



Sunnyvale

Proposed Updates to the Council Policy Manual

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Background

- Staff updates Council Policies as needed
- Council Policy review added to the Strategic Framework Workplan under Responsive Government (GO-37)
 - ◆ goal of reviewing 40 policies by June 2027
- Goals include adopting new policy where needed, clarifying intent, reducing duplication, and simplifying where appropriate
- Council Ad-Hoc Advisory Committee established in February 2026 for input and direction; Committee provided input on this round of updates

Policies Reviewed & Recommended Action

- 1 new policy drafted, 7 existing policies reviewed
- Policies reviewed include:
 - ◆ Council Policy 3.2.2 Reusable Diapers **(Delete)**
 - ◆ Council Policy 3.7.2 Reduction of Carbon Dioxide Emissions from City Operations **(Delete)**
 - ◆ Council Policy 5.1.1 Socio-Economic — Goals and Policies **(Amend)**
 - ◆ Council Policy 7.3.7 Standard Conflict of Interest Code **(Delete)**
 - ◆ Council Policy 7.3.8 Postings of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings **(Delete)**
 - ◆ Council Policy 7.3.11 Seating Arrangements/City Council **(Amend)**
 - ◆ Council Policy 7.3.31 Council Action on Matters Outside its Subject Matter Jurisdiction **(Adopt)**
 - ◆ Council Policy 7.4.1 Provision of Staff/Administrative Support to Councilmembers **(Amend)**

New Proposed Policy - 7.3.31

Council Action on Matters Outside its Subject Matter Jurisdiction

- Clarifies when the Council may take official City positions (e.g., resolutions) on matters outside the City's jurisdiction
- Emphasizes focusing formal City action on issues with direct local impact
- Identifies an alternative for Councilmembers to express positions when City action is not appropriate

Proposed Amendments to Existing Policy

- Council Policy 5.1.1 Socio-Economic — Goals and Policies
 - ◆ Modernize language; eliminate outdated references
- Council Policy 7.3.11 Seating Arrangements/City Council
 - ◆ Eliminate gendered language
- Council Policy 7.4.1 Provision of Staff/Admin Support to Councilmembers
 - ◆ Update for consistency with the 2026 Code of Ethics and Conduct for Elected and Appointed Officials regarding use of City letterhead

Proposed Deletions to Existing Policy

- Council Policy 3.2.2 Reusable Diapers
 - ◆ Policy superseded by Council Policy 3.2.4 Zero Waste
- Council Policy 3.7.2 Reduction of Carbon Dioxide Emissions from City Operations
 - ◆ Policy superseded by the City's comprehensive Climate Action Plan (CAP)
- Council Policy 7.3.7 Standard Conflict of Interest Code
 - ◆ Policy restates legal obligations imposed by state law.
- Council Policy 7.3.8 Postings of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings
 - ◆ Policy restates requirements of the Ralph M. Brown Act.

Council Policy Project Status



112

Active Policies

Adopted by City Council across all departments. Including Code of Ethics and LAPs



32%

Policies Updated in the Last Five (5) Years



8

Policy Updates in Progress

Being updated as part of Phase 2 of Work Plan Project (GO-37)



36%

Policies Updated if Approved by Council

44 out of the original 123 policies will have been reviewed in the past 5 years

Council Direction

Approve alternatives 1 through 8

1. Approve adoption of Council Policy 7.3.31 Council Action on Matters Outside Its Subject Matter Jurisdiction
2. Approve amendment of Council Policy 5.1.1 Socio-Economic — Goals and Policies
3. Approve amendment of Council Policy 7.3.11 Seating Arrangements/City Council
4. Approve amendment of Council Policy 7.4.1 Provision of Staff/Administrative Support to Councilmembers
5. Approve deletion of Council Policy 3.2.2 Reusable Diapers
6. Approve deletion of Council Policy Council Policy 3.7.2 Reduction of Carbon Dioxide Emissions from City Operations
7. Approve deletion of Council Policy 7.3.7 Standard Conflict of Interest Code
8. Approve deletion of Council Policy 7.3.8 Postings of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings



Thank you

Questions?