Administrative Policy, Chapter 1, Article 17, *Inquiries and Concerns*~~
- ~~• City Charter, Section 807~~
- ~~• Code of Ethics and Conduct for Elected Officials~~

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Policy 7.4.9 — Receiving and Responding to Community Member Inquiries and Concerns

POLICY PURPOSE:

~~It is the purpose of this policy to establish guidelines and standards regarding City resources and support for Councilmembers. This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:~~

- ~~• City Charter, Section 807~~
- ~~• Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

POLICY STATEMENT:**I. — Inquires Relating to Administrative or Operational Issues.**

~~All non-emergency community member inquiries and concerns *dealing with the administrative or operational affairs of the City* which are received by Council (whether at home or at the City) shall be routed to the City Manager and appropriate Department Head(s) for information and follow up. Staff shall respond to the inquiry or complaint, most often in the same form it was received (i.e., letter, email, phone). Any community concern initially directed to Council shall be tracked by staff with resolution copied to the City Manager and copied to Council Files by the Executive Assistant to Council, thereby ensuring that the same information is made available for review by all members of Council.~~

II. — Inquiries Relating to Council Policy.

~~All community member concerns or inquiries *dealing with Council policy* should be routed to the Mayor and Council for consideration and follow up, with a copy to the City Manager, City Attorney, and affected Department Heads. Copies of communications related to items on Council's upcoming agenda shall be included whenever possible in the agenda packets prepared for Council prior to the public hearing.~~

~~Inquiries concerning any City incident or operation shall not be answered until it is safe and practical to do so, and at such time as it will not jeopardize staff response to the incident or operation.~~

~~Staff shall make every effort to acknowledge (simply confirm receipt of) customer contacts the same day they are received. Acknowledgement of concerns received by letter shall be mailed within 3 business days.~~

~~If staff cannot respond (provide an answer) to a customer within five working days of initial contact, an interim reply shall be provided which:~~

- ~~• Acknowledges receipt;~~
- ~~• Briefly explains the reason a complete response cannot be provided at this time; and~~

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- ♦—~~Identifies a reasonable time frame when a response will be sent.~~

~~A complete follow-up response should not exceed ten working days from the date of initial contact.~~

~~If responding to a customer will exceed ten working days, staff shall continue to communicate with the customer, and shall continue to identify reasonable time frames when follow-up responses will be provided.~~

~~(For more detail, see Administrative Policy Manual, Chapter 1, Article 17: “Customer Inquiries and Concerns.”)~~

~~III. —Implementation:~~

~~The City Manager shall monitor those provisions of this policy within the City Manager’s Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.~~

~~Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))~~

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

~~For reference, see also:~~

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Policy 7.4.10 — Council Inquiries and Requests for Information and Records**POLICY PURPOSE:**

~~It is the purpose of this policy to establish guidelines and standards regarding City resources and support for Councilmembers. This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:~~

- ~~● City Charter, Section 807~~
- ~~● Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

POLICY STATEMENT:

~~I. — It is recognized that Council's work cannot be fully conducted at Council meetings. It is also recognized that the City Charter places the responsibility on the City Manager to conduct the day-to-day affairs of the City consistent with established Council policy and does not permit Councilmembers to direct the activities of City staff. The following policies regarding staff assistance are established to comply with the City Charter and meet the needs of Councilmembers (see Code of Conduct and Code of Ethics for additional guidance):~~

~~A. — General. Council communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to Council questions posed outside of normal business hours should be expected no earlier than the next business day. A request for information, records, written work or analysis by City staff with support work of up to one (1) hour will be provided. Requests over one hour must be approved by the Council. The City Manager can authorize a deviation from this policy if he/she determines that the request needs to be filled before the Council next meets.~~

~~B. — Routine Requests for Information and Inquiries.~~

~~1. Councilmembers may contact staff directly for information made readily available to the general public on a regular basis by City staff (e.g., "What are the library's hours of operation?") or "How does one reserve a tee time at the golf course?"~~

~~2. Under these circumstances staff shall treat the Councilmember no differently than they would the general public, and the Councilmember shall not use their elected status to secure preferential treatment. The City Manager does not need to be advised of such contacts.~~

~~3. Assistance in securing single copies of official records will be provided.~~

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- ~~C. — Non-Routine Requests for Readily Available Information. Council may also contact staff directly for easily retrievable information *not routinely requested by the general public* so long as it does not require staff to discuss the issue or express an opinion (e.g., “How many traffic lights are there in the City?” or “Under what circumstances does the City lower its flags to half mast?”). Staff shall inform the City Manager of all such Council contacts, and the City Manager shall determine whether to copy all other Councilmembers the requested information.~~
- ~~D. — Non-routine Requests Requiring Special Effort. Any Councilmember request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff express an opinion (legal or otherwise) must be directed to the City Manager, or to the City Attorney, as appropriate (e.g., “How many Study Issues completed over the past five years have required 500 or more hours of staff time?” or “What is the logic behind the City’s sign ordinances affecting businesses along El Camino Real?”). The City Manager (or City Attorney as appropriate) shall be responsible for distributing such requests to his/her staff for follow up. Responses to such requests shall be copied to all Councilmembers, the City Manager, the City Attorney as appropriate, and affected Department Heads. See more in Section II below.~~
- ~~E. — Questions Regarding Reports to Council. Councilmembers should forward any questions regarding staff “Reports to Council” at least 24 hours in advance of the Council meeting for which that item is agendaized. During Council meetings, any questions from Council having to do with non-agenda items shall be directed to the City Manager for follow-up.~~
- ~~F. — Meeting Requests. Any Councilmember request for a meeting with staff must be directed to the City Manager or City Attorney, as appropriate. When in doubt about the appropriateness of a communication with staff, Councilmembers shall ask the City Manager for advice.~~
- ~~G. — Restricted Information. Under certain circumstances, requests for information regarding operations or personnel may be legally restricted. Applicable statutes include: The Peace Officers’ Procedural Bill of Rights (California Government Code Section 3300, et seq.), Confidentiality of Peace Officer Records (California Penal Code Section 832.5-7), and a number of exceptions to the California Public Records Act, defined in Government Code Section 6254. Providing information in response to such requests could violate the law, and might also violate due process rights that have been defined for employees in the State of California. Accordingly, it shall be the policy of the City of Sunnyvale to strictly comply with all applicable legal authorities governing the release of personnel information and records. See more in Section II below.~~
- ~~II. — Section I above addresses councilmembers’ request for information and records of a routine and non-routine nature and primarily addresses records which are available to the general public. Additionally, this Policy will establish Guidelines and Standards~~

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~~regarding requests by the Council and individual councilmembers for City records and information which may not be available to the general public. This Policy obligates the City Manager and City Attorney to determine the appropriate labeling of the records or information and is intended for benefit of the City, staff and the community.~~

~~A. Guiding Principles:~~

- ~~1. The Sunnyvale City Charter provides that the Sunnyvale Municipal Government shall be conducted as a “Council Manager” form of government and requires the Council to deal directly with the officers and employees of the City through the City Manager or City Attorney. The Charter also provides that the City Attorney shall control all legal business and proceedings and, subject to contracting requirements and budget constraints, may employ other attorneys, appraisers and other technical expert services to assist with or take charge of any litigation or matter.~~
- ~~2. The Council has the clear authority under the Charter to conduct an inquiry into the affairs of the City or the conduct of any department or office which the City Council authorizes with at least four (4) votes. An individual councilmember may request a vote of the Council to initiate such an inquiry.~~
- ~~3. While the vast majority, perhaps 95% of public records are available to the general public, some information and records are by law restricted and may not be released to the public. Some public records are maintained on a strictly “need to know” basis and may not be released by staff, even to the City Council. Laws governing these records often impose a legal obligation on part of City staff (e.g. personnel records, medical and health records; some tax information; police records) and also may create privileges to that privacy or non-disclosure.~~
- ~~4. This Policy acknowledges that some non-public records may become public records in the future. Some records such as personnel records or medical information may never lose their cloak of privacy, absent the consent by the party who possesses the privilege or protection.~~
- ~~5. The City Charter and principles of governance provide that the City Council can establish rules for the conduct of its business and proceedings and may sanction a person for disorderly or improper conduct at any meeting or for the disclosure or abrogation of any of the rights of the City, staff or its residents as it may be related to the right to privacy and non-disclosure of information and records.~~

~~B. Closed Session Information and Records:~~

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- ~~1. No person shall disclose confidential information that has been acquired by being present in a closed session to a person not entitled to receive it unless the legislative body by affirmative vote authorizes disclosure of that confidential information.~~
- ~~2. This Policy hereby creates a presumption that any information, records or written materials received as part of a closed session are confidential in nature and may not be disclosed without permission of the City Attorney, the City Manager after consultation with the City Attorney, or disclosure is authorized by a majority vote of the City Council. The Council is free to request clarification of this issue while in closed session or independently with the City Attorney.~~
- ~~3. All materials provided as part of a closed session including materials distributed before the closed session and those distributed in the closed session are to be returned to City staff prior to the conclusion of the closed session unless the City Attorney, the City Manager, in consultation with the City Attorney, or a majority vote of the Council authorizes retention of the materials. The authorization to retain materials does not affect the privilege of confidentiality affecting those materials, the information and/or the obligation to not disclose any of said information or materials.~~

~~C. Personnel, Medical Information and Public Safety Records:~~

- ~~1. As a general rule City Council has no authority to review individual employee personnel records and/or medical information, with the exception of the personnel files and nonmedical information relating to the City Attorney or City Manager.~~
- ~~2. Council has a limited privilege to review information which may be necessary in the personnel context as part of labor negotiations. If that that information is received in closed session, Section H.B of this Policy applies.~~
- ~~3. Council may have access to information and records maintained by the public safety department which are accessible public records and non-confidential in nature as determined by the Chief of Public Safety in consultation with the City Attorney.~~

~~D. Attorney-Client and Work Product Privileged Information and Records:~~

- ~~1. Consistent with City Charter Section 908, while the City Attorney controls all legal business and proceedings of the City subject to contracting and budget constraints, the City Council can review with the City Attorney the handling of any matter, including litigation and shall have the right to~~

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~~view contracts authorized by the City Attorney and the negotiation and payment of legal invoices.~~

- ~~2. Council shall exercise this right through either the supervision of individual cases as those matters come before the Council or as part of the City Attorney evaluation process.~~

~~E. Procedure for Access to Information:~~

- ~~1. Litigation/Legal — Any individual councilmember seeking to examine individual contracts, invoices, payments or records involving confidential information or records handled by the City Attorney may request that Council conduct an inquiry as is authorized under Section 807 of the City Charter. If the inquiry arises as part of the evaluation of the City Attorney, the Mayor shall advise the City Attorney in advance of the evaluation proceeding that the Council has voted by at least four affirmative votes to inquire into one or more matters specified in this Policy. The City Attorney shall respond with sufficient information and detail as may be required by the Council.~~
- ~~2. If the request or inquiry is made as part of a public meeting the requesting councilmember shall state the request in the form of a motion. If the motion receives a second, the matter shall be voted on and four votes shall authorize access by the Council. The City Manager and City Attorney are directed to determine in what context the access can occur to maintain any privilege or comply with any obligation imposed on the City by law.~~
- ~~3. If legally permissible, a councilmember may review confidential information directly with the City Manager or City Attorney in a manner which preserves and protects the attorney-client and attorney work-product privileges of the City and is consistent with the time limitations of Section I above.~~
- ~~4. Attempts to access information or records in violation of this policy shall be ruled as “out of order” by the Mayor if the attempt occurs at a public meeting and reported to the Mayor if the violation occurs outside of a public meeting.~~

~~F. Limitations and Exclusions:~~

- ~~1. The Policy is supplementary to and in no way is intended to conflict with the City Charter or to compromise or abrogate the privileges possessed by the City including, but not limited to, the attorney-client privilege, the attorney work-product privilege, the obligations and privileges with respect to personnel records, medical information and records under HIPPA and other laws and regulations. This policy also does not impact~~

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~~the City's rights and obligations under the California Public Records Act, Government Code 6254, et seq.~~

- ~~2. Confidential public records shall only be disclosed to staff on a need-to-know basis only as may be determined by the custodian of those records in consultation with the City Attorney.~~
- ~~3. If a confidential record no longer needs to be held as confidential, it shall be considered an accessible public record.~~

~~III. Implementation.~~

~~The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.~~

~~Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))~~

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

~~For reference, see also: 7.4.6 Council Announcements and Speeches.~~

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Policy 7.4.11— Council Files

POLICY PURPOSE:

~~It is the purpose of this policy to establish guidelines and standards regarding City resources and support for Councilmembers. This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:~~

- ~~• City Charter, Section 807~~
- ~~• Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

POLICY STATEMENT:

~~I. The purpose of the Council Files is to provide a reference for Councilmembers and the public of written information that has been submitted to Council either by regular or electronic mail.~~

~~A. Council Files. The Council Files contain information of a general interest to the Council. The Files are maintained by the Council Executive Assistant, and all items three years or older are automatically purged from the Files. The Council Files are available for inspection to any interested person during regular business hours.~~

~~B. Mayor's Correspondence File. The purpose of the Mayor's Correspondence File is to provide a reference for Councilmembers and the public of written correspondence signed by the Mayor.~~

~~II. Implementation.~~

~~The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.~~

~~Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))~~

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

~~For reference, see also: 7.4.8 Council and Mayor's Mail and AnswerPoint Email; 7.4.9 Receiving and Responding to Community Member Inquiries and Concerns~~

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~~Policy 7.4.13—Council Subcommittees and Council or Mayor-Created Advisory Task Forces~~

POLICY PURPOSE:

~~It is the purpose of this policy to establish guidelines and standards regarding City resources and support for Councilmembers. This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:~~

- ~~• City Charter, Section 807~~
- ~~• Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

POLICY STATEMENT:

~~The City Council and/or Mayor may establish Council subcommittees as stated below. Subcommittees usually comprise less than a quorum of the Council and are generally used to provide more detailed review and analysis of complex issues. Subcommittees make recommendations to the Council but cannot take formal action on behalf of the Council.~~

~~For purposes of the State's open meeting law (the "Brown Act") there are two types of council subcommittees: standing committees and ad hoc advisory committees. Under the Brown Act, "standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body" are subject to all open meeting requirements.~~

~~Ad hoc advisory committees are composed of less than a quorum of the Council and are created for a limited time for a particular purpose. Under the Brown Act, ad hoc committees are not required to comply with open meeting requirements.~~

I. ~~Standing Committees.~~

- ~~A. All Council standing committees shall be established by the Council and the membership will be appointed by the Council.~~
- ~~B. Standing committees exist, with the set membership, unless and until modified by the Council.~~
- ~~C. Standing committees shall select their own chair. If the committee is unable to select a chair, or if the timing requires immediate action, the Council will appoint the chair.~~
- ~~D. Standing committees are subject to open meeting requirements. Any action to create or modify the committee must be placed as an item on the Council agenda.~~

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~~II. Ad Hoc Advisory Committees.~~

- ~~A. The Mayor may create ad hoc committees of the Council to assist in particular matters as they arise. Members of the committee shall be appointed by the Mayor. Council may request the creation of an ad hoc committee through the Mayor.~~
- ~~B. Ad hoc committees have a fixed, limited assignment.~~
- ~~C. No more than three Councilmembers may serve on an ad hoc committee. Ad hoc committee meetings are not subject to open meeting requirements, unless the Mayor directs otherwise when they are formed. The findings and recommendations of the ad hoc committee must be presented to the entire Council at a noticed meeting.~~
- ~~D. Any action to create or modify the committee must be placed as an item on the Council agenda.~~

~~III. Community Member Advisory Task Forces.~~

~~There are two types of community member advisory task forces—those that are created by action of the Mayor, and those that are created by the Council.~~

~~A. Mayor Created Task Forces~~

~~From time to time the Mayor may wish to establish advisory task forces of members of the public, or so-called “blue ribbon panels,” to address specific issues of the day. The task force may be composed solely of community members, but may also include Councilmembers. The Mayor may create an advisory task force at his or her discretion. So long as there are only two Councilmembers included on the task force, they are not considered “legislative bodies” within the meaning of the Brown Act and do not need to comply with open meeting requirements. (This of course does not preclude the task force from holding open and publicly noticed meetings, it simply does not require it.)~~

~~Basic principles governing these task forces are:~~

- ~~1. Members are appointed by the Mayor, and may include both Councilmembers (no more than two) and non-Councilmembers.~~
- ~~2. The advisory task force presents its findings and recommendations to the Mayor; at his or her discretion the Mayor may or may not direct that the findings and recommendations be brought forward to the Council. Any action resulting from advisory task force recommendations must be directed and approved by the Council at a noticed meeting.~~

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- ~~3. An advisory task force exists until its work is concluded or it is terminated by the Mayor; in all cases the term is limited to the term of the appointing Mayor.~~
- ~~4. A task force chair shall be selected by the task force unless the Mayor directly appoints a person to serve as chair.~~

~~B. Council Created Task Forces~~

~~The City Council may take action to create a temporary, community member task force to consider and advise on defined issues or topics. These commissions, created by formal action of the Council, are considered “legislative bodies” for purposes of the Brown Act, and must comply with open meeting requirements.~~

~~The following applies to these task forces:~~

- ~~1. Members of the task force are appointed by the Council, or Council’s designee, and may include council members (no more than three). Any action creating such a task force must be taken at a noticed meeting. The Council may choose and utilize relevant criteria for making such appointments.~~
- ~~2. The findings and recommendations of the task force shall be brought forward to the Council at a noticed meeting; likewise, any action resulting from the task force recommendations must be directed and approved by Council at a noticed meeting.~~
- ~~3. The task force exists until it accomplishes its mission or is otherwise terminated by the Council.~~
- ~~4. The task force chair shall be selected by the task force unless the Council directly appoints a person to serve as chair.~~

~~IV. Implementation.~~

~~The City Manager shall monitor those provisions of this policy within the City Manager’s Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.~~

~~Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.~~

~~(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))~~

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

~~For reference, see also:~~

COUNCIL POLICY MANUAL

Policy 7.1.5 Grants, Donations, Contributions and Sponsorships

POLICY PURPOSE:

Allow the solicitation of donations, contributions and sponsorships, as well as the submittal of applications for grant monies, to support City programs, events and services.

POLICY STATEMENT:

1. The City Manager may accept or reject donations, contributions and sponsorships, both solicited and unsolicited, of money, equipment and in-kind contributions to City Departments or the City in general up to \$250,000, so long as they do not require a local match which is not already budgeted, or obligate the City to ongoing expenses not already included in the City's Resource Allocation Plan. Donated funds will be expended for the specific purpose as agreed upon with the donor or for general purposes, as one-time supplements to the department's operating budget. Donations of equipment will be considered based on program outcomes, department goals and needs, maintenance costs and replacement costs. The donor must be informed in writing if the equipment is not to be replaced.
2. The City Manager may apply for grants of any dollar amount but shall notify the Council when grants are being pursued pursuant to Council Policy 7.1.1 (Fiscal – Long Range Goals and Financial Policies), B.4. (Grants and Intergovernmental Assistance). The City Manager may accept and appropriate grant funds up to \$250,000 that do not require an unbudgeted local match or obligate the City to any unplanned ongoing expenses, through an administrative budget modification. Any grants of \$250,000 or more, or that require an unbudgeted local match or obligate the City to unplanned ongoing expenses, shall require Council approval of a budget modification before funds can be expended by staff. The budget modification shall include the use to which the grant will be placed; the objectives or goals of the City that will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant.
3. For donations, contributions or sponsorships with values of \$100,000 or more, as estimated by the donor, a Report to Council will be written outlining its purpose and the advantages and disadvantages prior to acceptance. Authority to accept any such donation, contribution or sponsorship shall rest with the City Council. For monetary donations, it will be stated in the Report to Council if the gift is a one-time contribution for a specific purpose or a contribution where the principal could be invested and the interest used to support all or part of a special project or program for a number of years.
3. The City cannot guarantee the tax deductibility of a donation but may provide the donating party with a letter of acknowledgement and a statement of the City's

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intended use. The City cannot validate the donor's estimate of the fair market value of a non-cash donation.

4. There should be no expectation of any benefit or service associated with a donation or sponsorship other than for the specified/express purpose of the donation or sponsorship.
5. The City will not apply for grants, undertake sponsorships or accept contributions that:
 - A. Require the City's written or spoken endorsement of commercial products, services, companies or individuals;
 - B. Limit the City's ability to carry out its functions fully and impartially;
 - C. Result in additional ongoing operating costs for which a funding source has not been identified and approved by Council;
 - D. Restrict access to the City's event by the widest audience possible;
 - E. Personally benefit individual City employees;
 - F. Result in conflicts of interest;
 - G. Expect City staff or policy makers to return the favor through action on a City program or policy (recognition appropriate to the level of contribution would not be considered as "returning the favor");
 - H. Result in repeated solicitations from the same donor;
 - I. Give a sponsor influence over the City and/or access to restricted information;
 - J. Involve an association with gambling, tobacco, or pornography; or
 - K. Imply City endorsement of political or religious views, or of contentious community issues.

Adopted: RTC 07-224 (7/24/2007), Amended RTC 09-066 (3/10/2009), Amended RTC 10-297 (11/9/2010), Amended RTC 10-297 (11/9/2010); Amended RTC 14-1098 (3/24/2015), Amended RTC 25-0912 (11/18/2025)

Lead Department: Finance

COUNCIL POLICY MANUAL

Policy 7.1.5 Grants, Donations, Contributions and Sponsorships

POLICY PURPOSE:

Allow the solicitation of donations, contributions and sponsorships, as well as the submittal of applications for grant monies, to support City programs, events and services.

POLICY STATEMENT:

1. The eCity mManager may accept or reject donations, contributions and sponsorships, both solicited and unsolicited, of money, equipment and in-kind contributions to City Departments or the City in general up to ~~\$25100,000~~, so long as they do not require a local match which is not already budgeted, or obligate the City to ongoing expenses not already ~~planned-included~~ in the City's Resource Allocation Plan. Donated funds will be expended for the specific purpose as agreed upon with the donor or for general purposes, as one-time supplements to the department's operating budget. Donations of equipment will be considered based on program outcomes, department goals and needs, maintenance costs and replacement costs. The donor must be informed in writing if the equipment is not to be replaced.
2. The eCity mManager may apply for grants of any dollar amount, but shall notify the Council when grants are being pursued pursuant to Council Policy 7.1.1 (Fiscal – Long Range Goals and Financial Policies), B.4. (Grants and Intergovernmental Assistance). The eCity mManager may accept and appropriate grant funds up to ~~\$25100,000~~ that do not require an unbudgeted local match or obligate the City to any unplanned ongoing expenses, through an administrative budget modification. Any grants of ~~\$25100,000~~ or more, or that require an unbudgeted local match or obligate the City to unplanned ongoing expenses, shall require Council approval of a budget modification before funds can be expended by staff. The budget modification shall include the use to which the grant will be placed; the objectives or goals of the City that will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant.
3. For donations, contributions or sponsorships with values of \$100,000 or more, as estimated by the donor, a Report to Council will be written outlining its purpose and the advantages and disadvantages prior to acceptance. Authority to accept any such donation, contribution or sponsorship shall rest with the City Council. For monetary donations, it will be stated in the Report to Council if the gift is a one-time contribution for a specific purpose or a contribution where the principal could be invested and the interest used to support all or part of a special project or program for a number of years.

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- ~~3.~~ 4.—The City cannot guarantee the tax deductibility of a donation, but may provide the donating party with a letter of acknowledgement and a statement of the City’s intended use. The City cannot validate the donor’s estimate of the fair market value of a non-cash donation.
4. There should be no expectation of any benefit or service associated with a donation or sponsorship other than for the specified/express purpose of the donation or sponsorship.
5. The City will not apply for grants, undertake sponsorships or accept contributions that:
- A. Require the City’s written or spoken endorsement of commercial products, services, companies or individuals;
 - B. Limit the City’s ability to carry out its functions fully and impartially;
 - C. Result in additional ongoing operating costs for which a funding source has not been identified and approved by Council;
 - D. Restrict access to the City’s event by the widest audience possible;
 - E. Personally benefit individual City employees;
 - F. Result in conflicts of interest;
 - G. Expect City staff or policy makers to return the favor through action on a City program or policy (recognition appropriate to the level of contribution would not be considered as “returning the favor”);
 - H. Result in repeated solicitations from the same donor;
 - I. Give a sponsor influence over the City and/or access to restricted information;
 - J. Involve an association with gambling, tobacco, or pornography; or
 - K. Imply City endorsement of political or religious views, or of contentious community issues.

Adopted: RTC #07-224 (~~July 24, 2007~~7/24/2007), Amended RTC #09-066 (~~March 10, 2009~~3/10/2009), Amended RTC #10-297 (~~November 9, 2010~~11/9/2010), Amended RTC 10-297 by Council Action (November 9, 201011/9/2010); Amended RTC #14-1098 (~~March 24, 2015~~3/24/2015), Amended RTC 25-0912 (11/18/2025)

Lead Department: Finance

Policy 7.2.19 Boards and Commissions

POLICY PURPOSE:

The purpose of this policy is to outline those Council policies pertaining to the City's Boards and Commissions Program.

1. POLICY STATEMENT:

This policy pertains only to Council-appointed boards and commissions. Many of its provisions are rooted in the [City Charter](#), and where any conflict exists between this policy and the City Charter, the City Charter shall prevail.

- A. Boards and commissions are created by the City Council for the following general purposes:
 - (I) To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues.
 - (II) See also Section 2.H, Duties, below.
- B. Boards and commissions shall not involve themselves in administrative/operational matters or the implementation of Council policy, except as requested by the City Manager or their designated staff. (See also Section 2.H., Duties.)

2. BOARD AND COMMISSION BYLAWS

- A. The City maintains ten Council-appointed boards and commissions.

As a matter of policy, it serves the public interest to have the greatest possible public access to board and commission meetings. As such, meeting locations for boards and commission shall be selected by staff according to the following guidelines:

- Meeting rooms should be of a size adequate to allow for public participation.
- Boards and commissions should meet in a location permitting recurring usage of that location to the greatest extent possible.
- Boards and commissions should preferably meet in either the Council Chambers or a large publicly accessible conference room.

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- City Council retains the authority to establish alternate meeting guidelines and/or meeting formats as may be appropriate during a state of emergency aligning with Government Code Section 54953(e) or other circumstances the City Council finds are appropriate.
- (I) Arts Commission:
This five-member commission acts in an advisory capacity to the City Council in matters pertaining to the arts and the development and promotion of arts programs and activities. Meetings are held on the third Wednesday of each month at 7 p.m.
- (II) Bicycle and Pedestrian Advisory Commission:
This seven-member commission acts in an advisory capacity to the City Council on bicycle and pedestrian issues. Meetings are held on the third Thursday of each month at 6:30 p.m.
- (III) Board of Library Trustees:
Formed by City Charter Section 1013. This five-member board acts in an advisory capacity to the City Council on library related issues. Meetings are held on the first Monday of each month at 7 p.m. If the first Monday is a City observed holiday, the meeting will be held on the second Monday of the month.
- (IV) Heritage Preservation Commission:
Formed by City Charter Section 1015. This seven-member commission acts in an advisory capacity to the City Council and has certain decision-making authority on the restoration, maintenance and operation of heritage resources throughout the City. Meetings are held on the first Wednesday of every other month beginning in January (and on the first Wednesday of alternate months when needed) at 7 p.m.
- (V) Housing and Human Services Commission:
This seven-member commission acts in an advisory capacity to the City Council on programs, policies, and other issues regarding housing and human services. Meetings are held on the fourth Wednesday of each month at 7 p.m.
- (VI) Human Relations Commission:
Formed by [Resolution No. 1159-22](#) and increased to seven members by [Resolution No. 1264-24](#). This seven-member commission acts in an advisory capacity to the City Council in matters pertaining to diversity, equity, access, inclusion, justice and belonging in Sunnyvale. Meetings will be held on the second Thursday of each month at 7 p.m.
- (VII) Parks and Recreation Commission:
Formed by City Charter Section 1011. This five-member commission acts in an advisory capacity to the City Council in matters and service pertaining to parks, open space, playgrounds, entertainment, other cultural and recreational activities. Meetings are held on the second Wednesday of

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each month at 7 p.m.

(VIII) Personnel Board:

Formed by City Charter Section 1007. This five-member board acts in an advisory capacity to the City Council and City Manager in matters pertaining to personnel administration. Meetings are held only as necessary, on the third Monday of each month at 5 p.m.

(IX) Planning Commission:

Formed by City Charter Section 1009. This seven-member commission acts in an advisory capacity to the City Council and has some decision-making authority on land use and development of the City. Meetings are held on the second and fourth Monday of each month at 7 p.m.

(X) Sustainability Commission:

This seven-member commission acts in an advisory capacity to the City Council to provide expertise on major policy areas related to the environmental sustainability goals of the Climate Action Playbook (CAP) and General Plan. Meetings are held on the third Monday of each month at 7 p.m. If the third Monday is a City observed holiday, the meeting will be held on the third Tuesday of the month at 7 p.m.

B. Eligibility and Membership

- No board or commission members shall hold any paid office or employment in the City Government.
- All persons appointed to a Charter formed Board or Commission shall be registered voters of the City.
- All persons appointed shall maintain their principal place of residence within the City at the time of their appointment (exceptions: Bicycle and Pedestrian Advisory Commission, Category Two, per Section 2. B. (III) (b) (ii) – Sunnyvale residency not required; Human Relations Commission, Category Two, per Section 2.B(III)(d)(ii) – Sunnyvale residency not required; Sustainability Commission, Category Two, per Section 2.B. (III) (e) (ii) – Sunnyvale residency not required).
- If at any time during their term any member of a Charter formed board or commission ceases to be an elector of the City or any member of a board or commission ceases to maintain their principal place of residence within the City, then such person shall become ineligible to continue to serve as a member of the board or commission and said position shall be declared vacant by the City Council (exceptions: Bicycle and Pedestrian Advisory Commission, Category Two, per Section 2. B. (III) (b) (ii)); Human Relations Commission, Category Two, per Section 2.B.(III)(d)(ii); Sustainability Commission, Category Two, per Section 2.B. (III) (e) (ii)).

Spouses, Household Members, and Relatives

No individual shall be eligible to serve on a City board or commission,

chartered or otherwise, who has a spouse, household member living under

the same roof, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse or domestic partner), currently serving as a member of the City Council, or employed as the City Manager, Assistant City Manager, Deputy City Manager, Assistant to the City Manager, City Attorney, Department Director or Assistant Director or equivalent for the City of Sunnyvale.

(I) **Concurrent Service**

No member of any board or commission listed herein, chartered or otherwise, may serve on more than one board or commission at the same time.

(II) **Specific membership requirements for charter-related Boards and Commissions are as follows:**

(a) Personnel Board:

To be eligible for appointment, each appointee shall neither hold public office or employment nor be a candidate for any other public office or position, nor be a former City employee. (Source: [City Charter Section 1007](#))

No individual shall be eligible to or continue to serve on the Personnel Board who has a spouse, household member, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse or domestic partner), employed by the City of Sunnyvale *in a position which has the right to have a disciplinary matter heard before the Personnel Board*.

Two of the five members shall be appointed by the City Council from a list of five persons to be nominated by election of the employees in the classified service. (Source: [City Charter Section 1007](#))

(b) Planning Commission:

To be eligible for appointment, each appointee shall not hold any paid office or employment in the City government, *except that the City Manager or his/her [their]—designated representative, shall serve as an ex-officio member of the Commission*. (Source: [City Charter Section 1009](#))

(III) **Specific membership requirements for non-charter-specified Boards and Commissions are as follows:**

(a) Arts Commission:

The members of this commission shall have a demonstrated interest in the arts (such as visual, performing, literary) and in the art programs of the City. It is preferable that the Arts Commission include at least one member with a background in visual arts and at least one member with

a background in performing arts.

(b) Bicycle and Pedestrian Advisory Commission:

The members of the commission shall be selected from two categories:

- i. Category One shall be bicyclists or pedestrians in the City of Sunnyvale. Every person in this category shall, at the time of their appointment, maintain their principal place of residence within the City. Should any person so appointed cease to maintain their principal place of residence within the City, that person shall be ineligible to continue to serve as a member of the commission.
- ii. Category Two (maximum of two members) shall at the time of their appointment, maintain their principal place of residence outside the City; and include members of Parent Teacher Associations (PTA) or other parent groups, administrations of schools in Sunnyvale, commute coordinators for major employers within the City, principals or teachers from Sunnyvale schools

(c) Housing and Human Services Commission:

The members of the Housing and Human Services Commission shall have a demonstrated interest in housing or human services issues.

(d) Human Relations Commission:

- i. Category One (minimum of five members) shall be Sunnyvale residents.
- ii. Category Two (maximum of two members) shall include representative(s) of nonprofit service agencies that serve Sunnyvale residents. Such members need not be Sunnyvale residents.

(e) Sustainability Commission:

The Sustainability Commission shall be open to individuals with a demonstrated interest in environmental sustainability issues. The members of the commission shall be selected from two categories:

- i. Category One (minimum of three members) shall be Sunnyvale residents.
- ii. Category Two (minimum of one member) shall include members of the Sunnyvale business community: Sunnyvale business license holders; or designated representative of Sunnyvale businesses with 200 or more employees. Such members need not be Sunnyvale residents.

(IV) Limitation on Terms

Any person appointed to a board or commission shall be immediately

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eligible, upon the expiration of their term or resignation prior to completion of their term if appointed to a different board or commission, to serve on a different board or commission.

All board and commission members are eligible to serve two successive four-year terms on the same board or commission. No person who has served two such successive four-year terms shall be eligible for appointment to that same board or commission for two years following the expiration of the second full term for which the member was appointed and served. Serving an unexpired term of up to two (2) years in length shall not count toward years served in terms of eligibility.

C. Recruitment

Through the Office of the City Manager, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether planned or unplanned, staff shall inform Council of the status of recruitment efforts to fill the vacancy.

D. Appointment

Appointments of board and commission members shall be placed on the agenda at a City Council meeting.

The appointment process will be conducted according to one of the following two methods. In the event that one or more Councilmembers participate via teleconference, voting shall be done using individual candidate votes. Otherwise, the choice of methods is at the discretion of the Mayor on a commission-by-commission basis.

Individual Candidate Votes:

The Mayor will announce by board or commission each vacancy including its term, and then will read each applicant's name. Council will vote on each applicant. The candidate receiving the most affirmative votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain. The process is repeated for each board or commission.

Paper Votes:

The Mayor will announce each board or commission in an order predetermined by the City Clerk to facilitate a speedy process and to accommodate applicants who specify multiple preferences. The City Clerk will distribute individual voting sheets to be completed by each Councilmember. The candidate receiving the most votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain.

Resolving ties:

Should a tie between the candidates receiving the most affirmative votes occur, the affected applicants will be voted on again. If a tie still remains, and the affected applicants each have received at least four affirmative votes, the Mayor will ask the

City Attorney to draw the name of the person to be appointed.

Appointing a Current Board/Commission Member to a Vacant Term:

Should Council appoint a current Board or Commission Member to an unexpired term on the same or a different board or commission, the appointee shall have up to 60 days to continue serving on their current board or commission before they assume office for the unexpired term. The appointee's completion of the oath of office for the unexpired term shall serve as their resignation from their current term.

If vacancies still exist after the appointment process is conducted, staff shall inform Council of alternative courses of action.

E. Oath of Office

Each board and commission member, before entering upon the discharge of the duties of their office, shall sign the City's Model of Excellence (an attachment to the [Code of Ethics and Conduct for Elected and Appointed Officials](#)) and take, subscribe to, and file with the City Clerk the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge the duties of the office of (here inserting the name of office) according to the best of my ability." (Source: [City Charter Section 910](#))

After taking the Oath of Office and signing the Model of Excellence in the Office of the City Clerk, each board and commission member shall have the opportunity to receive a ceremonial Oath of Office at a regularly scheduled Council meeting.

Required Training/Conferences and Disclosure Obligations

- (I) Mandatory training shall be provided to all board and commission members by the City through the Office of the City Manager, including an orientation session for new members. Training shall be delivered as deemed necessary by the City Council and/or City Manager and may include topics germane to a specific board or commission and/or training generic to all boards and commissions (e.g. ethics training or "how to run a meeting" for board and commission chairs).
- (II) Conferences are conducted periodically by outside groups to assist members of boards and commissions in meeting their respective responsibilities more effectively. The City's interests are often served by participation in the educational and training programs offered at the conferences. Each member of City boards and commissions may attend related training and/or conferences, provided that the conference subject matter pertains directly to the function of the board and commission and that funds for this purpose have been budgeted.
- (III) Designated boards and commissions are subject to conflict of interest

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provisions of the Political Reform Act and must file Statements of Economic Interests. Statements must be filed within 30 days of taking office and thereafter annually, as well as upon leaving office.

California Government Code Section 87200 (the Political Reform Act) specifically applies to:

- Members of the Planning Commission

The City's Conflict of Interest Code requires appointees of designated boards and commissions to file Statements of Economic Interests. The City's Conflict of Interest Code designates members of the following boards and commissions to file Statements of Economic Interests:

- Members of the Arts Commission
- Members of the Heritage Preservation Commission
- Members of the Housing and Human Services Commission

F. Officers

(I) Selection of Chair and Vice Chair

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, or during the next regularly scheduled meeting if a July meeting is not otherwise necessary, elect one of its members as presiding officer, to serve commencing after the end of the meeting, upon completion of mandatory chair training and ideally in time to advise staff on the agenda for the next regularly-scheduled meeting. The selection of chair and vice chair shall be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

(II) Chair's Role and Responsibilities

- (a) Attends training in how to be an effective chair prior to assuming the role.
- (b) Presides at meetings of the board or commission, and follows Ralph M. Brown Act requirements for conducting meetings.
- (c) Serves as a liaison to Council at City Council meetings.
- (d) Coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.
- (e) Ensures that items on the agenda are in alignment with the City Council approved work plan. Should the chair and the staff liaison disagree regarding the agenda, the City Manager shall have final authority subject to appeal to the City Council.
- (f) Board and commission chairs or a designated alternate may always attend Council meetings to present the board or commission's position to Council. The chair or designated alternate shall report back to their

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board or commission on Council's discussion and ultimate decision.

- (g) Counsels and administers verbal reprimands and written warnings to board and commission members who do not comply with City policy.
- (h) Meets with Council in a study session setting on a regular schedule at least annually.

(III) Vice Chair's Role and Responsibilities

- (a) Attends training in how to be an effective vice chair prior to assuming the role.
- (b) Serves as the presiding officer in the absence of the chair.
- (c) Joins board or commission chairs in meetings with Council in a study session setting on a regular schedule at least annually, per Section 2.F.(II)(h).

G. Meetings, Attendance and Quorums (see also [Council Policy 7.3.8 \(Posting of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings\)](#))

(I) Meetings

Each board and commission shall hold regular meetings and special meetings as it may require. All meetings shall meet Ralph M. Brown Act requirements and be open to the public (with the exception of certain disciplinary review proceedings of the Personnel Board).

All board and commission meetings shall operate under *The Standard Code of Parliamentary Procedure, 4th Edition*. Should this policy and Parliamentary Procedure conflict, this policy shall take precedence.

(II) Attendance

Each member of a City board or commission is expected to attend all regularly scheduled meetings*, and as many special meetings as possible. When a board or commission member knows in advance that he/she will be absent from a meeting, the member shall give advance notice to the chair and staff liaison.

The board/commission chair shall, in consultation with the staff liaison, propose that each absence be "excused" or "unexcused." Each board or commission shall then determine by general consent (or, failing to achieve general consent, by majority vote) their member's absences from regularly scheduled meetings as excused or unexcused** and shall include that record in official meeting minutes. Absences from special meetings shall be recorded but shall not be classified as "excused" or "unexcused."

Unexcused absences from three consecutive regularly scheduled meetings,

or from more than 25% of all regularly scheduled meetings over any consecutive 12-month period, shall result in that member's seat being declared vacant by the City Clerk. Any declaration of vacancy based on unexcused absence from more than 25% of all regularly scheduled meetings over any consecutive 12-month period shall be appealable to the City Council. (Declarations based on absence from three consecutive regularly scheduled meetings are Charter-based and are not appealable.)

Board and commission members are responsible for monitoring their own attendance records. Staff shall prepare for the City Council semi-annual reports of all the City's boards and commissions showing the attendance of each member at both regular and special meetings during the past 12 months. The percent of regularly scheduled meetings attended shall only be shown for board and commission members having been in office at least six months.

Council shall take into consideration board and commission member attendance records, including tardiness, when evaluating the overall performance of board and commission members.

**Regularly scheduled meetings* are defined as those in alignment with the general description provided the public as to the times that board or commission routinely meets. For example, if the Heritage Preservation Commission is advertised as meeting the first Wednesday of every month, meetings held on these dates only shall be considered "regular meetings." Any other meetings shall be considered special meetings. Regularly

scheduled meeting *dates and times* for all boards and commissions shall be posted on the City's Web site and in the Boards and Commissions Handbook.

***Excused absences* shall be limited to those which meet both of the following requirements:

- (a) The absent member must have informed the chair and the staff liaison to the board or commission, of their intended absence prior to the scheduled meeting. (Failure to inform the chair and the staff liaison prior to the meeting shall result in an unexcused absence, unless extenuating circumstances prevent advance notice), *and*
- (b) The absence is due to one of the following:
 - i A death in the family;
 - ii Personal illness;
 - iii Board or commission-related business;
 - iv Personal leave (limited to one per fiscal year for those boards/commissions meeting monthly or less frequently and to 10% of regularly scheduled meetings for those meeting more frequently);
 - v Emergency;

- vi Decision by member's supervisor in employment or required military service; or
- vii Federal and State Family leave.

(III) **Quorums**

Boards and commissions have a quorum present when a majority of their total membership is present. "Total membership" means the number of members indicated in Section 2.A (I) through (VIII); i.e., the Planning Commission has a total membership of seven.

(IV) **Majority and Abstentions**

Board and commission motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the organization to be expressed by those voting. The tabulation of a vote is based on the number of members present *and* voting. Abstentions are not counted, since a member who abstains voluntarily relinquishes their vote, and is not counted in the results. (*Source: The Standard Code of Parliamentary Procedure, 4th Edition*)

(V) **Ad-hoc Committees**

Ad-hoc committees may be established as required to facilitate the study of Council-directed or staff-requested initiatives. These committees will be project-specific and will function only for the duration of the project. The creation of an ad-hoc committee must be included on the meeting agenda to allow the board or commission to discuss and take action regarding the creation of the ad-hoc committee.

H. Duties

Aside from obligations related to attendance and training noted elsewhere in this policy, the general duties for all board and commission members are:

(I) **General Duties**

(a) Work Plans

Each board and commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the board/commission will be acting on during the year.

(b) Input on Council Priority Projects (CPP) Process

Annual Invitation for Input

- Each Fall, the staff liaison for every board and commission shall ask whether the body would like to agendaize a discussion of potential

ideas for future Council Priority Projects.

- Such discussions shall be scheduled no later than the board or commission's November meeting.
- Participation is optional.

Format of Discussion

- If agendaized, the discussion shall be verbal only.
- No papers, staff reports, or written analyses shall be prepared in advance.
- Staff liaisons and/or department management shall attend the discussion to:
 - Provide factual information as needed.
 - Clarify potential overlap with existing or planned City projects.

Forwarding of Ideas to Council

- Following discussion, a board or commission may, by majority vote, forward one (1) potential Council Priority Project idea to the City Council for consideration.
- These ideas will be transmitted by the Board and Commission Staff Liaison to the City Manager to be added to a running list of CPP ideas.
- Council may decide to include the ideas in their annual priority projects discussion if they choose (each Councilmember will be limited in the number of project ideas to submit annually).

(c) Budget

Board and commission members have one role in the budget process:

- Provide Council a recommendation regarding the City Manager's recommended budget for content under the purview of their board or commission.

(d) Operational Issues

Upon request by staff, boards and commissions may serve as advisory bodies to staff regarding operational issues.

(II) **Specific Duties**

Boards and Commissions shall focus their work within the scope of the General Duties and Specific Duties as defined, unless conferred upon by the City Council as described in Additional Duties (Section 2.H.(III)).

(a) Arts Commission:

- i Review those portions of master plans of park or facility development or expansion which relate to the arts, for adequacy, appearance and other appropriate criteria, in an attempt to ensure

- good design and then make recommendations to the City Council.
 - ii Review and make recommendations on the Arts Sub-Element of the General Plan.
 - iii Review and make recommendations regarding agreements with arts-related outside groups and recommend funding allocations.
 - iv Make policy recommendations regarding the purchase of art for public buildings and for art in private development in accordance with the Sunnyvale Municipal Code.
 - v Study the regional and state Arts Master Plans and make recommendations to the City Council.
- (b) Bicycle and Pedestrian Advisory Commission:
- i Recommend priorities for bicycle and pedestrian projects for the annual Transportation Development Act (TDA) Article 3 funding application cycle.
 - ii Participate in periodic review and revision of the Active Transportation Plan and Bicycle Map.
 - iii Review and make recommendations on changes to the Sunnyvale Municipal Code related to bicycles and pedestrians.
 - iv Review and make recommendations on Federal, State and regional policy proposals related to bicycles and pedestrians.
 - v Develop recommendations on promotion of bicycling and walking as viable, sustainable means of transport.
 - vi Review and make recommendations on the applicable sections of the General Plan.
- (c) Board of Library Trustees:
- i Review and make recommendations on the Library section within the Community Character Element of the General Plan.
 - ii Assess community conditions which affect Library goals and policies.
 - iii Review and make recommendations regarding agreements with outside groups and recommend funding allocations.
- (d) Heritage Preservation Commission:
- i Act in an advisory capacity to the City Council in all matters pertaining to heritage resources, landmark sites and landmark districts. (Source: [*City Charter Section 1016*](#))
 - ii Exercise such functions with respect to any heritage resource, landmark site or landmark district as may be prescribed by ordinance. (Source: [*City Charter Section 1016*](#))
 - iii Decision-making authority on resource alteration permits and landmark alteration permits as well as actions to remove a heritage resource from the list of heritage resources. These decisions are final unless appealed to the City Council.
 - iv Final decision-making authority on appeals of staff decisions of minor landmark and resources alteration permits.
 - v Recommendations to the City Council on new heritage resource and landmark sites and districts (including buildings, landscapes,

and other artifacts that are considered significant in Sunnyvale's history).

- vi Recommendation to the City Council on Heritage Housing and other heritage zoning districts.
- vii Participation in the development and promotion of museums and City archives.

(e) Housing and Human Services Commission:

- i Review and make recommendations on the Housing and Community Revitalization Sub-Element and Socioeconomic Element of the General Plan.
- ii Review proposed funding policies and grant applications by eligible housing and human service* agencies for Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME) and/or other available funds for public services and/or housing projects, and make funding recommendations to the City Council in response to the proposals received.
- iii Hold public hearings on draft Housing and Urban Development (HUD) Consolidated Plans and Annual Action Plans to receive public input and provide recommendations to the City Council regarding the content of those plans.
- iv In the interest of efficiency and certainty of the land use planning and development process, the Housing and Human Services Commission shall not be involved formally in matters within the responsibility of the Sunnyvale Planning Commission, as defined by State law and the Charter and ordinances of the City of Sunnyvale, in any manner that would delay or interfere with consideration of land use permit applications or legislative decisions affecting particular properties. The Commission shall not be formally involved in issues pertaining directly to current or future human services programs which are directly provided by,

co-sponsored by, or relate directly (in the case of outside funding) to the programs provided by City departments for which the City Council has established an advisory board or commission, unless dual responsibility therefore is explicitly authorized by a City Council-approved Agenda Calendar or work plan.

- v Study, evaluate and recommend policies relating to issues related to housing and human services* in Sunnyvale.

*Human Services as defined by [Council Policy 5.1.3 \(Human Services\)](#)

(f) Human Relations Commission:

- i. The Commission should focus on policy issues and not interfere with City operations. Likewise, the Commission is not to be a forum for grievances from members of the public. Complaints

should continue to be directed to the City Manager and Council.

- ii. Study, evaluate and advise the City Council on policies and programs related to diversity, equity, access, inclusion, justice and belonging.
- iii. Celebrate and encourage intergroup understanding of Sunnyvale's rich cultural diversity.
- iv. Promote regular, civil, and authentic engagement with diverse groups of residents.
- v. Advise on increasing accessibility and transparency of local government policies, programs and services.

(g) Parks and Recreation Commission:

- i Study, evaluate and recommend to the City Council policies relating to parks and recreation activities, such as:
 - Community center use policy
 - Park building use policy
 - Picnic facility use policy
 - License agreements
- ii Review master plan of park development or expansion for adequacy, appearance and other appropriate criteria in an attempt to ensure good design and make recommendations to the City Council.
- iii Review and make recommendations regarding agreements with parks and recreation related outside groups and recommend funding allocations.
- iv Study, evaluate and recommend to the City policies relating to human rights and human relations issues that may arise when addressing issues such as inclusion in the use of City parks and recreation facilities, program accessibility and cultural diversity.

(h) Personnel Board:

- i Hear appeals of any officer or employee in the Classified Service who is reclassified, suspended, demoted or removed (terminated), and report its finding to the City Council and City Manager; the findings and conclusions of the Personnel Board shall be final and no appeal may be taken therefrom. (Source: [City Charter Section 1008](#))
- ii After a public hearing thereon, recommend to the City Council the adoption, amendment or repeal of the civil service rules and regulations. (Source: [City Charter Section 1008](#))
- iii Perform such other duties with reference to personnel administration, not inconsistent with the Charter, as the City Council may require by ordinance. (Source: [City Charter Section 1008](#))

(i)

(j) Planning Commission:

- i After a public hearing thereon, recommend to the City Council the adoption, amendment, or repeal of Master, General, or Precise Plans, or any part thereof, for the physical development of the City. (Source: [*City Charter Section 1010*](#))
- ii Exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by ordinance. (Source: [*City Charter Section 1010*](#))
- iii Exercise such other functions as now or may be hereafter authorized by the provisions of Title 7 entitled “Planning” of the Government Code of California, or as hereafter amended or added to, insofar as they do not conflict with the provisions of the City Charter. (Source: [*City Charter Section 1010*](#))
- iv Decision-making authority on a variety of discretionary land use applications (e.g. use permits, special development permits, variances, specified design reviews, tentative maps and appeals of decisions of the Zoning/Administrative Hearing Officer). These decisions are final unless appealed to the City Council.
- v Final decision-making authority on appeals of staff decisions on minor land use applications (e.g. Tree Removal Permits, Miscellaneous Plan Permits).
- vi Provide recommendations to City Council on legislative actions such as zoning code amendments, rezoning of property, amendments to the General Plan, and new and revised specific plans as well as related applications considered at the same time as a legislative action.
- vii Review and make recommendations on the entire General Plan (all Elements and Sub-elements) as updates and amendments are considered.
- viii Review and act on environmental documents in compliance with the California Environmental Quality Act (CEQA), when related to any of the above actions.

(k) Sustainability Commission:

- i. Advise City Council on policy issues addressing sustainability goals.
- ii. Advise City Council on how to strategically accelerate Sunnyvale’s progress towards sustainability and recommend priorities, in order to promote continued regional leadership in sustainability.
- iii. Periodically review policies governing specific practices, such as Greenhouse Gas (GHG) emissions reduction, water conservation, renewable energy, energy efficiency, waste reduction, and urban forestry. Illustrative examples include creation of infrastructure for low emission vehicles, habitat restoration and conservation, biodiversity preservation, and reduction of toxics in the waste stream.
- iv. Advise City Council on ways to drive community awareness,

- education, and participation in best sustainability practices.
- v. Review and make recommendations to City Council on Federal, State and regional policies related to sustainability which impact Council's goals and policies.

(III) Additional Duties

Additional duties may be conferred upon specific boards and/or commissions by the City Council. These shall be memorialized via the City Charter or by revision to this policy.

I. Interaction with City Council, Public, Staff, and other Board and Commission Members

(I) Staff Support to Board and Commissions

The City Manager shall appoint a staff liaison to support each board and commission.

(II) Role in Public Communication

In addition to their role as advisors to the City Council, boards and commissions, as a body, serve as liaisons between the City and the general public regarding issues under their purview at City sponsored meetings or events. Each board and commission functions as a communication link, explaining City programs and recommendations, advocating established City policy and services, as well as providing a forum for public comment during public meetings.

(III) Board and Commission Role Outside of Meetings

- (a) Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the City Council or the board or commission to do so for a particular purpose. Board and commission members are not authorized to respond to emails received by board/commission AnswerPoint email accounts except as described below under (b).

- (b) Private.

In private settings, board and commission members may communicate at any time and on any subject with individual members of the City Council, and may express to them individual viewpoints and opinions. Board and commission members may respond to emails received by board/commission AnswerPoint email accounts in order to schedule private meetings with community members to receive public input. When communicating with members of the public regarding AnswerPoint email, board and commission members shall advise the member of the public that they are speaking on their own behalf and

that their statements and views are not an official City response to the email. Public comment regarding agenized items of business for board and commission members should take place at the public board and commission meetings.

(c) Public.

In public, however, all members shall represent the official policies or positions of their board or commission, with the following exception: during a Council public hearing on any item addressed by the board or commission, any member may speak under standard time limits, but shall indicate whether their testimony represents an official position (majority opinion) or a minority opinion of the board/commission to which they belong. The chair (or their designee) shall represent the majority view of the board or commission, but may report on any minority views as well, including their own. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or their designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the City Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself. (Source: [Code of Ethics and Conduct for Elected and Appointed Officials](#))

(d) Board and Commission Communication and Code of Ethics. Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular

board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do.

Although a board or commission may disagree with the final decision the City Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the City Council.

Board and commission members shall adhere to the City's Code of Ethics and Conduct for Elected and Appointed Officials. Council conduct with boards and commissions is also covered in the City's [Code of Ethics and Conduct for Elected and Appointed Officials](#).

(e) Board and Commission Communication with City Council
Council shall be kept informed of the activities of boards and commissions by virtue of the board and commission minutes.

Council shall conduct regular joint meetings with Chairs and Vice Chairs per Section 2.F.(II)(h) with the intention to review and improve overall effectiveness of board and commission meetings.

Council shall consider joint study sessions with boards and commissions as warranted.

Council shall encourage members of the public to submit issues and/or concerns to the appropriate board or commission prior to Council considering the matter. (Source: [*General Plan Policy CV- 1.3*](#))

Board and commission members with individual concerns of a non-operational nature may seek guidance in any of the following ways:

- i. Consult with the board/commission chair. If possible, this is the preferred course of action.
- ii. Consult with the Mayor.
- iii. Consult with the Council Liaison to their board/commission or another Councilmember.

When a commission has questions about the commission's duties or the interpretation of Council policy, the commission may direct an inquiry to:

- i. The Mayor.
- ii. The full Council.

When sharing public correspondence with boards and commissions, staff shall be guided by the following principles:

- Facilitate communication of information on policy issues from the public to the boards and commissions
- Adhere to the law and Council policy (the two Council policies that most relate to this issue are: "Outside of official b/c meetings, individual b/c members are not authorized to represent the City or their b/c unless specifically designated by the City Council or the b/c to do so for a particular purpose", and "Boards and commissions may serve as advisory bodies to staff regarding operational issues upon request by staff.")
- Treat all the City's boards and commissions equitably
- Provide all boards and commissions the information needed to do their jobs
- Avoid misleading the public
- Utilize staff time efficiently and effectively

J. Recognition

An annual event to recognize the service of all board and commission members, as well as citizens serving on special Council ad-hoc committees, shall be coordinated through the Office of the City Manager.

Outgoing board and commission members who have served their full term shall receive a certificate of appreciation and a small memento of appreciation. The type of certificates and mementos provided are at the discretion of the Office of the City Manager, shall not exceed the gift limit established by the Fair Political Practices Commission in effect at the time, and will be suitable for the occasion.

K. Resignation/Completion of Term

When a board or commission member resigns from their seat, the member shall notify the Mayor in writing (email or letter), with copies to the staff liaison, City Clerk and City Manager, indicating the effective date and the reason(s) for resignation. When the resignation notice is received by the Office of the City Clerk, staff shall notify Council of the resignation and the status of recruitment efforts to fill the vacancy.

Upon resignation or completion of board or commission assignment, individuals shall not represent themselves further as a board or commission member.

L. Sanctions

Counseling, verbal reprimands and written warnings may be administered by the Mayor to board and commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective board or commission, the City Clerk, the City Attorney, the City Manager and the City Council. Written reprimands administered by the Mayor shall not be included in packets for public meetings and shall not be publicized except as required under the California Public Records Act. (*Source: [Code of Ethics and Conduct for Elected and Appointed Officials](#)*)

(a) Censure

Any form of discipline involving formal censure, or affecting board or commission member status (i.e., removal from office or removal of chairperson status), shall be imposed by a majority vote of at least a quorum of the City Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the California Public Records Act.

(b) Harassment

The City of Sunnyvale is committed to providing an environment for employees,

elected or appointed officials, members of the public, or contractors that promotes dignity and respect and is free from discrimination and harassment. The City maintains a strict policy prohibiting all forms of harassment and discrimination based upon protected classifications as defined below. “Protected Classification” includes race, religious creed (including religious dress or grooming practice), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information or genetic characteristics, sex, gender, gender identity, gender expression, , pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding, sexual orientation, ethnicity, citizenship status, military and veteran status, marital status, family relationship, and age (40 and over),.

Any employee, applicant, elected/appointed official, contract worker, intern or volunteer, who believes he or she has been harassed or retaliated against in violation of this policy are encouraged to promptly report the incident and the individuals involved. Because complaints of harassment, and retaliation are most effectively addressed at the earliest possible stage, the City of Sunnyvale encourages early reporting of concerns or complaints. Prompt reporting will better enable the City to respond, investigate if necessary, provide an appropriate remedy, and impose discipline if appropriate.

For information or to file a complaint, contact any of the following:

- The City’s Human Resources Director, located at the Department of Human Resources, 505 West Olive Ave., Suite 200; 408-730-3001;
- The City’s Employee Relations Manager, located at the Department of Human Resources, 505 West Olive Ave., Suite 200; 408-730-3029;
- The City Manager, City Attorney, Assistant City Manager, Deputy City Manager, Department Directors, or other managers.

M. Investigations

When deemed warranted, the Mayor or majority of City Council may call for an investigation of board or commission member conduct. Should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Mayor or City Council. The Mayor or City Council shall ask the City Manager and/or the City Attorney to investigate the allegation and report the findings.

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as “Information Only.” Any such report shall be made public and distributed in accordance with normal procedures (e.g., hard copies to numerous public locations and posted online). Any report to Council addressing the investigation of board and commission members shall be routed through the Office

of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the California Public Records Act.

It shall be the Mayor and/or the City Council's responsibility to determine the next appropriate action. These actions include, but are not limited to the following: take no further action; discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad-hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

N. Removal

The members of each board or commission shall be subject to removal by motion of the City Council approved by at least four affirmative votes, for the following reasons:

- (I) Failure to maintain eligibility requirements
- (II) Failure to take the required Oath of Office
- (III) Failure to complete required training
- (IV) Failure to meet attendance requirements
- (V) Failure to fulfill board or commission duties
- (VI) Failure to adhere to Council policy governing board and commission member interaction with City Council, the public, staff, and/or other board or commission members.
- (VII) Violation of the Code of Ethics and Conduct

O. Administrative Policies

The City Manager shall have full authority to develop and implement any administrative policies and practices deemed necessary to support the operation of all boards and commissions.

P. Council Liaisons to Boards and Commission

The City Council shall appoint one councilmember to serve as a council liaison to each board and commission, except for the Planning Commission and the Personnel Board. The default method of assignment shall be automatic rotation using Council District numbering, with the Mayor listed first and alphabetic ordering of boards and commissions. The Human Relations Commission default assignment shall be through a separate automatic rotation, also using Council District numbering with the Mayor listed first. Appointments shall change every six months, with the roster

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established annually as part of the City Council intergovernmental relations appointment process. Council may deviate from the default rotations by making alternative assignments in the appointment process. Council liaisons are encouraged to attend, monitor, advise, and witness board and commission meetings. Attendance at board or commission meetings by the council liaison is encouraged but not mandatory. Council liaisons may informally arrange for a council alternate when scheduling conflicts arise.

During a board or commission meeting, the council liaison shall serve a role similar to that of the staff liaison. The primary responsibility for providing information to board members or commissioners belongs to the staff liaison, but the council liaison may provide additional information at the request of the chair when questions fall beyond the scope of staff's expertise. The council liaison may raise points of order when procedural issues arise.

During board or commission meetings, authority resides with the board or commission chair. Council liaisons shall refrain from:

- i. Interfering with the smooth operation of board or commission meetings;
- ii. Acting in a manner that undermines the chair's authority;
- iii. Participating in policy discussions except when providing factual information at the request of the chair;
- iv. Speaking on behalf of the full Council without appropriate authority; or
- v. Acting as spokesperson for the board or commission.

When questions or concerns arise regarding the conduct of a council liaison, the chair of the board or commission should consult with the Mayor for possible resolution. When the liaison in question is the Mayor, the chair should consult with the Vice Mayor for possible resolution.

Q. Council Ad Hoc Advisory committee

An ad hoc advisory committee of City Council may be formed by the Mayor to review bylaw revisions and other matters relating to boards and commissions. The role of the ad hoc advisory committee shall be to review proposed changes before consideration for action by the full Council.

((Adopted: RTC 07-148 (5/1/07); clarity update 9/21/07; Revised by RTC 08-043 (2/12/08) in accordance with Council action on 11/27/07 and 1/29/08; Revised by RTC 08-294 (10/14/08); Revised by RTC 09-047 (2/24/09); Revised by RTC 09-098 (5/12/09); clerical update (5/15/09); Revised by RTC 09-315 (12/15/09); Revised by RTC 10-143 (5/25/10) in accordance with Council action on 3/23/10); Revised by RTC 10-217 (8/31/10); Revised by RTC 10-249 (9/14/10); Revised by Resolution 458-10 (11/9/10); Revised by RTC 11-009 (1/25/11) in accordance with Council action on 12/7/10); Amended: RTC 11-184 (8/23/2011); Amended by Council action (9/13/2011); Amended by Council action (12/6/2011); Revised by RTC 12-010 (2/7/2012); Amended by Council action, Item #5 (5/15/2012); Revised by RTC 15-0401 (4/21/2015); Clarity Update 6/9/15; Revised by RTC 19-0649 (8/27/19); Revised by RTC 19-1060 (10/29/19); Revised by RTC 21-0985 (10/26/21); Revised by RTCs 22-0631 and 22-0818

(11/29/22); Revised by RTC 23-0167 (3/21/2023); Revised RTC by 24-0093 (1/9/2024);
Revised by RTC 24-1070 (10/29/2024), Revised by RTC 24-1211 (12/10/2024);
Amended RTC 25-0569 (10/21/2025)); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

Policy 7.2.19 Boards and Commissions

POLICY PURPOSE:

The purpose of this policy is to outline those Council policies pertaining to the City's Boards and Commissions Program.

1. POLICY STATEMENT:

This policy pertains only to Council-appointed boards and commissions. Many of its provisions are rooted in the [City Charter](#), and where any conflict exists between this policy and the City Charter, the City Charter shall prevail.

- A. Boards and commissions are created by the City Council for the following general purposes:
 - (I) To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues.
 - (II) See also Section 2.H, Duties, below.
- B. Boards and commissions shall not involve themselves in administrative/operational matters or the implementation of Council policy, except as requested by the City Manager or their designated staff. (See also Section 2.H., Duties.)

2. BOARD AND COMMISSION BYLAWS

- A. The City maintains ten Council-appointed boards and commissions.

As a matter of policy, it serves the public interest to have the greatest possible public access to board and commission meetings. As such, meeting locations for boards and commission shall be selected by staff according to the following guidelines:

- Meeting rooms should be of a size adequate to allow for public participation.
- Boards and commissions should meet in a location permitting recurring usage of that location to the greatest extent possible.
- Boards and commissions should preferably meet in either the Council Chambers or a large publicly accessible conference room.

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- City Council retains the authority to establish alternate meeting guidelines and/or meeting formats as may be appropriate during a state of emergency aligning with Government Code Section 54953(e) or other circumstances the City Council finds are appropriate.
- (I) Arts Commission:
This five-member commission acts in an advisory capacity to the City Council in matters pertaining to the arts and the development and promotion of arts programs and activities. Meetings are held on the third Wednesday of each month at 7 p.m.
- (II) Bicycle and Pedestrian Advisory Commission:
This seven-member commission acts in an advisory capacity to the City Council on bicycle and pedestrian issues. Meetings are held on the third Thursday of each month at 6:30 p.m.
- (III) Board of Library Trustees:
Formed by City Charter Section 1013. This five-member board acts in an advisory capacity to the City Council on library related issues. Meetings are held on the first Monday of each month at 7 p.m. If the first Monday is a City observed holiday, the meeting will be held on the second Monday of the month.
- (IV) Heritage Preservation Commission:
Formed by City Charter Section 1015. This seven-member commission acts in an advisory capacity to the City Council and has certain decision-making authority on the restoration, maintenance and operation of heritage resources throughout the City. Meetings are held on the first Wednesday of every other month beginning in January (and on the first Wednesday of alternate months when needed) at 7 p.m.
- (V) Housing and Human Services Commission:
This seven-member commission acts in an advisory capacity to the City Council on programs, policies, and other issues regarding housing and human services. Meetings are held on the fourth Wednesday of each month at 7 p.m.
- (VI) Human Relations Commission:
Formed by [Resolution No. 1159-22](#) and increased to seven members by [Resolution No. 1264-24](#). This seven-member commission acts in an advisory capacity to the City Council in matters pertaining to diversity, equity, access, inclusion, justice and belonging in Sunnyvale. Meetings will be held on the second Thursday of each month at 7 p.m.
- (VII) Parks and Recreation Commission:
Formed by City Charter Section 1011. This five-member commission acts in an advisory capacity to the City Council in matters and service pertaining to parks, open space, playgrounds, entertainment, other cultural and recreational activities. Meetings are held on the second Wednesday of

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each month at 7 p.m.

(VIII) Personnel Board:

Formed by City Charter Section 1007. This five-member board acts in an advisory capacity to the City Council and City Manager in matters pertaining to personnel administration. Meetings are held only as necessary, on the third Monday of each month at 5 p.m.

(IX) Planning Commission:

Formed by City Charter Section 1009. This seven-member commission acts in an advisory capacity to the City Council and has some decision-making authority on land use and development of the City. Meetings are held on the second and fourth Monday of each month at 7 p.m.

(X) Sustainability Commission:

This seven-member commission acts in an advisory capacity to the City Council to provide expertise on major policy areas related to the environmental sustainability goals of the Climate Action Playbook (CAP) and General Plan. Meetings are held on the third Monday of each month at 7 p.m. If the third Monday is a City observed holiday, the meeting will be held on the third Tuesday of the month at 7 p.m.

B. Eligibility and Membership

- No board or commission members shall hold any paid office or employment in the City Government.
- All persons appointed to a Charter formed Board or Commission shall be registered voters of the City.
- All persons appointed shall maintain their principal place of residence within the City at the time of their appointment (exceptions: Bicycle and Pedestrian Advisory Commission, Category Two, per Section 2. B. (III) (b) (ii) – Sunnyvale residency not required; Human Relations Commission, Category Two, per Section 2.B.(III)(d)(ii) – Sunnyvale residency not required; Sustainability Commission, Category Two, per Section 2.B. (III) (e) (ii) – Sunnyvale residency not required).
- If at any time during their term any member of a Charter formed board or commission ceases to be an elector of the City or any member of a board or commission ceases to maintain their principal place of residence within the City, then such person shall become ineligible to continue to serve as a member of the board or commission and said position shall be declared vacant by the City Council (exceptions: Bicycle and Pedestrian Advisory Commission, Category Two, per Section 2. B. (III) (b) (ii)); Human Relations Commission, Category Two, per Section 2.B.(III)(d)(ii); Sustainability Commission, Category Two, per Section 2.B. (III) (e) (ii)).

Spouses, Household Members, and Relatives

No individual shall be eligible to serve on a City board or commission, chartered or otherwise, who has a spouse, household member living under

the same roof, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse or domestic partner), currently serving as a member of the City Council, or employed as the City Manager, Assistant City Manager, Deputy City Manager, Assistant to the City Manager, City Attorney, Department Director or Assistant Director or equivalent for the City of Sunnyvale.

(I) **Concurrent Service**

No member of any board or commission listed herein, chartered or otherwise, may serve on more than one board or commission at the same time.

(II) **Specific membership requirements for charter-related Boards and Commissions are as follows:**

(a) Personnel Board:

To be eligible for appointment, each appointee shall neither hold public office or employment nor be a candidate for any other public office or position, nor be a former City employee. (Source: [City Charter Section 1007](#))

No individual shall be eligible to or continue to serve on the Personnel Board who has a spouse, household member, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse or domestic partner), employed by the City of Sunnyvale *in a position which has the right to have a disciplinary matter heard before the Personnel Board*.

Two of the five members shall be appointed by the City Council from a list of five persons to be nominated by election of the employees in the classified service. (Source: [City Charter Section 1007](#))

(b) Planning Commission:

To be eligible for appointment, each appointee shall not hold any paid office or employment in the City government, *except that the City Manager or his/her [their]—designated representative, shall serve as an ex-officio member of the Commission*. (Source: [City Charter Section 1009](#))

(III) **Specific membership requirements for non-charter-specified Boards and Commissions are as follows:**

(a) Arts Commission:

The members of this commission shall have a demonstrated interest in the arts (such as visual, performing, literary) and in the art programs of the City. It is preferable that the Arts Commission include at least one member with a background in visual arts and at least one member with a background in performing arts.

(b) Bicycle and Pedestrian Advisory Commission:

The members of the commission shall be selected from two categories:

- i. Category One shall be bicyclists or pedestrians in the City of Sunnyvale. Every person in this category shall, at the time of their appointment, maintain their principal place of residence within the City. Should any person so appointed cease to maintain their principal place of residence within the City, that person shall be ineligible to continue to serve as a member of the commission.
- ii. Category Two (maximum of two members) shall at the time of their appointment, maintain their principal place of residence outside the City; and include members of Parent Teacher Associations (PTA) or other parent groups, administrations of schools in Sunnyvale, commute coordinators for major employers within the City, principals or teachers from Sunnyvale schools

(c) Housing and Human Services Commission:

The members of the Housing and Human Services Commission shall have a demonstrated interest in housing or human services issues.

(d) Human Relations Commission:

- i. Category One (minimum of five members) shall be Sunnyvale residents.
- ii. Category Two (maximum of two members) shall include representative(s) of nonprofit service agencies that serve Sunnyvale residents. Such members need not be Sunnyvale residents.

(e) Sustainability Commission:

The Sustainability Commission shall be open to individuals with a demonstrated interest in environmental sustainability issues. The members of the commission shall be selected from two categories:

- i. Category One (minimum of three members) shall be Sunnyvale residents.
- ii. Category Two (minimum of one member) shall include members of the Sunnyvale business community: Sunnyvale business license holders; or designated representative of Sunnyvale businesses with 200 or more employees. Such members need not be Sunnyvale residents.

(IV) Limitation on Terms

Any person appointed to a board or commission shall be immediately eligible, upon the expiration of their term or resignation prior to completion

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of their term if appointed to a different board or commission, to serve on a different board or commission.

All board and commission members are eligible to serve two successive four-year terms on the same board or commission. No person who has served two such successive four-year terms shall be eligible for appointment to that same board or commission for two years following the expiration of the second full term for which the member was appointed and served. Serving an unexpired term of up to two (2) years in length shall not count toward years served in terms of eligibility.

C. Recruitment

Through the Office of the City Manager, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether planned or unplanned, staff shall inform Council of the status of recruitment efforts to fill the vacancy.

D. Appointment

Appointments of board and commission members shall be placed on the agenda at a City Council meeting.

The appointment process will be conducted according to one of the following two methods. In the event that one or more Councilmembers participate via teleconference, voting shall be done using individual candidate votes. Otherwise, the choice of methods is at the discretion of the Mayor on a commission-by-commission basis.

Individual Candidate Votes:

The Mayor will announce by board or commission each vacancy including its term, and then will read each applicant's name. Council will vote on each applicant. The candidate receiving the most affirmative votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain. The process is repeated for each board or commission.

Paper Votes:

The Mayor will announce each board or commission in an order predetermined by the City Clerk to facilitate a speedy process and to accommodate applicants who specify multiple preferences. The City Clerk will distribute individual voting sheets to be completed by each Councilmember. The candidate receiving the most votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain.

Resolving ties:

Should a tie between the candidates receiving the most affirmative votes occur, the affected applicants will be voted on again. If a tie still remains, and the affected applicants each have received at least four affirmative votes, the Mayor will ask the City Attorney to draw the name of the person to be appointed.

Appointing a Current Board/Commission Member to a Vacant Term:

Should Council appoint a current Board or Commission Member to an unexpired term on the same or a different board or commission, the appointee shall have up to 60 days to continue serving on their current board or commission before they assume office for the unexpired term. The appointee's completion of the oath of office for the unexpired term shall serve as their resignation from their current term.

If vacancies still exist after the appointment process is conducted, staff shall inform Council of alternative courses of action.

E. Oath of Office

Each board and commission member, before entering upon the discharge of the duties of their office, shall sign the City's Model of Excellence (an attachment to the [Code of Ethics and Conduct for Elected and Appointed Officials](#)) and take, subscribe to, and file with the City Clerk the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge the duties of the office of (here inserting the name of office) according to the best of my ability." (Source: [City Charter Section 910](#))

After taking the Oath of Office and signing the Model of Excellence in the Office of the City Clerk, each board and commission member shall have the opportunity to receive a ceremonial Oath of Office at a regularly scheduled Council meeting.

Required Training/Conferences and Disclosure Obligations

- (I) Mandatory training shall be provided to all board and commission members by the City through the Office of the City Manager, including an orientation session for new members. Training shall be delivered as deemed necessary by the City Council and/or City Manager and may include topics germane to a specific board or commission and/or training generic to all boards and commissions (e.g. ethics training or "how to run a meeting" for board and commission chairs).
- (II) Conferences are conducted periodically by outside groups to assist members of boards and commissions in meeting their respective responsibilities more effectively. The City's interests are often served by participation in the educational and training programs offered at the conferences. Each member of City boards and commissions may attend related training and/or conferences, provided that the conference subject matter pertains directly to the function of the board and commission and that funds for this purpose have been budgeted.
- (III) Designated boards and commissions are subject to conflict of interest provisions of the Political Reform Act and must file Statements of

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Economic Interests. Statements must be filed within 30 days of taking office and thereafter annually, as well as upon leaving office.

California Government Code Section 87200 (the Political Reform Act) specifically applies to:

- Members of the Planning Commission

The City's Conflict of Interest Code requires appointees of designated boards and commissions to file Statements of Economic Interests. The City's Conflict of Interest Code designates members of the following boards and commissions to file Statements of Economic Interests:

- Members of the Arts Commission
- Members of the Heritage Preservation Commission
- Members of the Housing and Human Services Commission

F. Officers

(I) Selection of Chair and Vice Chair

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, or during the next regularly scheduled meeting if a July meeting is not otherwise necessary, elect one of its members as presiding officer, to serve commencing after the end of the meeting, upon completion of mandatory chair training and ideally in time to advise staff on the agenda for the next regularly-scheduled meeting. The selection of chair and vice chair shall be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

(II) Chair's Role and Responsibilities

- (a) Attends training in how to be an effective chair prior to assuming the role.
- (b) Presides at meetings of the board or commission, and follows Ralph M. Brown Act requirements for conducting meetings.
- (c) Serves as a liaison to Council at City Council meetings.
- (d) Coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.
- (e) Ensures that items on the agenda are in alignment with the City Council approved work plan. Should the chair and the staff liaison disagree regarding the agenda, the City Manager shall have final authority subject to appeal to the City Council.
- (f) Board and commission chairs or a designated alternate may always attend Council meetings to present the board or commission's position to Council. The chair or designated alternate shall report back to their board or commission on Council's discussion and ultimate decision.

- (g) Counsels and administers verbal reprimands and written warnings to board and commission members who do not comply with City policy.
- (h) Meets with Council in a study session setting on a regular schedule at least annually.

(III) Vice Chair's Role and Responsibilities

- (a) Attends training in how to be an effective vice chair prior to assuming the role.
- (b) Serves as the presiding officer in the absence of the chair.
- (c) Joins board or commission chairs in meetings with Council in a study session setting on a regular schedule at least annually, per Section 2.F.(II)(h).

G. Meetings, Attendance and Quorums (see also [Council Policy 7.3.8 \(Posting of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings\)](#))

(I) Meetings

Each board and commission shall hold regular meetings and special meetings as it may require. All meetings shall meet Ralph M. Brown Act requirements and be open to the public (with the exception of certain disciplinary review proceedings of the Personnel Board).

All board and commission meetings shall operate under *The Standard Code of Parliamentary Procedure, 4th Edition*. Should this policy and Parliamentary Procedure conflict, this policy shall take precedence.

(II) Attendance

Each member of a City board or commission is expected to attend all regularly scheduled meetings*, and as many special meetings as possible. When a board or commission member knows in advance that he/she will be absent from a meeting, the member shall give advance notice to the chair and staff liaison.

The board/commission chair shall, in consultation with the staff liaison, propose that each absence be “excused” or “unexcused.” Each board or commission shall then determine by general consent (or, failing to achieve general consent, by majority vote) their member’s absences from regularly scheduled meetings as excused or unexcused** and shall include that record in official meeting minutes. Absences from special meetings shall be recorded but shall not be classified as “excused” or “unexcused.”

Unexcused absences from three consecutive regularly scheduled meetings, or from more than 25% of all regularly scheduled meetings over any

consecutive 12-month period, shall result in that member's seat being declared vacant by the City Clerk. Any declaration of vacancy based on unexcused absence from more than 25% of all regularly scheduled meetings over any consecutive 12-month period shall be appealable to the City Council. (Declarations based on absence from three consecutive regularly scheduled meetings are Charter-based and are not appealable.)

Board and commission members are responsible for monitoring their own attendance records. Staff shall prepare for the City Council semi-annual reports of all the City's boards and commissions showing the attendance of each member at both regular and special meetings during the past 12 months. The percent of regularly scheduled meetings attended shall only be shown for board and commission members having been in office at least six months.

Council shall take into consideration board and commission member attendance records, including tardiness, when evaluating the overall performance of board and commission members.

**Regularly scheduled meetings* are defined as those in alignment with the general description provided the public as to the times that board or commission routinely meets. For example, if the Heritage Preservation Commission is advertised as meeting the first Wednesday of every month, meetings held on these dates only shall be considered "regular meetings." Any other meetings shall be considered special meetings. Regularly

scheduled meeting *dates and times* for all boards and commissions shall be posted on the City's Web site and in the Boards and Commissions Handbook.

***Excused absences* shall be limited to those which meet both of the following requirements:

- (a) The absent member must have informed the chair and the staff liaison to the board or commission, of their intended absence prior to the scheduled meeting. (Failure to inform the chair and the staff liaison prior to the meeting shall result in an unexcused absence, unless extenuating circumstances prevent advance notice), *and*
- (b) The absence is due to one of the following:
 - i A death in the family;
 - ii Personal illness;
 - iii Board or commission-related business;
 - iv Personal leave (limited to one per fiscal year for those boards/commissions meeting monthly or less frequently and to 10% of regularly scheduled meetings for those meeting more frequently);
 - v Emergency;
 - vi Decision by member's supervisor in employment or required

military service; or

vii Federal and State Family leave.

(III) Quorums

Boards and commissions have a quorum present when a majority of their total membership is present. “Total membership” means the number of members indicated in Section 2.A (I) through (VIII); i.e., the Planning Commission has a total membership of seven.

(IV) Majority and Abstentions

Board and commission motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the organization to be expressed by those voting. The tabulation of a vote is based on the number of members present *and* voting. Abstentions are not counted, since a member who abstains voluntarily relinquishes their vote, and is not counted in the results. (*Source: The Standard Code of Parliamentary Procedure, 4th Edition*)

(V) Ad-hoc Committees

Ad-hoc committees may be established as required to facilitate the study of Council-directed or staff-requested initiatives. These committees will be project-specific and will function only for the duration of the project. The creation of an ad-hoc committee must be included on the meeting agenda to allow the board or commission to discuss and take action regarding the creation of the ad-hoc committee.

H. Duties

Aside from obligations related to attendance and training noted elsewhere in this policy, the general duties for all board and commission members are:

(I) General Duties

(a) Work Plans

Each board and commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the board/commission will be acting on during the year.

(b) Input on Council Priority Projects (CPP) Process

Annual Invitation for Input

- Each Fall, the staff liaison for every board and commission shall ask whether the body would like to agendize a discussion of potential ideas for future Council Priority Projects.

- Such discussions shall be scheduled no later than the board or commission's November meeting.
- Participation is optional.

Format of Discussion

- If agendaized, the discussion shall be verbal only.
- No papers, staff reports, or written analyses shall be prepared in advance.
- Staff liaisons and/or department management shall attend the discussion to:
 - Provide factual information as needed.
 - Clarify potential overlap with existing or planned City projects.

Forwarding of Ideas to Council

- Following discussion, a board or commission may, by majority vote, forward one (1) potential Council Priority Project idea to the City Council for consideration.
- These ideas will be transmitted by the Board and Commission Staff Liaison to the City Manager to be added to a running list of CPP ideas.
- Council may decide to include the ideas in their annual priority projects discussion if they choose (each Councilmember will be limited in the number of project ideas to submit annually).

(c) Budget

Board and commission members have one role in the budget process:

- Provide Council a recommendation regarding the City Manager's recommended budget for content under the purview of their board or commission.

(d) Operational Issues

Upon request by staff, boards and commissions may serve as advisory bodies to staff regarding operational issues.

(II) **Specific Duties**

Boards and Commissions shall focus their work within the scope of the General Duties and Specific Duties as defined, unless conferred upon by the City Council as described in Additional Duties (Section 2.H.(III)).

(a) Arts Commission:

- Review those portions of master plans of park or facility development or expansion which relate to the arts, for adequacy, appearance and other appropriate criteria, in an attempt to ensure good design and then make recommendations to the City Council.

- ii Review and make recommendations on the Arts Sub-Element of the General Plan.
 - iii Review and make recommendations regarding agreements with arts-related outside groups and recommend funding allocations.
 - iv Make policy recommendations regarding the purchase of art for public buildings and for art in private development in accordance with the Sunnyvale Municipal Code.
 - v Study the regional and state Arts Master Plans and make recommendations to the City Council.
- (b) Bicycle and Pedestrian Advisory Commission:
- i Recommend priorities for bicycle and pedestrian projects for the annual Transportation Development Act (TDA) Article 3 funding application cycle.
 - ii Participate in periodic review and revision of the Active Transportation Plan and Bicycle Map.
 - iii Review and make recommendations on changes to the Sunnyvale Municipal Code related to bicycles and pedestrians.
 - iv Review and make recommendations on Federal, State and regional policy proposals related to bicycles and pedestrians.
 - v Develop recommendations on promotion of bicycling and walking as viable, sustainable means of transport.
 - vi Review and make recommendations on the applicable sections of the General Plan.
- (c) Board of Library Trustees:
- i Review and make recommendations on the Library section within the Community Character Element of the General Plan.
 - ii Assess community conditions which affect Library goals and policies.
 - iii Review and make recommendations regarding agreements with outside groups and recommend funding allocations.
- (d) Heritage Preservation Commission:
- i Act in an advisory capacity to the City Council in all matters pertaining to heritage resources, landmark sites and landmark districts. (Source: [*City Charter Section 1016*](#))
 - ii Exercise such functions with respect to any heritage resource, landmark site or landmark district as may be prescribed by ordinance. (Source: [*City Charter Section 1016*](#))
 - iii Decision-making authority on resource alteration permits and landmark alteration permits as well as actions to remove a heritage resource from the list of heritage resources. These decisions are final unless appealed to the City Council.
 - iv Final decision-making authority on appeals of staff decisions of minor landmark and resources alteration permits.
 - v Recommendations to the City Council on new heritage resource and landmark sites and districts (including buildings, landscapes, and other artifacts that are considered significant in Sunnyvale's

history).

- vi Recommendation to the City Council on Heritage Housing and other heritage zoning districts.
- vii Participation in the development and promotion of museums and City archives.

(e) Housing and Human Services Commission:

- i Review and make recommendations on the Housing and Community Revitalization Sub-Element and Socioeconomic Element of the General Plan.
- ii Review proposed funding policies and grant applications by eligible housing and human service* agencies for Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME) and/or other available funds for public services and/or housing projects, and make funding recommendations to the City Council in response to the proposals received.
- iii Hold public hearings on draft Housing and Urban Development (HUD) Consolidated Plans and Annual Action Plans to receive public input and provide recommendations to the City Council regarding the content of those plans.
- iv In the interest of efficiency and certainty of the land use planning and development process, the Housing and Human Services Commission shall not be involved formally in matters within the responsibility of the Sunnyvale Planning Commission, as defined by State law and the Charter and ordinances of the City of Sunnyvale, in any manner that would delay or interfere with consideration of land use permit applications or legislative decisions affecting particular properties. The Commission shall not be formally involved in issues pertaining directly to current or future human services programs which are directly provided by, co-sponsored by, or relate directly (in the case of outside funding) to the programs provided by City departments for which the City Council has established an advisory board or commission, unless dual responsibility therefore is explicitly authorized by a City Council-approved Agenda Calendar or work plan.
- v Study, evaluate and recommend policies relating to issues related to housing and human services* in Sunnyvale.

*Human Services as defined by [Council Policy 5.1.3 \(Human Services\)](#)

(f) Human Relations Commission:

- i. The Commission should focus on policy issues and not interfere with City operations. Likewise, the Commission is not to be a forum for grievances from members of the public. Complaints should continue to be directed to the City Manager and Council.

- ii. Study, evaluate and advise the City Council on policies and programs related to diversity, equity, access, inclusion, justice and belonging.
- iii. Celebrate and encourage intergroup understanding of Sunnyvale's rich cultural diversity.
- iv. Promote regular, civil, and authentic engagement with diverse groups of residents.
- v. Advise on increasing accessibility and transparency of local government policies, programs and services.

(g) Parks and Recreation Commission:

- i Study, evaluate and recommend to the City Council policies relating to parks and recreation activities, such as:
 - Community center use policy
 - Park building use policy
 - Picnic facility use policy
 - License agreements
- ii Review master plan of park development or expansion for adequacy, appearance and other appropriate criteria in an attempt to ensure good design and make recommendations to the City Council.
- iii Review and make recommendations regarding agreements with parks and recreation related outside groups and recommend funding allocations.
- iv Study, evaluate and recommend to the City policies relating to human rights and human relations issues that may arise when addressing issues such as inclusion in the use of City parks and recreation facilities, program accessibility and cultural diversity.

(h) Personnel Board:

- i Hear appeals of any officer or employee in the Classified Service who is reclassified, suspended, demoted or removed (terminated), and report its finding to the City Council and City Manager; the findings and conclusions of the Personnel Board shall be final and no appeal may be taken therefrom. (Source: [City Charter Section 1008](#))
- ii After a public hearing thereon, recommend to the City Council the adoption, amendment or repeal of the civil service rules and regulations. (Source: [City Charter Section 1008](#))
- iii Perform such other duties with reference to personnel administration, not inconsistent with the Charter, as the City Council may require by ordinance. (Source: [City Charter Section 1008](#))

(i) Planning Commission:

- i After a public hearing thereon, recommend to the City Council the

adoption, amendment, or repeal of Master, General, or Precise Plans, or any part thereof, for the physical development of the City. (Source: [City Charter Section 1010](#))

- ii Exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by ordinance. (Source: [City Charter Section 1010](#))
 - iii Exercise such other functions as now or may be hereafter authorized by the provisions of Title 7 entitled “Planning” of the Government Code of California, or as hereafter amended or added to, insofar as they do not conflict with the provisions of the City Charter. (Source: [City Charter Section 1010](#))
 - iv Decision-making authority on a variety of discretionary land use applications (e.g. use permits, special development permits, variances, specified design reviews, tentative maps and appeals of decisions of the Zoning/Administrative Hearing Officer). These decisions are final unless appealed to the City Council.
 - v Final decision-making authority on appeals of staff decisions on minor land use applications (e.g. Tree Removal Permits, Miscellaneous Plan Permits).
 - vi Provide recommendations to City Council on legislative actions such as zoning code amendments, rezoning of property, amendments to the General Plan, and new and revised specific plans as well as related applications considered at the same time as a legislative action.
 - vii Review and make recommendations on the entire General Plan (all Elements and Sub-elements) as updates and amendments are considered.
 - viii Review and act on environmental documents in compliance with the California Environmental Quality Act (CEQA), when related to any of the above actions.
- (j) Sustainability Commission:
- i. Advise City Council on policy issues addressing sustainability goals.
 - ii. Advise City Council on how to strategically accelerate Sunnyvale’s progress towards sustainability and recommend priorities, in order to promote continued regional leadership in sustainability.
 - iii. Periodically review policies governing specific practices, such as Greenhouse Gas (GHG) emissions reduction, water conservation, renewable energy, energy efficiency, waste reduction, and urban forestry. Illustrative examples include creation of infrastructure for low emission vehicles, habitat restoration and conservation, biodiversity preservation, and reduction of toxics in the waste stream.
 - iv. Advise City Council on ways to drive community awareness, education, and participation in best sustainability practices.
 - v. Review and make recommendations to City Council on Federal,

State and regional policies related to sustainability which impact Council's goals and policies.

(III) Additional Duties

Additional duties may be conferred upon specific boards and/or commissions by the City Council. These shall be memorialized via the City Charter or by revision to this policy.

I. Interaction with City Council, Public, Staff, and other Board and Commission Members

(I) Staff Support to Board and Commissions

The City Manager shall appoint a staff liaison to support each board and commission.

(II) Role in Public Communication

In addition to their role as advisors to the City Council, boards and commissions, as a body, serve as liaisons between the City and the general public regarding issues under their purview at City sponsored meetings or events. Each board and commission functions as a communication link, explaining City programs and recommendations, advocating established City policy and services, as well as providing a forum for public comment during public meetings.

(III) Board and Commission Role Outside of Meetings

(a) Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the City Council or the board or commission to do so for a particular purpose. Board and commission members are not authorized to respond to emails received by board/commission AnswerPoint email accounts except as described below under (b).

(b) Private.

In private settings, board and commission members may communicate at any time and on any subject with individual members of the City Council, and may express to them individual viewpoints and opinions. Board and commission members may respond to emails received by board/commission AnswerPoint email accounts in order to schedule private meetings with community members to receive public input. When communicating with members of the public regarding AnswerPoint email, board and commission members shall advise the member of the public that they are speaking on their own behalf and that their statements and views are not an official City response to the email. Public comment regarding agenda items of business for board

and commission members should take place at the public board and commission meetings.

(c) Public.

In public, however, all members shall represent the official policies or positions of their board or commission, with the following exception: during a Council public hearing on any item addressed by the board or commission, any member may speak under standard time limits, but shall indicate whether their testimony represents an official position (majority opinion) or a minority opinion of the board/commission to which they belong. The chair (or their designee) shall represent the majority view of the board or commission, but may report on any minority views as well, including their own. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or their designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the City Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself. (Source: [*Code of Ethics and Conduct for Elected and Appointed Officials*](#))

(d) Board and Commission Communication and Code of Ethics. Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular

board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do.

Although a board or commission may disagree with the final decision the City Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the City Council.

Board and commission members shall adhere to the City's Code of Ethics and Conduct for Elected and Appointed Officials. Council conduct with boards and commissions is also covered in the City's [*Code of Ethics and Conduct for Elected and Appointed Officials*](#).

(e) Board and Commission Communication with City Council

Council shall be kept informed of the activities of boards and commissions by virtue of the board and commission minutes.

Council shall conduct regular joint meetings with Chairs and Vice

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Chairs per Section 2.F.(II)(h) with the intention to review and improve overall effectiveness of board and commission meetings.

Council shall consider joint study sessions with boards and commissions as warranted.

Council shall encourage members of the public to submit issues and/or concerns to the appropriate board or commission prior to Council considering the matter. (Source: [*General Plan Policy CV- 1.3*](#))

Board and commission members with individual concerns of a non-operational nature may seek guidance in any of the following ways:

- i. Consult with the board/commission chair. If possible, this is the preferred course of action.
- ii. Consult with the Mayor.
- iii. Consult with the Council Liaison to their board/commission or another Councilmember.

When a commission has questions about the commission's duties or the interpretation of Council policy, the commission may direct an inquiry to:

- i. The Mayor.
- ~~ii. The Council Subcommittee on Boards and Commissions.~~
- ~~iii.~~ii. The full Council.

When sharing public correspondence with boards and commissions, staff shall be guided by the following principles:

- Facilitate communication of information on policy issues from the public to the boards and commissions
- Adhere to the law and Council policy (the two Council policies that most relate to this issue are: "Outside of official b/c meetings, individual b/c members are not authorized to represent the City or their b/c unless specifically designated by the City Council or the b/c to do so for a particular purpose", and "Boards and commissions may serve as advisory bodies to staff regarding operational issues upon request by staff.")
- Treat all the City's boards and commissions equitably
- Provide all boards and commissions the information needed to do their jobs
- Avoid misleading the public
- Utilize staff time efficiently and effectively

J. Recognition

An annual event to recognize the service of all board and commission members, as well as citizens serving on special Council ad-hoc committees, shall be coordinated through the Office of the City Manager.

Outgoing board and commission members who have served their full term shall receive a certificate of appreciation and a small memento of appreciation. The type of certificates and mementos provided are at the discretion of the Office of the City Manager, shall not exceed the gift limit established by the Fair Political Practices Commission in effect at the time, and will be suitable for the occasion.

K. Resignation/Completion of Term

When a board or commission member resigns from their seat, the member shall notify the Mayor in writing (email or letter), with copies to the staff liaison, City Clerk and City Manager, indicating the effective date and the reason(s) for resignation. When the resignation notice is received by the Office of the City Clerk, staff shall notify Council of the resignation and the status of recruitment efforts to fill the vacancy.

Upon resignation or completion of board or commission assignment, individuals shall not represent themselves further as a board or commission member.

L. Sanctions

Counseling, verbal reprimands and written warnings may be administered by the Mayor to board and commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective board or commission, the City Clerk, the City Attorney, the City Manager and the City Council. Written reprimands administered by the Mayor shall not be included in packets for public meetings and shall not be publicized except as required under the California Public Records Act. (*Source: [Code of Ethics and Conduct for Elected and Appointed Officials](#)*)

(a) Censure

Any form of discipline involving formal censure, or affecting board or commission member status (i.e., removal from office or removal of chairperson status), shall be imposed by a majority vote of at least a quorum of the City Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the California Public Records Act.

(b) Harassment

The City of Sunnyvale is committed to providing an environment for employees,

elected or appointed officials, members of the public, or contractors that promotes dignity and respect and is free from discrimination and harassment. The City maintains a strict policy prohibiting all forms of harassment and discrimination based upon protected classifications as defined below. “Protected Classification” includes race, religious creed (including religious dress or grooming practice), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information or genetic characteristics, sex, gender, gender identity, gender expression, , pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding, sexual orientation, ethnicity, citizenship status, military and veteran status, marital status, family relationship, and age (40 and over),.

Any employee, applicant, elected/appointed official, contract worker, intern or volunteer, who believes he or she has been harassed or retaliated against in violation of this policy are encouraged to promptly report the incident and the individuals involved. Because complaints of harassment, and retaliation are most effectively addressed at the earliest possible stage, the City of Sunnyvale encourages early reporting of concerns or complaints. Prompt reporting will better enable the City to respond, investigate if necessary, provide an appropriate remedy, and impose discipline if appropriate.

For information or to file a complaint, contact any of the following:

- The City’s Human Resources Director, located at the Department of Human Resources, 505 West Olive Ave., Suite 200; 408-730-3001;
- The City’s Employee Relations Manager, located at the Department of Human Resources, 505 West Olive Ave., Suite 200; 408-730-3029;
- The City Manager, City Attorney, Assistant City Manager, Deputy City Manager, Department Directors, or other managers.

M. Investigations

When deemed warranted, the Mayor or majority of City Council may call for an investigation of board or commission member conduct. Should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Mayor or City Council. The Mayor or City Council shall ask the City Manager and/or the City Attorney to investigate the allegation and report the findings.

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as “Information Only.” Any such report shall be made public and distributed in accordance with normal procedures (e.g., hard copies to numerous public locations and posted online). Any report to Council addressing the investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the

California Public Records Act.

It shall be the Mayor and/or the City Council's responsibility to determine the next appropriate action. These actions include, but are not limited to the following: take no further action; discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad-hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

N. Removal

The members of each board or commission shall be subject to removal by motion of the City Council approved by at least four affirmative votes, for the following reasons:

- (I) Failure to maintain eligibility requirements
- (II) Failure to take the required Oath of Office
- (III) Failure to complete required training
- (IV) Failure to meet attendance requirements
- (V) Failure to fulfill board or commission duties
- (VI) Failure to adhere to Council policy governing board and commission member interaction with City Council, the public, staff, and/or other board or commission members.
- (VII) Violation of the Code of Ethics and Conduct

O. Administrative Policies

The City Manager shall have full authority to develop and implement any administrative policies and practices deemed necessary to support the operation of all boards and commissions.

P. Council Liaisons to Boards and Commission

The City Council shall appoint one councilmember to serve as a council liaison to each board and commission, except for the Planning Commission and the Personnel Board. The default method of assignment shall be automatic rotation using Council District numbering, with the Mayor listed first and alphabetic ordering of boards and commissions. The Human Relations Commission default assignment shall be through a separate automatic rotation, also using Council District numbering with the Mayor listed first. Appointments shall change every six months, with the roster established annually as part of the City Council intergovernmental relations appointment process. Council may deviate from the default rotations by making

COUNCIL POLICY MANUAL

alternative assignments in the appointment process. Council liaisons are encouraged to attend, monitor, advise, and witness board and commission meetings. Attendance at board or commission meetings by the council liaison is encouraged but not mandatory. Council liaisons may informally arrange for a council alternate when scheduling conflicts arise.

During a board or commission meeting, the council liaison shall serve a role similar to that of the staff liaison. The primary responsibility for providing information to board members or commissioners belongs to the staff liaison, but the council liaison may provide additional information at the request of the chair when questions fall beyond the scope of staff's expertise. The council liaison may raise points of order when procedural issues arise.

During board or commission meetings, authority resides with the board or commission chair. Council liaisons shall refrain from:

- i. Interfering with the smooth operation of board or commission meetings;
- ii. Acting in a manner that undermines the chair's authority;
- iii. Participating in policy discussions except when providing factual information at the request of the chair;
- iv. Speaking on behalf of the full Council without appropriate authority; or
- v. Acting as spokesperson for the board or commission.

When questions or concerns arise regarding the conduct of a council liaison, the chair of the board or commission should consult with the Mayor for possible resolution. When the liaison in question is the Mayor, the chair should consult with the Vice Mayor for possible resolution.

Q. Council Ad Hoc Advisory Subcommittee

~~An standing ad hoc advisory subcommittee of three members of City Council may be formed by the Mayor to ~~shall~~ review ~~all~~ bylaw revisions and other matters relating to boards and commissions. The role of the ad hoc advisory subcommittee shall be to review ~~the proposed~~ bylaws changes before consideration for action by the full Council. ~~Subcommittee meetings are subject to Ralph M. Brown Act noticing requirements.~~~~

((Adopted: RTC 07-148 (5/1/07); clarity update 9/21/07; Revised by RTC 08-043 (2/12/08) in accordance with Council action on 11/27/07 and 1/29/08; Revised by RTC 08-294 (10/14/08); Revised by RTC 09-047 (2/24/09); Revised by RTC 09-098 (5/12/09); clerical update (5/15/09); Revised by RTC 09-315 (12/15/09); Revised by RTC 10-143 (5/25/10) in accordance with Council action on 3/23/10); Revised by RTC 10-217 (8/31/10); Revised by RTC 10-249 (9/14/10); Revised by Resolution 458-10 (11/9/10); Revised by RTC 11-009 (1/25/11) in accordance with Council action on 12/7/10); Amended: RTC 11-184 (8/23/2011); Amended by Council action (9/13/2011); Amended by Council action (12/6/2011); Revised by RTC 12-010 (2/7/2012); Amended by Council action, Item #5 (5/15/2012); Revised by RTC 15-0401 (4/21/2015); Clarity Update 6/9/15; Revised by RTC 19-0649 (8/27/19); Revised by RTC 19-1060 (10/29/19); Revised by RTC 21-0985 (10/26/21); Revised by RTCs 22-0631 and 22-0818

(11/29/22); Revised by RTC 23-0167 (3/21/2023); Revised RTC by 24-0093 (1/9/2024);
Revised by RTC 24-1070 (10/29/2024), Revised by RTC 24-1211 (12/10/2024);
Amended RTC 25-0569 (10/21/2025)); Amended RTC 25-0912 (11/18/2025))

Lead Department: Office of the City Manager

COUNCIL POLICY MANUAL

Policy 7.3.19 Council Meetings

POLICY PURPOSE:

The purpose of this policy is to outline Council-established policies relative to Council meetings. Council has underscored the importance of community input and citizen engagement in the conduct of City business, and the critical role of City Council meetings in this effort.

POLICY STATEMENT:

Placing Items on the Agenda

Items may be placed on the agenda by the Mayor, a majority of a quorum of the Council, or by the City Manager. The order in which items appear on the agenda shall be determined by the City Manager and approved by the Mayor.

Colleagues Memorandum

- A group of two or three Councilmembers may prepare a brief colleagues memorandum outlining a request to create a future agenda item for the Council to consider at an upcoming Council meeting.
- Councilmembers shall submit colleagues memorandums directly to the City Manager.
- Colleagues memorandums are not to be shared with Councilmembers outside of the group who authored a specific memorandum.
- Memorandums shall not exceed two (2) pages and shall be focused on the need for a future agenda item without advocating for or against the merits of the agenda item being requested.
- The City Manager will review and approve the Colleague Memorandums consistent with this policy and the Ralph M. Brown Act (open meetings law) or provide feedback to the authors.
- The City Manager will schedule the approved colleagues memorandum for the next available Council agenda.
- Completed colleagues memorandums will be included under the Non-Agenda Items & Comments portion of the Council meeting agenda for Council action.
- A colleagues memorandum is not required to request an agenda item be added to a future agenda.

Criteria for Mid-Year Project Consideration.

To ensure alignment with Council priorities and available staff resources, colleagues memorandums requesting the addition of a new project outside of the regular Council Priority Setting process should address one of the following:

- Emergency: Natural disaster, pandemic, or civil unrest requiring immediate City action.
- Time-Sensitive Funding: A new outside funding opportunity that must be acted on quickly.
- Multi-Agency Coordination: A joint initiative with other jurisdictions or agencies that cannot be delayed.
- Community Safety: A safety related policy issue that requires expedited prioritization for the preservation of life, health or property.

COUNCIL POLICY MANUAL

- **Legal or Regulatory Mandate:** Changes in laws or mandates that require immediate City action.

Requests not meeting these criteria will generally be deferred to the next Council Priority Setting cycle or incorporated into ongoing City operations at the City Manager's discretion.

Public Noticing of Council Meeting Agendas

Every effort shall be made to publicly notice Council meeting agendas for regularly scheduled meetings five days in advance of the meeting (on Thursday preceding a Tuesday meeting). At a minimum, Council meeting agendas for regularly scheduled meetings shall be noticed three days in advance of the meeting or as required by State law.

Distribution of Council Meeting Materials

Every effort shall be made to publicly distribute all approved reports to Council (both online and hard copies) five days in advance of Council meetings (e.g., on Thursdays preceding Tuesday Council meetings). Hard copies should be made available at the Library and the City Clerk's Office.

When possible, Council Priority Project Workshop materials and Reports to Council with Planning Commission advisory action should be made available online at least seven days prior to the date the item appears on the Council agenda, and Utility Rate reports should be posted online at least 14 days in advance of a Council hearing (every effort shall be made to distribute hard copies of these reports five days in advance, like any other report).

Council Document/Presentation Submittals

On occasion Councilmembers may wish to share a presentation or other document during Council meetings. Councilmembers shall observe the submittal protocols and deadlines provided for members of the public to submit documents or presentations for public meetings. [View Making Public Comment](#) for public submittal protocols and deadlines. Councilmembers shall not use documents or presentations during questions directed to staff or when expressing advocacy for a motion.

Start and Ending Times

Study sessions will start no earlier than 5 p.m. on dates when regular Council meetings are held, except that the Mayor may schedule earlier sessions at their discretion.

Council has adopted a resolution providing that Regular Council meetings will start at 7 p.m. (Resolution No. 141-04)

Limiting late night meetings is intended to encourage public participation. Council will not begin hearing any new item after 11:30 p.m. unless, by a majority vote of those present, it agrees to do so. A separate vote must be taken for each matter to be considered after 11:30 p.m.

Notwithstanding the above, Council will not begin hearing any of the following agenda items: Councilmembers Reports on Activities from Intergovernmental Committee Assignments, Non-Agenda Items and Comments and Information Only Reports/Items, unless by a single motion it agrees to do so.

COUNCIL POLICY MANUAL

Council will need a supermajority vote to start a new item after 12:30 a.m. For purposes of this rule, a supermajority shall mean one more vote than a simple majority (for example, if seven members are present a supermajority is five; if five members are present a supermajority is four).

No new items or other Council business will be introduced after 1:00 a.m.

Any item on an agenda for a regular meeting which must be continued due to the late hour, shall be continued to a date certain.

Meeting Protocol

Meetings will be chaired and presided over by the Mayor, who shall be guided by The Standard Code of Parliamentary Procedure (Sturgis), as modified by any policy, rule or procedure adopted by the Council, or as otherwise required by law, and the City's Code of Ethics and Conduct for Elected and Appointed Officials. The City Attorney shall serve as advisory parliamentarian to the Mayor. Any ruling by the Mayor that is challenged and seconded may be overruled by a majority vote of the Council.

Meeting Minutes

Minutes of general meetings shall be prepared and approved in accordance with parliamentary procedure (Sturgis). In general, they shall be a record of all actions and proceedings, but not a record of discussion. No Councilmember shall have views or protests on a motion recorded in the minutes unless a motion permitting such action is passed by majority vote. Adverse criticism of Councilmembers or staff should never be included except in the form of a motion censuring or reprimanding a member. Praise should appear only in the form of officially adopted votes of thanks, gratitude, or commendation.

Minutes of special meetings shall be prepared in similar fashion.

There shall be no minutes for closed sessions.

Minutes of Council Sub-committees shall generally be brief, but in some cases may be more detailed than those of general meetings as they often serve as the basis for the committee's report and subsequent Council action.

(Adopted: RTC 04-410 (11/20/2004); (Clerical/clarity update, Policy Update Project 7/2005); Amended RTC 06-376 (11/28/2006); RTC 12-233 (10/2/2012); RTC 17-0798 (8/22/17); RTC 22-0019 (1/4/2022); RTC 22-0035 (12/6/2022); RTC 23-0518 (5/16/2023); RTC 24-0001 (1/9/2024); Amended RTC 25-0569 (10/21/2025); Amended RTC 25-0912 (11/18/2025))

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