

COUNCIL POLICY MANUAL
LIST OF POLICIES
9/26/2006

		TITLE	
2-1 ADMINISTRATION AND GOVERNMENT			
1		0-1	Council Policy Manual
2		0-2	Suggestions for New or Increased Revenue Sources
3		0-3	Library Materials and Services
4		0-4	Consolidated Board and Commission Policies
			Section A: Appointments to Boards and Commissions (Previously 0-4)
			Section B: Appointment of City Employees and Council Assistants to Boards and Commissions (Previously 0-20)
			Section C: Involvement in the Legislative Process
			Section D: Political Involvement of Boards and Commissions, Committees and their Members
			Section E: Travel by Elected and Appointed City Officials. See also 9-5.
			Section F: Child Care Reimbursement, Meeting and Travel Expenses (Previously 1-7)
			Section G: Use of Council Chambers (Previously 7-2)
			Section H: Code of Ethics for Officials and Employees of the City of San Jose
			Section I: Board and Commission Referral System
5		0-6	Audits by City Auditor
6		0-7	Affirmative Action Plan
7		0-9	Proclamation of Days
8		0-10	General Task Forces and Committees
9		0-11	Council Resolution Policy
10		0-12	Council Referral System
11		0-13	Orientation of Candidates for Council
12		0-16	Sexual Harassment
13		0-17	Prayer at Council Meetings
14		0-18	Citizen Complaint Procedures
15		0-19	Preservation of Historical Records
16		0-21	Services to the Disabled
17		0-23	Policy Analysis Program
18		0-25	Local Preference Policy
21		0-28	Censure Policy
22		0-29	Public Private Competition
23		0-30	San Jose Schools and the City Collaborative
24		0-31	Council-Staff Interaction
25		0-32	Disclosure and sharing of Material Facts
			Public Records Policy and Protocol

COUNCIL POLICY MANUAL
LIST OF POLICIES
9/26/2006

				TITLE
1				FINANCE AND ACCOUNTING

26			1-1	Council Policy on Free Use of Convention and Cultural Facilities
27			1-2	Assistance to Non-Profit Organizations from San Jose Participating in Events of National Prominence
28			1-5	Fees for Publications, Materials, Printing and Duplicating
29			1-6	Parks and Recreation Priority for Expenditure of Tax Funds
30			1-7	See also 0-4, Section F.
31			1-8	City Fees for Community Projects for which Donations have been received
32			1-9	Open Market Purchase of Used Vehicles
33			1-10	Private Activity Bonds
34			1-11	City Participation in Regional Transportation
35			1-12	City of San Jose Investment Policy
36			1-13	Use of Recourse and Non-Recourse
37			1-14	Criteria and Guidelines for Bond Financing of Residential Development
38			1-15	Debt Management Policy
39			1-16	Multi-family Housing Revenue Bonds
40			1-17	Revenue Generating Policy
				Budget Reserves and Ending Fund Balance

2				MAINTENANCE AND OPERATION
----------	--	--	--	----------------------------------

41			2-1	Exhibition of National and State Flags from City Buildings - All Occasions
42			2-2	Criteria for Instillation of Traffic Signals
43			2-3	Instillation and Removal of Parking Meters
44			2-4	Council Office Space Acquisition/Modification
45			2-5	Temporary Use of City Equipment by Community Organizations
46			2-6	Inventory, Storage and Display of Gifts

3				PERSONNEL
----------	--	--	--	------------------

47			3-1	Volunteer Help for Park Improvement
48			3-2	Employee Safety

4				UTILITIES
----------	--	--	--	------------------

49			4-1	Energy Conservation
50			4-2	Streetlight Conversion

COUNCIL POLICY MANUAL
LIST OF POLICIES
9/26/2006

			TITLE
51		4-3	Outdoor Lighting on Private Developments
52		4-4	Source Reduction and Recycling Procurement
53		4-5	Pollution Prevention
54		4-6	Environmentally Preferable Procurement

5	PUBLIC SAFETY AND LAW ENFORCEMENT		
----------	--	--	--

55		5-1	Funeral Escort Services
56		5-2	Festivals, Parades and Celebrations
57		5-3	Transportation Level of Service
58		5-4	Alternate Traffic Mitigation Measures
59		5-6	Traffic Calming Policy for Residential Neighborhoods

6	PLANNING AND ZONING		
----------	----------------------------	--	--

60		6-1	Annexation by City of San José
61		6-2	Development Policy
62		6-3	Emergency Zoning
63		6-4	Billboards on City-Owned Land
64		6-5	Street Naming and Street Name Change
65		6-6	Interim Residential Uses Excluded in Industrial Areas
66		6-7	Prezoning
67		6-8	City Improvement of School Sites for Public Recreation
68		6-9	High Rise Development
69		6-10	Criteria for Review of Drive-Through Uses
70		6-11	Design Criteria for conversion of Residential Structures to Non-Residential Uses
71		6-12	Water Pollution Control Plant Growth Management Policy
72		6-13	City-Initiated Planned Development Zoning
73		6-14	Guidelines for Child Day Care
74		6-15	City Boundary Changes in Existing Urbanized Areas
75		6-16	Uses of Public Property
76		6-17	Criteria for Special Handling of Development Projects
77		6-18	Council-Initiated Rezoning to A-Agricultural District
78		6-19	Flat Lot Development in Single Family Neighborhoods
79		6-20	Land Use Policy for Monopoles and Cellular Telephone Facilities
80		6-21	Church Location Policy
81		6-22	Process and Criteria for Developing Specific Plans

COUNCIL POLICY MANUAL
LIST OF POLICIES
9/26/2006

		TITLE	
82		6-23	Guidelines for Evaluation of Nightclubs and Bars
83		6-24	Evaluation Criteria for High Density Housing near Rail Transit
84		6-25	Guidelines for Designation of City Historic Landmarks
85		6-26	Guidelines for Evaluation of Parking Lots
86		6-27	Evaluation of 24-hour Uses
87		6-28	School Facility Availability
88		6-29	Post Construction Urban Runoff Management
89		6-30	Public Outreach Policy
90		6-31	Uses of San Jose/Santa Clara Water Pollution Control Plant Lands

7 REAL PROPERTY

91		7-1	Below Market Rental Policy for Use of City-owned Land and Buildings by Non-Profit or Charitable
92		7-3	Disposition of Surplus City-owned Real Properties
93		7-4	Relocation Policy for Persons Displaced by Capital Improvement Programs
94		7-5	Naming of City-owned Land and Facilities
95		7-6	Sales Commissions, Real Estate
96		7-7	Williamson Act - Waiver or Deferral of Cancellation Fees
97		7-8	Long-term Use of City Parklands for Private Enterprise Purposes
98		7-9	Housing Property Acquisition Policy
99		7-10	Placement of Communication Facilities on City-Owned Land

8 ENGINEERING, CONTRACTION AND CONSTRUCTION

100		8-1	Criteria for the Installation of Stop Signs
101		8-2	Criteria for the Installation of Through Streets
102		8-3	Frontage Roads and Minor Streets Adjacent to Public Parks and Open Spaces
103		8-5	Minimum Park Development and Building Design Criteria
104		8-6	Utility Excavations
105		8-7	Sanitary Sewer Level of Service
106		8-8	Policy on Outreach for Minority and Women-owned Business Enterprise Participation in City Contracts
107		8-9	Remedial Installation of Soundwalls (formerly "Criteria for Installation of Sound Barriers")
108		8-10	Multi-Family Housing Mortgage
109		8-11	Use of Products Blown with Chlorofluorcarbon Compounds in City Building, Construction and Remodeling
110		8-12	Estimating Construction Costs and Developing of Project Budget
111		8-13	Green Building Policy

COUNCIL POLICY MANUAL
LIST OF POLICIES
9/26/2006

TITLE			
9	GENERAL		
112		9-1	Markers for Points of Interest
113		9-2	Off-Site Directional Signs for Public or Quasi-Public Facilities
114		9-3	Community Identification Signs
115		9-4	Installation of Parking Facility Guide Signs
116		9-5	Travel by Elected and Appointed City Officials See also 0-4, Section E
117		9-6	Service Station Permit Requirements
118		9-7	Swin Program Policy
119		9-8	Rate Review Process for Tow Car Services
120		9-9	Smoking in City-Owned Public Facilities
121		9-10	Expression of Council Sympathy upon the Death or Serious Illness of a Council Member or Member of
122		9-11	Arena Ticket Policy