



Sunnyvale

# Amendments to Council Policy Manual Chapter 7 – Planning & Management

Sarah Johnson-Rios, Assistant City Manager  
December 9, 2025



# Background

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- Staff periodically reviews Council Policies as operational needs warrant.
- Minor clarifications handled administratively; substantive changes brought to Council.
- 19 policies reviewed in first phase
  - ◆ Chapter 7 – Planning and Management
  - ◆ Policies outdated, duplicative, or contradictory
  - ◆ Goal to clarify, reduce duplication, and simplify where appropriate

# Consolidated & Amended Policies

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- 16 policies consolidated into 6 updated policies.
- Addresses staff support, Council communications, travel, recognition, intergovernmental appointments.
- Policies consolidated include:
  - ◆ Council Policy 7.3.13 *Support for Councilmembers; Staff-Council Communications*
  - ◆ Council Policy 7.3.20 *Council Recognition of Individuals, Organizations and/or Events*
  - ◆ Council Policy 7.3.21 *Recognition of Elected and Appointed Officials and Visiting Dignitaries*
  - ◆ Council Policy 7.4.1 *Provision of Staff & Administrative Support for Councilmembers*
  - ◆ Council Policy 7.4.4 *Council Travel and Conferences*
  - ◆ Council Policy 7.4.12 *Council Appointments to Intergovernmental Agencies*

# Proposed Policy Deletions (10)

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

## Other Updated Policies (3)

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- Council Policy 7.1.5 *Grants, Donations, Contributions and Sponsorships*
  - ◆ Proposed Revision: City Manager authority updated to \$250K.
- Council Policy 7.2.19 *Boards and Commissions*
  - ◆ Proposed Revision: Standing Committee replaced with Ad Hoc Committee.
- Council Policy 7.3.19 *Council Meetings*
  - ◆ Proposed Revision: New protocols for document/presentation submittals.

# Current Council Policy Project Status



**123**  
**Total Council Policies**  
Adopted by City Council  
across all departments.  
Including Code of Ethics and  
LAPs  
As of 10/1/2025



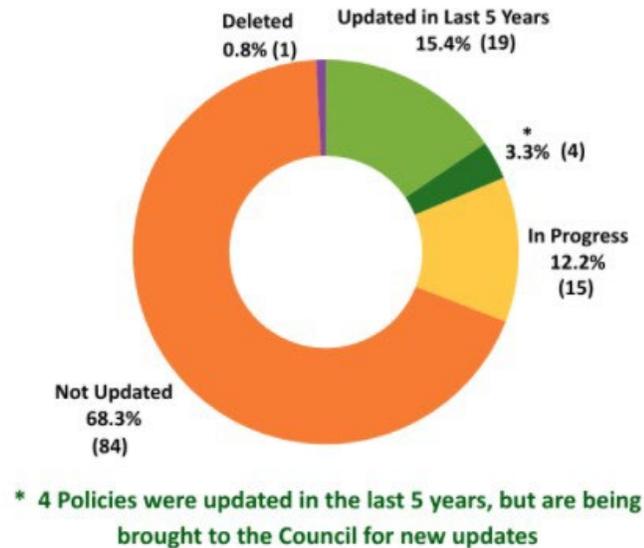
**~20%**  
**Policies Updated**  
24 Policies Updated in the  
last 5 years\*



**19**  
**Policies in Progress**  
Are being updated as part  
of Phase 1 of the project

## Next Steps

Review ~20 Policies  
in 2026



**~32%**  
**Policies will have  
been updated by  
11/18/2025**  
39 out of 123 policies will have  
been reviewed in the past 5  
years

# Council Direction

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## Approve Alternatives 1 through 10:

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



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Thank you

Questions?