

1.0	INTRODUCTION	1-1
1.1	STATEMENT OF PURPOSE (Adopted 6-13-95).....	1-1
1.2	PROCESS TO ADD, AMEND OR DELETE A BOARD POLICY (Adopted 6-13-95; Amended 5-15-97)	1-3
1.2.1	Origination of Policy	1-3
1.2.2	Amending or Deleting Policies	1-3
1.3	PURCHASE OF BOARD POLICY MANUAL (Adopted 6-13-95).....	1-6
2.0	POLICIES RELATING TO THE BOARD OF SUPERVISORS	2-1
2.1	SELECTION OF THE BOARD CHAIRPERSON AND VICE-CHAIRPERSON (Adopted 6-13-95; Amended 11-3-15).....	2-1
2.2	POLICY ESTABLISHING THE BOARD’S INTENDED PROCESS FOR FILLING A VACANCY ON BOARD OF SUPERVISORS OR IN ANOTHER COUNTY ELECTED OFFICE (Amended 6-22-04; Amended 8-3-04).....	2-1
2.2.1	Background and Purpose.....	2-1
2.2.2	Procedures When a Vacancy Occurs	2-2
2.3	TRAVEL OF THE BOARD OF SUPERVISORS (Revised July, 2003)	2-4
2.4	DISCLOSURE OF PUBLIC OFFICIALS’ CALENDARS (Adopted 8-13-13; Amended 9-10-13).....	2-4
2.5	APPROVAL OF CEREMONIAL COMMENDATIONS AND PROCLAMATIONS (Adopted 8-26-14).....	2-5
3.0	POLICIES RELATING TO ADMINISTRATION AND GENERAL GOVERNMENT	3-1
3.1	POLICIES GOVERNING ADVISORY BOARDS AND COMMISSIONS REGARDING LEGISLATIVE ACTIVITIES (Adopted 6-13-95; Amended 6-20-06; Amended 2-26-13; Amended 1-14-14)	3-1
3.2	OFF-SITE MEETINGS OF ADVISORY BOARDS AND COMMISSIONS (Adopted 6-12-95).....	3-2
3.3	BUDGETS FOR COMMISSION BUSINESS (Amended 1-14-03; Amended 3-14-17)	3-2
3.4	DISTRIBUTION OF AGENDA PACKET MATERIALS TO THE PUBLIC (Adopted 6-13-95; Amended 1-27-15).....	3-3
3.5	RESERVED (Section Deleted 11-1-16).....	3-3
3.6	OUTSIDE EMPLOYMENT POLICY (Adopted 10-28-86).....	3-3
3.7	POLICY ON WORKFORCE DIVERSITY (Adopted 1-12-93; Amended 3-14-17)	3-4
3.8	POLICY AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION (Adopted 8-5-03).....	3-6
3.9	POLICY ON SEXUAL HARASSMENT (Adopted 8-20-91).....	3-7
3.10	POLICY ON FARM WORKER EXPOSURE TO PESTICIDES (Adopted 8-10-93; Revised 11-4-03).....	3-9
3.11	OUTREACH TO DIVERSE BUSINESS ENTERPRISES (Adopted 12-11-94; Revised 11-15-16).....	3-9
3.12	POLICY ON PURCHASE OF RECYCLED PRODUCTS (Adopted 3-16-93; Deleted 10-8-13).....	3-11

3.13	PROCUREMENT POLICY ON “DEGRADABLE” PLASTIC PRODUCTS (Adopted 4-24-90; Deleted 10-8-13).....	3-11
3.14	POLICY ON WASTE REDUCTION AND RECYCLING IN COUNTY FACILITIES (Adopted 5-9-95; Deleted 10-8-13).....	3-11
3.15	SUBPOENAS OF INFORMATION ON PUBLIC ASSISTANCE RECIPIENTS (Adopted 5-1-79).....	3-11
3.16	LATE ADDITIONS AND INSERTIONS - BOARD AGENDA PACKETS (Adopted 9-29-98).....	3-11
3.17	CONTROLLED SUBSTANCE AND ALCOHOL TESTING POLICY (Adopted 8-29-95).....	3-12
3.18	WORKPLACE VIOLENCE PREVENTION POLICY (Adopted 9-26-95).....	3-12
	3.18.1 Introduction.....	3-12
	3.18.2 Types of Perpetrators.....	3-12
	3.18.3 Roles and Responsibilities.....	3-13
	3.18.4 Physical Security.....	3-14
	3.18.5 Training and Information.....	3-14
3.19	POLICY STATEMENT ON EXPENSE REIMBURSEMENT AND USE OF PUBLIC RESOURCES (Adopted 3-21-95; Amended 12-18-12; Amended 4-17-18; Amended 8-13-19).....	3-15
	3.19.1 Introduction.....	3-15
	3.19.2 Authorized Expenses In General.....	3-15
	3.19.3 Travel Policy.....	3-16
	3.19.4 Meal Policy (Non-Travel).....	3-17
	3.19.5 Procurement Card (P-Card) Policy.....	3-17
	3.19.6 Family Care Expense Reimbursement Policy for Members of County Brown Act Bodies.....	3-18
	3.19.7 Compliance with Laws.....	3-18
	3.19.8 Violation of the Policies Highlighted In This Statement.....	3-18
	3.19.9 Local Government Officials’ Ethics Training Requirement (AB 1234).....	3-18
3.20	OPEN DOOR ADMISSION POLICY AT VALLEY MEDICAL CENTER (Adopted 8-15-95).....	3-19
3.21	SANTA CLARA COUNTY PROTOCOL FOR FAMILY NOTIFICATION (Adopted 2-11-97).....	3-19
	3.21.1 Patient Identification.....	3-19
	3.21.2 Law Enforcement Investigations.....	3-20
	3.21.3 Family Notification.....	3-20
	3.21.4 Coroner Notification.....	3-20
	3.21.5 Law Enforcement Notification.....	3-21
	3.21.6 Patient or Employee Questioning by Law Enforcement Agencies.....	3-21
3.22	EMPLOYMENT SUPPORT POLICY ON ENTRY-LEVEL WORK OPPORTUNITIES (Adopted 12-16-97; Amended 3-8-22).....	3-21
3.23	DRINKING DRIVER PROGRAM SERVICES (Adopted 12-9-97).....	3-22
3.24	COUNTY FAIRGROUNDS POLICY (Adopted 5-12-98).....	3-23
	3.24.1 Good Neighbor Policy.....	3-23
	3.24.2 Entertainment Events at the County Fairgrounds (Adopted 2-6-01).....	3-24
3.25	POLICY RELATING TO CONFIDENTIALITY OF DOCUMENTS (Adopted 3-9-99; Amended 1-26-21).....	3-26
	3.25.1 Introduction.....	3-26

3.25.2	Policy	3-26
3.25.3	Confidential Documents - Definitions and Discussion	3-27
3.25.4	Designation of Staff Authorized to Receive Confidential Information.....	3-31
3.26	POLICY SPECIFYING CRITERIA AND PROCEDURES FOR PROCESSING OFF-CYCLE FUNDING REQUESTS FROM COMMUNITY-BASED ORGANIZATIONS (CBOs) (Adopted 12-8-98; Amended 5-25-99)	3-32
3.26.1	Criteria for Off-Cycle Funding.....	3-32
3.26.2	Procedures for Use of the Criteria.....	3-33
3.27	POLICY REGARDING COUNTY COUNSEL REVIEW OF DOCUMENTS AND TRANSACTIONS; PARTICIPATION IN CONTESTED MATTERS (Adopted 1-12-99; Amended 8-27-02; Amended 12-13-11; Amended 1-26-21)	3-34
3.27.1	Document Review	3-34
3.27.2	Timing of Review	3-34
3.27.3	Training	3-35
3.27.4	Involvement in Negotiation of Contracts and Other Transactions	3-35
3.27.5	Involvement in Contested Matters	3-35
3.27.6	Involvement in Written Responses to State and Federal Investigative Agencies	3-36
3.28	POLICY ON TIME CERTAIN FOR REPORTS BACK TO THE BOARD AFTER REFERRAL HAS BEEN MADE (Amended 12-17-02; Amended 3-23-04)	3-36
3.29	POLICY RELATING TO USE OF DOUBLE-SIDED COPYING IN COUNTY FACILITIES (Adopted 4-6-99; Deleted 10-8-13)	3-37
3.30	EARLY CHILDHOOD DEVELOPMENT COLLABORATIVE SHALL BE AN ADVISORY COMMITTEE TO THE COUNTY CHILDREN AND FAMILIES FIRST COMMISSION (Adopted 3-23-99).....	3-37
3.31	USE OF SPECIFIC CRITERIA TO MAKE APPOINTMENTS TO THE COUNTY CHILDREN AND FAMILIES FIRST COMMISSION (Adopted 3-23-99)	3-37
3.32	CODE OF ETHICAL CONDUCT (Adopted 5-9-00)	3-41
3.33	GUIDELINES FOR CONSIDERING ISSUES WHICH HAVE NATIONAL AND INTERNATIONAL IMPLICATIONS (Approved 1-25-00; Amended 6-20-06; Amended 2-26-13; Amended 1-14-14).....	3-42
3.34	FORM AND CONTENT OF MINUTES OF COUNTY LEGISLATIVE BODIES (Adopted 2-27-01; Amended 2-10-09; Amended 11-22-11; Amended 6-9-15; Amended 4-12-16)..	3-43
3.34.1	Content of Minutes.....	3-44
3.34.2	Content of Other Legislative Body Meeting Minutes	3-44
3.34.3	Form of Minutes	3-46
3.34.4	Availability to the Public.....	3-47
3.35	MANAGEMENT AUDITOR POLICY (Adopted 6-26-01; Amended 4-5-05; Amended 5-25-10).....	3-47
3.35.1	Policy Statement.....	3-47
3.35.2	Management Auditor Duties	3-47
3.35.3	Management Auditor Performance Expectations.....	3-48
3.35.4	Agency/Department Performance Expectations	3-48
3.35.5	Monitoring Implementation	3-49
3.35.6	Management Auditor Evaluation.....	3-49
3.36	E-MAIL POLICY (Adopted 4-10-01).....	3-50
3.36.1	Appropriate Use of E-Mail.....	3-50
3.36.2	Access to Messages	3-51
3.36.3	Retention Policy	3-51

3.36.4	Enforcement.....	3-51
3.37	INTERNET USAGE POLICY (Adopted 4-10-01).....	3-51
3.37.1	Appropriate Internet Use	3-52
3.37.2	Access to Usage Records.....	3-52
3.37.3	Enforcement.....	3-53
3.38	RECOGNIZING THE CONSULAR IDENTIFICATION ISSUED BY THE MEXICAN AND OTHER FOREIGN GOVERNMENTS AS OFFICIAL IDENTIFICATION (Adopted 8-6-02).....	3-53
3.39	SISTER COUNTY COMMISSIONS (Adopted 1-14-03)	3-54
3.40	GENERAL POLICY RELATING TO THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) (Adopted 2-25-03; Amended 8-31-04)....	3-56
3.41	DEVELOPING AND PRODUCING INFORMATION FOR THE PUBLIC REGARDING BOARDS AND COMMISSIONS (Adopted 11-15-05; Amended 12-12-06).....	3-57
3.42	SUBSCRIPTION SERVICE FOR TRANSMITTING REQUESTED COUNTY INFORMATION VIA US MAIL (Adopted 3-16-04).....	3-59
3.43	ARCHIVE POLICY (Adopted 9-14-04).....	3-60
3.44	USE OF COUNTY FACILITIES (Adopted 3-1-05; Amended 3-26-13; Amended 5-14-13; Amended 1-10-17).....	3-60
3.45	NUTRITIONAL POLICY RELATING TO VENDING MACHINE PRODUCTS AND COUNTY-SPONSORED MEETINGS AND EVENTS (Adopted 11-15-05)	3-65
3.45.1	Nutrition Standards Relating to Vending Machine Products	3-65
3.45.2	County Sponsored Meetings and Events	3-66
3.46	CORPORATE SPONSORSHIP, MARKETING AND ADVERTISING POLICY (Adopted 6-19-07; Amended 12-14-10).....	3-66
3.47	NO SMOKING POLICY (Adopted 4-7-09; Amended 3-25-14)	3-73
3.48	COUNTY DISTRIBUTION OF TICKETS OR PASSES (Adopted 10-6-09; Amended 4-5-11; Amended 4-10-12; Amended 4-12-16)	3-75
3.48.1	Definitions	3-75
3.48.2	Applicability	3-76
3.48.3	Public Purpose	3-76
3.48.4	Exemptions to Policy	3-77
3.48.5	Procedures for Distribution and Reporting.....	3-77
3.49	SPONSORSHIP OF COUNTY-PRESENTED EVENTS (Adopted 1-12-10).....	3-82
3.50	REPORTING OF IMPROPER GOVERNMENT ACTIVITY (Adopted 4-13-10; Amended 12-5-17; Amended 2-25-20)	3-82
3.50.1	Reporting Procedures.....	3-84
3.50.2	Receipt and Processing of Complaints	3-84
3.50.3	Investigation of Complaints.....	3-84
3.50.4	Disposition of Complaints	3-85
3.50.5	Reporting of Complaints and Investigations	3-85
3.51	POLICY TO PROTECT YOUTH (Adopted 5-11-10)	3-86
3.52	COMPREHENSIVE VEHICLE POLICY (Adopted 6-22-10; Amended 10-25-11; Amended 9-10-13; Amended 10-7-14)	3-86
3.52.1	Policy Overview	3-86
3.52.1.1	Applicability	3-86
3.52.1.2	Definitions	3-86

3.52.1.3	Purpose	3-87
3.52.1.4	Other Policies/Procedures	3-87
3.52.1.5	Management Responsibilities	3-88
3.52.2	Vehicle Acquisition/Replacement, Leases, Rentals, Outfitting, Modifications, and Disposal	3-91
3.52.2.1	Fleet Rightsizing, Acquisition, Outfitting, Disposal	3-91
3.52.2.2	Vehicle Leases	3-93
3.52.2.3	Month-to-Month Rentals	3-93
3.52.2.4	Short-Term Rentals	3-93
3.52.2.5	Other Sources of Motor Vehicles	3-93
3.52.2.6	Modification of Vehicles	3-93
3.52.2.7	Identification and Marking of Motor Vehicles	3-94
3.52.3	Operations, Maintenance, Repair, and Fueling	3-94
3.52.3.1	General Operations Requirements	3-94
3.52.3.2	County Driver Requirements	3-96
3.52.3.3	Driver Selection, Training, Driver Responsibility Statement	3-98
3.52.3.4	Official Use of Vehicles	3-99
3.52.3.5	Assigned Take-Home Vehicles	3-100
3.52.3.6	On-Call County Employees	3-101
3.52.3.7	Business Use of Private Vehicles	3-101
3.52.3.8	Use of Vehicles by Other Agencies	3-102
3.52.3.9	Contractor Operated Vehicles	3-103
3.52.3.10	Maintenance and Repair	3-103
3.52.3.11	Private Vehicles	3-104
3.52.3.12	Fueling	3-104
3.52.3.13	Anti-Idle	3-105
3.52.3.14	Telematics	3-105
3.52.3.15	Travel Authorization Requirements	3-105
3.52.3.16	Safety, Accident Prevention, and Accident / Loss / Damage Reporting	3-106
3.52.3.17	Citations	3-107
3.52.4	Penalties for Misuse, Neglect, and At-Fault Accidents	3-108
3.52.5	Cost Accounting and Management Reporting.....	3-108
3.52.6	Appendix A - Annual Vehicle Plan.....	3-108
3.52.7	Appendix B - Vehicle Review Criteria.....	3-110
3.52.8	Appendix C - Anti-Idle Policy Purpose.....	3-112
3.53	DESIRED CHARACTERISTICS OF CANDIDATES FOR APPOINTMENT TO THE ASSESSMENT APPEALS BOARD AND VALUE HEARING OFFICERS (Adopted 1-11-11).....	3-114
3.53.1	Appointment of Members to the Assessment Appeals Board	3-114
3.53.2	Appointment of Value Hearing Officers.....	3-115
3.54	COOPERATION WITH U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (Adopted 10-18-11; Amended 6-4-19).....	3-115
3.55	DEFENDING PROFESSIONALLY LICENSED EMPLOYEES IN ADMINISTRATIVE PROCEEDINGS (Adopted 10-25-11)	3-116
3.55.1	Policy.....	3-116
3.55.2	Procedures	3-117
3.56	LITIGATION HOLD POLICY (Adopted 2-28-12).....	3-122
3.56.1	Purpose	3-122
3.56.2	Background	3-122
3.56.3	Scope	3-122
3.56.4	Definitions.....	3-122

3.56.5	Policy	3-123
3.57	SANTA CLARA COUNTY RECORD RETENTION AND DESTRUCTION POLICY (Adopted 2-10-15)	3-125
3.57.1	Purpose	3-125
3.57.2	Definitions	3-125
3.57.3	Background.....	3-127
3.57.4	Scope of Policy	3-128
3.57.5	Policy	3-128
3.58	LANGUAGE ACCESS (Adopted 3-24-15)	3-134
3.59	LACTATION ACCOMMODATION (Adopted 4-21-15)	3-135
3.60	POSTING OF BAIL AGENT AND CRIMINAL DEFENSE ATTORNEY INFORMATION IN COUNTY JAILS (Adopted 11-1-16)	3-138
3.61	MEDICAL EXAMINER-CORONER'S OFFICE DETERMINATIONS OF MANNER AND CAUSE OF DEATH (Adopted 12-6-16)	3-141
3.62	RESTROOM ACCESS (Adopted 3-14-17)	3-142
3.63	AUTOMATIC RECOUNTS IN LOCAL RACES (Adopted 2-27-18)	3-143
3.64	POLICY ON THE OFFICE OF CORRECTION AND LAW ENFORCEMENT MONITORING (Adopted 4-17-18)	3-143
3.64.1	Selection of the Monitor	3-143
3.64.2	Contract Oversight.....	3-144
3.64.3	Development of Work Plans; Mission Alignment	3-144
3.64.4	Reporting to the Board and Public.....	3-145
3.64.5	Measuring Effectiveness.....	3-145
3.65	PROHIBITION ON BULLYING IN YOUTH-FACING DEPARTMENTS AND PROGRAMS (Adopted 6-19-18)	3-145
3.66	POLICY ON ORGANIZATIONAL HEALTH AND WELL-BEING (Adopted 11-6-18)	3-146
3.66.1	Purpose	3-146
3.66.2	Practice	3-146
3.67	COUNTY BLOOD DONATION EVENT SERVICES (Adopted 12-18-18).....	3-147
3.68	DONATIONS AND SPONSORSHIPS USING COUNTY ASSETS (Adopted 8-27-19, Amended 4-20-21).....	3-149
3.68.1	Purpose	3-149
3.68.2	Definitions	3-149
3.68.3	Restrictions on County Donations and Sponsorships.....	3-149
3.68.4	Additional Criteria When Initiated by a Board Member	3-150
3.68.5	Exclusions to Policy	3-150
3.69	REQUIREMENTS FOR BOARDS' AND COMMISSIONS' EXEMPTION REGARDING FREQUENCY OF MEETINGS (Adopted 12-18-18).....	3-151
3.70	POLICY REGARDING PUBLIC RECORDS REQUESTS (Adopted 2-25-2020)	3-152
3.70.1	Designated Office for Coordinating Public Records Requests.....	3-152
3.70.2	Receipt of Requests for Records.....	3-153
3.70.3	Department CPRA Coordinators	3-153
3.70.4	Routine and Non-Routine Records Requests	3-153
3.70.5	Responsibilities of the Office of the County Counsel and Department CPRA Coordinators	3-154
3.70.6	Administrative Policies and Implementing Guidelines	3-155

3.71	GENDER-INCLUSIVE LANGUAGE (Adopted 12-07-21).....	3-155
3.72	LOCAL VOTER RIGHTS ACT POLICY (Adopted 3-8-22).....	3-156
4.0	FISCAL AND BUDGET POLICIES (Adopted 1982)	4-1
4.1	APPROPRIATION POLICY (Adopted January, 1982).....	4-1
4.1.1	Retiree Health Program Unfunded Liability (Adopted 6-19-98).....	4-1
4.2	REVENUE POLICY.....	4-1
4.2.1	Revenue Policy Relating to Investments.....	4-1
4.3	CONTINGENCY RESERVE POLICY (Adopted 1984; Amended FY 1991; Amended 6-19-98; Amended 5-25-99; Amended 1-11-00; Amended 2-10-04).....	4-1
4.4	POLICY ON USE OF ONE-TIME FUNDS (Adopted 1982)	4-2
4.5	SALARY SAVINGS POLICY (Amended 3-11-03)	4-3
4.6	POLICIES ON USE OF FUND BALANCE.....	4-3
4.7	DEBT POLICIES (Amended 9-23-03; Amended 9-26-06; Amended 9-26-17).....	4-3
4.7.1	Debt Management Policy (Adopted 9-23-03; Amended 9-26-17).....	4-3
4.7.1.1	Debt Management Goals and Objectives	4-4
4.7.1.2	General Provisions	4-4
4.7.1.3	Purposes For Which Debt May be Issued	4-7
4.7.1.4	Debt Issuance	4-7
4.7.1.5	Debt Administration	4-9
4.7.1.6	Compliance with Internal Control Procedures	4-10
4.7.2	Interest Rate Swap Policy (Swap Policy) (Adopted 9-26-06).....	4-10
4.7.2.1	Purposes for Interest Rate Risk Mitigation Products	4-11
4.7.2.2	No Speculation	4-11
4.7.2.3	Form of Swap Agreements	4-11
4.7.2.4	Professional Assistance	4-11
4.7.2.5	Method of Sale	4-11
4.7.2.6	Aspects of Risk Exposure	4-12
4.7.2.7	Counterparty Credit Standards	4-12
4.7.2.8	Collateralization on Downgrade	4-12
4.7.2.9	Refunding	4-12
4.7.2.10	Debt Portfolio Distribution	4-13
4.7.2.11	Termination	4-13
4.7.2.12	Legality	4-13
4.7.2.13	Responsibilities	4-13
4.7.2.14	Monitoring and Reporting	4-14
4.8	TREASURY INVESTMENT POLICY (Adopted 3-17-98; Amended 12-14-99; Amended 12-12-00; Amended 2-6-01; Amended 1-29-02; Amended 1-11-11; Amended 4-10-12; Amended 12-17-13; Amended 1-13-15; Amended 6-21-16; Amended 4-17-18; Amended 5-7-19; Amended 4-21-20).....	4-15
4.8.1	Statement of Intent	4-15
4.8.2	Scope	4-15
4.8.3	Objectives.....	4-15
4.8.4	Standards of Care	4-17
4.8.5	Authorized Financial Dealers and Institutions	4-18
4.8.6	County Treasury Oversight Committee.....	4-19
4.8.7	Eligible, Authorized and Suitable Investments	4-20
4.8.8	Maximum Maturity	4-26
4.8.9	Segregated Investments (excludes Commingled Funds).....	4-26
4.8.10	Safekeeping and Custody	4-26

4.8.11	Internal Controls and Accounting	4-28
4.8.12	Reporting	4-28
4.8.13	Investment Policy Adoption	4-30
4.8.14	Voluntary Participants	4-30
4.8.14.1	Temporary Loans to Pool Participants	4-30
4.8.15	Withdrawal of Funds by Voluntary Participants	4-31
4.8.16	Warranties	4-32
4.9	MANUFACTURING PERSONAL PROPERTY TAX REBATE SANTA CLARA COUNTY GROWTH AND JOB CREATION POLICY (Adopted 9-19-95)	4-32
4.9.1	Eligibility	4-32
4.9.2	Application	4-33
4.9.3	Approval	4-34
4.9.4	Manufacturing Personal Property Tax Rebate Criteria	4-34
4.9.5	Accountability Criteria	4-35
4.10	CAPITAL OUTLAY POLICY (Adopted 9-23-97; Amended 12-5-06)	4-35
4.10.1	Capital Budget Concept Paper Phase	4-35
4.10.2	Capital Budget Proposal (CBP)	4-35
4.10.3	Capital Budget Proposal and 10-Year Plan (Amended 12-5-06)	4-35
4.10.4	Preparation and Submission of County's 10-Year Plan and Budget Submission Phase (Amended 12-5-06)	4-36
4.10.5	Board of Supervisors Review and Approval Phase (Amended 12-5-06)	4-36
4.11	POLICY FOR PLANNING, REPORTING, AND FINANCING CAPITAL PROJECTS (Adopted 3-10-98; Amended 2-26-08)	4-36
4.11.1	Reporting Capital Projects in the 10-Year Capital Improvement Plan	4-37
4.11.2	Capital Projects Descriptions	4-38
4.11.3	Preventative / Corrective Maintenance Projects (Amended 6-19-98)	4-38
4.11.4	Life Cycle Replacement / Major Maintenance Projects	4-39
4.11.5	Special Program Projects	4-39
4.11.6	New Construction / Alteration Projects (Amended 9-10-13)	4-39
4.12	POLICY REGARDING CALCULATION OF THE RETIREMENT LEVY (Adopted 6-14-99)	4-40
4.13	TAX LOSS RESERVE FUND (Adopted 11-9-99; Amended 10-28-03)	4-41
4.14	BUDGETARY CONTROL OF CAPITAL PROJECTS (Adopted 1-14-03; Amended 1-13-04; Amended 12-6-05; Amended 12-5-06; Amended 2-26-08)	4-41
4.14.1	General Capital Funding Guidelines	4-41
4.14.2	Budgetary Control and Reporting of the Facilities and Fleet (FAF) and Santa Clara Valley Medial Center (SCVMC) Capital Funds (Amended 12-7-04)	4-41
4.15	SELF-INSURANCE FUNDING POLICIES (Adopted 3-11-03; Amended 6-19-15)	4-46
4.16	TOBACCO SETTLEMENT REVENUES (Adopted 11-18-03)	4-46
4.17	FISCAL CONTROLS ON REPLACEMENT AND PURCHASE OF INFORMATION TECHNOLOGY ASSETS [Interim Policy Applicable for Fiscal Year 05] (Adopted 12-9-03)	4-47
4.17.1	Purpose	4-47
4.17.2	General Requirements	4-47
4.17.3	Replacement Criteria Applicable to Specific Equipment	4-47
4.18	USE OF EXTRA HELP AND OVERTIME (Adopted 2-10-04)	4-49
4.19	INFORMATION TECHNOLOGY (IT) CAPITAL INVESTMENT POLICY (Adopted 12-6-05)	4-49
4.19.1	Biennial Three-Year IT Plan Submission for Board Review and Acceptance	4-50

4.19.2	IT Governance Structure	4-50
4.19.3	IT Capital Funding Review of General Funded IT Projects and Agencies and Departments Reporting to the FGOC	4-51
4.19.4	Board of Supervisors Review and Approval	4-51
4.19.5	IT Capital Project Quarterly Status Report for Review and Acceptance by the Board of Supervisors.....	4-51
4.20	TEN-YEAR FLEET PLAN (Adopted 1-23-07; Repealed 6-22-10).....	4-52
4.21	CAP ON BUDGET INVENTORY ITEMS (Adopted 5-12-20)	4-52
4.22	VACANT POSITIONS POLICY (Adopted 6-19-15).....	4-52
4.23	CHILDREN'S BUDGET (Adopted 2-11-20).....	4-52
4.23.1	Board Priorities Related to the Children's Budget.....	4-53
5.0	POLICIES ON SOLICITING AND CONTRACTING (Adopted 2-28-12; Amended 11-26-13; Amended 11-17-15)	5-1
5.1	INTRODUCTION.....	5-1
5.2	CONFLICTS OF INTEREST, DISCLOSURE AND DISQUALIFICATION REQUIREMENTS AND ETHICAL BUSINESS PRACTICES	5-2
5.2.1	Overview	5-2
5.2.2	Policy.....	5-2
5.2.3	Background	5-2
5.2.4	Purpose	5-2
5.2.5	Application of the Policy.....	5-2
5.2.5.1	Conflicts of Interest, Disclosure and Disqualification Requirements ...	5-2
5.2.5.2	Ethical and Best Business Practices	5-3
5.2.5.3	Compliance with Policy	5-4
5.2.6	Applicable Legal Authority	5-5
5.3	CONTRACTING AUTHORITY	5-5
5.3.1	Overview	5-5
5.3.2	Policy.....	5-5
5.3.3	Background	5-5
5.3.4	Purpose	5-5
5.3.5	Application of the Policy.....	5-5
5.3.5.1	Authority of the Board (Amended 5-7-19)	5-5
5.3.5.2	Authority of Director of Procurement (Amended 5-7-19)	5-7
5.3.5.3	Delegated Authority to Agencies / Departments	5-9
5.3.6	Applicable Legal Authority	5-9
5.4	COUNTY CONTRACTING ACTIVITIES (Amended 5-19-15).....	5-9
5.4.1	Overview	5-9
5.4.2	Policy.....	5-10
5.4.3	Background	5-10
5.4.4	Purpose	5-10
5.4.5	Application of the Policy.....	5-10
5.4.5.1	Definitions	5-10
5.4.5.2	Types of County Contracts	5-12
5.4.5.3	Form of County Contracts	5-12
5.4.5.4	Length of Term of Contracts	5-12
5.4.5.5	Monitoring, Administration, and Evaluation of Contracts	5-14
5.4.5.6	Contract Payment Terms	5-14
5.4.5.7	Contract Coordination	5-14

5.4.6	Applicable Legal Authority	5-14
5.5	GENERAL CONTRACT POLICIES AND PROVISIONS (Amended 11-4-14; Amended 12-16-14; Amended 12-13-16; Amended 3-14-17)	5-15
5.5.1	Overview	5-15
5.5.2	Policy	5-15
5.5.3	Background	5-15
5.5.4	Purpose	5-15
5.5.5	Application of the Policy	5-15
5.5.5.1	Legal Review by County Counsel	5-15
5.5.5.2	Contract Review	5-16
5.5.5.3	Mandatory Contract Provisions	5-16
5.5.5.4	Mandatory Policy Provisions	5-16
5.5.5.5	Living Wage Provisions in County Contracts (Adopted 12-16-14; Amended 12-13-16)	5-18
5.5.5.6	Contract Execution	5-21
5.5.6	Applicable Legal Authority	5-22
5.6	PROCUREMENT PROCESS (Amended 5-19-15, Amended 3-19-19)	5-22
5.6.1	Overview	5-22
5.6.2	Policy	5-22
5.6.3	Background	5-22
5.6.4	Purpose	5-23
5.6.5	Application of the Policy	5-23
5.6.5.1	Solicitation Process (Amended 5-7-19; Amended 8-27-19; Amended 6-23-20; Amended 9-1-20; Amended 3-1-22)	5-23
5.6.5.2	Local Preference Policy	5-32
5.6.5.3	Protest Process	5-33
5.6.5.4	California Public Records Act	5-33
5.6.6	Applicable Legal Authority	5-33
5.7	PUBLIC WORKS CONTRACTS	5-33
5.7.1	Overview	5-33
5.7.2	Policy	5-33
5.7.3	Background	5-34
5.7.4	Purpose	5-34
5.7.5	Application of the Policy	5-34
5.7.5.1	Authority	5-34
5.7.5.2	Method(s) of Solicitation (Amended 10-8-19)	5-34
5.7.5.3	Contractor Prequalification	5-35
5.7.5.4	Project Labor Agreements (Amended 4-26-16)	5-36
5.7.5.5	Conflict of Interest Policy for Design-Build Projects (Adopted 10-8-19)	5-37
5.7.5.6	Best Value Construction Policies and Procedures; Conflict of Interest Policy (Adopted 6-23-20)	5-37
5.7.6	Applicable Legal Authority	5-40
5.8	ARCHITECT-ENGINEERS-CONSTRUCTION PROJECT MANAGEMENT AND OTHER RELATED CONTRACTS	5-40
5.8.1	Overview	5-40
5.8.2	Policy	5-40
5.8.3	Background	5-40
5.8.4	Purpose	5-41
5.8.5	Application of the Policy	5-41
5.8.5.1	Authority	5-41
5.8.5.2	Method(s) of Solicitation	5-41

5.8.6	Applicable Legal Authority	5-42
5.9	REAL PROPERTY, FRANCHISE AND CONCESSION CONTRACTS (Adopted 2-28-12; Amended 3-16-12; Amended 9-10-13; Amended 6-24-14; Amended 8-5-14).....	5-43
5.9.1	Overview	5-43
5.9.2	Policy.....	5-43
5.9.3	Background	5-43
5.9.4	Purpose	5-43
5.9.5	Application of the Policy.....	5-43
5.9.5.1	Leases or Rentals	5-43
5.9.5.2	Franchise or Concessions	5-46
5.9.5.3	Authority	5-47
5.9.5.4	Method(s) of Solicitation	5-47
5.9.5.5	Use of Commercially Licensed Real Estate Brokers and Agents	5-48
5.9.5.5.1	Payment of Commission by County to Buyer's Agent ...	5-48
5.9.5.5.2	Payment of Commission by County to County's Agent.....	5-48
5.9.5.5.3	Payment of Commission by Third Party	5-48
5.9.5.5.4	Real Estate Broker Selection	5-48
5.9.5.6	Below Fair Market Value (Amended 12-8-15)	5-49
5.9.5.7	Uses of Property Not Belonging to County (Adopted 12-8-15)	5-51
5.9.6	Guidelines/Procedures.....	5-51
5.9.7	Applicable Legal Authority	5-51
5.10	[RESERVED].....	5-52
5.11	INFORMATION TECHNOLOGY (IT) PRODUCT AND SERVICE CONTRACTS.....	5-52
5.11.1	Overview	5-52
5.11.2	Policy.....	5-52
5.11.3	Background	5-52
5.11.4	Purpose	5-53
5.11.5	Application of the Policy.....	5-53
5.11.5.1	Administration	5-53
5.11.5.2	Method(s) of Solicitation	5-54
5.11.6	Applicable Legal Authority	5-54
5.12	LEGAL SERVICES CONTRACT.....	5-54
5.12.1	Overview	5-54
5.12.2	Policy.....	5-54
5.12.3	Background	5-54
5.12.4	Purpose	5-55
5.12.5	Application of Policy.....	5-55
5.12.5.1	Approval Process	5-55
5.12.5.2	Pro Bono Policy	5-55
5.12.6	Applicable Legal Authority	5-56
5.13	CONTRACTING WITH INDIVIDUALS (Amended 5-19-15).....	5-56
5.13.1	Overview	5-56
5.13.2	Policy.....	5-56
5.13.3	Background	5-57
5.13.4	Purpose	5-57
5.13.5	Application of Policy.....	5-57
5.13.5.1	Contract Employee vs. Independent Contractor	5-57
5.13.5.2	Solicitation/Approval Process	5-57
5.13.6	Applicable Legal Authority	5-57
5.14	CONTRACTING DURING AN EMERGENCY	5-58

5.14.1	Overview.....	5-58
5.14.2	Policy	5-58
5.14.3	Background.....	5-58
5.14.4	Purpose	5-58
5.14.5	Application of Policy	5-58
5.14.6	Applicable Legal Authority	5-58
5.15	SUSTAINABLE PURCHASING POLICY (Adopted 12-7-21)	5-59
6.0	LEGISLATIVE POLICIES.....	6-1
6.1	CURRENT YEAR LEGISLATIVE POLICIES.....	6-1
6.2	LEGISLATIVE COMMITTEE PROCEDURES (Adopted May, 1997; Amended 2-26-13; Amended 1-14-14)	6-1
7.0	POLICIES ON LAND USE AND ENVIRONMENT	7-1
7.1	TREE PRESERVATION POLICIES.....	7-1
7.2	POLICIES ON THE NAMING OF STREETS (Adopted 5-1-84; Amended 4-19-05)	7-1
7.3	EMINENT DOMAIN POLICY (Adopted 3-6-90)	7-5
7.4	NAMING OF PARKS (Adopted 10-31-95; Amended 12-6-11)	7-8
7.4.1	Naming Parklands Policy	7-8
7.4.2	Process for Total Park Naming	7-8
7.4.3	Process of Trail and Special Feature Naming.....	7-9
7.4.4	Special Considerations.....	7-9
7.5	POLICY ON THE NAMING OR RE-NAMING OF COUNTY-OWNED FACILITIES (Adopted 10-31-95)	7-9
7.6	LEASE PREPARATION AND MONITORING POLICY FOR COUNTY PARKS (Adopted 9-23-97; Amended 12-9-08; Amended 7-30-12; Amended 5-14-13).....	7-11
7.6.1	Administration and Monitoring Procedures	7-11
7.7	BOND PREEMPTION POLICY (Adopted 6-23-80)	7-14
7.8	SURPLUS LAND POLICY - Also known as leasing or selling County-owned lands (Adopted 10-20-98; Amended 3-30-99; Amended 9-28-04; Amended 6-24-08; Amended 5-14-13)	7-15
7.9	RUBBERIZED ASPHALT PAVING POLICY (Adopted on interim 9-29-98; Amended 8- 31-99; Deleted 10-8-13)	7-18
7.10	ENERGY EFFICIENCY STANDARDS FOR NEW BUILDING DESIGNS, FACILITY LEASES, EQUIPMENT, AND EXPLORATION OF SOLAR ENERGY AND OTHER RENEWABLE RESOURCES (Adopted 12-10-02).....	7-18
7.11	VEHICLE PROCUREMENT - LOW EMISSION VEHICLES (Adopted 2-10-04; Amended 3-27-07).....	7-18
7.12	ROAD MAINTENANCE DISTRICTS (RMD) (Adopted 9-26-06)	7-19
7.13	PROCUREMENT, MANAGEMENT AND DISPOSAL OF ELECTRONIC PRODUCTS (Adopted 2-28-06)	7-20
7.14	GREEN BUILDING POLICY FOR COUNTY GOVERNMENT BUILDINGS (Adopted 4-25-06; Amended 9-29-09)	7-22
7.14.1	Background.....	7-22
7.14.2	Policy	7-23
7.14.3	Specific Requirements (Amended 11-5-13; Amended 5-13-14)	7-23

7.14.4	Operation and Maintenance.....	7-27
7.14.5	Commercial Interiors.....	7-27
7.14.6	Education.....	7-27
7.15	RECOGNITION OF PARK DONATIONS OR SIGNIFICANT CONTRIBUTION OF PARK SERVICE (Adopted 12-6-11).....	7-27
7.15.1	Acceptance of Contributions	7-27
7.16	MONUMENTS ON COUNTY PROPERTY (Adopted 6-19-12).....	7-28
7.17	PROCEDURES FOR CONSULTANTS TO PREPARE ENVIRONMENTAL DOCUMENTS FOR PRIVATE PROJECTS IN SANTA CLARA COUNTY (Adopted 12-15-15).....	7-31
7.18	ONE PERCENT FOR PUBLIC ART (Adopted 5-1-18, Amended 10-20-20)	7-32
7.18.1	Purpose	7-32
7.18.2	Public Art Policy	7-32
7.18.3	Exclusions	7-32
7.18.4	Selection of Artwork	7-33
7.19	TEMPORARY EXHIBITION OF ARTWORKS AT COUNTY FACILITIES (Adopted 5-1-18).....	7-33
7.19.1	Purpose	7-33
7.19.2	Temporary Exhibition Of Artworks At County Facilities	7-33
7.19.3	Criteria For Temporary Exhibitions At County Facilities	7-34
8.0	POLICIES ON SUSTAINABILITY	8-1
8.1	SUSTAINABILITY (Adopted 4-27-10; Amended 6-22-21)	8-1
8.2	ZERO WASTE EVENTS (Adopted 5-24-11).....	8-2
8.3	GREEN CLEANING POLICY (Adopted 9-10-13).....	8-3
8.4	ZERO WASTE POLICY FOR COUNTY FACILITIES AND OPERATIONS (Adopted 10-8-13).....	8-4
8.5	SUSTAINABLE LANDSCAPING POLICY (Adopted 3-22-16)	8-6
INDEX	INDEX-1	

