



City of Sunnyvale

Agenda Item-No Attachments (PDF)

File #: 15-0491, Version: 1

REPORT TO COUNCIL

SUBJECT

Approve Changes to Council Policies 7.4.5, 7.4.6, 7.4.7, and 7.4.8 in Council Policy Manual Chapter 7, Section 4 Regarding Council Support and Processes

BACKGROUND

At their November 25, 2014 meeting, Council approved a reorganization of the policies within Council Policy Manual, Chapter 7, Subsection 3, which govern support for Council, staff-Council communications, and Intergovernmental Relations (IGR) processes (7.3.2, 7.3.12, 7.3.13, and 7.3.28). This reorganization was necessary in order to make these policies easier to find and to use/navigate, and was accomplished by separating them into 16 separate policies within a new Subsection 4, and giving them titles that are more appropriate and concise.

As Council may recall, that reorganizing effort did not include changes to the content of the policies, except where necessary, such as references to other policy sections, which needed to be updated to reflect new section numbers or policy titles, etc.

With the creation of Subsection 4 now complete, staff is ready for the second phase of the policy upgrade process: changes to the content of each of the 16 specific policies within the new Subsection 4 in order to bring these in line with current practice.

This report presents for Council consideration the staff recommended changes in content to the following policies within Chapter 7, Subsection 4:

- 7.4.5 *Ceremonial Events*
- 7.4.6 *Council Announcements and Speeches*
- 7.4.7 *Council Correspondence*
- 7.4.8 *Mayor and Council Mail, AnswerPoint Email, and Meeting Packets*

EXISTING POLICY

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

N/A

DISCUSSION

Staff is proposing changes/edits within each of these policies within Chapter 7, Subsection 4 (7.4.5, 7.4.6, 7.4.7, and 7.4.8). These changes serve to address improved clarity, compliance with current practice, and recent Council direction regarding the content within these policies. An outline of the changes within each of these policies follows. Please also reference Attachments 1, 2, 3, and 4 for copies of the proposed text revisions for these policies.

- **7.4.5 Ceremonial Events (Attachment 1)**

The proposed edits to this policy are non-substantive, and include the following:

- Update to the policy purpose.
- Updates to references to other relevant Council policies.
- Additional minor edit for clarification.

- **7.4.6 Council Announcements and Speeches (Attachment 2)**

The proposed edits to this policy include the following:

- Update to the policy purpose.
- Updates to references to other relevant Council policies.
- Section I, *Council Announcements*: Updates to standard operating practice.

- **7.4.7 Council Correspondence (Attachment 3)**

The proposed edits to this policy are non-substantive, and include the following:

- Update to the policy purpose.
- Updates to references to other relevant Council policies.
- Additional minor edits for clarification.

- **7.4.8 Mayor and Council Mail, AnswerPoint Email, and Meeting Packets (Attachment 4)**

The proposed edits to this policy include the following:

- Update to the policy title.
- Update to the policy purpose.
- Updates to references to other relevant Council policies.
- Section I, *Mayor and Council Mail and AnswerPoint Email*: Update to standard operating practice regarding the processing of Mayor's hard-copy mail and AnswerPoint emails.
- Section II, *Council Mail and Meeting Packets*: Updates to standard packet delivery practices, including special arrangements prior to holidays.

Throughout 2015, staff will periodically return to Council with proposed changes to the remaining policies within Council Policy Manual, Chapter 7, Section 4. The next policies proposed to be edited and submitted for Council's consideration from winter 2015 through spring 2016 are Policies 7.4.9, *Receiving and Responding to Community Member Inquiries and Concerns*; 7.4.10, *Council Inquiries and Requests for Information*; and 7.4.11, *Council Files*.

FISCAL IMPACT

None.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

STAFF RECOMMENDATION

Approve proposed changes to Council Policies as recommended in Attachments 1, 2, 3, and 4 to the report.

Staff believes that these further clarifications will make the policies more useful to Councilmembers, members of the public, and staff.

Prepared by: Heidi Kirk, Executive Assistant to Council
Reviewed by: Yvette Blackford, Senior Management Analyst
Reviewed by: Robert A. Walker, Assistant City Manager
Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. *7.4.5 Ceremonial Events*
2. *7.4.6 Council Announcements and Speeches*
3. *7.4.7 Council Correspondence*
4. *7.4.8 Mayor and Council Mail, AnswerPoint Email, and Meeting Packets*