



City of Sunnyvale

Notice and Agenda

City Council

Tuesday, May 22, 2018

5:30 PM

Council Chambers, City Hall, 456 W. Olive
Ave., Sunnyvale, CA 94086

**Special Meeting: Joint Study Session of Council with Parks and Recreation
Commission- 5:30 PM | Special Meeting- 6:30 PM | Regular Meeting- 7 PM**

5:30 P.M. SPECIAL JOINT COUNCIL AND PARKS AND RECREATION COMMISSION MEETING (Study Session)

- 1 Call to Order in the Council Chambers (Open to the Public)**
- 2 Roll Call**
- 3 Public Comment**
- 4 Study Session**

[18-0372](#)

Joint Study Session of City Council and Parks and Recreation Commission regarding proposed (1) ordinance amending Chapter 2.07 (Purchase, Sale or Lease of Real Property) of the Sunnyvale Municipal Code to add special requirements for approval of certain agreements involving publicly accessible recreation and city service properties; and (2) resolution designating specific publicly accessible recreation and city service properties subject to the new approval requirements of Chapter 2.07

- 5 Adjourn Special Meeting**

6:30 P.M. SPECIAL COUNCIL MEETING

- 1 Call to Order in the Council Chambers (Open to the Public)**
- 2 Roll Call**
- 3 Public Comment**

4 Special Orders of the Day[18-0115](#)SPECIAL ORDER OF THE DAY - Department of Public Safety
Special Awards**5 Adjourn Special Meeting****7 P.M. COUNCIL MEETING**

Pursuant to Council Policy, City Council will not begin consideration of any agenda item after 11:30 p.m. without a vote. Any item on the agenda which must be continued due to the late hour shall be continued to a date certain. Information provided herein is subject to change from date of printing of the agenda to the date of the meeting.

CALL TO ORDER

Call to Order in the Council Chambers (Open to the Public)

SALUTE TO THE FLAG**ROLL CALL****CLOSED SESSION REPORT****SPECIAL ORDER OF THE DAY**[18-0272](#)SPECIAL ORDER OF THE DAY - National Public Works
Week**ORAL COMMUNICATIONS**

This category provides an opportunity for members of the public to address Council on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Mayor) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow Councilmembers to take action on an item not listed on the agenda. If you wish to address the Council, please complete a speaker card and give it to the City Clerk. Individuals are limited to one appearance during this section.

CONSENT CALENDAR

All matters listed on the consent calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items. If a member of the public would like a consent calendar item pulled and discussed separately, please submit a speaker card to the City Clerk prior to the start of the meeting or before approval of the consent calendar.

1.A [18-0391](#) Approve City Council Meeting Minutes of May 8, 2018

Recommendation: Approve the City Council Meeting Minutes of May 8, 2018 as submitted.

1.B [18-0019](#) Approve City Council Special Meeting Minutes of May 15, 2018

Recommendation: Approve the City Council Meeting Minutes of May 15, 2018 as submitted.

1.C [17-1112](#) Approve the List(s) of Claims and Bills Approved for Payment by the City Manager

Recommendation: Approve the list(s) of claims and bills.

1.D [18-0410](#) Approve the FY 2018/19 Preliminary Engineer's Report for the Downtown Parking District Assessment, Adopt a Resolution of Intention to Levy and Collect an Assessment for the Downtown Parking Maintenance District for FY 2018/19, and Set the Date of June 26, 2018 for the Public Hearing on the Proposed Assessment

Recommendation: Approve the Fiscal Year (FY) 2018/19 preliminary Engineer's Report for the Downtown Parking District Assessment, adopt a Resolution of Intention to Levy and Collect an Assessment for the Downtown Parking Maintenance District for FY 2018/19, and set the date of June 26, 2018 for the public hearing on the levy of the proposed Assessment.

1.E [18-0420](#) Award of Contract for Custodial Services (F18-196)

Recommendation: 1) Award a contract to Imperial Maintenance Services, Inc. for custodial services in the amount of \$717,518 for year one, in substantially the same form as Attachment 2 to the report; and 2) Authorize the City Manager to renew the contract for up to five (5) additional one-year periods, subject to available funding and acceptable pricing and services.

1.F [18-0421](#) Adopt a Resolution to Authorize the Filing of Fiscal Year 2018/19 Transportation Development Act (TDA) Article 3 Application for the Installation of Green Bicycle Pavement Markings

Recommendation: Adopt the resolution requesting an allocation from Metropolitan Transportation Commission of \$120,887 of Transportation Development Act funds to the City for FY 2018/19 to be used for the installation of green bicycle pavement markings at up to five (5) intersections at the following locations:

- Fair Oaks Avenue & E Evelyn Avenue
- Remington Drive & Tilton Drive
- Wolfe Road & E Evelyn Avenue
- Bernardo Avenue & Remington Drive
- Bernardo Avenue & Fremont Avenue

PUBLIC HEARINGS/GENERAL BUSINESS

If you wish to speak to a public hearings/general business item, please fill out a speaker card and give it to the City Clerk. You will be recognized at the time the item is being considered by Council. Each speaker is limited to a maximum of three minutes. For land-use items, applicants are limited to a maximum of 10 minutes for opening comments and 5 minutes for closing comments.

2 [18-0409](#) REQUEST FOR CONTINUANCE TO JUNE 26, 2018
Amend the Lawrence Station Area Plan: Select a Preferred Alternative for the Housing Study
Project Planner: George Schroeder, (408) 730-7443,
gschroeder@sunnyvale.ca.gov

Recommendation: Open the Public Hearing and Continue to the City Council Meeting of June 26, 2018.

- 3 [18-0414](#) Review of Charter Review Committee Report and Recommendation to Amend Sunnyvale City Charter Section 604 Regarding Filling City Council Vacancies and Provide Direction to Staff on Next Steps

Recommendation: Staff recommends that the Council discuss, consider and if desired take action related to the Charter Review Committee's recommendation to amend Charter Section 604.

- 4 [18-0425](#) Receive Transient Occupancy Tax and Real Property Transfer Tax Polling Results and Provide Direction to Staff on Next Steps

Recommendation: Alternative 1: Direct staff to return to Council with actions necessary to place a ballot measure on the November 2018 ballot to increase the Transient Occupancy Tax rate from 10.5% to 12.5%.

- 5 [18-0305](#) Consider Draft 2018 Housing and Urban Development (HUD) Action Plan

Recommendation: Alternative 1: Approve 2018 HUD Action Plan as provided in Attachment 2 to the staff Report.

- 6 [18-0413](#) Adopt Positions on State and Local Ballot Measures for the June 5, 2018 Election

Recommendation: Alternative 1:

1. Adopt the following staff-recommended positions on the ballot measures deemed City business, including any items where staff recommends Council remain neutral (take no position).
 - Support - Prop 68 Bonds for Environment, Parks and Water.
 - Support - Prop 69 Transportation Funding.
 - Support - Prop 72 Taxes for Rainwater Capture Systems.
 - Take no position - Prop 70 Cap-and-Trade Amendment.

- 7 [18-0015](#) Appoint Applicants to the Bicycle and Pedestrian Advisory Commission, Board of Library Trustees, Heritage Preservation Commission, Housing and Human Services Commission, Planning Commission and Sustainability Commission

Recommendation: Alternative: Staff makes no recommendation.

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

NON-AGENDA ITEMS & COMMENTS

-Council

-City Manager

INFORMATION ONLY REPORTS/ITEMS

- [18-0388](#) Tentative Council Meeting Agenda Calendar
- [18-0320](#) Information/Action Items
- [18-0515](#) Mayoral Announcement of Mayor-Appointed Ad Hoc Council Advisory Committee on City Attorney Compensation

ADJOURNMENT

NOTICE TO THE PUBLIC

The agenda reports to council (RTCs) may be viewed on the City's website at sunnyvale.ca.gov after 7 p.m. on Thursdays or at the Sunnyvale Public Library, 665 W. Olive Ave. as of Fridays prior to Tuesday City Council meetings. Any agenda related writings or documents distributed to members of the City of Sunnyvale City Council regarding any open session item on this agenda will be made available for public inspection in the Office of the City Clerk located at 603 All America Way, Sunnyvale, California during normal business hours and in the Council Chamber on the evening of the Council Meeting, pursuant to Government Code §54957.5. Please contact the Office of the City Clerk at (408) 730-7483 for specific questions regarding the agenda.

PLEASE TAKE NOTICE that if you file a lawsuit challenging any final decision on any public hearing item listed in this agenda, the issues in the lawsuit may be limited to the issues which were raised at the public hearing or presented in writing to the Office of the City Clerk at or before the public hearing. PLEASE TAKE FURTHER NOTICE that Code of Civil Procedure section 1094.6 imposes a 90-day deadline for the filing of any lawsuit challenging final action on an agenda item which is subject to Code of Civil Procedure 1094.5.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Office of the City Clerk at (408) 730-7483. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))

Planning a presentation for a City Council meeting?

To help you prepare and deliver your public comments, please review the "Making Public Comments During City Council or Planning Commission Meetings" available on the City website at sunnyvale.ca.gov.

Planning to provide materials to Council?

If you wish to provide the City Council with copies of your presentation materials, please provide 12 copies of the materials to the City Clerk (located to the left of the Council dais). The City Clerk will distribute your items to the Council.

Upcoming Meetings

Visit <https://sunnyvaleca.legistar.com> for upcoming Council, board and commission meeting information.



City of Sunnyvale

Agenda Item

18-0372

Agenda Date: 5/22/2018

Joint Study Session of City Council and Parks and Recreation Commission regarding proposed (1) ordinance amending Chapter 2.07 (Purchase, Sale or Lease of Real Property) of the Sunnyvale Municipal Code to add special requirements for approval of certain agreements involving publicly accessible recreation and city service properties; and (2) resolution designating specific publicly accessible recreation and city service properties subject to the new approval requirements of Chapter 2.07



City of Sunnyvale

Agenda Item

18-0115

Agenda Date: 5/22/2018

SPECIAL ORDER OF THE DAY - Department of Public Safety Special Awards



City of Sunnyvale

Agenda Item

18-0272

Agenda Date: 5/22/2018

SPECIAL ORDER OF THE DAY - National Public Works Week



City of Sunnyvale

Agenda Item

18-0391

Agenda Date: 5/22/2018

SUBJECT

Approve City Council Meeting Minutes of May 8, 2018

RECOMMENDATION

Approve the City Council Meeting Minutes of May 8, 2018 as submitted.



City of Sunnyvale

Meeting Minutes - Draft City Council

Tuesday, May 8, 2018

5:00 PM

Council Chambers and West Conference
Room, City Hall, 456 W. Olive Ave.,
Sunnyvale, CA 94086

**Special Meeting: Closed Session- Joint Council and Successor Agency-5 PM| Closed
Sessions- 5:30 PM | Regular Meeting- 7 PM**

5 P.M. SPECIAL JOINT COUNCIL WITH SUCCESSOR AGENCY MEETING (Closed Session)

Vice Mayor Klein announced the items for Closed Session and invited any members of the public to provide public comments before convening to Closed Session.

1 Call to Order in the West Conference Room (Open to the Public)

Vice Mayor Klein called the meeting to order at 5:01 p.m.

2 Roll Call

Present: 7 - Mayor Glenn Hendricks
Vice Mayor Larry Klein
Councilmember Jim Griffith
Councilmember Gustav Larsson
Councilmember Nancy Smith
Councilmember Russ Melton
Councilmember Michael S. Goldman

3 Public Comment

No speakers.

4 Convene to Closed Session

[18-0441](#)

Closed Session held pursuant to California Government Code
Section 54956.9(d)(1):

CONFERENCE WITH LEGAL COUNSEL-EXISTING
LITIGATION

Consolidated Appeals:

Santa Clara County Office of Education, et al., v. Successor
Agency to the Redevelopment Agency of the City of
Sunnyvale, et al. Third District Court of Appeal Case No.

C077661; and

Successor Agency to the Redevelopment Agency of the City of Sunnyvale, et al., v. Michael Cohen as Director, et al. Third District Court of Appeal Case No. C077659

5 Adjourn Special Meeting

Vice Mayor Klein adjourned the meeting at 5:47 p.m.

5:30 P.M. SPECIAL COUNCIL MEETING (Closed Session)

1 Call to Order in the West Conference Room

Vice Mayor Klein called the meeting to order at 5:49 p.m.

2 Roll Call

Present: 7 - Mayor Glenn Hendricks
Vice Mayor Larry Klein
Councilmember Jim Griffith
Councilmember Gustav Larsson
Councilmember Nancy Smith
Councilmember Russ Melton
Councilmember Michael S. Goldman

3 Public Comment

4 Convene to Closed Session

[18-0340](#) Closed Session held pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

[18-0339](#) Closed Session held pursuant to California Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Kent Steffens, City Manager; Teri Silva, Assistant City Manager
Unrepresented Employee Groups: Unrepresented Management

5 Adjourn Special Meeting

Vice Mayor Klein adjourned the meeting at 6:50 p.m.

7 P.M. COUNCIL MEETING

CALL TO ORDER

Mayo Hendricks called the meeting to order.

SALUTE TO THE FLAG

Mayor Hendricks led the salute to the flag.

ROLL CALL

Present: 7 - Mayor Glenn Hendricks
Vice Mayor Larry Klein
Councilmember Jim Griffith
Councilmember Gustav Larsson
Councilmember Nancy Smith
Councilmember Russ Melton
Councilmember Michael S. Goldman

CLOSED SESSION REPORT

Vice Mayor Klein reported the Council and Successor Agency met in Joint Closed Session pursuant to California Government Code Section 54956.9(d)(1): CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION; Consolidated Appeals: Santa Clara County Office of Education, et al., v. Successor Agency to the Redevelopment Agency of the City of Sunnyvale, et al. Third District Court of Appeal Case No. C077661; and Successor Agency to the Redevelopment Agency of the City of Sunnyvale, et al., v. Michael Cohen as Director, et al. Third District Court of Appeal Case No. C077659; the City Council authorized the City Attorney to file a petition for review with the California Supreme Court in the matter of the Successor Agency to the Redevelopment Agency of the City of Sunnyvale, et al., v. Michael Cohen as Director, et al. Third District Court of Appeal Case No. C077659.

Vice Mayor Klein reported the Council met in Closed Session pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION; Title: City Manager; nothing to report.

Vice Mayor Klein reported the Council met in Closed Session pursuant to California Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS; Unrepresented Employee Groups: Unrepresented Management;

nothing to report.

SPECIAL ORDER OF THE DAY

[18-0300](#) SPECIAL ORDER OF THE DAY - Municipal Clerks Week

Mayor Hendricks presented a proclamation in recognition of Municipal Clerks Week to City Clerk Kathleen Franco Simmons.

[18-0307](#) SPECIAL ORDER OF THE DAY - Affordable Housing Week

Mayor Hendricks presented a proclamation in recognition of Affordable Housing Week to Jan M. Lindenthal, MidPen Housing Vice President of Real Estate Development and board member of SV@Home.

[18-0299](#) SPECIAL ORDER OF THE DAY - Teen Self Esteem Awareness Month

Mayor Hendricks presented a proclamation in recognition of National Teen Self Esteem Month to Community Services Manager Michael Muse, Teen Advisory Committee President Anisha Bhat and Teen Advisory Committee Member Cristal Villareal.

ORAL COMMUNICATIONS

Munish Gupta announced an upcoming Brahma Kumaris Silicon Valley event featuring Sister Shivani at the Santa Clara Convention Center, and provided written materials.

Joshua Grossman spoke regarding campaign finance reform and the influence of political action committees on elections.

Chris Moylan, District Director for Congressman Khanna spoke regarding affordable housing, announced an upcoming Townhall meeting in Fremont, and shared that his office is taking applications from college students interested in being interns.

Kira Od provided a PowerPoint presentation regarding the wetlands on the Bay Trail near the water treatment plant and encouraged all to appreciate it, enjoy it, and protect it.

Zachary Kaufman spoke regarding yard waste, trash receptacles and civic center modernization costs, and provided a PowerPoint presentation.

Richard Mehlinger spoke regarding displacement of affordable housing by the condo development project on the site of the former Blue Bonnet Mobile Home Park and requested Council to reconsider the decision to approve the development.

Tara Martin-Milius spoke in support of protecting the Bay Trail. She also spoke regarding the policy to protect public facility (PF) zoning.

Kevin Jackson announced the upcoming Bike to Work Day and urged car drivers to be patient and on the lookout for bike riders.

CONSENT CALENDAR

MOTION: Vice Mayor Klein moved, and Councilmember Larsson seconded the motion to approve the Consent Calendar.

Motion carried by the following vote:

Yes: 7 - Mayor Hendricks
Vice Mayor Klein
Councilmember Griffith
Councilmember Larsson
Councilmember Smith
Councilmember Melton
Councilmember Goldman

No: 0

1.A [18-0389](#) Approve City Council Meeting Minutes of April 24, 2018

Approve the City Council Meeting Minutes of April 24, 2018 as submitted.

1.B [17-1111](#) Approve the List(s) of Claims and Bills Approved for Payment
by the City Manager

Approve the list(s) of claims and bills.

1.C [18-0282](#) Award of Bid No. PW18-01 for City-wide Waterline
Replacement 2017, Finding of California Environmental Quality
Act (CEQA) Categorical Exemption, and Approval of Budget
Modification No. 46

1) Make a finding of a California Environmental Quality Act (CEQA) categorical exemption pursuant to CEQA Guidelines Section 15302 (c) for replacement and reconstruction of existing utility system involving negligible or no expansion of

capacity; 2) award a contract in substantially the same form as Attachment 2 to the report in the amount of \$3,660,610 to Northern Underground Construction, Inc. and authorize the City Manager to execute the contract when all necessary conditions have been met; 3) approve a 10% construction contingency in the amount of \$366,061; and 4) Approve Budget Modification No. 46 in the amount of \$687,521 to advance project funding from FY 2018/19 City-wide Water Line Replacement Budget.

- 1.D** [18-0310](#) FY 2017/18 NOVA Workforce Services Department
Expenditure Update and Approval of Budget Modification No.
47

Approve Budget Modification No. 47 increasing revenues for the Employment Development Fund by \$1,200,000 for new total revenues of \$11,700,000, increasing expenditures by \$1,056,320 and transfers to General Fund of \$143,680 for the FY 2017/18 Budget.

- 1.E** [18-0362](#) Receive and File the City of Sunnyvale Investment Report - 1st
Quarter 2018

Receive and file the City of Sunnyvale FY 2017/18 - First Quarter 2018 (Period 10) Investment Report.

- 1.F** [18-0395](#) Approve the Second Amendment to Outside Counsel
Agreement with Leone & Alberts for Legal Services

Authorize the City Attorney to execute a Second Amendment to Outside Counsel Agreement with Leone & Alberts for Legal Services to increase the not-to-exceed amount by \$25,000 for a total new not-to-exceed amount of \$125,000.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2** [18-0336](#) Approve the Caribbean Drive Parking and Trail Access
Enhancements Design Alternative, and Amend an Existing
Design/Construction Support Contract

Interim Assistant Director of Public Works Jennifer Ng provided the staff report. Program Management Consultant Erin McGuire and Traffic and Transportation Manager Shahid Abbas provided information.

Public Hearing opened at 8:18 p.m.

Julia Miller spoke regarding parking at the Yahoo! lot, the Bay Trail, provided

recommendations and urged City Council to consider other alternatives.

Pamela Putnam spoke regarding the speed survey, parallel parking, signage at the Yahoo! lot, the bike lane buffer zone, differential cyclist speeds.

Tim Oey spoke regarding bicycle safety, pedestrian safety, health, affordable housing, environmental health, climate change, and expressed support for protected bicycle lanes as a preferred option and discouraged a single multiuse trail that mixes runners and multispeed cyclists.

Sue Serrone spoke in support of valuing the Bay Trail as a wonderful resource of the City and the region, and urged the City Council to make the current alternatives temporary.

Kira Od spoke regarding the North and South sides of the employee parking on Carl Road, discouraged the option for parallel parking on Caribbean, and provided written materials.

Barbara Qadri expressed concerns regarding parallel parking on Caribbean and traffic congestion if reduction to two lanes is implemented.

Rebecca Davidson spoke in support of off-road parking to access the Bay Trail and the levy system. She also expressed concern for the safety of people who parallel park and try to unload bikes and strollers.

Scott Mace spoke regarding the death of bicyclist Scott Harvey on Caribbean and the importance of addressing cycling safety.

Chris Moylan spoke regarding the street allocation policy prioritizing right-of-way for mobility uses such as cars, bikes and pedestrians over stationary uses such as landscaping and parking. He encouraged the City Council to delay a decision to generate and consider different alternatives.

Betsy Megas spoke in support of building bicycle safety into city streets and encouraged temporary measures while exploring other alternatives

John Cordes BPAC Chair speaking for himself, urged to consider temporary solutions, until permanent off-street parking is found; spoke in support of the speed survey and keeping separate bike and pedestrian paths; and suggested providing

free parking at Baylands as a temporary solution.

Mike Serrone spoke regarding the Carl Road free parking, opposed current alternatives of parking on Caribbean and urged a temporary solution.

Kevin Jackson spoke regarding the preferred alternative and failure to provide for cyclist safety, and recommended 10-foot travel lanes, reduced speed limits and separate lanes.

Richard Mehlinger spoke in support of off-site parking and separate high-speed lanes, and requested delaying the decision.

Ken Church spoke in opposition to parallel parking next to bicycle lanes and urged to keep cyclists' safety in mind.

Susan Bremond, BPAC, speaking for herself, spoke in opposition to the parallel parking and urged to find off-street parking alternatives.

Public Hearing closed at 9:02 p.m.

MOTION: Councilmember Melton moved, and Councilmember Larsson seconded the motion to approve Alternatives 1, 2, 3 and 5:

1. Approve the Caribbean Drive Parking and Trail Enhancements Design Preferred Alternative-Multi-Use Path and Wide Buffers as shown in Attachment 3 to the staff report.
2. Direct staff to perform speed surveys along Caribbean Drive to maintain or reduce the speed limit.
3. Authorize the City Manager to execute an amendment to an existing contract with Mark Thomas & Company, in substantially the same format as Attachment 6 to the staff report, adding \$75,000 and increasing the not-to-exceed value from \$319,662 to \$394,662.
5. To provide direction to staff to continue to search for other alternatives for off-street parking, which may but are not necessarily inclusive of Yahoo! Baylands, or reallocating employee parking, and to provide an information only RTC with regard to process alternatives by end of calendar year.

FRIENDLY AMENDMENT: Mayor Hendricks offered a friendly amendment to clarify that Alternative 5 refers to incremental parking. Councilmember Melton accepted the friendly amendment.

FRIENDLY AMENDMENT: Councilmember Griffith offered a friendly amendment to direct staff to investigate whether additional signage and/or noticing is necessary to make parking at Yahoo! more accessible. Councilmember Melton accepted the friendly amendment.

The motion carried by the following vote:

Yes: 4 - Mayor Hendricks
Councilmember Griffith
Councilmember Larsson
Councilmember Melton

No: 2 - Vice Mayor Klein
Councilmember Smith

Abstain: 1 - Councilmember Goldman

Council recessed at 10:03 p.m.

Council reconvened at 10:15 p.m. with all Councilmembers present.

- 3** [18-0368](#) APPLICATION WITHDRAWN - NO FURTHER ACTION REQUIRED.
Proposed Project: General Plan Amendment Initiation (GPI)
request to study changing the General Plan from Public Facility (P-F) to Medium Density Residential.
File #: 2018-7040
Location: 1050 West Remington Drive (APN: 202-26-007)
Zoning: P-F
Applicant / Owner: Catalyst Development Partners (applicant) / Church of Christ of Sunnyvale (owner)
Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).
- 4** [18-0371](#) Proposed Project: A request for a Downtown Specific Plan Amendment Initiation to study changes to the development intensities and standards for Block 20 of the Downtown Specific Plan to increase the number of allowable residential units, an increase to the square footage of office allowed, and

an increase in building height to allow up to five stories.

File #: 2018-7034

Location: 510 and 528 S. Mathilda Ave. (APNs: 209-29-060 and 061) and 562 and 566 S. Mathilda Ave. (APNs: 209-29-057 and 067)

Zoning: DSP (Block 20)

Applicant / Owner: SiliconSage Builders, LLC (applicant and owner 562 and 566 S. Mathilda Ave.) and Shawn Karimi (applicant and owner 510 and 528 S. Mathilda Ave.)

Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).

Project Planner: Cindy Hom, (408) 730-7411, chom@sunnyvale.ca.gov

Vice Mayor Klein stated he owns property in the vicinity of the Downtown, recused himself, and left the room.

Councilmember Larsson stated he owns property in the vicinity of the Downtown, recused himself, and left the room.

Assistant City Manager Teri Silva stated she owns property in the vicinity of the Downtown, recused herself, and left the room.

Assistant Director of Community Development Andrew Miner provided the staff report.

Public Hearing opened at 10:45 p.m.

Applicant Sanjeev Acharya, Silicon Sage Builders, LLC President/CEO, provided information regarding the proposed projects.

Richard Mehlinger spoke in support of increasing the height limit to five stories to help ease the housing crisis.

Bill Weaver spoke in opposition to increasing the height to five stories.

Melinda Hamilton spoke in opposition to increasing the height to five stories.

Ray Johnson spoke in opposition to the proposal and asked that the Downtown Specific Plan be followed as it exists and without considering any amendments.

Anthony Ho spoke in support of increasing the height to allow for more housing.

Sonal Gupta spoke in opposition to increasing the height because it will encourage other projects to be the same height.

Anne Langer spoke in opposition to changing the specific plan to increase height.

Applicant Sanjeev Acharya provided closing remarks.

Public Hearing closed at 11:17 p.m.

MOTION: Councilmember Smith moved and Councilmember Griffith seconded the motion to approve Alternative 1: Initiate a Downtown Specific Plan Amendment study to consider amending the Downtown Specific Plan and provide direction to study/coordinate:

- a) Entire Block 20
- b) Change to Primary Uses land use designation from High Density Residential/Office to Mixed Use;
- c) Increase in maximum number of residential units, before any allowed density bonuses from 51 to 103 and densities no greater than the DSP Transit Mixed Use Designation (65 units to the acres);
- d) Increase in maximum office/commercial area from 16,400 square feet to 36,500 square feet;
- e) No increase in height limit;
- f) Updated development standards and design guidelines for proposed changes;
- g) Traffic analysis, market and fiscal analyses, environmental, public infrastructure and utility capacity, and parking, etc.; and,
- h) Community outreach and engagement.
- i) Revise design standards to ensure good architectural design and detailing, specifically at the ground floor pedestrian level (added by the Planning Commission)
- j) Improve the overall streetscape design on Mathilda frontage along Block 20, including sidewalk width, tree wells, and plant selection to accommodate estate size trees and tree shading (added by the Planning Commission).
- i) Remove parking from Mathilda (added by Council)

The motion carried by the following vote:

Yes: 4 - Mayor Hendricks
Councilmember Griffith
Councilmember Smith
Councilmember Melton

No: 1 - Councilmember Goldman

Recused: 2 - Vice Mayor Klein
Councilmember Larsson

Following action on this item, Vice Mayor Klein and Councilmember Larsson returned to the room and took their seats at the dais at 11:37 p.m.

MOTION: Councilmember Melton moved and Councilmember Griffith seconded the motion to continue to hear the balance of the agenda.

The motion carried by the following vote:

Yes: 7 - Mayor Hendricks
Vice Mayor Klein
Councilmember Griffith
Councilmember Larsson
Councilmember Smith
Councilmember Melton
Councilmember Goldman

No: 0

- 5** [18-0098](#) Authorization to Establish a Pension Trust Fund, Authorize the City Manager to Negotiate and Execute an Agreement with PFM Asset Management, LLC, and U.S. Bank National Association for the Sunnyvale Post-Employment Pension and Retiree Healthcare Benefits Program, Authorize the City Manager or his/her designee to serve as the Benefits Administrator, and Adopt an Investment Policy Statement for the Pension Trust Fund

Finance Director Tim Kirby provided the staff report.

Public Hearing opened at 12 a.m.

Mason Fong spoke in support of the recommendation.

Public Hearing closed at 12 a.m.

MOTION: Councilmember Melton moved and Councilmember Griffith seconded the motion to approve Alternative 1 with the addition of updating the paragraph within the Investment Policy of time horizon to reflect that there is a limited duration of approximately 15 years of deposits and withdrawals.

Alternative 1: 1) Approve a Pension Trust Fund, 2) Authorize the City Manager to Negotiate and Execute an Agreement with PFM Asset Management, LLC, and U.S. Bank National Association for the Sunnyvale Post-Employment Pension and Retiree Healthcare Benefits Program in substantially the same form as Attachment 1 to the report, 3) Authorize the City Manager or his/her designee to serve as the Benefits Administrator, and 4) Adopt an Investment Policy Statement for the Pension Trust Fund in substantially the same form as Attachment 2 to the report

The motion carried by the following vote:

Yes: 7 - Mayor Hendricks
Vice Mayor Klein
Councilmember Griffith
Councilmember Larsson
Councilmember Smith
Councilmember Melton
Councilmember Goldman

No: 0

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

Councilmember Smith congratulated Fremont High School for winning the Silicon Valley Clean Energy Bike to the Future Challenge.

NON-AGENDA ITEMS & COMMENTS

-Council

Councilmember Goldman reported that the Grand Boulevard Initiative committee has accomplished its initial goals and has concluded. He added that he was invited to be part of the new ad hoc committee that is looking to set new goals. He noted that if anyone wishes to share any Grand Boulevard ideas with him, he will bring them the committee.

-City Manager

INFORMATION ONLY REPORTS/ITEMS

- [18-0373](#) Tentative Council Meeting Agenda Calendar
- [18-0319](#) Information/Action Items
- [18-0453](#) Study Session Summary of April 24, 2018 - El Camino Real Corridor Specific Plan - Presentation of Preliminary Development Standards/Design Guidelines

ADJOURNMENT

Mayor Hendricks adjourned the meeting at 12:05 p.m.



City of Sunnyvale

Agenda Item

18-0019

Agenda Date: 5/22/2018

SUBJECT

Approve City Council Special Meeting Minutes of May 15, 2018

RECOMMENDATION

Approve the City Council Meeting Minutes of May 15, 2018 as submitted.



City of Sunnyvale

Meeting Minutes - Draft City Council

Tuesday, May 15, 2018

5:30 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

Special Meeting: Closed Session-5:30 PM | Special Meeting: Board and Commission Interviews

5:30 P.M. SPECIAL COUNCIL MEETING (Closed Session)

Vice Mayor Klein announced the items for Closed Session and invited any members of the public to provide public comments before convening to Closed Session.

1 Call to Order in the West Conference Room

Vice Mayor Klein called the meeting to order at 5:32 p.m.

2 Roll Call

Present: 7 - Mayor Glenn Hendricks
Vice Mayor Larry Klein
Councilmember Jim Griffith
Councilmember Gustav Larsson
Councilmember Nancy Smith
Councilmember Russ Melton
Councilmember Michael S. Goldman

3 Public Comment

No speakers.

4 Convene to Closed Session

[18-0249](#)

CONFERENCE WITH LEGAL COUNSEL-POTENTIAL LITIGATION

Closed Session held pursuant to California Government Code Section 54956.9(d)(2): Name of Claimant: The Rock Church.

[18-0184](#)

CONFERENCE WITH LEGAL COUNSEL-SETTLEMENT OF WORKER'S COMPENSATION CLAIM

Closed Session held pursuant to California Government Code Section 54956.95(b): Claim Number: SNVL-544379

5 Adjourn Special Meeting

Vice Mayor Klein adjourned the meeting at 5:49 p.m.

6 P.M. SPECIAL COUNCIL MEETING (Study Session)

1 Call to Order in the West Conference Room (Open to the Public)

Mayor Hendricks called the meeting to order at 6 p.m.

2 Roll Call

Present: 7 - Mayor Glenn Hendricks
Vice Mayor Larry Klein
Councilmember Jim Griffith
Councilmember Gustav Larsson
Councilmember Nancy Smith
Councilmember Russ Melton
Councilmember Michael S. Goldman

3 Public Comment

No speakers.

4 Study Session

[18-0014](#) Board and Commission Interviews

The following individuals were interviewed for upcoming vacancies on boards and commissions:

David Wu - Planning Commission (1st preference), Board of Building Code Appeals (2nd preference), Heritage Preservation Commission (3rd preference), Housing and Human Services Commission (4th preference)

Carey Lai - Planning Commission (1st preference), Board of Library Trustees (Incumbent-2nd preference)

Douglas Kunz - Sustainability Commission-Category One (Incumbent)

Neela Shukla - Planning Commission (only preference)

Ken Rheume - Planning Commission (Incumbent)

Shana Padgett - Planning Commission (1st preference), Sustainability
Commission-Category One (2nd preference), Bicycle and Pedestrian Advisory
Commission-Category One (3rd preference)

John Cordes - Bicycle and Pedestrian Advisory Commission-Category Two
(Incumbent)

5 Adjourn Special Meeting

Mayor Hendricks adjourned the meeting at 8:20 p.m.



City of Sunnyvale

Agenda Item

17-1112

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Approve the List(s) of Claims and Bills Approved for Payment by the City Manager

BACKGROUND

Pursuant to Sunnyvale Charter Section 802(6), the City Manager has approved for payment claims and bills on the following list(s); and checks have been issued.

List No.	Date	Total Disbursements
918	04-22-18 through 04-28-18	\$4,389,220.13
919	04-29-18 through 05-05-18	\$1,306,328.45

Payments made by the City are controlled in a variety of ways. In general, payments are reviewed by the appropriate City staff for compliance with the goods or services provided. Any discrepancies are resolved and re-submitted for payment. Different levels of dollar amounts for payments require varying levels of approval within the organization. Ultimately payments are reviewed and processed by the Finance Department. Budgetary control is set by Council through the budget adoption resolution.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

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.

RECOMMENDATION

Approve the list(s) of claims and bills.

Prepared by: Timothy J. Kirby, Director of Finance

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. List(s) of Claims and Bills Approved for Payment

5/8/2018

City of Sunnyvale

LIST # 918

Page 1

List of All Claims and Bills Approved for Payment

For Payments Dated 4/22/2018 through 4/28/2018

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx302004	4/24/18	AAA SPEEDY SMOG TEST ONLY STATION	026129	Auto Maint & Repair - Labor	40.00	0.00	40.00	\$1,438.00
			026143	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026152	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026158	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026198	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026242	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026251	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026257	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026303	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026306	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026323	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026372	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026374	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026378	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026394	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026400	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026402	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026412	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026415	Auto Maint & Repair - Labor	78.00	0.00	78.00	
			026416	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026465	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026499	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026504	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026510	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026522	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026553	Auto Maint & Repair - Labor	40.00	0.00	40.00	
026559	Auto Maint & Repair - Labor	40.00	0.00	40.00				
026578	Auto Maint & Repair - Labor	40.00	0.00	40.00				
026584	Auto Maint & Repair - Labor	40.00	0.00	40.00				

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			026591	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026672	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026676	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026677	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026683	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			026713	Auto Maint & Repair - Labor	40.00	0.00	40.00	
xxx302007	4/24/18	AECOM TECHNICAL SERVICES INC	200035188-2R	Engineering Services	83.72	0.00	83.72	\$83.72
xxx302008	4/24/18	AT&T	000011211485	Utilities - Telephone	36.45	0.00	36.45	\$18,218.44
			000011211494	Utilities - Telephone	11,664.94	0.00	11,664.94	
			000011211882	Utilities - Telephone	2,892.80	0.00	2,892.80	
			000011212081	Utilities - Telephone	36.45	0.00	36.45	
			000011214585	Utilities - Telephone	3,587.80	0.00	3,587.80	
xxx302009	4/24/18	AIR EXCHANGE INC	42165	Facilities Maintenance & Repair Labor	187.50	0.00	187.50	\$187.50
xxx302010	4/24/18	ALAMEDA CTY INFORMATION TECHNOLOGY DEPT	112-1803058	Software As a Service	1,092.28	0.00	1,092.28	\$1,092.28
xxx302011	4/24/18	ALMADEN PRESS	131963	Printing & Related Services	29,178.78	0.00	29,178.78	\$29,178.78
xxx302012	4/24/18	ALTEC INDUSTRIES INC	8194999	Parts, Vehicles & Motor Equip	176,583.54	0.00	176,583.54	\$176,583.54
xxx302014	4/24/18	BAY AREA WATER SUPPLY & CONSERVATION ACY	6823	Membership Fees	463.50	0.00	463.50	\$463.50
xxx302015	4/24/18	BAY-VALLEY PEST CONTROL INC	0238323	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	\$1,133.00
			0238733	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0238734	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0238735	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0238736	Facilities Maintenance & Repair Labor	88.00	0.00	88.00	
			0238737	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0238738	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0238744	Facilities Maintenance & Repair Labor	64.00	0.00	64.00	
			0238746	Facilities Maintenance & Repair Labor	32.00	0.00	32.00	
			0238747	Facilities Maintenance & Repair Labor	56.00	0.00	56.00	
			0238749	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	
			0238750	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	
			0238751	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	

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			0238752	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	
			0238753	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	
			0238758	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	
			0238759	Facilities Maintenance & Repair Labor	86.00	0.00	86.00	
			0238776	Services Maintain Land Improv	120.00	0.00	120.00	
			0238780	Services Maintain Land Improv	58.00	0.00	58.00	
			0238786	Services Maintain Land Improv	120.00	0.00	120.00	
xxx302017	4/24/18	BERTRAND FOX ELLIOT OSMAN & WENZEL	28692	Legal Services	277.50	0.00	277.50	\$277.50
xxx302018	4/24/18	BILL WILSON CENTER	3	Outside Group Funding	6,412.12	0.00	6,412.12	\$6,412.12
xxx302019	4/24/18	CORT	6310720	Misc Office Equip Rental	428.55	0.00	428.55	\$428.55
xxx302020	4/24/18	CSAC EXCESS INSURANCE AUTHORITY	18900185	Contracts/Service Agreements	10,622.68	0.00	10,622.68	\$10,622.68
xxx302021	4/24/18	CSG CONSULTANTS INC	15769	Engineering Services	2,025.00	0.00	2,025.00	\$14,037.50
			17685	Engineering Services	12,012.50	0.00	12,012.50	
xxx302022	4/24/18	CENTURY GRAPHICS	48700	Clothing, Uniforms & Access	601.63	0.00	601.63	\$601.63
xxx302023	4/24/18	COASTAL TRACTOR	CR28594	Parts, Vehicles & Motor Equip	-158.41	0.00	-158.41	\$609.70
			IV15905	Parts, Vehicles & Motor Equip	127.00	0.00	127.00	
			IV19203	Parts, Vehicles & Motor Equip	641.11	0.00	641.11	
xxx302024	4/24/18	COLANTUONO HIGHSMITH & WHATLEY PC	35336	Legal Services	105.00	0.00	105.00	\$105.00
xxx302025	4/24/18	CORIX WATER PRODUCTS US INC	17813009405	Inventory Purchase	335.72	3.08	332.64	\$332.64
xxx302026	4/24/18	DAVID COLEMAN	064528-9161844	DED Services/Training - Books	29.77	0.00	29.77	\$29.77
xxx302027	4/24/18	DEPARTMENT OF JUSTICE	293188	Contracts/Service Agreements	1,036.00	0.00	1,036.00	\$2,092.00
			295927	Pre-Employment Testing	1,056.00	0.00	1,056.00	
xxx302028	4/24/18	DEPARTMENT OF TRANSPORTATION	SL180726	Utilities - Electric	10,992.87	0.00	10,992.87	\$10,992.87
xxx302029	4/24/18	FERGUSON ENTERPRISES INC 1423	1356999	Construction Services	566.36	0.00	566.36	\$3,436.21
			1357684	Materials - Land Improve	2,869.85	0.00	2,869.85	
xxx302030	4/24/18	FERRARA FIRE APPARATUS INC	INV00000W8753	Parts, Vehicles & Motor Equip	341.72	0.00	341.72	\$687.51
			6					
			INV00000W8767	Parts, Vehicles & Motor Equip	135.92	0.00	135.92	
			9					

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			INV00000W8780	Parts, Vehicles & Motor Equip	86.72	0.00	86.72	
			5					
			INV00000W8818	Parts, Vehicles & Motor Equip	123.15	0.00	123.15	
			9					
xxx302031	4/24/18	FIT PROS ON LOCATION	1127	City Wellness Program	5,040.00	0.00	5,040.00	\$5,040.00
xxx302032	4/24/18	FOSTER BROS SECURITY SYSTEMS INC	296201	Miscellaneous Equipment	1,215.82	0.00	1,215.82	\$1,215.82
xxx302033	4/24/18	GARDENLAND POWER EQUIPMENT	540143	Parts, Vehicles & Motor Equip	21.80	0.00	21.80	\$1,372.39
			548194	Parts, Vehicles & Motor Equip	279.12	0.00	279.12	
			551127	Parts, Vehicles & Motor Equip	32.71	0.00	32.71	
			558726	Parts, Vehicles & Motor Equip	334.76	0.00	334.76	
			561714	Parts, Vehicles & Motor Equip	41.46	0.00	41.46	
			562381	Misc Equip Maint & Repair - Materials	80.47	0.00	80.47	
			562936	Parts, Vehicles & Motor Equip	77.35	0.00	77.35	
			565468	Parts, Vehicles & Motor Equip	309.36	0.00	309.36	
			565967	Misc Equip Maint & Repair - Labor	195.36	0.00	195.36	
xxx302034	4/24/18	GOLDFARB LIPMAN ATTORNEYS	126517	Legal Services	1,775.50	0.00	1,775.50	\$1,775.50
xxx302035	4/24/18	GOOGLE LLC	3448714732	Software As a Service	750.00	0.00	750.00	\$750.00
xxx302036	4/24/18	GRANITEROCK CO	1096843	Materials - Land Improve	1,162.33	0.00	1,162.33	\$634.87
			980007CR	Materials - Land Improve	-527.46	0.00	-527.46	
xxx302037	4/24/18	HUMANE SOCIETY SILICON VALLEY	125404	Contracts/Service Agreements	12,754.28	0.00	12,754.28	\$12,754.28
xxx302038	4/24/18	HYBRID COMMERCIAL PRINTING INC	26472	Printing & Related Services	433.82	0.00	433.82	\$433.82
xxx302039	4/24/18	INTERNATIONAL CODE COUNCIL INC	1000892497	Books & Publications	1,082.59	0.00	1,082.59	\$1,082.59
xxx302040	4/24/18	KAISER FOUNDATION HEALTH PLAN INC	248602-040918	Pre-Employment Testing	85.00	0.00	85.00	\$85.00
xxx302041	4/24/18	L N CURTIS & SONS INC	INV167858	Clothing, Uniforms & Access	25,778.50	0.00	25,778.50	\$36,847.43
			INV170158	Clothing, Uniforms & Access	3,678.75	0.00	3,678.75	
			INV171263	Clothing, Uniforms & Access	3,409.27	0.00	3,409.27	
			INV171775	Clothing, Uniforms & Access	3,980.91	0.00	3,980.91	
xxx302042	4/24/18	LAW FOUNDATION OF SILICON VALLEY	FH2017/18-3	Contracts/Service Agreements	6,637.37	0.00	6,637.37	\$6,637.37
xxx302043	4/24/18	LEONE & ALBERTS APC	32655	Legal Services	1,145.87	0.00	1,145.87	\$1,190.87
			32658	Legal Services	45.00	0.00	45.00	
xxx302044	4/24/18	LIFEMOVES	1718-827550 #3	Outside Group Funding	24,944.43	0.00	24,944.43	\$24,944.43
xxx302045	4/24/18	MCMaster CARR SUPPLY CO						\$1,805.24

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			60855572	Miscellaneous Equipment Parts & Supplies	44.23	0.00	44.23	
			61017536	Miscellaneous Equipment Parts & Supplies	32.87	0.00	32.87	
			61017537	General Supplies	116.90	0.00	116.90	
			61017538	General Supplies	88.55	0.00	88.55	
			61017539	General Supplies	75.45	0.00	75.45	
			61038917	Miscellaneous Equipment Parts & Supplies	335.11	0.00	335.11	
			61069333	Miscellaneous Equipment Parts & Supplies	803.97	0.00	803.97	
			61195535	Miscellaneous Equipment Parts & Supplies	308.16	0.00	308.16	
xxx302046	4/24/18	MELROSE METAL PRODUCTS INC	15220	Miscellaneous Equipment Parts & Supplies	12,937.21	0.00	12,937.21	\$12,937.21
xxx302047	4/24/18	MISSION LINEN SERVICE	506892849	Laundry & Cleaning Services	43.18	0.00	43.18	\$393.28
			506902855	Laundry & Cleaning Services	54.30	0.00	54.30	
			506939168	Laundry & Cleaning Services	43.18	0.00	43.18	
			506949116	Laundry & Cleaning Services	54.30	0.00	54.30	
			506986623	Laundry & Cleaning Services	43.18	0.00	43.18	
			506997812	Laundry & Cleaning Services	54.30	0.00	54.30	
			507046024	Laundry & Cleaning Services	46.54	0.00	46.54	
			507054312	Laundry & Cleaning Services	54.30	0.00	54.30	
xxx302048	4/24/18	PAYFLEX SYSTEMS USA INC	128934-1134456	Insurances - Depend Care & Health Care Rmb Admin Fees	867.68	0.00	867.68	\$884.16
			128934-1134456	Professional Services	16.48	0.00	16.48	
xxx302049	4/24/18	PACIFIC TIDES CONSULTING LLC	ESD 2-18	Consultants	2,920.00	0.00	2,920.00	\$2,920.00
xxx302050	4/24/18	PANKEYS RADIATOR SHOP INC	238405	Parts, Vehicles & Motor Equip	1,086.95	0.00	1,086.95	\$1,861.95
			238481	Parts, Vehicles & Motor Equip	125.00	0.00	125.00	
			238715	Parts, Vehicles & Motor Equip	375.00	0.00	375.00	
			239075	Parts, Vehicles & Motor Equip	275.00	0.00	275.00	
xxx302051	4/24/18	PEARSON BUICK GMC	148826	Auto Maint & Repair - Labor	2,712.50	0.00	2,712.50	\$6,498.57
			148826	Auto Maint & Repair - Materials	3,786.07	0.00	3,786.07	
xxx302052	4/24/18	PLANET FUTSAL	FK2018MA	Rec Instructors/Officials	1,582.70	0.00	1,582.70	\$1,582.70
xxx302053	4/24/18	READYREFRESH BY NESTLE	08D0029664380	Food Products	6.81	0.00	6.81	\$192.61
			18C0023956113	Food Products	18.92	0.00	18.92	
			18C0025819772	General Supplies	41.70	0.00	41.70	

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			18D0024199309	Miscellaneous Services	111.56	0.00	111.56	
			18D5727863010	General Supplies	6.81	0.00	6.81	
			18D5740142004	General Supplies	6.81	0.00	6.81	
xxx302054	4/24/18	REED & GRAHAM INC	914623	Materials - Land Improve	1,276.69	0.00	1,276.69	\$1,276.69
xxx302055	4/24/18	REFRIGERATION SUPPLIES DISTRIBUTOR	38389541-00	Bldg Maint Matls & Supplies	204.35	0.00	204.35	\$204.35
xxx302056	4/24/18	ROGER D HIGDON	2017-15306N	Consultants	1,401.18	0.00	1,401.18	\$1,401.18
xxx302057	4/24/18	ROYAL BRASS INC	841769-001	Parts, Vehicles & Motor Equip	8.32	0.00	8.32	\$1,302.72
			851344-001	Parts, Vehicles & Motor Equip	23.20	0.00	23.20	
			853466-001	Parts, Vehicles & Motor Equip	28.78	0.00	28.78	
			853646-001	Parts, Vehicles & Motor Equip	51.89	0.00	51.89	
			853727-001	Parts, Vehicles & Motor Equip	81.43	0.00	81.43	
			853756-001	Parts, Vehicles & Motor Equip	16.63	0.00	16.63	
			853988-001	Parts, Vehicles & Motor Equip	32.47	0.00	32.47	
			855286-001	Parts, Vehicles & Motor Equip	358.79	0.00	358.79	
			855424-001	Parts, Vehicles & Motor Equip	33.07	0.00	33.07	
			855816-001	Parts, Vehicles & Motor Equip	34.96	0.00	34.96	
			855823-001	Parts, Vehicles & Motor Equip	8.33	0.00	8.33	
			856027-001	Parts, Vehicles & Motor Equip	575.74	0.00	575.74	
			856437-001	Parts, Vehicles & Motor Equip	49.11	0.00	49.11	
xxx302058	4/24/18	SFO REPROGRAPHICS	47523	Printing & Related Services	63.37	0.00	63.37	\$386.18
			47554	Printing & Related Services	322.81	0.00	322.81	
xxx302059	4/24/18	SAFEWAY INC	432477-041818	General Supplies	24.45	0.00	24.45	\$123.90
			721119-041218	Investigation Expense	34.96	0.00	34.96	
			724656-041818	Special Events	64.49	0.00	64.49	
xxx302060	4/24/18	SHRED-IT USA	8124446480	Records Related Services	119.80	0.00	119.80	\$119.80
xxx302061	4/24/18	SILICON VALLEY COMMUNITY NEWSPAPERS	MD32494-03141 8	Advertising Services	2,135.55	0.00	2,135.55	\$2,135.55
xxx302062	4/24/18	SILICON VALLEY SECURITY & PATROL INC	2036503	Miscellaneous Services	330.00	0.00	330.00	\$330.00
xxx302063	4/24/18	SLAKEY BROTHERS INC	21454670-00	Bldg Maint Matls & Supplies	63.04	0.00	63.04	\$63.04
xxx302064	4/24/18	SMART & FINAL INC	050714-041818	Food Products	320.00	0.00	320.00	\$320.00
xxx302065	4/24/18	SPARTAN TOOL LLC	572644	Miscellaneous Equipment	735.25	0.00	735.25	\$735.25

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xxx302066	4/24/18	SPORTS TURF MANAGEMENT	34277	Services Maintain Land Improv	340.00	0.00	340.00	\$340.00
xxx302067	4/24/18	STUDIO EM GRAPHIC DESIGN	16952	Books & Publications	926.50	0.00	926.50	\$1,553.25
			17066	Graphics Services	490.50	0.00	490.50	
			17073	Graphics Services	136.25	0.00	136.25	
xxx302068	4/24/18	SUNNYVALE BUILDING MAINTENANCE	100276	Professional Services	10,354.83	0.00	10,354.83	\$10,354.83
xxx302069	4/24/18	SUNNYVALE COMMUNITY SERVICES	CBDO2017/18-3	Outside Group Funding	116,932.49	0.00	116,932.49	\$116,932.49
xxx302070	4/24/18	SUNNYVALE DOWNTOWN ASSN	17HOLIDAYTR	Community Services Grant - Community	5,110.13	0.00	5,110.13	\$10,250.00
			EE	Event Grants				
			17SUMMERMU	Community Services Grant - Community	5,139.87	0.00	5,139.87	
xxx302071	4/24/18	SUNNYVALE TOWING INC	299050	Vehicle Towing Services	250.00	0.00	250.00	\$4,605.00
			300794	Vehicle Towing Services	188.00	0.00	188.00	
			310569	Vehicle Towing Services	55.00	0.00	55.00	
			310710	Vehicle Towing Services	35.00	0.00	35.00	
			310720	Vehicle Towing Services	600.00	0.00	600.00	
			310749	Vehicle Towing Services	40.00	0.00	40.00	
			310808	Vehicle Towing Services	200.00	0.00	200.00	
			310858	Vehicle Towing Services	40.00	0.00	40.00	
			310888	Vehicle Towing Services	150.00	0.00	150.00	
			310892	Vehicle Towing Services	150.00	0.00	150.00	
			310967	Vehicle Towing Services	200.00	0.00	200.00	
			310991	Vehicle Towing Services	250.00	0.00	250.00	
			311061	Vehicle Towing Services	35.00	0.00	35.00	
			311860	Vehicle Towing Services	125.00	0.00	125.00	
			311866	Vehicle Towing Services	500.00	0.00	500.00	
			311871	Vehicle Towing Services	125.00	0.00	125.00	
			311897	Vehicle Towing Services	40.00	0.00	40.00	
			311944	Vehicle Towing Services	35.00	0.00	35.00	
311947	Vehicle Towing Services	35.00	0.00	35.00				
311966	Vehicle Towing Services	40.00	0.00	40.00				
311986	Vehicle Towing Services	35.00	0.00	35.00				

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			312563	Vehicle Towing Services	40.00	0.00	40.00	
			312579	Vehicle Towing Services	40.00	0.00	40.00	
			312639	Vehicle Towing Services	40.00	0.00	40.00	
			312646	Vehicle Towing Services	40.00	0.00	40.00	
			312716	Vehicle Towing Services	40.00	0.00	40.00	
			313050	Vehicle Towing Services	40.00	0.00	40.00	
			313117	Vehicle Towing Services	150.00	0.00	150.00	
			313122	Vehicle Towing Services	40.00	0.00	40.00	
			313123	Vehicle Towing Services	150.00	0.00	150.00	
			313967	Vehicle Towing Services	200.00	0.00	200.00	
			314868	Vehicle Towing Services	48.00	0.00	48.00	
			314894	Vehicle Towing Services	40.00	0.00	40.00	
			314919	Vehicle Towing Services	40.00	0.00	40.00	
			314930	Vehicle Towing Services	74.00	0.00	74.00	
			314935	Vehicle Towing Services	80.00	0.00	80.00	
			315105	Vehicle Towing Services	40.00	0.00	40.00	
			315443	Vehicle Towing Services	35.00	0.00	35.00	
			315444	Vehicle Towing Services	40.00	0.00	40.00	
			315992	Vehicle Towing Services	40.00	0.00	40.00	
			316224	Vehicle Towing Services	35.00	0.00	35.00	
			316868	Vehicle Towing Services	35.00	0.00	35.00	
			316887	Vehicle Towing Services	40.00	0.00	40.00	
			316890	Vehicle Towing Services	40.00	0.00	40.00	
			316891	Vehicle Towing Services	40.00	0.00	40.00	
			316930	Vehicle Towing Services	35.00	0.00	35.00	
			316958	Vehicle Towing Services	35.00	0.00	35.00	
xxx302076	4/24/18	SUPPLYWORKS	436499800	Inventory Purchase	3,225.86	29.60	3,196.26	\$3,196.26
xxx302077	4/24/18	TJKM	0046983	Engineering Services	10,094.78	0.00	10,094.78	\$11,454.78
			0047059	Engineering Services	1,360.00	0.00	1,360.00	
xxx302078	4/24/18	TARGET SPECIALTY PRODUCTS INC	PI0780306	Materials - Land Improve	850.20	0.00	850.20	\$850.20
xxx302079	4/24/18	TORO CO	191565183	Services Maintain Land Improv	1,110.84	0.00	1,110.84	\$1,110.84

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xxx302080	4/24/18	US AIR CONDITIONING DISTRIBUTORS	2862258	Fuel, Oil & Lubricants	14.72	0.00	14.72	\$14.72
xxx302081	4/24/18	UNITED RENTALS	155923498-001	Equipment Rental/Lease	871.09	0.00	871.09	\$871.09
xxx302082	4/24/18	VWR INTERNATIONAL LLC	8081938204	Chemicals	33.64	0.00	33.64	\$60.89
			8081942668	General Supplies	27.25	0.00	27.25	
xxx302083	4/24/18	VALI COOPER & ASSOC INC	170018000114	Engineering Services	4,773.22	0.00	4,773.22	\$8,986.33
			170018000115	Engineering Services	4,213.11	0.00	4,213.11	
xxx302084	4/24/18	VALLEY OIL CO	920023	Inventory Purchase	12,877.76	0.00	12,877.76	\$12,877.76
xxx302085	4/24/18	VALLEY POWER SYSTEMS NORTH INC	K54023	Parts, Vehicles & Motor Equip	77.61	0.00	77.61	\$202.24
			K54059	Parts, Vehicles & Motor Equip	124.63	0.00	124.63	
xxx302086	4/24/18	WEATHERSHIELD ROOF SYSTEMS INC	9385	Facilities Maint & Repair - Labor	225.00	0.00	225.00	\$292.00
			9385	Facilities Maint & Repair - Materials	67.00	0.00	67.00	
xxx302087	4/24/18	WECO INDUSTRIES LLC	0040696-IN	Misc Equip Maint & Repair - Materials	953.54	0.00	953.54	\$953.54
xxx302088	4/24/18	WINSUPPLY OF SILICON VALLEY	686205 00	Water Meters	495.92	0.00	495.92	\$617.93
			687064 02	Miscellaneous Equipment Parts & Supplies	87.34	0.00	87.34	
			687432 00	Miscellaneous Equipment Parts & Supplies	34.67	0.00	34.67	
xxx302089	4/24/18	YWCA OF SILICON VALLEY	1718-827550 #3	Outside Group Funding	5,236.04	0.00	5,236.04	\$5,236.04
xxx302090	4/24/18	CHRISTINA ORDAZ-AYALA	378888	Refund Recreation Fees	90.00	0.00	90.00	\$90.00
xxx302091	4/24/18	DEPT OF FORESTRY & FIRE PROTECTION	150177	Training and Conferences	248.00	0.00	248.00	\$248.00
xxx302092	4/24/18	DEPT OF FORESTRY & FIRE PROTECTION	150176	Training and Conferences	248.00	0.00	248.00	\$248.00
xxx302093	4/24/18	KIRBY CANYON RECYCLING & DISPOSAL FAC	MAR2018	Landfill Fees to be Allocated	762,573.58	0.00	762,573.58	\$762,573.58
xxx302094	4/24/18	NATASHA KALUZA	042918	Special Events	525.00	0.00	525.00	\$525.00
xxx302095	4/24/18	PACIFIC GAS & ELECTRIC CO	06025923000318	Utilities - Electric	15.90	0.00	15.90	\$94,208.40
			06037193330318	Utilities - Electric	0.07	0.00	0.07	
			06040860490318	Utilities - Electric	21.38	0.00	21.38	
			06072000410318	Utilities - Electric	15.98	0.00	15.98	
			06075132700318	Utilities - Electric	12.72	0.00	12.72	
			06075133000318	Utilities - Electric	10.37	0.00	10.37	
			06075135640318	Utilities - Electric	6.37	0.00	6.37	
			06075139670318	Utilities - Electric	0.51	0.00	0.51	
			06081240040318	Utilities - Electric	41.45	0.00	41.45	

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			11059228290318	Utilities - Electric	53.58	0.00	53.58	
			11059229930318	Utilities - Electric	59.31	0.00	59.31	
			12847684120318	Utilities - Electric	10.31	0.00	10.31	
			14823837850318	Utilities - Electric	36.38	0.00	36.38	
			18068041900318	Utilities - Electric	78.76	0.00	78.76	
			19867842520318	Utilities - Electric	30.86	0.00	30.86	
			22868920920318	Utilities - Electric	65.41	0.00	65.41	
			32725925630318	Utilities - Electric	877.83	0.00	877.83	
			32725927360318	Utilities - Gas	527.79	0.00	527.79	
			32725927630318	Utilities - Electric	515.79	0.00	515.79	
			35600081570318	Utilities - Electric	27.98	0.00	27.98	
			35602171200318	Utilities - Electric	21.62	0.00	21.62	
			35604437160318	Utilities - Electric	23.90	0.00	23.90	
			35606224450318	Utilities - Electric	14.88	0.00	14.88	
			35607191900318	Utilities - Electric	37.64	0.00	37.64	
			35608567660318	Utilities - Electric	37.49	0.00	37.49	
			35610567280318	Utilities - Electric	15.89	0.00	15.89	
			35611839590318	Utilities - Electric	0.64	0.00	0.64	
			35612262510318	Utilities - Electric	33.92	0.00	33.92	
			35613458020318	Utilities - Electric	17.53	0.00	17.53	
			35615386140318	Utilities - Electric	12.31	0.00	12.31	
			35616646260318	Utilities - Electric	23.25	0.00	23.25	
			35617117850318	Utilities - Electric	17.74	0.00	17.74	
			35619832010318	Utilities - Electric	8.67	0.00	8.67	
			35620251620318	Utilities - Electric	13.31	0.00	13.31	
			35621388650318	Utilities - Electric	19.75	0.00	19.75	
			35622378290318	Utilities - Electric	24.48	0.00	24.48	
			35622803790318	Utilities - Electric	29.91	0.00	29.91	
			35623203290318	Utilities - Electric	28.48	0.00	28.48	
			35623495080318	Utilities - Electric	24.90	0.00	24.90	
			35624668430318	Utilities - Electric	26.69	0.00	26.69	

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			35625361150318	Utilities - Electric	16.18	0.00	16.18	
			35629588410318	Utilities - Electric	18.76	0.00	18.76	
			35630250570318	Utilities - Electric	16.75	0.00	16.75	
			35630370110318	Utilities - Electric	30.92	0.00	30.92	
			35630869420318	Utilities - Electric	19.68	0.00	19.68	
			35631755360318	Utilities - Electric	24.90	0.00	24.90	
			35632810380318	Utilities - Electric	17.60	0.00	17.60	
			35634101590318	Utilities - Electric	44.37	0.00	44.37	
			35635840130318	Utilities - Electric	24.76	0.00	24.76	
			35635878160318	Utilities - Electric	20.11	0.00	20.11	
			35638635000318	Utilities - Electric	28.48	0.00	28.48	
			35639668520318	Utilities - Electric	17.60	0.00	17.60	
			35641783140318	Utilities - Electric	26.48	0.00	26.48	
			35642309020318	Utilities - Electric	23.18	0.00	23.18	
			35642590020318	Utilities - Electric	23.85	0.00	23.85	
			35642590100318	Utilities - Electric	49.86	0.00	49.86	
			35642590150318	Utilities - Electric	40.07	0.00	40.07	
			35642590200318	Utilities - Electric	42.34	0.00	42.34	
			35642590250318	Utilities - Electric	67.18	0.00	67.18	
			35642590300318	Utilities - Electric	73.41	0.00	73.41	
			35642590350318	Utilities - Electric	50.62	0.00	50.62	
			35642590400318	Utilities - Electric	84.66	0.00	84.66	
			35642590450318	Utilities - Electric	52.28	0.00	52.28	
			35642590460318	Utilities - Electric	9.88	0.00	9.88	
			35642590500318	Utilities - Electric	43.47	0.00	43.47	
			35642590650318	Utilities - Electric	42.90	0.00	42.90	
			35642590700318	Utilities - Electric	59.65	0.00	59.65	
			35642590750318	Utilities - Electric	58.93	0.00	58.93	
			35642590800318	Utilities - Electric	64.10	0.00	64.10	
			35642590850318	Utilities - Electric	37.40	0.00	37.40	
			35642590950318	Utilities - Electric	19.92	0.00	19.92	

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			35642591000318	Utilities - Electric	87.13	0.00	87.13	
			35642591050318	Utilities - Electric	48.24	0.00	48.24	
			35642591100318	Utilities - Electric	42.40	0.00	42.40	
			35642591150318	Utilities - Electric	50.99	0.00	50.99	
			35642591210318	Utilities - Electric	30.29	0.00	30.29	
			35642591250318	Utilities - Electric	61.55	0.00	61.55	
			35642591300318	Utilities - Electric	30.02	0.00	30.02	
			35642591310318	Utilities - Electric	9.59	0.00	9.59	
			35642591350318	Utilities - Electric	71.94	0.00	71.94	
			35642591400318	Utilities - Electric	50.99	0.00	50.99	
			35642591430318	Utilities - Electric	23.88	0.00	23.88	
			35642591450318	Utilities - Electric	41.21	0.00	41.21	
			35642591500318	Utilities - Electric	31.69	0.00	31.69	
			35642591550318	Utilities - Electric	34.32	0.00	34.32	
			35642591600318	Utilities - Electric	44.07	0.00	44.07	
			35642591650318	Utilities - Electric	59.80	0.00	59.80	
			35642591700318	Utilities - Electric	45.34	0.00	45.34	
			35642591750318	Utilities - Electric	49.28	0.00	49.28	
			35642591800318	Utilities - Electric	38.82	0.00	38.82	
			35642591850318	Utilities - Electric	44.42	0.00	44.42	
			35642591900318	Utilities - Electric	36.56	0.00	36.56	
			35642591930318	Utilities - Electric	29.65	0.00	29.65	
			35642591940318	Utilities - Electric	23.72	0.00	23.72	
			35642591950318	Utilities - Electric	58.83	0.00	58.83	
			35642592000318	Utilities - Electric	62.04	0.00	62.04	
			35642592050318	Utilities - Electric	56.91	0.00	56.91	
			35642592070318	Utilities - Electric	24.78	0.00	24.78	
			35642592100318	Utilities - Electric	50.80	0.00	50.80	
			35642592130318	Utilities - Electric	16.47	0.00	16.47	
			35642592150318	Utilities - Electric	52.84	0.00	52.84	
			35642592190318	Utilities - Electric	41.18	0.00	41.18	

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			35642592200318	Utilities - Electric	49.55	0.00	49.55	
			35642592250318	Utilities - Electric	23.93	0.00	23.93	
			35642592300318	Utilities - Electric	39.54	0.00	39.54	
			35642592350318	Utilities - Electric	10.92	0.00	10.92	
			35642592400318	Utilities - Electric	70.45	0.00	70.45	
			35642592450318	Utilities - Electric	39.83	0.00	39.83	
			35642592500318	Utilities - Electric	41.55	0.00	41.55	
			35642592550318	Utilities - Electric	56.08	0.00	56.08	
			35642592600318	Utilities - Electric	49.55	0.00	49.55	
			35642592650318	Utilities - Electric	61.44	0.00	61.44	
			35642592700318	Utilities - Electric	48.22	0.00	48.22	
			35642592750318	Utilities - Electric	43.48	0.00	43.48	
			35642592800318	Utilities - Electric	74.79	0.00	74.79	
			35642592850318	Utilities - Electric	44.66	0.00	44.66	
			35642592900318	Utilities - Electric	45.48	0.00	45.48	
			35642592950318	Utilities - Electric	58.45	0.00	58.45	
			35642593000318	Utilities - Electric	56.91	0.00	56.91	
			35642593050318	Utilities - Electric	59.06	0.00	59.06	
			35642593100318	Utilities - Electric	53.93	0.00	53.93	
			35642593200318	Utilities - Electric	50.73	0.00	50.73	
			35642593210318	Utilities - Electric	31.36	0.00	31.36	
			35642593250318	Utilities - Electric	12.13	0.00	12.13	
			35642593260318	Utilities - Electric	22.67	0.00	22.67	
			35642593300318	Utilities - Electric	53.20	0.00	53.20	
			35642593350318	Utilities - Electric	40.73	0.00	40.73	
			35642593400318	Utilities - Electric	58.71	0.00	58.71	
			35642593410318	Utilities - Electric	15.25	0.00	15.25	
			35642593450318	Utilities - Electric	36.45	0.00	36.45	
			35642593480318	Utilities - Electric	17.00	0.00	17.00	
			35642593500318	Utilities - Electric	50.60	0.00	50.60	
			35642593550318	Utilities - Electric	40.73	0.00	40.73	

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			35642593600318	Utilities - Electric	62.74	0.00	62.74	
			35642593650318	Utilities - Electric	55.37	0.00	55.37	
			35642593700318	Utilities - Electric	50.60	0.00	50.60	
			35642593750318	Utilities - Electric	37.56	0.00	37.56	
			35642593800318	Utilities - Electric	42.20	0.00	42.20	
			35642593830318	Utilities - Electric	17.91	0.00	17.91	
			35642593850318	Utilities - Electric	10.18	0.00	10.18	
			35642593900318	Utilities - Electric	44.13	0.00	44.13	
			35642593950318	Utilities - Electric	37.95	0.00	37.95	
			35642593960318	Utilities - Electric	21.06	0.00	21.06	
			35642594000318	Utilities - Electric	49.82	0.00	49.82	
			35642594030318	Utilities - Electric	18.14	0.00	18.14	
			35642594050318	Utilities - Electric	26.60	0.00	26.60	
			35642594100318	Utilities - Electric	26.14	0.00	26.14	
			35642594150318	Utilities - Electric	46.61	0.00	46.61	
			35642594250318	Utilities - Electric	78.65	0.00	78.65	
			35642594260318	Utilities - Electric	18.08	0.00	18.08	
			35642594300318	Utilities - Electric	48.40	0.00	48.40	
			35642594310318	Utilities - Electric	20.79	0.00	20.79	
			35642594350318	Utilities - Electric	45.99	0.00	45.99	
			35642594400318	Utilities - Electric	45.20	0.00	45.20	
			35642594450318	Utilities - Electric	51.38	0.00	51.38	
			35642594500318	Utilities - Electric	35.54	0.00	35.54	
			35642594550318	Utilities - Electric	62.22	0.00	62.22	
			35642594600318	Utilities - Electric	62.32	0.00	62.32	
			35642594650318	Utilities - Electric	64.36	0.00	64.36	
			35642594700318	Utilities - Electric	60.54	0.00	60.54	
			35642594750318	Utilities - Electric	53.28	0.00	53.28	
			35642594800318	Utilities - Electric	60.18	0.00	60.18	
			35642594850318	Utilities - Electric	35.26	0.00	35.26	
			35642594900318	Utilities - Electric	45.34	0.00	45.34	

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			35642594950318	Utilities - Electric	58.81	0.00	58.81	
			35642595000318	Utilities - Electric	48.95	0.00	48.95	
			35642595050318	Utilities - Electric	53.23	0.00	53.23	
			35642595100318	Utilities - Electric	53.10	0.00	53.10	
			35642595150318	Utilities - Electric	39.30	0.00	39.30	
			35642595180318	Utilities - Electric	15.47	0.00	15.47	
			35642595200318	Utilities - Electric	43.22	0.00	43.22	
			35642595250318	Utilities - Electric	44.12	0.00	44.12	
			35642595260318	Utilities - Electric	33.49	0.00	33.49	
			35642595270318	Utilities - Electric	26.30	0.00	26.30	
			35642595300318	Utilities - Electric	47.83	0.00	47.83	
			35642595350318	Utilities - Electric	42.88	0.00	42.88	
			35642595400318	Utilities - Electric	43.34	0.00	43.34	
			35642595450318	Utilities - Electric	78.48	0.00	78.48	
			35642595500318	Utilities - Electric	35.60	0.00	35.60	
			35642595550318	Utilities - Electric	39.18	0.00	39.18	
			35642595600318	Utilities - Electric	37.16	0.00	37.16	
			35642595650318	Utilities - Electric	40.40	0.00	40.40	
			35642595700318	Utilities - Electric	46.55	0.00	46.55	
			35642595750318	Utilities - Electric	48.83	0.00	48.83	
			35642595800318	Utilities - Electric	41.33	0.00	41.33	
			35642595840318	Utilities - Electric	25.93	0.00	25.93	
			35642595850318	Utilities - Electric	65.13	0.00	65.13	
			35642595900318	Utilities - Electric	40.14	0.00	40.14	
			35642595950318	Utilities - Electric	78.12	0.00	78.12	
			35642596000318	Utilities - Electric	61.44	0.00	61.44	
			35642596050318	Utilities - Electric	47.15	0.00	47.15	
			35642596100318	Utilities - Electric	49.17	0.00	49.17	
			35642596150318	Utilities - Electric	39.52	0.00	39.52	
			35642596180318	Utilities - Electric	21.91	0.00	21.91	
			35642596200318	Utilities - Electric	55.86	0.00	55.86	

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			35642596250318	Utilities - Electric	39.66	0.00	39.66	
			35642596300318	Utilities - Electric	44.06	0.00	44.06	
			35642596310318	Utilities - Electric	18.43	0.00	18.43	
			35642596350318	Utilities - Electric	37.74	0.00	37.74	
			35642596380318	Utilities - Electric	32.58	0.00	32.58	
			35642596390318	Utilities - Electric	23.66	0.00	23.66	
			35642596400318	Utilities - Electric	36.89	0.00	36.89	
			35642596450318	Utilities - Electric	72.73	0.00	72.73	
			35642596500318	Utilities - Electric	39.30	0.00	39.30	
			35642596510318	Utilities - Electric	20.41	0.00	20.41	
			35642596700318	Utilities - Electric	21.56	0.00	21.56	
			35642596890318	Utilities - Electric	20.35	0.00	20.35	
			35642597310318	Utilities - Electric	22.99	0.00	22.99	
			35642597410318	Utilities - Electric	30.08	0.00	30.08	
			35642597560318	Utilities - Electric	15.70	0.00	15.70	
			35642597580318	Utilities - Electric	37.14	0.00	37.14	
			35642597780318	Utilities - Electric	22.29	0.00	22.29	
			35642598090318	Utilities - Electric	31.31	0.00	31.31	
			35642598240318	Utilities - Electric	9.53	0.00	9.53	
			35642598320318	Utilities - Electric	26.23	0.00	26.23	
			35642598500318	Utilities - Electric	16.64	0.00	16.64	
			35642598680318	Utilities - Electric	21.56	0.00	21.56	
			35642598820318	Utilities - Electric	19.26	0.00	19.26	
			35642599030318	Utilities - Electric	20.27	0.00	20.27	
			35642599140318	Utilities - Electric	19.15	0.00	19.15	
			35642599220318	Utilities - Electric	31.28	0.00	31.28	
			35642599230318	Utilities - Electric	16.68	0.00	16.68	
			35642599630318	Utilities - Electric	41.50	0.00	41.50	
			35642599650318	Utilities - Electric	20.06	0.00	20.06	
			35642657100318	Utilities - Electric	25.25	0.00	25.25	
			35644680670318	Utilities - Electric	21.11	0.00	21.11	

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			35646567580318	Utilities - Electric	6.23	0.00	6.23	
			35647525510318	Utilities - Electric	24.05	0.00	24.05	
			35647587030318	Utilities - Electric	39.21	0.00	39.21	
			35650040160318	Utilities - Electric	24.69	0.00	24.69	
			35650072020318	Utilities - Electric	19.04	0.00	19.04	
			35650295620318	Utilities - Electric	46.59	0.00	46.59	
			35650736240318	Utilities - Electric	20.39	0.00	20.39	
			35651995910318	Utilities - Electric	25.68	0.00	25.68	
			35652446010318	Utilities - Electric	29.06	0.00	29.06	
			35652837430318	Utilities - Electric	17.89	0.00	17.89	
			35653850930318	Utilities - Electric	29.55	0.00	29.55	
			35654460380318	Utilities - Electric	20.04	0.00	20.04	
			35655027900318	Utilities - Electric	31.99	0.00	31.99	
			35656758090318	Utilities - Electric	18.32	0.00	18.32	
			35658641990318	Utilities - Electric	19.25	0.00	19.25	
			35659521990318	Utilities - Electric	27.12	0.00	27.12	
			35659719430318	Utilities - Electric	36.21	0.00	36.21	
			35661606410318	Utilities - Electric	20.47	0.00	20.47	
			35662710140318	Utilities - Electric	18.76	0.00	18.76	
			35663598020318	Utilities - Electric	32.77	0.00	32.77	
			35664661630318	Utilities - Electric	24.69	0.00	24.69	
			35666020590318	Utilities - Electric	18.24	0.00	18.24	
			35666267910318	Utilities - Electric	29.34	0.00	29.34	
			35669864390318	Utilities - Electric	22.97	0.00	22.97	
			35671931870318	Utilities - Electric	20.96	0.00	20.96	
			35674252920318	Utilities - Electric	27.55	0.00	27.55	
			35674989850318	Utilities - Electric	19.96	0.00	19.96	
			35675679620318	Utilities - Electric	28.91	0.00	28.91	
			35676150740318	Utilities - Electric	29.77	0.00	29.77	
			35677237450318	Utilities - Electric	31.21	0.00	31.21	
			35677904120318	Utilities - Electric	25.90	0.00	25.90	

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			35679500460318	Utilities - Electric	31.21	0.00	31.21	
			35679745900318	Utilities - Electric	30.20	0.00	30.20	
			35680001590318	Utilities - Electric	21.54	0.00	21.54	
			35681394250318	Utilities - Electric	16.25	0.00	16.25	
			35685267030318	Utilities - Electric	40.79	0.00	40.79	
			35690738200318	Utilities - Electric	24.19	0.00	24.19	
			35692937870318	Utilities - Electric	29.77	0.00	29.77	
			35693522670318	Utilities - Electric	22.33	0.00	22.33	
			35695460940318	Utilities - Electric	24.26	0.00	24.26	
			35695887370318	Utilities - Electric	24.05	0.00	24.05	
			35699206580318	Utilities - Electric	1.36	0.00	1.36	
			38257235830318	Utilities - Electric	10.38	0.00	10.38	
			39509111000318	Utilities - Electric	36.76	0.00	36.76	
			43142590150318	Utilities - Gas	8.12	0.00	8.12	
			43142590250318	Utilities - Gas	63.42	0.00	63.42	
			43142590300318	Utilities - Gas	1,240.91	0.00	1,240.91	
			43142591280318	Utilities - Electric	335.91	0.00	335.91	
			43142597200318	Utilities - Electric	659.13	0.00	659.13	
			43142597640318	Utilities - Electric	1,039.40	0.00	1,039.40	
			43142599650318	Utilities - Electric	513.90	0.00	513.90	
			48131400740318	Utilities - Electric	9.64	0.00	9.64	
			60225900040318	Utilities - Electric	29,166.96	0.00	29,166.96	
			60225900080318	Utilities - Electric	7,312.56	0.00	7,312.56	
			60225900140318	Utilities - Electric	34.84	0.00	34.84	
			60225900150318	Utilities - Electric	18.70	0.00	18.70	
			60225900160318	Utilities - Electric	11.63	0.00	11.63	
			60225900170318	Utilities - Electric	9.20	0.00	9.20	
			60225900220318	Utilities - Electric	712.62	0.00	712.62	
			60225900260318	Utilities - Electric	24.50	0.00	24.50	
			60225900450318	Utilities - Electric	155.35	0.00	155.35	
			60225901980318	Utilities - Electric	43.59	0.00	43.59	

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			60225902640318	Utilities - Electric	44.54	0.00	44.54	
			60225902900318	Utilities - Electric	196.40	0.00	196.40	
			60225904170318	Utilities - Electric	7.28	0.00	7.28	
			60225904580318	Utilities - Electric	56.09	0.00	56.09	
			60225905100318	Utilities - Electric	2.71	0.00	2.71	
			60225905570318	Utilities - Electric	77.37	0.00	77.37	
			60225905580318	Utilities - Electric	11.70	0.00	11.70	
			60225905590318	Utilities - Electric	11.70	0.00	11.70	
			60225905600318	Utilities - Electric	3,913.15	0.00	3,913.15	
			60225906210318	Utilities - Electric	2.71	0.00	2.71	
			60225906600318	Utilities - Electric	33.35	0.00	33.35	
			60225908580318	Utilities - Electric	44.59	0.00	44.59	
			60225909050318	Utilities - Electric	8.25	0.00	8.25	
			60225909410318	Utilities - Electric	69.39	0.00	69.39	
			60225909830318	Utilities - Electric	54.51	0.00	54.51	
			63004478110318	Utilities - Electric	45.31	0.00	45.31	
			66172622090318	Utilities - Electric	20.31	0.00	20.31	
			74408230820318	Utilities - Electric	47.79	0.00	47.79	
			81004444430318	Utilities - Electric	6.27	0.00	6.27	
			81008620210318	Utilities - Electric	0.89	0.00	0.89	
			81008621120318	Utilities - Electric	6.62	0.00	6.62	
			81008622290318	Utilities - Electric	4.36	0.00	4.36	
			81008622550318	Utilities - Electric	37.11	0.00	37.11	
			81008623480318	Utilities - Electric	9.72	0.00	9.72	
			81008623720318	Utilities - Electric	0.77	0.00	0.77	
			81008624270318	Utilities - Electric	69.33	0.00	69.33	
			81008624310318	Utilities - Electric	11.42	0.00	11.42	
			81008624650318	Utilities - Electric	9.72	0.00	9.72	
			81008624800318	Utilities - Electric	20.57	0.00	20.57	
			81008625370318	Utilities - Electric	86.80	0.00	86.80	
			81008626650318	Utilities - Electric	7.98	0.00	7.98	

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			81008628100318	Utilities - Electric	0.77	0.00	0.77	
			81008628260318	Utilities - Electric	2.32	0.00	2.32	
			81008628350318	Utilities - Electric	0.77	0.00	0.77	
			81008629370318	Utilities - Electric	2.32	0.00	2.32	
			81008629450318	Utilities - Electric	2.37	0.00	2.37	
			81009280180318	Utilities - Electric	687.41	0.00	687.41	
			81011846090318	Utilities - Electric	13.24	0.00	13.24	
			81015536310318	Utilities - Electric	3,518.95	0.00	3,518.95	
			81020785620318	Utilities - Electric	7.10	0.00	7.10	
			81024370710318	Utilities - Electric	177.73	0.00	177.73	
			81029727040318	Utilities - Electric	6.27	0.00	6.27	
			81033823480318	Utilities - Electric	49.94	0.00	49.94	
			81035854770318	Utilities - Electric	19.32	0.00	19.32	
			81049144670318	Utilities - Electric	39.22	0.00	39.22	
			81052655700318	Utilities - Electric	12.76	0.00	12.76	
			81063868990318	Utilities - Electric	26,316.84	0.00	26,316.84	
			81073831150318	Utilities - Electric	21.78	0.00	21.78	
			81074135340318	Utilities - Electric	77.69	0.00	77.69	
			81080547220318	Utilities - Electric	49.03	0.00	49.03	
			81081601140318	Utilities - Electric	58.83	0.00	58.83	
			91475900360318	Utilities - Electric	129.14	0.00	129.14	
			91475900450318	Utilities - Gas	157.45	0.00	157.45	
			91475901220318	Utilities - Electric	30.76	0.00	30.76	
			91475903190318	Utilities - Electric	71.45	0.00	71.45	
			91475903550318	Utilities - Electric	234.90	0.00	234.90	
			91475904100318	Utilities - Electric	516.67	0.00	516.67	
			91475904310318	Utilities - Electric	225.42	0.00	225.42	
			91475904900318	Utilities - Electric	67.65	0.00	67.65	
			91475906250318	Utilities - Electric	170.10	0.00	170.10	
			91475906620318	Utilities - Electric	733.01	0.00	733.01	
			91475907050318	Utilities - Electric	137.09	0.00	137.09	

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			286189	Advertising Services	410.00	0.00	410.00	
xxx302149	4/26/18	AIRGAS USA LLC	9952644174	General Supplies	215.49	0.00	215.49	\$215.49
xxx302150	4/26/18	AL CLANCY & ASSOC	COS18102	Consultants	4,695.00	0.00	4,695.00	\$4,695.00
xxx302151	4/26/18	ARISVE RODRIGUEZ	#2	Professional Services	200.00	0.00	200.00	\$200.00
xxx302152	4/26/18	BSK ASSOCIATES	A809143	Water Lab Services	12,294.00	0.00	12,294.00	\$12,294.00
xxx302153	4/26/18	BARA INFOWARE INC	1936	General Supplies	11,360.00	0.00	11,360.00	\$11,360.00
xxx302154	4/26/18	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0006114217	Advertising Services	132.00	0.00	132.00	\$132.00
xxx302155	4/26/18	BAY-VALLEY PEST CONTROL INC	0238186	Services Maintain Land Improv	58.00	0.00	58.00	\$572.00
			0239105	Facilities Maintenance & Repair Labor	514.00	0.00	514.00	
xxx302156	4/26/18	BERTRAND FOX ELLIOT OSMAN & WENZEL	28688	Legal Services	8,431.24	0.00	8,431.24	\$15,712.25
			28689	Legal Services	6,393.59	0.00	6,393.59	
			28690	Legal Services	747.40	0.00	747.40	
			28691	Legal Services	140.02	0.00	140.02	
xxx302157	4/26/18	CAW ARCHITECTS INC	0118.14006	Consultants	5,126.64	0.00	5,126.64	\$18,753.54
			1217.14006	Consultants	13,626.90	0.00	13,626.90	
xxx302158	4/26/18	CALTEST ANALYTICAL LABORATORY	579922	Water Lab Services	1,707.48	0.00	1,707.48	\$6,465.61
			580241	Water Lab Services	57.83	0.00	57.83	
			580242	Water Lab Services	173.49	0.00	173.49	
			580818	Water Lab Services	57.83	0.00	57.83	
			580819	Water Lab Services	115.66	0.00	115.66	
			580820	Water Lab Services	115.66	0.00	115.66	
			580821	Water Lab Services	57.83	0.00	57.83	
			580822	Water Lab Services	57.83	0.00	57.83	
			580875	Water Lab Services	700.00	0.00	700.00	
			581088	Water Lab Services	57.83	0.00	57.83	
			581294	Water Lab Services	250.92	0.00	250.92	
			581649	Water Lab Services	57.83	0.00	57.83	
			581650	Water Lab Services	173.49	0.00	173.49	
			581651	Water Lab Services	57.83	0.00	57.83	
			581652	Water Lab Services	115.66	0.00	115.66	

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			581653	Water Lab Services	57.83	0.00	57.83	
			581737	Water Lab Services	57.83	0.00	57.83	
			581913	Water Lab Services	523.49	0.00	523.49	
			582089	Water Lab Services	57.83	0.00	57.83	
			582090	Water Lab Services	57.83	0.00	57.83	
			582091	Water Lab Services	57.83	0.00	57.83	
			582633	Water Lab Services	700.00	0.00	700.00	
			582651	Water Lab Services	173.49	0.00	173.49	
			582652	Water Lab Services	57.83	0.00	57.83	
			582653	Water Lab Services	115.66	0.00	115.66	
			582865	Water Lab Services	57.83	0.00	57.83	
			582989	Water Lab Services	250.92	0.00	250.92	
			583497	Water Lab Services	250.92	0.00	250.92	
			583583	Water Lab Services	57.83	0.00	57.83	
			583584	Water Lab Services	173.49	0.00	173.49	
			584414	Water Lab Services	57.83	0.00	57.83	
xxx302161	4/26/18	CAPTURE TECHNOLOGIES INC	51274	Hardware Maintenance	971.25	0.00	971.25	\$971.25
xxx302162	4/26/18	CARBONIC SERVICE INC	145061	Equipment Rental/Lease	233.52	0.00	233.52	\$233.52
xxx302163	4/26/18	COLUMBIA COMMUNICATIONS INC	85209	Communication Equipment	3,514.16	0.00	3,514.16	\$3,514.16
xxx302164	4/26/18	CONTRACTOR COMPLIANCE & MONITORING INC	9652	Consultants	2,000.00	0.00	2,000.00	\$2,000.00
xxx302165	4/26/18	CROP PRODUCTION SERVICES INC	35239089	Materials - Land Improve	773.90	0.00	773.90	\$893.80
			35248705	Materials - Land Improve	119.90	0.00	119.90	
xxx302166	4/26/18	DEANZA APPLIANCE	18-15180435425	Facilities Maint & Repair - Labor	215.00	0.00	215.00	\$644.30
			18-15180435425	Facilities Maint & Repair - Materials	429.30	0.00	429.30	
xxx302167	4/26/18	DEBRA CHROMCZAK	59	Consultants	2,232.50	0.00	2,232.50	\$2,232.50
xxx302168	4/26/18	EMPIRE SAFETY & SUPPLY	0092975-IN	Inventory Purchase	93.22	0.00	93.22	\$93.22
xxx302169	4/26/18	ENVIRONMENTAL RESOURCE ASSOC	861673	General Supplies	352.56	0.00	352.56	\$352.56
xxx302170	4/26/18	FISHER SCIENTIFIC CO LLC	8479103	General Supplies	128.88	0.00	128.88	\$500.70
			8952582	General Supplies	314.83	0.00	314.83	
			9117433	General Supplies	56.99	0.00	56.99	
xxx302171	4/26/18	FOSTER BROS SECURITY SYSTEMS INC						\$10,013.62

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			296471	Bldg Maint Matls & Supplies	974.90	0.00	974.90	
			297461	Bldg Maint Matls & Supplies	239.80	0.00	239.80	
			297918	Bldg Maint Matls & Supplies	8,798.92	0.00	8,798.92	
xxx302172	4/26/18	GARDENLAND POWER EQUIPMENT	564903	Supplies, Safety	28.30	0.00	28.30	\$690.78
			564904	Misc Equip Maint & Repair - Labor	191.90	0.00	191.90	
			564904	Misc Equip Maint & Repair - Materials	146.83	0.00	146.83	
			568179	Misc Equip Maint & Repair - Materials	253.34	0.00	253.34	
			568182	Misc Equip Maint & Repair - Materials	70.41	0.00	70.41	
xxx302173	4/26/18	GEORGE HILLS CO INC	INV1013297	Liability Claims Adjustor	6,750.00	0.00	6,750.00	\$6,750.00
xxx302174	4/26/18	GOLDEN GATE PETROLEUM	979767	Inventory Purchase	19,174.73	0.00	19,174.73	\$19,174.73
xxx302175	4/26/18	GOLDFARB LIPMAN ATTORNEYS	126646	Legal Services	162.63	0.00	162.63	\$162.63
xxx302176	4/26/18	GROVER LANDSCAPE SERVICES	0261555	Professional Services	12,825.00	0.00	12,825.00	\$12,825.00
xxx302177	4/26/18	H F & H CONSULTANTS LLC	9715428	Professional Services	15,704.38	0.00	15,704.38	\$15,704.38
xxx302178	4/26/18	HACH CO INC	10903719	General Supplies	94.31	0.00	94.31	\$1,224.52
			10914941	General Supplies	87.97	0.00	87.97	
			10916523	General Supplies	745.51	0.00	745.51	
			10919018	General Supplies	296.73	0.00	296.73	
xxx302179	4/26/18	IDEXX DISTRIBUTION GROUP	3029006284	General Supplies	868.23	0.00	868.23	\$1,397.45
			3029657070	General Supplies	529.22	0.00	529.22	
xxx302180	4/26/18	IMAGEX	214079	Mailing & Delivery Services	1,122.30	0.00	1,122.30	\$1,122.30
xxx302181	4/26/18	INTEGRATED ARCHIVE SYSTEMS INC	0087870-IN	Computer Hardware	3,077.73	0.00	3,077.73	\$3,204.60
			0087870-IN	Professional Services	126.87	0.00	126.87	
xxx302182	4/26/18	INTERSTATE SALES	17512	Materials - Land Improve	117.72	0.00	117.72	\$446.56
			17513	Materials - Land Improve	328.84	0.00	328.84	
xxx302183	4/26/18	KELLY PAPER CO	9063464	General Supplies	374.42	0.00	374.42	\$2,497.65
			9117364	General Supplies	1,119.23	0.00	1,119.23	
			9129545	General Supplies	735.86	0.00	735.86	
			9136664	General Supplies	268.14	0.00	268.14	
xxx302184	4/26/18	KOHLWEISS AUTO PARTS INC	01PQ4406	Inventory Purchase	974.49	19.49	955.00	\$955.00
xxx302185	4/26/18	L3 COMMUNICATIONS MOBILE VISION INC	0316075-IN	Miscellaneous Equipment Parts & Supplies	396.78	0.00	396.78	\$396.78

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xxx302186	4/26/18	LPS TACTICAL & PERSONAL SECURITY SUPPLY	7902A	Clothing, Uniforms & Access	544.18	0.00	544.18	\$1,980.68
			7914A	Clothing, Uniforms & Access	482.92	0.00	482.92	
			7953A	Clothing, Uniforms & Access	482.92	0.00	482.92	
			8007A	Clothing, Uniforms & Access	470.66	0.00	470.66	
xxx302187	4/26/18	LEVEL 3 COMMUNICATIONS LLC	69947596	Telecommunication Services	3,622.18	0.00	3,622.18	\$3,622.18
xxx302188	4/26/18	M&M COMMUNICATIONS INC	INV-0072	Miscellaneous Services	350.00	0.00	350.00	\$350.00
xxx302189	4/26/18	MALLORY SAFETY & SUPPLY LLC	4431397	Inventory Purchase	60.17	0.00	60.17	\$269.91
			4435215	Inventory Purchase	138.78	0.00	138.78	
			4436398	Inventory Purchase	70.96	0.00	70.96	
xxx302190	4/26/18	MOTOROLA	41249527	Communication Equipment	10,100.58	0.00	10,100.58	\$10,100.58
xxx302191	4/26/18	PINE CONE LUMBER CO INC	752356	Inventory Purchase	805.38	8.05	797.33	\$797.33
xxx302192	4/26/18	R & R PRODUCTS INC	CD2216922	Materials - Land Improve	185.14	0.00	185.14	\$573.77
			CD2217005	Materials - Land Improve	388.63	0.00	388.63	
xxx302193	4/26/18	R E P NUT N BOLT GUY	28828	Inventory Purchase	86.07	0.00	86.07	\$86.07
xxx302194	4/26/18	READYREFRESH BY NESTLE	18D5715636006	General Supplies	126.53	0.00	126.53	\$133.34
			18D5740132005	Miscellaneous Services	6.81	0.00	6.81	
xxx302195	4/26/18	REDWOOD ENGINEERING CONSTRUCTION	ORCHHRTGPR K#04	Construction Services	70,029.72	0.00	70,029.72	\$70,029.72
xxx302196	4/26/18	SFO REPROGRAPHICS	47562	Printing & Related Services	44.79	0.00	44.79	\$259.27
			47908	Printing & Related Services	34.52	0.00	34.52	
			48491	Printing & Related Services	116.59	0.00	116.59	
			48492	Printing & Related Services	63.37	0.00	63.37	
xxx302197	4/26/18	SAFEWAY INC	800650-042318	Food Products	38.16	0.00	38.16	\$38.16
xxx302198	4/26/18	SANTA CLARA VALLEY WATER DISTRICT	GM100856	Taxes & Licenses - Misc	18,001.00	0.00	18,001.00	\$18,001.00
xxx302199	4/26/18	SIERRA PACIFIC TURF SUPPLY INC	0523784-IN	Materials - Land Improve	842.95	0.00	842.95	\$3,479.63
			0524115-IN	Materials - Land Improve	1,337.19	0.00	1,337.19	
			0524830-IN	Materials - Land Improve	501.12	0.00	501.12	
			0525362-IN	Materials - Land Improve	798.37	0.00	798.37	
xxx302200	4/26/18	SMART & FINAL INC	057762-031418	Food Products	153.25	0.00	153.25	\$266.21
			057763-031418	Food Products	112.96	0.00	112.96	
xxx302201	4/26/18	SOFTCHOICE CORP	4810969	Computer Software	248.52	0.00	248.52	\$1,209.06

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			4812038	Investigation Expense	960.54	0.00	960.54	
xxx302202	4/26/18	STATE WATER RESOURCES CONTROL BOARD	32496 T2 RENEW	Training and Conferences	60.00	0.00	60.00	\$60.00
xxx302203	4/26/18	STUDIO SCOTT	317	Consultants	7,500.00	0.00	7,500.00	\$7,815.00
			325	Consultants	315.00	0.00	315.00	
xxx302204	4/26/18	SUNNYVALE FORD	121491	Inventory Purchase	430.77	0.00	430.77	\$430.77
xxx302205	4/26/18	SUPPLYWORKS	437140320	Inventory Purchase	453.44	4.16	449.28	\$449.28
xxx302206	4/26/18	TMT ENTERPRISES INC	94717	Materials - Land Improve	1,436.92	0.00	1,436.92	\$3,217.32
			94823	Materials - Land Improve	1,780.40	0.00	1,780.40	
xxx302207	4/26/18	TALON ECOLOGICAL RESEARCH GROUP	SUNNYVALE20182	Services Maintain Land Improv	1,820.00	0.00	1,820.00	\$1,820.00
xxx302208	4/26/18	TIGER MARTIAL ARTS ACADEMY INC	TMA2018MA	Rec Instructors/Officials	1,487.50	0.00	1,487.50	\$1,487.50
xxx302209	4/26/18	USA BLUEBOOK	513273	General Supplies	129.39	0.00	129.39	\$129.39
xxx302210	4/26/18	VWR INTERNATIONAL LLC	8081985279	General Supplies	130.40	0.00	130.40	\$803.77
			8081988665	General Supplies	40.59	0.00	40.59	
			8082001207	Chemicals	67.67	0.00	67.67	
			8082040768	General Supplies	565.11	0.00	565.11	
xxx302211	4/26/18	WECK LABORATORIES INC	W3D1350	Water Lab Services	144.24	0.00	144.24	\$298.79
			W8D1349	Water Lab Services	154.55	0.00	154.55	
xxx302212	4/26/18	ALBERT J SCOTT	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	134.34	0.00	134.34	\$134.34
xxx302213	4/26/18	BART GROUP SALES	04/24/2018	Cost of Merchandise Sold	900.00	0.00	900.00	\$900.00
xxx302214	4/26/18	CHARLES S EANEFF JR	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	929.24	0.00	929.24	\$929.24
xxx302215	4/26/18	DEAN CHU	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	866.25	0.00	866.25	\$866.25
xxx302216	4/26/18	DEAN S RUSSELL	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,261.79	0.00	1,261.79	\$1,261.79
xxx302217	4/26/18	GAIL SWEGLES	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	118.66	0.00	118.66	\$118.66
xxx302218	4/26/18	GRAINGER	9714520062	Bldg Maint Matls & Supplies	207.58	0.00	207.58	\$21,861.89
			9714726743	Bldg Maint Matls & Supplies	122.86	0.00	122.86	
			9714726750	Bldg Maint Matls & Supplies	99.41	0.00	99.41	

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			9716172599	Clothing, Uniforms & Access	1,085.13	0.00	1,085.13	
			9716172607	Clothing, Uniforms & Access	145.54	0.00	145.54	
			9716290334	Bldg Maint Matls & Supplies	43.11	0.00	43.11	
			9717479662	Construction Services	766.39	0.00	766.39	
			9717479670	Clothing, Uniforms & Access	402.21	0.00	402.21	
			9717724968	Hand Tools	142.42	0.00	142.42	
			9717724976	Bldg Maint Matls & Supplies	563.84	0.00	563.84	
			9718224786	Clothing, Uniforms & Access	1,520.24	0.00	1,520.24	
			9719401904	Supplies, Safety	371.49	0.00	371.49	
			9719974264	Bldg Maint Matls & Supplies	95.78	0.00	95.78	
			9721151174	Miscellaneous Equipment Parts & Supplies	1,439.91	0.00	1,439.91	
			9721432491	Chemicals	92.96	0.00	92.96	
			9721756584	Bldg Maint Matls & Supplies	176.32	0.00	176.32	
			9722639656	Hand Tools	103.23	0.00	103.23	
			9723035862	Electrical Parts & Supplies	66.45	0.00	66.45	
			9723328275	Miscellaneous Equipment Parts & Supplies	475.07	0.00	475.07	
			9723534468	Bldg Maint Matls & Supplies	393.93	0.00	393.93	
			9725614854	Miscellaneous Equipment Parts & Supplies	289.59	0.00	289.59	
			9725968581	Hand Tools	112.44	0.00	112.44	
			9726076707	Hand Tools	69.08	0.00	69.08	
			9726076715	Miscellaneous Equipment Parts & Supplies	356.39	0.00	356.39	
			9726114334	Miscellaneous Equipment Parts & Supplies	1,063.71	0.00	1,063.71	
			9726114342	Miscellaneous Equipment Parts & Supplies	1,822.48	0.00	1,822.48	
			9727296577	Clothing, Uniforms & Access	-198.29	0.00	-198.29	
			9727564529	Miscellaneous Equipment Parts & Supplies	192.17	0.00	192.17	
			9727564537	Supplies, Safety	103.58	0.00	103.58	
			9727564545	Clothing, Uniforms & Access	-132.20	0.00	-132.20	
			9727850324	Supplies, Safety	58.81	0.00	58.81	
			9728575250	Bldg Maint Matls & Supplies	195.73	0.00	195.73	
			9729200205	Hand Tools	97.34	0.00	97.34	
			9729776881	Miscellaneous Equipment Parts & Supplies	251.19	0.00	251.19	

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			9729776899	Clothing, Uniforms & Access	383.88	0.00	383.88	
			9729832551	Clothing, Uniforms & Access	277.29	0.00	277.29	
			9729832569	Hand Tools	20.93	0.00	20.93	
			9730082725	Materials - Land Improve	842.99	0.00	842.99	
			9730082733	Supplies, Safety	89.69	0.00	89.69	
			9732062345	Electrical Parts & Supplies	1,539.06	0.00	1,539.06	
			9732332417	Bldg Maint Matls & Supplies	498.19	0.00	498.19	
			9732503389	Miscellaneous Equipment Parts & Supplies	204.31	0.00	204.31	
			9733432372	Electrical Parts & Supplies	183.38	0.00	183.38	
			9733590955	Electrical Parts & Supplies	30.82	0.00	30.82	
			9733836374	Electrical Parts & Supplies	103.23	0.00	103.23	
			9733860705	Parts, Vehicles & Motor Equip	38.52	0.00	38.52	
			9734325468	Electrical Parts & Supplies	153.25	0.00	153.25	
			9735022841	Bldg Maint Matls & Supplies	119.30	0.00	119.30	
			9735137425	Electrical Parts & Supplies	85.41	0.00	85.41	
			9735579097	Bldg Maint Matls & Supplies	148.03	0.00	148.03	
			9735740418	Miscellaneous Equipment Parts & Supplies	1,009.10	0.00	1,009.10	
			9736972721	Miscellaneous Equipment Parts & Supplies	220.49	0.00	220.49	
			9737041104	Bldg Maint Matls & Supplies	203.83	0.00	203.83	
			9737253097	Parts, Vehicles & Motor Equip	2.48	0.00	2.48	
			9737304650	Hand Tools	561.38	0.00	561.38	
			9737304668	Chemicals	112.75	0.00	112.75	
			9737366071	Supplies, Safety	38.71	0.00	38.71	
			9737366089	Hand Tools	125.64	0.00	125.64	
			9737366097	Supplies, Safety	35.23	0.00	35.23	
			9738076570	Bldg Maint Matls & Supplies	-176.32	0.00	-176.32	
			9738384149	Clothing, Uniforms & Access	264.38	0.00	264.38	
			9738875724	Hand Tools	68.61	0.00	68.61	
			9739905090	Miscellaneous Equipment Parts & Supplies	310.00	0.00	310.00	
			9740695961	Electrical Parts & Supplies	124.16	0.00	124.16	
			9740797254	Hand Tools	423.71	0.00	423.71	

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			9741001151	Bldg Maint Matls & Supplies	167.87	0.00	167.87	
			9741517313	Parts, Vehicles & Motor Equip	114.94	0.00	114.94	
			9742791495	Parts, Vehicles & Motor Equip	373.17	0.00	373.17	
			9743719743	Electrical Parts & Supplies	193.95	0.00	193.95	
			9743719750	Electrical Parts & Supplies	104.83	0.00	104.83	
			9744077323	Water Backflow Valves	56.55	0.00	56.55	
			9744077331	Water Backflow Valves	212.26	0.00	212.26	
xxx302224	4/26/18	INTERNATIONAL TREE EXPERTS	D14672	Services Maintain Land Improv	11,628.00	0.00	11,628.00	\$11,628.00
xxx302225	4/26/18	MARK ROGGE	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	53.36	0.00	53.36	\$53.36
xxx302226	4/26/18	NANCY BOLGARD STEWARD	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	929.24	0.00	929.24	\$929.24
xxx302227	4/26/18	OFFICE DEPOT INC	120047756004	Supplies, Office 1	23.10	0.00	23.10	\$5,429.03
			120828088001	Supplies, Office 1	-379.31	0.00	-379.31	
			121586405001	Supplies, Office 1	34.54	0.00	34.54	
			121958507001	Supplies, Office 1	89.62	0.00	89.62	
			122184726001	Supplies, Office 1	-198.54	0.00	-198.54	
			122184727001	Supplies, Office 1	182.19	0.00	182.19	
			122251171001	Supplies, Office 1	19.54	0.00	19.54	
			122265878001	Supplies, Office 1	70.08	0.00	70.08	
			122284355001	Supplies, Office 1	6.31	0.00	6.31	
			122417977001	Supplies, Office 1	23.30	0.00	23.30	
			122430230001	Supplies, Office 1	297.01	0.00	297.01	
			122452952001	Supplies, Office 1	66.78	0.00	66.78	
			122752227001	Supplies, Office 1	814.44	0.00	814.44	
			123100947001	Supplies, Office 1	95.97	0.00	95.97	
			123101629001	Supplies, Office 1	126.92	0.00	126.92	
			123142576001	Supplies, Office 1	75.11	0.00	75.11	
			123190680001	Supplies, Office 1	43.15	0.00	43.15	
			123196918001	Supplies, Office 1	53.94	0.00	53.94	
			123196919001	Supplies, Office 1	43.15	0.00	43.15	
			123196920001	Supplies, Office 1	173.07	0.00	173.07	

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			123356085001	Supplies, Office 1	128.50	0.00	128.50	
			123394241001	Supplies, Office 1	133.54	0.00	133.54	
			123399827001	Supplies, Office 1	150.01	0.00	150.01	
			123469979001	Supplies, Office 1	77.61	0.00	77.61	
			123523959001	Supplies, Office 1	26.23	0.00	26.23	
			123892488001	Supplies, Office 1	76.99	0.00	76.99	
			123912430001	Supplies, Office 1	126.68	0.00	126.68	
			124053690001	Supplies, Office 1	187.91	0.00	187.91	
			124307252001	Supplies, Office 1	245.62	0.00	245.62	
			124307355001	Supplies, Office 1	22.73	0.00	22.73	
			124481146001	Supplies, Office 1	462.36	0.00	462.36	
			124518759001	Supplies, Office 1	12.75	0.00	12.75	
			124644994001	Supplies, Office 1	62.27	0.00	62.27	
			124644995001	Supplies, Office 1	34.77	0.00	34.77	
			124644996001	Supplies, Office 1	6.09	0.00	6.09	
			124644997001	Supplies, Office 1	7.43	0.00	7.43	
			124727462001	Supplies, Office 1	21.64	0.00	21.64	
			124727891001	Supplies, Office 1	47.59	0.00	47.59	
			124974318001	Supplies, Office 1	104.84	0.00	104.84	
			125127064001	Supplies, Office 1	141.66	0.00	141.66	
			125127252001	Supplies, Office 1	11.09	0.00	11.09	
			125167912001	Supplies, Office 1	24.30	0.00	24.30	
			125168954001	Supplies, Office 1	63.49	0.00	63.49	
			125188658001	Supplies, Office 1	-162.34	0.00	-162.34	
			125296116001	Supplies, Office 1	165.61	0.00	165.61	
			125333515001	Supplies, Office 1	15.66	0.00	15.66	
			125695610001	Supplies, Office 1	96.77	0.00	96.77	
			125738836001	Supplies, Office 1	264.30	0.00	264.30	
			125747896001	Supplies, Office 1	381.89	0.00	381.89	
			125880560001	Supplies, Office 1	194.55	0.00	194.55	
			126019126001	Supplies, Office 1	30.78	0.00	30.78	

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			126025222001	Supplies, Office 1	76.26	0.00	76.26	
			126095759001	Supplies, Office 1	59.09	0.00	59.09	
			126178196001	Supplies, Office 1	6.29	0.00	6.29	
			126255833001	Supplies, Office 1	90.68	0.00	90.68	
			126369440001	Supplies, Office 1	90.68	0.00	90.68	
			126376074001	Supplies, Office 1	264.70	0.00	264.70	
			126376271001	Supplies, Office 1	17.64	0.00	17.64	
xxx302232	4/26/18	PACIFIC GAS & ELECTRIC CO	05225890200318	Utilities - Gas	176.40	0.00	176.40	\$104,375.40
			05225892760318	Utilities - Electric	1,946.97	0.00	1,946.97	
			05225894560318	Utilities - Electric	1,048.44	0.00	1,048.44	
			11008300870318	Utilities - Electric	261.52	0.00	261.52	
			11023824480318	Utilities - Electric	295.12	0.00	295.12	
			11054204050318	Utilities - Electric	4,174.28	0.00	4,174.28	
			11059220090318	Utilities - Electric	2,488.14	0.00	2,488.14	
			11059220250318	Utilities - Gas	1,822.09	0.00	1,822.09	
			11059220400318	Utilities - Gas	590.68	0.00	590.68	
			11059220450318	Utilities - Gas	1,828.05	0.00	1,828.05	
			11059220500318	Utilities - Gas	149.97	0.00	149.97	
			11059220550318	Utilities - Electric	562.84	0.00	562.84	
			11059220600318	Utilities - Gas	5,104.61	0.00	5,104.61	
			11059220640318	Utilities - Electric	918.94	0.00	918.94	
			11059220750318	Utilities - Gas	3,195.31	0.00	3,195.31	
			11059220810318	Utilities - Electric	325.03	0.00	325.03	
			11059220900318	Utilities - Gas	264.97	0.00	264.97	
			11059220930318	Utilities - Electric	251.35	0.00	251.35	
			11059221020318	Utilities - Electric	432.94	0.00	432.94	
			11059221050318	Utilities - Gas	217.85	0.00	217.85	
			11059221060318	Utilities - Electric	629.65	0.00	629.65	
			11059221080318	Utilities - Electric	439.76	0.00	439.76	
			11059221150318	Utilities - Gas	314.29	0.00	314.29	
			11059221180318	Utilities - Electric	5,474.69	0.00	5,474.69	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			11059221280318	Utilities - Electric	652.83	0.00	652.83	
			11059221350318	Utilities - Gas	419.89	0.00	419.89	
			11059221400318	Utilities - Gas	2,715.18	0.00	2,715.18	
			11059221600318	Utilities - Gas	128.14	0.00	128.14	
			11059221680318	Utilities - Electric	253.62	0.00	253.62	
			11059221700318	Utilities - Gas	178.28	0.00	178.28	
			11059221730318	Utilities - Electric	1,157.24	0.00	1,157.24	
			11059221930318	Utilities - Electric	6,918.40	0.00	6,918.40	
			11059222630318	Utilities - Electric	828.50	0.00	828.50	
			11059222720318	Utilities - Electric	434.34	0.00	434.34	
			11059224060318	Utilities - Electric	5,753.26	0.00	5,753.26	
			11059224270318	Utilities - Electric	9.53	0.00	9.53	
			11059224730318	Utilities - Electric	225.42	0.00	225.42	
			11059225100318	Utilities - Gas	975.91	0.00	975.91	
			11059225290318	Utilities - Electric	438.77	0.00	438.77	
			11059225320318	Utilities - Electric	186.93	0.00	186.93	
			11059225550318	Utilities - Electric	1,489.12	0.00	1,489.12	
			11059225650318	Utilities - Gas	2,746.47	0.00	2,746.47	
			11059226380318	Utilities - Electric	4,932.87	0.00	4,932.87	
			11059226470318	Utilities - Electric	361.49	0.00	361.49	
			11059226810318	Utilities - Electric	3,761.30	0.00	3,761.30	
			11059227030318	Utilities - Electric	390.81	0.00	390.81	
			11059227060318	Utilities - Electric	1,914.96	0.00	1,914.96	
			11059227230318	Utilities - Electric	3,621.21	0.00	3,621.21	
			11059227650318	Utilities - Electric	254.42	0.00	254.42	
			11059227850318	Utilities - Electric	2,410.13	0.00	2,410.13	
			11059228050318	Utilities - Electric	3,958.60	0.00	3,958.60	
			11059228580318	Utilities - Electric	6,307.37	0.00	6,307.37	
			11059228670318	Utilities - Electric	254.48	0.00	254.48	
			11059229250318	Utilities - Electric	3,294.91	0.00	3,294.91	
			11059229470318	Utilities - Electric	3,306.85	0.00	3,306.85	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			11059229910318	Utilities - Electric	5,322.12	0.00	5,322.12	
			11059229990318	Utilities - Electric	1,786.48	0.00	1,786.48	
			61266000050318	Utilities - Gas	4,071.68	0.00	4,071.68	
xxx302237	4/26/18	REGIONAL TRAINING CENTER	39650	Training and Conferences	795.00	0.00	795.00	\$795.00
xxx302238	4/26/18	ROBERT PATERNOSTER	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	220.37	0.00	220.37	\$220.37
xxx302239	4/26/18	ROBERT VAN HEUSEN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	575.14	0.00	575.14	\$575.14
xxx302240	4/26/18	STEPHEN QUICK	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,245.04	0.00	1,245.04	\$1,245.04
xxx302241	4/26/18	WILLIAM BIELINSKI	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	265.62	0.00	265.62	\$265.62
xxx302242	4/26/18	CATHY LOZANO	163821-30750	Refund Utility Account Credit	214.30	0.00	214.30	\$214.30
xxx302243	4/26/18	JEROME KU	147623-41996	Refund Utility Account Credit	192.68	0.00	192.68	\$192.68
xxx302244	4/26/18	SALIM ALI KHAN	178797-12382	Refund Utility Account Credit	304.27	0.00	304.27	\$304.27
xxx002693	4/27/18	INTERNAL REVENUE SERVICE	950002693	Employer Taxes - FICA - Total	278.16	0.00	278.16	\$57,437.24
			950002693	Employer Taxes - Medicare - Total	57,159.08	0.00	57,159.08	
xxx002694	4/26/18	ICMA RETIREMENT CORP	950002694	Retirement Benefits - Deferred Comp - City Portion	100,156.41	0.00	100,156.41	\$101,502.13
			950002694	Retirement Benefits - PARS	1,345.72	0.00	1,345.72	
xxx002695	4/27/18	PUBLIC EMPLOYEES RETIREMENT SYSTEM	950002695	Retirement Benefits - Deferred Comp - City Portion	1,831.82	0.00	1,831.82	\$650,544.08
			950002695	Retirement Benefits - Misc Tier 1 & 2 Employer Required Cont.	175,611.39	0.00	175,611.39	
			950002695	Retirement Benefits - Misc Tier 1&2 Employer Paid Member Cont.	71,939.84	0.00	71,939.84	
			950002695	Retirement Benefits - Misc PEPRA Employer Required Cont.	69,474.59	0.00	69,474.59	
			950002695	Retirement Benefits - Safety Tier 1&2 Employer Required Cont.	200,691.81	0.00	200,691.81	
			950002695	Retirement Benefits - Safety Tier 1&2 Emplyr Paid Member Cont	90,244.04	0.00	90,244.04	
			950002695	Retirement Benefits - Safety PEPRA Employer Required Cont.	40,750.59	0.00	40,750.59	

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xxx100733	4/23/18	WELLS FARGO BANK	04202018	Purchasing Card Statement	156,954.07	0.00	156,954.07	\$156,954.07
xxx100734	4/23/18	SPECIALTY SOLID WASTE & RECYCLING INC	MAR2018	Franchise - Specialty Garbage	-163,825.70	0.00	-163,825.70	\$1,435,850.38
			MAR2018	Refuse Serv Fees - Specialty	-153,825.50	0.00	-153,825.50	
			MAR2018	Pynt to Franch Garb Collector	1,753,501.58	0.00	1,753,501.58	
xxx906384	4/25/18	ACCLAMATION INSURANCE MANAGEMENT		Workers' Compensation - Claims	54,204.24	0.00	54,204.24	\$54,204.24
Grand Total Payment Amount								<u>\$4,389,220.13</u>

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xxx8801	4/30/18	ABEL A VARGAS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	724.06	0.00	724.06	\$724.06
xxx8802	4/30/18	AIMEE FOSBENNER	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	53.36	0.00	53.36	\$53.36
xxx8803	4/30/18	ALI FATAPOUR	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,475.79	0.00	1,475.79	\$1,475.79
xxx8804	4/30/18	ANNABEL YURUTUCU	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	429.09	0.00	429.09	\$429.09
xxx8805	4/30/18	BRICE MCQUEEN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	942.38	0.00	942.38	\$942.38
xxx8806	4/30/18	BYRON K PIPKIN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	887.34	0.00	887.34	\$887.34
xxx8807	4/30/18	CATHY E MERRILL	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	53.36	0.00	53.36	\$53.36
xxx8808	4/30/18	CATHY HAYNES	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,245.04	0.00	1,245.04	\$1,245.04
xxx8809	4/30/18	CHRIS CARRION	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	724.06	0.00	724.06	\$724.06
xxx8810	4/30/18	CORYN CAMPBELL	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	265.62	0.00	265.62	\$265.62
xxx8811	4/30/18	DAN HAMMONS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	942.38	0.00	942.38	\$942.38
xxx8812	4/30/18	DAVID A LEWIS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	929.24	0.00	929.24	\$929.24
xxx8813	4/30/18	DAVID KAHN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	884.11	0.00	884.11	\$884.11
xxx8814	4/30/18	DAVID L VERBRUGGE	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,261.79	0.00	1,261.79	\$1,261.79
xxx8815	4/30/18	DAVID M GOTT	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	265.62	0.00	265.62	\$265.62
xxx8816	4/30/18	DAVID PITTS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx8817	4/30/18	DEE SCHABOT	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	866.94	0.00	866.94	\$866.94

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xxx8818	4/30/18	DON JOHNSON	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	487.24	0.00	487.24	\$487.24
xxx8819	4/30/18	DOUGLAS MORETTO	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,191.98	0.00	1,191.98	\$1,191.98
xxx8820	4/30/18	ENCARNACION HERNANDEZ	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	171.76	0.00	171.76	\$171.76
xxx8821	4/30/18	ERWIN YOUNG	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	602.30	0.00	602.30	\$602.30
xxx8822	4/30/18	ESTRELLA AGRAVIADOR KAWCZYNSKI	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	183.34	0.00	183.34	\$183.34
xxx8823	4/30/18	EUGENE J WADDELL	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	866.94	0.00	866.94	\$866.94
xxx8824	4/30/18	FRANK J GRGURINA	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	595.99	0.00	595.99	\$595.99
xxx8825	4/30/18	GARY K CARLS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	310.58	0.00	310.58	\$310.58
xxx8826	4/30/18	GARY LUEBBERS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	590.30	0.00	590.30	\$590.30
xxx8827	4/30/18	GLENN FORTIN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	457.34	0.00	457.34	\$457.34
xxx8828	4/30/18	GREGORY E KEVIN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx8829	4/30/18	JAMES BOUZIANE	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	602.30	0.00	602.30	\$602.30
xxx8830	4/30/18	JEFFREY PLECQUE	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,134.34	0.00	1,134.34	\$1,134.34
xxx8831	4/30/18	JEROME P AMMERMAN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	724.06	0.00	724.06	\$724.06
xxx8832	4/30/18	JOHN DEBATTISTA	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	724.06	0.00	724.06	\$724.06
xxx8833	4/30/18	JOHN HOWE	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	429.09	0.00	429.09	\$429.09
xxx8834	4/30/18	JOHN S WITTHAUS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,475.79	0.00	1,475.79	\$1,475.79
xxx8835	4/30/18	KAREN WOBLESKY	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	929.24	0.00	929.24	\$929.24

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xxx8836	4/30/18	KELLY FITZGERALD	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx8837	4/30/18	KELLY MENEHAN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	46.79	0.00	46.79	\$46.79
xxx8838	4/30/18	KLAUS DAEHNE	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	565.43	0.00	565.43	\$565.43
xxx8839	4/30/18	MARK G PETERSEN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,458.71	0.00	1,458.71	\$1,458.71
xxx8840	4/30/18	MARK STIVERS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx8841	4/30/18	MARVIN A ROSE	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	449.10	0.00	449.10	\$449.10
xxx8842	4/30/18	MICHAEL A CHAN	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,475.79	0.00	1,475.79	\$1,475.79
xxx8843	4/30/18	MYRIAM CASTANEDA	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	429.09	0.00	429.09	\$429.09
xxx8844	4/30/18	PETE GONDA	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,458.71	0.00	1,458.71	\$1,458.71
xxx8845	4/30/18	ROBERT WALKER	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,418.36	0.00	1,418.36	\$1,418.36
xxx8846	4/30/18	RONALD DALBA	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx8847	4/30/18	SCOTT MORTON	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,191.98	0.00	1,191.98	\$1,191.98
xxx8848	4/30/18	SILVIA MARTINS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	942.38	0.00	942.38	\$942.38
xxx8849	4/30/18	SIMON C LEMUS	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,458.71	0.00	1,458.71	\$1,458.71
xxx8850	4/30/18	STEVEN D PIGOTT	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	458.41	0.00	458.41	\$458.41
xxx8851	4/30/18	TAMMY PARKHURST	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	265.62	0.00	265.62	\$265.62
xxx8852	4/30/18	THERESE BALBO	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,071.44	0.00	1,071.44	\$1,071.44
xxx8853	4/30/18	TIM CARLYLE	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34

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xxx8854	4/30/18	TIM JOHNSON	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx8855	4/30/18	TONY J PEREZ	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	866.94	0.00	866.94	\$866.94
xxx8856	4/30/18	VINCENT CHETCUTI	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,475.79	0.00	1,475.79	\$1,475.79
xxx8857	4/30/18	WILLIAM L DISQUE	MAY 2018	Insurances - Retiree Medical - Retiree Reimbursement	413.57	0.00	413.57	\$413.57
xxx302245	5/1/18	4LEAF INC	J0607-17C	Consultants	1,955.00	0.00	1,955.00	\$1,955.00
xxx302246	5/1/18	AT&T	1130990400	Software As a Service	276.01	0.00	276.01	\$276.01
xxx302247	5/1/18	ACADEMY OF TRUCK DRIVING INC	1767	DED Services/Training - Training	4,536.90	0.00	4,536.90	\$9,073.80
			1768	DED Services/Training - Training	4,536.90	0.00	4,536.90	
xxx302248	5/1/18	ACE FIRE EQUIPMENT & SERVICE CO INC	5925	Inventory Purchase	728.01	0.00	728.01	\$728.01
xxx302249	5/1/18	ACUSHNET CO	905735217	Inventory Purchase	168.70	3.24	165.46	\$165.46
xxx302250	5/1/18	ALAMEDA COUNTY SHERIFFS OFFICE	0131-0418-5407	Training and Conferences	28,000.00	0.00	28,000.00	\$28,000.00
xxx302251	5/1/18	APPLEONE EMPLOYMENT SERVICES	01-4824834	Contracts/Service Agreements	9,991.84	0.00	9,991.84	\$18,642.31
			01-4831394	General Supplies	1,162.76	0.00	1,162.76	
			01-4831394	Contracts/Service Agreements	7,487.71	0.00	7,487.71	
xxx302253	5/1/18	ARBORWELL	IN93100	Services Maintain Land Improv	3,398.99	0.00	3,398.99	\$6,797.98
			IN93103	Services Maintain Land Improv	3,398.99	0.00	3,398.99	
xxx302254	5/1/18	BMI	9770635	Miscellaneous Services	1,252.80	0.00	1,252.80	\$1,252.80
xxx302255	5/1/18	BSK ASSOCIATES	A808965	Water Lab Services	840.00	0.00	840.00	\$840.00
xxx302256	5/1/18	BT EXPRESS LIQUIDATORS INC	13186	Furniture	5,432.56	0.00	5,432.56	\$5,432.56
xxx302257	5/1/18	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0006115663	Advertising Services	197.00	0.00	197.00	\$557.00
			0006117277	Advertising Services	360.00	0.00	360.00	
xxx302258	5/1/18	BAY REPROGRAPHIC & SUPPLY INC	370066	Hardware Maintenance	223.50	0.00	223.50	\$1,131.92
			370087	Hardware Maintenance	298.00	0.00	298.00	
			370399	Hardware Maintenance	610.42	0.00	610.42	
xxx302259	5/1/18	BAYSCAN TECHNOLOGIES LLC	55782	General Supplies	6,400.00	0.00	6,400.00	\$6,400.00
xxx302260	5/1/18	BOUND TREE MEDICAL LLC	70252711	Inventory Purchase	-16.33	0.00	-16.33	\$6,537.78
			82632417	Inventory Purchase	16.33	0.00	16.33	
			82845641	Inventory Purchase	6,537.78	0.00	6,537.78	

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xxx302261	5/1/18	COUNTY OF SANTA CLARA PROBATION DEPT	1800062374	Contracts/Service Agreements	31,942.88	0.00	31,942.88	\$31,942.88
xxx302262	5/1/18	CYBERSOURCE CORP	235954061822	Software As a Service	75.00	0.00	75.00	\$150.00
			235955787955	Software As a Service	75.00	0.00	75.00	
xxx302263	5/1/18	DNV GL ENERGY SERVICES USA INC.	875010001113	Consultants	27,027.50	0.00	27,027.50	\$27,027.50
xxx302264	5/1/18	DATAWORKS PLUS LLC	18-298	Software As a Service	1,000.00	0.00	1,000.00	\$1,000.00
xxx302265	5/1/18	DELL MARKETING LP	10235130278	Computer Hardware	10,208.42	0.00	10,208.42	\$10,224.71
			10236151814	Computer Hardware	216.29	0.00	216.29	
			60111395882	Hardware Maintenance	-200.00	0.00	-200.00	
xxx302266	5/1/18	DELTA DENTAL INSURANCE CO	BE002798148	Insurances - Dental	1,780.08	0.00	1,780.08	\$1,780.08
xxx302269	5/1/18	FRICKE PARKS PRESS INC	104106	Printing & Related Services	7,374.94	0.00	7,374.94	\$7,374.94
xxx302270	5/1/18	GALE/CENGAGE LEARNING	63498099	Library Acquisitions, Books	1,359.79	0.00	1,359.79	\$1,373.74
			63510079	Library Acquisitions, Books	13.95	0.00	13.95	
xxx302271	5/1/18	GARDENLAND POWER EQUIPMENT	565966	Hand Tools	314.94	0.00	314.94	\$314.94
xxx302272	5/1/18	GLOBAL ACCESS INC	16209	Software As a Service	236.00	0.00	236.00	\$236.00
xxx302273	5/1/18	GRAYBAR ELECTRIC CO INC	9303443083	Comm Equip Maintain & Repair - Materials 2	4,957.35	0.00	4,957.35	\$6,255.23
			9303522058	Comm Equip Maintain & Repair - Materials 2	703.67	0.00	703.67	
			9303537912	Comm Equip Maintain & Repair - Materials 2	145.02	0.00	145.02	
			9303547848	Comm Equip Maintain & Repair - Materials 2	449.19	0.00	449.19	
xxx302274	5/1/18	HARD DRIVE GRAPHICS	16050	Clothing, Uniforms & Access	331.36	0.00	331.36	\$331.36
xxx302275	5/1/18	HINDERLITER DE LLAMAS & ASSOC	0027855-IN	Sales And Use Tax	20,889.86	0.00	20,889.86	\$23,139.86
			0027855-IN	Financial Services	2,250.00	0.00	2,250.00	
xxx302277	5/1/18	IMAGEX	213785	Printing & Related Services	1,273.78	0.00	1,273.78	\$1,273.78
xxx302278	5/1/18	INFOSEND INC	134638	Mailing & Delivery Services	846.98	0.00	846.98	\$7,088.78
			134639	Postage	1,892.71	0.00	1,892.71	
			135105	Financial Services	1,206.26	0.00	1,206.26	
			135494	Mailing & Delivery Services	949.83	0.00	949.83	
			135495	Postage	2,193.00	0.00	2,193.00	
xxx302279	5/1/18	INSIGHT PUBLIC SECTOR INC						\$1,200.26

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			1100590028	Computer Hardware	1,200.26	0.00	1,200.26	
xxx302280	5/1/18	KENNEDY JENKS CONSULTANTS	120675	Consultants	1,275.00	0.00	1,275.00	\$1,275.00
xxx302281	5/1/18	KOHLWEISS AUTO PARTS INC	01PQ5649	Inventory Purchase	1,022.28	20.45	1,001.83	\$1,001.83
xxx302282	5/1/18	KRONOS INC	11308257	Computer Software	880.00	0.00	880.00	\$880.00
xxx302283	5/1/18	L N CURTIS & SONS INC	CM10447	Clothing, Uniforms & Access	-763.00	0.00	-763.00	\$10,525.57
			INV138232	Clothing, Uniforms & Access	381.50	0.00	381.50	
			INV138713	Clothing, Uniforms & Access	381.50	0.00	381.50	
			INV168566	General Supplies	97.87	0.00	97.87	
			INV168577	Clothing, Uniforms & Access	220.18	0.00	220.18	
			INV173077	Supplies, Fire Protection	4,993.29	0.00	4,993.29	
			INV174497	Clothing, Uniforms & Access	4,920.26	0.00	4,920.26	
			INV177663	Inventory Purchase	101.60	0.00	101.60	
			INV177716	Supplies, Fire Protection	192.37	0.00	192.37	
xxx302284	5/1/18	L3 COMMUNICATIONS MOBILE VISION INC	0316275-IN	Miscellaneous Equipment Parts & Supplies	396.78	0.00	396.78	\$396.78
xxx302285	5/1/18	LEXISNEXIS RISK SOLUTIONS	1409790-180331	Financial Services	131.00	0.00	131.00	\$131.00
xxx302286	5/1/18	LIEBERT CASSIDY WHITMORE	1457635	Legal Services	1,299.55	0.00	1,299.55	\$1,299.55
xxx302287	5/1/18	LINKEDIN CORP	10110443976	Library Periodicals/Databases	15,750.00	0.00	15,750.00	\$15,750.00
xxx302288	5/1/18	MCMASTER CARR SUPPLY CO	61300036	Miscellaneous Equipment Parts & Supplies	61.06	0.00	61.06	\$487.99
			61388997	Miscellaneous Equipment Parts & Supplies	43.79	0.00	43.79	
			61388998	Miscellaneous Equipment Parts & Supplies	30.41	0.00	30.41	
			61480587	Miscellaneous Equipment Parts & Supplies	352.73	0.00	352.73	
xxx302289	5/1/18	MIDWEST TAPE	95983057	Library Acquis, Audio/Visual	98.05	0.00	98.05	\$4,217.10
			95999633	Library Acquis, Audio/Visual	2,719.13	0.00	2,719.13	
			96000356	Library Acquis, Audio/Visual	926.17	0.00	926.17	
			96003198	Library Acquis, Audio/Visual	473.75	0.00	473.75	
xxx302290	5/1/18	MOBILE MODULAR MANAGEMENT CORP	1608567	Real Property Rental/Lease	1,310.33	0.00	1,310.33	\$1,310.33
xxx302291	5/1/18	MUSSON THEATRICAL INC	00426319	General Supplies	1,014.79	0.00	1,014.79	\$1,014.79
xxx302292	5/1/18	NIELSEN MERKSAMER PARRINELLO GROSS &	177478	Legal Services	11,684.00	0.00	11,684.00	\$11,684.00
xxx302293	5/1/18	NIXON EGLI EQUIPMENT CO INC	C22693	Parts, Vehicles & Motor Equip	331.39	0.00	331.39	\$331.39

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xxx302294	5/1/18	NORTHERN CALIFORNIA NURSING ACADEMY LLC	0017	DED Services/Training - Training	5,400.00	0.00	5,400.00	\$10,800.00
			0018	DED Services/Training - Training	5,400.00	0.00	5,400.00	
xxx302295	5/1/18	OPTONY INC	181306	Consultants	701.75	0.00	701.75	\$701.75
xxx302296	5/1/18	ORLANDI TRAILER INC	167813	Parts, Vehicles & Motor Equip	43.54	0.00	43.54	\$239.20
			168675	Parts, Vehicles & Motor Equip	13.07	0.00	13.07	
			169629	Parts, Vehicles & Motor Equip	64.34	0.00	64.34	
			169653	Parts, Vehicles & Motor Equip	23.88	0.00	23.88	
			169840	Parts, Vehicles & Motor Equip	14.86	0.00	14.86	
			169841	Parts, Vehicles & Motor Equip	79.51	0.00	79.51	
xxx302297	5/1/18	OVERDRIVE INC	910CO18067555	Library Periodicals/Databases	328.63	0.00	328.63	\$718.06
			910CO18067556	Library Periodicals/Databases	363.43	0.00	363.43	
			910DA18066716	Library Periodicals/Databases	26.00	0.00	26.00	
xxx302298	5/1/18	P&R PAPER SUPPLY CO INC	30188225-00	Inventory Purchase	1,098.72	0.00	1,098.72	\$2,702.00
			30188343-00	Inventory Purchase	1,603.28	0.00	1,603.28	
xxx302300	5/1/18	PACIFIC TELEMAGEMENT SERVICES	981428	Utilities - Telephone	75.00	0.00	75.00	\$75.00
xxx302301	5/1/18	PACIFIC WEST SECURITY INC	4614	Alarm Services	79.00	0.00	79.00	\$371.00
			4889	Alarm Services	93.00	0.00	93.00	
			4891	Facilities Maintenance & Repair Labor	199.00	0.00	199.00	
xxx302302	5/1/18	R & R REFRIGERATION & AIR CONDITIONING	64035	Facilities Maint & Repair - Labor	393.50	0.00	393.50	\$463.02
			64035	Facilities Maint & Repair - Materials	69.52	0.00	69.52	
xxx302303	5/1/18	R E P NUT N BOLT GUY	28845	Inventory Purchase	123.78	0.00	123.78	\$217.16
			28848	Inventory Purchase	93.38	0.00	93.38	
xxx302304	5/1/18	RDO EQUIPMENT CO	P73654	Parts, Vehicles & Motor Equip	269.04	0.00	269.04	\$1,648.27
			W14029	Auto Maint & Repair - Labor	483.60	0.00	483.60	
			W14029	Auto Maint & Repair - Materials	895.63	0.00	895.63	
xxx302305	5/1/18	READYREFRESH BY NESTLE	18D5727863002	General Supplies	61.66	0.00	61.66	\$68.47
			18D5740153001	General Supplies	6.81	0.00	6.81	
xxx302306	5/1/18	REED & GRAHAM INC	912879	Materials - Land Improve	461.14	0.00	461.14	\$461.14
xxx302307	5/1/18	ROGER D HIGDON	2017-5488B	Consultants	2,345.00	0.00	2,345.00	\$3,245.00
			2018-5362A	Consultants	900.00	0.00	900.00	
xxx302308	5/1/18	SAFE 2 PLAY	02635	Services Maintain Land Improv	1,465.00	0.00	1,465.00	\$1,465.00

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xxx302309	5/1/18	SAFEWAY INC	432778-041818	Food Products	71.79	0.00	71.79	\$71.79
xxx302310	5/1/18	SANTA CLARA VLY TRANSPORTATION AUTHORITY	0000018690	DED Services/Training - Transportation	270.00	0.00	270.00	\$270.00
xxx302311	5/1/18	SAVIANO CO INC	TNSBSKTBL17# 01	Construction Services	35,387.50	0.00	35,387.50	\$35,387.50
xxx302312	5/1/18	SIERRA PACIFIC TURF SUPPLY INC	0522220-IN	Materials - Land Improve	4,795.07	0.00	4,795.07	\$4,795.07
xxx302313	5/1/18	SILICON VALLEY AUTOBODY INC	31910	Auto Maint & Repair - Labor	1,638.00	0.00	1,638.00	\$8,159.06
			31910	Auto Maint & Repair - Materials	3,410.14	0.00	3,410.14	
			31943	Auto Maint & Repair - Labor	1,110.00	0.00	1,110.00	
			31943	Auto Maint & Repair - Materials	1,209.12	0.00	1,209.12	
			31960	Auto Maint & Repair - Labor	648.00	0.00	648.00	
			31960	Auto Maint & Repair - Materials	143.80	0.00	143.80	
xxx302314	5/1/18	SILICON VALLEY COMMUNITY NEWSPAPERS	0006121930	Advertising Services	1,714.45	0.00	1,714.45	\$3,771.25
			0006124371	Advertising Services	756.80	0.00	756.80	
			0006128969	Advertising Services	1,300.00	0.00	1,300.00	
xxx302316	5/1/18	SILICON VALLEY POLYTECHNIC INSTITUTE	04162018-554	DED Services/Training - Training	2,850.00	0.00	2,850.00	\$10,550.00
			04162018-555	DED Services/Training - Training	2,850.00	0.00	2,850.00	
			04162018-556	DED Services/Training - Training	2,850.00	0.00	2,850.00	
			04182018-558	DED Services/Training - Training	2,000.00	0.00	2,000.00	
xxx302317	5/1/18	SMART & FINAL INC	053879-042618	General Supplies	45.75	0.00	45.75	\$45.75
xxx302318	5/1/18	STANDARD BUSINESS SOLUTIONS	AR22793	Equipment Rental/Lease	906.02	0.00	906.02	\$906.02
xxx302319	5/1/18	STANLEY ACCESS INC	0905231140	Facilities Maintenance & Repair Labor	385.00	0.00	385.00	\$385.00
xxx302320	5/1/18	STARTING ARTS INC	1800	Professional Services	1,725.00	0.00	1,725.00	\$1,725.00
xxx302321	5/1/18	STATCOMM INC	127986	Facilities Maint & Repair - Labor	497.75	0.00	497.75	\$962.01
			127986	Facilities Maint & Repair - Materials	464.26	0.00	464.26	
xxx302322	5/1/18	STOP PROCESSING CENTER	17587	Financial Services	27.08	0.00	27.08	\$27.08
xxx302323	5/1/18	SUNNYVALE BUILDING MAINTENANCE	100241	Professional Services	1,616.00	0.00	1,616.00	\$3,216.34
			100242	Professional Services	708.24	0.00	708.24	
			100243	Professional Services	892.10	0.00	892.10	
xxx302324	5/1/18	TMT ENTERPRISES INC	94929	Materials - Land Improve	1,363.94	0.00	1,363.94	\$1,363.94
xxx302325	5/1/18	TARGET SPECIALTY PRODUCTS INC	PI0787943	Materials - Land Improve	649.99	0.00	649.99	\$649.99
xxx302326	5/1/18	TECHSMART ACADEMY	0018	Professional Services	2,500.00	0.00	2,500.00	\$2,500.00

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xxx302327	5/1/18	THE ARCANUM GROUP	000731	General Supplies	88,897.06	0.00	88,897.06	\$120,603.31
			000735	General Supplies	31,706.25	0.00	31,706.25	
xxx302328	5/1/18	THE DAVEY TREE EXPERT COMPANY	912188126	Services Maintain Land Improv	6,765.00	0.00	6,765.00	\$6,765.00
xxx302329	5/1/18	TURF STAR INC	7003142-00	Parts, Vehicles & Motor Equip	558.07	0.00	558.07	\$1,891.41
			7004956-00	Parts, Vehicles & Motor Equip	54.49	0.00	54.49	
			7004965-00	Parts, Vehicles & Motor Equip	44.58	0.00	44.58	
			7004966-00	Parts, Vehicles & Motor Equip	357.47	0.00	357.47	
			7004967-00	Parts, Vehicles & Motor Equip	53.80	0.00	53.80	
			7005701-00	Parts, Vehicles & Motor Equip	207.28	0.00	207.28	
			7005919-00	Parts, Vehicles & Motor Equip	67.87	0.00	67.87	
			7005948-00	Parts, Vehicles & Motor Equip	58.22	0.00	58.22	
			7006132-00	Parts, Vehicles & Motor Equip	30.10	0.00	30.10	
			7006272-00	Parts, Vehicles & Motor Equip	150.73	0.00	150.73	
			7006274-00	Parts, Vehicles & Motor Equip	170.96	0.00	170.96	
			7007069-00	Parts, Vehicles & Motor Equip	86.83	0.00	86.83	
			7007318-00	Parts, Vehicles & Motor Equip	51.01	0.00	51.01	
xxx302331	5/1/18	UC REGENTS	1019049-182	DED Services/Training - Training	4,774.50	0.00	4,774.50	\$5,639.00
			979159-181	DED Services/Training - Training	456.50	0.00	456.50	
			995090-181	DED Services/Training - Training	408.00	0.00	408.00	
xxx302332	5/1/18	USA BLUEBOOK	548437	Miscellaneous Equipment Parts & Supplies	366.58	0.00	366.58	\$366.58
xxx302333	5/1/18	UNITED SITE SERVICES INC	114-6580844	Equipment Rental/Lease	245.00	0.00	245.00	\$245.00
xxx302334	5/1/18	UNITED STATES POSTAL SERVICE	P#584-042718	Postage	317.55	0.00	317.55	\$317.55
xxx302335	5/1/18	UNITED STATES POSTAL SERVICE	P#584-042518	Postage	225.00	0.00	225.00	\$225.00
xxx302337	5/1/18	UNIVERSITY OF CALIFORNIA SANTA CRUZ	57410	DED Services/Training - Training	594.50	0.00	594.50	\$41,298.50
			57611	DED Services/Training - Training	600.00	0.00	600.00	
			58106	DED Services/Training - Training	4,590.00	0.00	4,590.00	
			58116	DED Services/Training - Training	5,400.00	0.00	5,400.00	
			58124	DED Services/Training - Training	2,700.00	0.00	2,700.00	
			58126	DED Services/Training - Training	3,537.00	0.00	3,537.00	
			58128	DED Services/Training - Training	4,878.00	0.00	4,878.00	
			58132	DED Services/Training - Training	5,400.00	0.00	5,400.00	

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			58134	DED Services/Training - Training	4,428.00	0.00	4,428.00	
			58159	DED Services/Training - Training	4,599.00	0.00	4,599.00	
			58162	DED Services/Training - Training	4,572.00	0.00	4,572.00	
xxx302338	5/1/18	VICTOR HUGO SANTOS	105	Library Acquis, Audio/Visual	240.00	0.00	240.00	\$240.00
xxx302339	5/1/18	W G FRITZ CONSTRUCTION INC	3887	Facilities Maintenance & Repair Labor	255.00	0.00	255.00	\$255.00
xxx302340	5/1/18	W-TRANS	19967	Engineering Services	2,662.50	0.00	2,662.50	\$6,675.00
			20111	Engineering Services	2,630.00	0.00	2,630.00	
			20247	Engineering Services	1,382.50	0.00	1,382.50	
xxx302341	5/1/18	WEATHERSHIELD ROOF SYSTEMS INC	9425	Facilities Maint & Repair - Labor	450.00	0.00	450.00	\$3,181.00
			9425	Facilities Maint & Repair - Materials	26.00	0.00	26.00	
			9448	Facilities Maint & Repair - Labor	225.00	0.00	225.00	
			9448	Facilities Maint & Repair - Materials	36.00	0.00	36.00	
			9449	Facilities Maint & Repair - Labor	600.00	0.00	600.00	
			9449	Facilities Maint & Repair - Materials	46.00	0.00	46.00	
			9450	Facilities Maint & Repair - Labor	525.00	0.00	525.00	
			9450	Facilities Maint & Repair - Materials	116.00	0.00	116.00	
			9456	Facilities Maint & Repair - Labor	300.00	0.00	300.00	
			9456	Facilities Maint & Repair - Materials	16.00	0.00	16.00	
			9457	Facilities Maint & Repair - Labor	825.00	0.00	825.00	
			9457	Facilities Maint & Repair - Materials	16.00	0.00	16.00	
xxx302343	5/1/18	WINSUPPLY OF SILICON VALLEY	687576 00	Miscellaneous Equipment Parts & Supplies	40.89	0.00	40.89	\$205.71
			687766 00	Bldg Maint Matls & Supplies	164.82	0.00	164.82	
xxx302345	5/1/18	AVALON BAY COMMUNITES INC	034999	Business License Tax	10,688.90	0.00	10,688.90	\$10,688.90
xxx302346	5/1/18	FERMA COPERATION	187281-43790	Refund Utility Account Credit	4,198.40	0.00	4,198.40	\$4,198.40
xxx302347	5/1/18	HILL & CO REALTORS	97449-70722	Refund Utility Account Credit	219.51	0.00	219.51	\$219.51
xxx302348	5/1/18	J&M INC	191275-32106	Refund Utility Account Credit	4,154.61	0.00	4,154.61	\$4,154.61
xxx302349	5/1/18	KAREN HOWARD	175253-50680	Refund Utility Account Credit	27.06	0.00	27.06	\$27.06
xxx302350	5/1/18	KELLY BECCARIA	183781-12364	Refund Utility Account Credit	160.59	0.00	160.59	\$160.59
xxx302351	5/3/18	AT&T	0602280792	Utilities - Telephone	376.51	0.00	376.51	\$376.51
xxx302352	5/3/18	ACCESS HARDWARE	5686923-IN	Bldg Maint Matls & Supplies	151.48	0.00	151.48	\$151.48
xxx302353	5/3/18	AMFASOFT CORP	SUKDHN-01	DED Services/Training - Training	3,217.50	0.00	3,217.50	\$3,217.50

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xxx302354	5/3/18	ANDERSON PACIFIC ENGINEERING	PRMRYTRTON E#R	Construction Project Contract Retainage	295,395.33	0.00	295,395.33	\$295,395.33
xxx302356	5/3/18	BLX GROUP LLC	6122936/041118	Financial Services	4,000.00	0.00	4,000.00	\$4,000.00
xxx302357	5/3/18	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0006113112 0006121732 0006127731 0006128464	Advertising Services Advertising Services Advertising Services Advertising Services	186.00 161.00 910.00 218.00	0.00 0.00 0.00 0.00	186.00 161.00 910.00 218.00	\$1,475.00
xxx302358	5/3/18	BRUCE BARTON PUMP SERVICE INC	0096213-IN 0096387-IN	Services Maintain Land Improv Bldg Maint Matls & Supplies	2,200.72 706.04	0.00 0.00	2,200.72 706.04	\$2,906.76
xxx302359	5/3/18	CWEA - SFBS	MAY/9/2018	Training and Conferences	120.00	0.00	120.00	\$120.00
xxx302360	5/3/18	CWS CONSTRUCTION GROUP INC	GOLFBUILDGS #04	Construction Services	165,050.15	0.00	165,050.15	\$165,050.15
xxx302361	5/3/18	CALIFORNIA DEPT OF GENERAL SERVICES	1413862	Utilities - Gas	782.16	0.00	782.16	\$782.16
xxx302362	5/3/18	CALIFORNIA SPORTS CENTER	CSC0418	Rec Instructors/Officials	9,085.60	0.00	9,085.60	\$9,085.60
xxx302363	5/3/18	CENTURY GRAPHICS	48506A	Clothing, Uniforms & Access	69.48	0.00	69.48	\$69.48
xxx302364	5/3/18	CHARLES SRETHABHAKTI	CK REQ 18-204	DED Services/Training - Books	103.98	0.00	103.98	\$103.98
xxx302365	5/3/18	DAKESSIAN LAW LTD	958	Legal Services	1,866.00	0.00	1,866.00	\$1,866.00
xxx302366	5/3/18	DEL GAVIO GROUP	8499	Professional Services	848.65	0.00	848.65	\$848.65
xxx302367	5/3/18	DETAIL PLUS	38611 38810	Auto Maint & Repair - Labor Auto Maint & Repair - Labor	50.00 65.00	0.00 0.00	50.00 65.00	\$115.00
xxx302368	5/3/18	EMPIRE SAFETY & SUPPLY	0093191-IN	Inventory Purchase	52.97	0.00	52.97	\$52.97
xxx302369	5/3/18	ESPINOZA TREE SERVICE	0798	Facilities Maintenance & Repair Labor	700.00	0.00	700.00	\$700.00
xxx302370	5/3/18	FEDEX	6-149-82640	Mailing & Delivery Services	9.18	0.00	9.18	\$9.18
xxx302371	5/3/18	FOSTER BROS SECURITY SYSTEMS INC	298401 298651 298727	Bldg Maint Matls & Supplies Bldg Maint Matls & Supplies Bldg Maint Matls & Supplies	190.75 49.05 366.24	0.00 0.00 0.00	190.75 49.05 366.24	\$606.04
xxx302372	5/3/18	GARDENLAND POWER EQUIPMENT	569472 569472 569532	Misc Equip Maint & Repair - Labor Misc Equip Maint & Repair - Materials Misc Equip Maint & Repair - Materials	121.90 151.37 225.27	0.00 0.00 0.00	121.90 151.37 225.27	\$498.54
xxx302373	5/3/18	GOLDEN GATE TRUCK CENTER	F005816503:01 F005820695:01	Parts, Vehicles & Motor Equip Parts, Vehicles & Motor Equip	-204.38 72.74	0.00 0.00	-204.38 72.74	\$2,818.86

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			F005821857:01	Parts, Vehicles & Motor Equip	96.42	0.00	96.42	
			F005822342:01	Parts, Vehicles & Motor Equip	866.00	0.00	866.00	
			F005825917:01	Parts, Vehicles & Motor Equip	15.04	0.00	15.04	
			F005825917:02	Parts, Vehicles & Motor Equip	10.03	0.00	10.03	
			F005826047:01	Parts, Vehicles & Motor Equip	-177.13	0.00	-177.13	
			F005826728:01	Parts, Vehicles & Motor Equip	36.69	0.00	36.69	
			F005828021:01	Parts, Vehicles & Motor Equip	104.49	0.00	104.49	
			F005830352:01	Parts, Vehicles & Motor Equip	622.18	0.00	622.18	
			F005832012:01	Parts, Vehicles & Motor Equip	28.78	0.00	28.78	
			F005832265:01	Parts, Vehicles & Motor Equip	126.81	0.00	126.81	
			F005833209:01	Parts, Vehicles & Motor Equip	643.38	0.00	643.38	
			F005834373:01	Parts, Vehicles & Motor Equip	-109.69	0.00	-109.69	
			F005834374:01	Parts, Vehicles & Motor Equip	-43.60	0.00	-43.60	
			F005834559:01	Parts, Vehicles & Motor Equip	210.16	0.00	210.16	
			F005835585:01	Parts, Vehicles & Motor Equip	81.30	0.00	81.30	
			F005835585:02	Parts, Vehicles & Motor Equip	74.08	0.00	74.08	
			F005836403:01	Parts, Vehicles & Motor Equip	119.20	0.00	119.20	
			F005837186:01	Parts, Vehicles & Motor Equip	71.19	0.00	71.19	
			F005837806:01	Parts, Vehicles & Motor Equip	45.54	0.00	45.54	
			F005838406:01	Parts, Vehicles & Motor Equip	76.14	0.00	76.14	
			F005839109:01	Parts, Vehicles & Motor Equip	49.52	0.00	49.52	
			F005839234:01	Parts, Vehicles & Motor Equip	3.97	0.00	3.97	
xxx302375	5/3/18	GOLDFARB LIPMAN ATTORNEYS	126647	Legal Services	4,161.47	0.00	4,161.47	\$4,161.47
xxx302376	5/3/18	GRAYBAR ELECTRIC CO INC	9303607861	Comm Equip Maintain & Repair - Materials 2	166.12	0.00	166.12	\$166.12
xxx302377	5/3/18	H K AVERY CONSTRUCTION	221-03/01/08	Facilities Maint & Repair - Labor	1,850.00	0.00	1,850.00	\$4,280.00
			221-03/01/08	Facilities Maint & Repair - Materials	2,430.00	0.00	2,430.00	
xxx302378	5/3/18	ICC GENERAL CONTRACTORS INC	FOPARKSKTLT #R	Construction Project Contract Retainage	33,506.45	0.00	33,506.45	\$33,506.45
xxx302379	5/3/18	INDEPENDENT ELECTRIC SUPPLY INC	S103567885.001	Materials - Land Improve	6,676.25	0.00	6,676.25	\$6,676.39
			S103625843.001	Electrical Parts & Supplies	0.14	0.00	0.14	

List of All Claims and Bills Approved for Payment
For Payments Dated 4/29/2018 through 5/5/2018

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx302380	5/3/18	INTERNATIONAL MANAGEMENT SYSTEMS	8212	Professional Services	2,280.00	0.00	2,280.00	\$2,280.00
xxx302381	5/3/18	JAVELCO EQUIPMENT SERVICE INC	53175	Parts, Vehicles & Motor Equip	23.14	0.00	23.14	\$115.56
			53244	Parts, Vehicles & Motor Equip	14.99	0.00	14.99	
			53251	Parts, Vehicles & Motor Equip	14.99	0.00	14.99	
			53263	Parts, Vehicles & Motor Equip	-14.99	0.00	-14.99	
			53264	Parts, Vehicles & Motor Equip	-14.99	0.00	-14.99	
			53265	Parts, Vehicles & Motor Equip	20.69	0.00	20.69	
			53266	Parts, Vehicles & Motor Equip	20.69	0.00	20.69	
			53285	Parts, Vehicles & Motor Equip	51.04	0.00	51.04	
xxx302382	5/3/18	KANOPY INC	127818-PPU	Library Periodicals/Databases	18.00	0.00	18.00	\$18.00
xxx302383	5/3/18	KIMLEY HORN & ASSOC INC	10640842-1	Engineering Services	14,197.19	0.00	14,197.19	\$14,197.19
xxx302384	5/3/18	LOMBARDO DIAMOND CORE DRILLING CO INC	15833	Equipment Maintenance & Repair Labor	985.00	0.00	985.00	\$985.00
xxx302385	5/3/18	MACIAS GINI AND OCONNELL LLP	250995	Financial Services	3,122.00	0.00	3,122.00	\$18,634.00
			250996	Financial Services	9,446.00	0.00	9,446.00	
			251527	Financial Services	1,302.00	0.00	1,302.00	
			251528	Financial Services	4,764.00	0.00	4,764.00	
xxx302387	5/3/18	MALLORY SAFETY & SUPPLY LLC	4436827	Inventory Purchase	105.29	0.00	105.29	\$105.29
xxx302388	5/3/18	MCMaster CARR SUPPLY CO	61685121	Bldg Maint Matls & Supplies	100.91	0.00	100.91	\$1,213.75
			61685122	Electrical Parts & Supplies	958.11	0.00	958.11	
			61685123	Miscellaneous Equipment Parts & Supplies	32.40	0.00	32.40	
			61860321	General Supplies	40.58	0.00	40.58	
			61989224	Miscellaneous Equipment Parts & Supplies	81.75	0.00	81.75	
xxx302389	5/3/18	METROPOLITAN TRANSPORTATION COMMISSION	4926-AR10777	Membership Fees	2,500.00	0.00	2,500.00	\$2,500.00
xxx302390	5/3/18	MIDWEST TAPE	95969979	Library Materials Preprocessing	172.55	0.00	172.55	\$172.55
xxx302391	5/3/18	NEOPOST USA INC.	15385315	General Supplies	194.01	0.00	194.01	\$194.01
xxx302392	5/3/18	PENINSULA BATTERY INC	125236	Inventory Purchase	366.24	0.00	366.24	\$366.24
xxx302393	5/3/18	PEOPLEOLOGIE	4/6/18UPS RCPT	Pre-Employment Testing	62.00	0.00	62.00	\$62.00
xxx302394	5/3/18	PETERSON POWER SYSTEMS INC	PC240032326	Miscellaneous Equipment Parts & Supplies	3,343.73	0.00	3,343.73	\$3,774.15
			SB240013847	Misc Equip Maint & Repair - Labor	-404.00	0.00	-404.00	

List of All Claims and Bills Approved for Payment

For Payments Dated 4/29/2018 through 5/5/2018

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			SB240013847	Misc Equip Maint & Repair - Materials	-26.42	0.00	-26.42	
			SW240148280	Misc Equip Maint & Repair - Labor	404.00	0.00	404.00	
			SW240148280	Misc Equip Maint & Repair - Materials	26.42	0.00	26.42	
			SW240148285	Misc Equip Maint & Repair - Labor	404.00	0.00	404.00	
			SW240148285	Misc Equip Maint & Repair - Materials	26.42	0.00	26.42	
xxx302395	5/3/18	R & R REFRIGERATION & AIR CONDITIONING	64214	Facilities Maintenance & Repair Labor	928.84	0.00	928.84	\$928.84
xxx302396	5/3/18	READYREFRESH BY NESTLE	18D0023360647	General Supplies	6.81	0.00	6.81	\$20.43
			18D5736476002	General Supplies	6.81	0.00	6.81	
			18D5740154009	General Supplies	6.81	0.00	6.81	
xxx302397	5/3/18	REFRIGERATION SUPPLIES DISTRIBUTOR	38390385-00	Bldg Maint Matls & Supplies	173.85	0.00	173.85	\$173.85
xxx302398	5/3/18	REON STALLINGS	CK REQ 18-202	DED Services/Training - Books	105.54	0.00	105.54	\$105.54
xxx302399	5/3/18	ROOFING AND SOLAR CONSTRUCTION INC	ROOFFIRENO5#R	Construction Project Contract Retainage	9,584.43	0.00	9,584.43	\$9,584.43
xxx302400	5/3/18	SAFETY KLEEN SYSTEMS INC	75740310	Auto Maint & Repair - Labor	1,036.70	0.00	1,036.70	\$294.30
			75743010REV	Auto Maint & Repair - Labor	-1,036.70	0.00	-1,036.70	
			76345722	Chemicals	294.30	0.00	294.30	
xxx302401	5/3/18	SAFEWAY INC	727150-042318	Food Products	31.97	0.00	31.97	\$101.12
			800144-042218	Food Products	52.15	0.00	52.15	
			805180-050118	Food Products	17.00	0.00	17.00	
xxx302402	5/3/18	SARAH GRAVES	SG2018MA	Rec Instructors/Officials	1,338.12	0.00	1,338.12	\$1,338.12
xxx302403	5/3/18	SCHAAF & WHEELER	29436	Engineering Services	3,827.60	0.00	3,827.60	\$3,827.60
xxx302404	5/3/18	STRATEGIC ENERGY INNOVATIONS	2722	Professional Services	12,400.00	0.00	12,400.00	\$12,400.00
xxx302405	5/3/18	SUBURBAN PROPANE	2289867	Fuel, Oil & Lubricants	28.08	0.00	28.08	\$28.08
xxx302406	5/3/18	USA BLUEBOOK	511770	Miscellaneous Equipment Parts & Supplies	1,499.14	0.00	1,499.14	\$2,248.15
			513293	Miscellaneous Equipment Parts & Supplies	292.07	0.00	292.07	
			542128	Miscellaneous Equipment Parts & Supplies	456.94	0.00	456.94	
xxx302407	5/3/18	UNIVAR USA INC	SJ872876	Chemicals	3,304.92	0.00	3,304.92	\$5,564.78
			SJ873064	Chemicals	2,259.86	0.00	2,259.86	
xxx302408	5/3/18	WEST COAST ARBORISTS INC	134688	Services Maintain Land Improv	56,502.00	0.00	56,502.00	\$56,502.00
xxx302409	5/3/18	WINSUPPLY OF SILICON VALLEY	687825 00	Miscellaneous Equipment Parts & Supplies	301.74	0.00	301.74	\$1,901.84
			687825 01	Miscellaneous Equipment Parts & Supplies	301.18	0.00	301.18	

List of All Claims and Bills Approved for Payment
For Payments Dated 4/29/2018 through 5/5/2018

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			687825 03	Miscellaneous Equipment Parts & Supplies	552.36	0.00	552.36	
			687900 01	Miscellaneous Equipment Parts & Supplies	746.56	0.00	746.56	
xxx302410	5/3/18	CSULB FOUNDATION	1748	Training and Conferences	472.00	0.00	472.00	\$472.00
xxx302411	5/3/18	OUTRIGGER REEF WAIKIKI BEACH RESORT	7028-7047	Recruitment Travel Expenses	14,424.08	0.00	14,424.08	\$14,424.08
xxx302412	5/3/18	TOTAL WOMAN	173893-31610	Refund Utility Account Credit	331.79	0.00	331.79	\$331.79
xxx100735	4/30/18	STATE BOARD OF EQUAL DIRECT DEPOSIT	2452666	Use Tax Payable	4,492.09	0.00	4,492.09	\$4,492.09
Grand Total Payment Amount								<u>\$1,306,328.45</u>



City of Sunnyvale

Agenda Item

18-0410

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Approve the FY 2018/19 Preliminary Engineer’s Report for the Downtown Parking District Assessment, Adopt a Resolution of Intention to Levy and Collect an Assessment for the Downtown Parking Maintenance District for FY 2018/19, and Set the Date of June 26, 2018 for the Public Hearing on the Proposed Assessment

BACKGROUND

The operation and maintenance of certain downtown parking areas are supported by an assessment district (the Downtown Parking Maintenance District, hereinafter called the “District”). On July 28, 2009, in response to property owners ballot approval, the City Council adopted Resolution #398-09 (RTC No. 09-196) ordering the formation of the District. Council also confirmed the final Engineer’s Report to levy an assessment for FY 2009/10 and for each fiscal year thereafter by adjusting the annual assessment rate based upon the previous year’s change in the Consumer Price Index (All Urban Consumers for the San Francisco-Oakland-San Jose area, as determined by the United States Department of Labor), the “CPI”.

On June 6, 2017, the City Council approved the current (FY 2017/18) assessment rates, as shown in Table 1 below:

Table 1 - FY 2017/18 Assessment Rates per Benefit Zone					
Benefit Zone No.	Assessment Rate Per Deficit Parking Space	Total Deficit Parking Space	Total Assessment Revenue	Less County Administration (1%)	Net Assessment Revenue
1	\$0.00	56.80	\$0.00	\$0.00	\$0.00
2	\$167.28	172.38	\$28,835.72	(\$288.36)	\$28,547.36
3	\$72.63	2,142.46	\$155,606.56	(\$1,556.07)	\$154,050.49
4	\$21.88	379.36	\$8,300.40	(\$83.00)	\$8,217.40
Total		2,751.00	\$192,742.68	(\$1,927.43)	\$190,815.25

The benefit zones are shown on the District diagram in the Engineer’s Report (Attachment 1, Appendix A). Property owners in Zone 1 (commonly known as CityLine Sunnyvale, formerly Town Center) are not assessed due to the fact that the developer of the CityLine Sunnyvale project is required to maintain the new parking facilities as well as the existing parking structure adjacent to Target. Additionally, property owners in Zone 1 south of Iowa Avenue, are able to use the available parking facilities, even though the CityLine Sunnyvale project developer pays for the maintenance

and operation of those parking facilities. Benefit zones 2, 3, and 4 have a different assessment rate based upon the City's operating and maintenance costs for those public parking lots within each benefit zone.

EXISTING POLICY

Council Resolution No. 6643, dated September 1, 1964 authorized the City to levy an annual assessment on all lands and improvements within the Parking District to pay debt service, operations, maintenance, and improvement costs.

ENVIRONMENTAL REVIEW

Adoption of the subject Resolution of Intention is not a project within the meaning of the California Environmental Quality Act as the Act does not apply to governmental funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment (CEQA Guideline Section 15378(b)(4)).

DISCUSSION

Francisco & Associates, Inc. (the Assessment Engineer) has prepared the FY 2018/19 preliminary Engineer's Report (Attachment 1) for the FY 2018/19 assessment. In brief, the number of deficit parking spaces for each parcel is determined based upon the difference between the number of parking spaces needed per the City's Parking Demand Guidelines and the number of existing parking spaces located on the parcels included within the parking district. The assessment for each parcel is based upon an assessment rate multiplied by each parcel's corresponding deficit parking spaces.

A public hearing process is required by state law to provide the City authority to levy and collect the assessment for the District for FY 2018/19. Adoption of the Resolution of Intention (Attachment 2) will approve the preliminary Engineer's Report, authorize publication of the Notice of Public Hearing, and set a public hearing date for June 26, 2018.

The February CPI is published each fiscal year in mid to late March. The CPI change between February 2017 and February 2018 is +3.564%. Based on this change, the proposed FY 2018/19 assessment rates are shown in Table 2 below:

Benefit Zone No.	Assessment Rate Per Deficit Parking Space	Total Deficit Parking Space	Total Assessment Revenue	Less County Administration (1%)	Net Assessment Revenue
1	\$0.00	56.80	\$0.00	\$0.00	\$0.00
2	\$173.24	172.38	\$29,863.10	(\$298.63)	\$29,564.47
3	\$75.22	2,137.46	\$160,779.58	(\$1,607.80)	\$159,171.78
4	\$22.66	379.36	\$8,596.26	(\$85.96)	\$8,510.30
Total		2,746.00	\$199,238.94	(\$1,992.39)	\$197,246.55

The overall deficit parking spaces within the parking district has decreased by 5 spaces, as described in Section II, Part IV of the Engineer's Report.

Specifically, within benefit Zone 3, deficit parking spaces decreased by 5 spaces from the prior fiscal year. The decrease was due to the change in the number of employees servicing the hotel located at 170 S. Sunnyvale Avenue. The number of employees was reduced from 30 to 25.

A Council study issue on Downtown Development Policies for Parking is underway and will include a parking needs and capacity study for the Downtown Parking Maintenance District. The outcome of the study may result in necessary changes to parking requirements for properties within the District. While the CityLine Sunnyvale is part of the Downtown Parking Maintenance District, it is required to provide all its parking space requirements within the Project, so no effect on the District is anticipated. However, the study will explore options to increase parking efficiency and/or the feasibility of expanding the supply of public or shared parking. The outcome of the study may suggest possible modifications to parking standards/options within the maintenance district. Property owners will be invited to be a part of the process throughout the study.

FISCAL IMPACT

The proposed budget for maintenance and administration of the parking lots for FY 2018/19 is \$142,588 which includes operating costs and no capital projects for the parking lots. Approval of the recommended FY 2018/19 assessment will generate revenue of approximately \$199,239. The City receives assessment revenue of \$197,247 after County administrative fees (1% of the assessment) are subtracted. The difference of \$54,659 between net assessment revenues and planned expenditures will be added to the Parking District Fund reserve and will continue to be used to fund future periodic capital improvements as well as to supplement annual operating and maintenance costs. The projected reserve fund balance for June 30, 2019 is \$414,465. It should be noted that the FY 2018/19 Proposed Budget includes revenue projections that do not assume the increased assessment. If approved, future budgets will be amended to reflect approved assessment rates.

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.

During the week of March 19, 2018, informational letters were mailed to each property owner explaining the proposed assessment methodology and assessment rate per deficit parking space. Specific information pertaining to the assessment methodology, the demand for on-site private parking, the number of on-site private parking spaces, and any respective deficit was provided for each parcel within the District.

RECOMMENDATION

Approve the Fiscal Year (FY) 2018/19 preliminary Engineer's Report for the Downtown Parking District Assessment, adopt a Resolution of Intention to Levy and Collect an Assessment for the Downtown Parking Maintenance District for FY 2018/19, and set the date of June 26, 2018 for the public hearing on the levy of the proposed Assessment.

Prepared by: Sherine Nafie, City Property Administrator
Reviewed by: Charles Taylor, Director of Public Works
Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Fiscal Year 2018/19 Preliminary Engineer's Report
2. Resolution of Intention



CITY OF SUNNYVALE DOWNTOWN PARKING MAINTENANCE DISTRICT



**Fiscal Year 2018-19
Preliminary Engineer's Report**

May 22, 2018

Prepared by:

Francisco & Associates, Inc.

130 Market Place, Suite 160

San Ramon, CA 94583

(925) 867-3400



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COUNCIL MEMBERS

Glenn Hendricks
Mayor

Larry Klein
Vice Mayor

Michael Goldman
Councilmember

Jim Griffith
Councilmember

Gustav Larsson
Councilmember

Russ Melton
Councilmember

Nancy Smith
Councilmember

CITY STAFF

Kent Steffens
City Manager

John Nagel
City Attorney

Charles Taylor
Director of Public Works

Tim Kirby
Director of Finance

Jennifer Ng
Interim Assistant Director of Public Works

Sherine Nafie
City Property Administrator

ENGINEER

Francisco & Associates, Inc.
Assessment Engineer

The undersigned, acting on behalf of Francisco & Associates, Inc., respectfully submits the enclosed Engineer's Report as directed by City Council of the City of Sunnyvale pursuant to the provisions of the City of Sunnyvale Municipal Code (Chapter 14.26). The undersigned certifies that he is a Professional Engineer, registered in the State of California.



Dated: April 11, 2018

By: Joseph A. Francisco, P.E.
R.C.E. No. 40688

I HEREBY CERTIFY that the enclosed Engineer's Report, including the Assessment Roll and Maintenance District Diagram, thereto attached, was filed with me on the ____ day of _____, 2018.

Kathleen Franco Simmons
City Clerk
City of Sunnyvale
Sunnyvale, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and the Maintenance District Diagram, thereto attached, was approved and confirmed by the City Council of the City of Sunnyvale, on the ____ day of _____, 2018.

Kathleen Franco Simmons
City Clerk
City of Sunnyvale
Sunnyvale, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, including the Assessment Roll and the Maintenance District Diagram, thereto attached, was filed with the County Auditor of the County of Santa Clara on the ____ day of _____, 2018.

Joseph A. Francisco, P.E.
Francisco & Associates, Inc.

By: _____

SECTION I

INTRODUCTION

ENGINEER'S REPORT

SUNNYVALE DOWNTOWN PARKING MAINTENANCE DISTRICT

FISCAL YEAR 2018-19

HISTORY

On September 1, 1964, the City Council adopted Resolution No. 6643, which authorized the City of Sunnyvale to levy an ad-valorem assessment on all taxable properties within the boundaries of the Sunnyvale Downtown Parking Maintenance District. This ad-valorem assessment was used to pay for the operation and maintenance of existing public parking facilities and the debt service payments associated with the acquisition and construction of various public parking facilities within the boundaries of the Sunnyvale Downtown Parking Maintenance District ("District").

IMPACTS OF PROPOSITION 218

Proposition 218 requires that all affected property owners be given the opportunity to vote either in favor or against their proposed assessment. Therefore, in order to comply with the requirements of Proposition 218 and the levy of assessments commencing in FY 1997-98 and each fiscal year thereafter, the City implemented the following procedures:

- 1) Every property owner subject to the proposed assessment was mailed a ballot allowing the property owner to vote either in favor or against the proposed formation of the Sunnyvale Downtown Parking Maintenance District and the levying of assessments within the proposed District. The ballots were accompanied by a public notice describing the total assessment, the individual property owner's assessment, the duration of the assessment, the reason for the assessment and the basis upon which the assessment was calculated.
- 2) The ballots returned to the City Clerk before the close of the public input portion of the public hearing were tabulated to determine whether a majority protest against the assessment levy existed. A majority protest existed if over 50% of the ballots received, weighted by assessment amount, oppose the levy of assessment.
- 3) The levy of assessments each year thereafter is modified by adjusting the annual assessment based upon the prior year's change in the Consumer Price Index (All Urban Consumers, for the San Francisco-Oakland-San Jose area as determined by the U.S. Department of Labor).

SECTION II

ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE CITY OF SUNNYVALE MUNICIPAL CODE (CHAPTER 14.26)

FISCAL YEAR 2018-19

Pursuant to City of Sunnyvale Municipal Code (Chapter 14.26), I, Joseph A. Francisco, the duly appointed Engineer of Work and acting for Francisco & Associates, Inc., Assessment and Administration Engineer for the District, submit the following Report, consisting of Section I (Introduction) above, which is largely based on information provided by the City of Sunnyvale and this Section II, which consists of five (5) parts, as follows:

PART I

DESCRIPTION OF IMPROVEMENTS

Parking Facilities:

The parking facility improvements that can be operated, maintained, and serviced by the Maintenance District for Fiscal Year 2018-19 consist of the public parking facilities shown in Appendix "A" of this report.

PART II

ESTIMATE OF COST

The City of Sunnyvale Municipal Code (Chapter 14.26) provides that the total cost of operation, maintenance and servicing of public parking facilities can be recovered by the levying of assessments.

Operation, maintenance and servicing costs include, but are not limited to; the repair and replacement of existing parking facilities, personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary or appropriate for the parking facilities. Incidental expenses include the administration of the Maintenance District, engineering fees, legal fees, printing, posting and mailing of notices. Insurance and all other costs associated with the annual collection process are also included.

The operation, maintenance and servicing costs for Fiscal Year 2018-19 are summarized below in Table 1. These cost estimates were provided by the City of Sunnyvale.

TABLE 1 City of Sunnyvale Downtown Parking Maintenance District Budget FY 2018-19	
	FY 2018-19 Amounts
Revenues:	
Assessment Revenue	\$199,238.94
Total Revenues	\$199,238.94
Expenses:	
Parking Lot Maintenance	\$143,264.30
County Administration	\$1,992.39
Reserve Fund ¹	\$53,982.25
Total Expenses	\$199,238.94

¹ The projected reserve fund balance for June 30, 2019 is \$420,006.

The City of Sunnyvale Municipal Code (Chapter 14.26) requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessments shall be used only for the purpose as stated herein. The City of Sunnyvale or, subject to the discretionary approval of the City of Sunnyvale City Council, any other person may contribute to the District to reduce assessments. Any balance remaining on July 1 must be carried over to the next fiscal year unless the funds are being accumulated for future capital improvements or operating reserves.

PART III

MAINTENANCE DISTRICT DIAGRAM

The boundaries of the Maintenance District are within the boundaries of the City of Sunnyvale. A diagram (the "Downtown Parking Maintenance District Diagram") of the District showing the exterior boundaries of the District has been prepared by the Engineer of Work and is on file in the Office of the Clerk of the City of Sunnyvale and a copy of the Assessment Diagram is shown in Appendix "A" of this Report. For a detailed description of the lines and dimensions of each lot or parcel within the Downtown Parking Maintenance District are those lines and dimensions shown on the maps of the Assessor of the County of Santa Clara for Fiscal Year 2018-19. The Assessor's parcel maps for the lots and parcels within the Downtown Parking Maintenance District are incorporated by reference herein and made part of this Report.

PART IV

METHOD OF APPORTIONMENT OF ASSESSMENT

GENERAL

The City of Sunnyvale Municipal Code (Chapter 14.26) permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the operation, maintenance and servicing of public parking facilities.

The City of Sunnyvale Municipal Code (Chapter 14.26) requires that the assessments must be levied according to benefit rather than according to assessed value. In addition, Article XIII D, Section 4(a) of the California Constitution, limits the amount of any assessment to the proportional special benefit conferred on the property.

Because assessments are levied on the basis of benefit, they are not considered to be a tax governed by Article XIII A of the California Constitution.

The City of Sunnyvale Municipal Code (Chapter 14.26) permits the designation of zones of benefit within any individual assessment district if "by reasons or variations in the nature, location and extent of the improvements, the various areas will receive different degrees of benefit from the improvement".

Article XIII D provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts, and public parkways and that portion of public property that is not developed and used for business purposes similar to private commercial, industrial and institutional activities.

PUBLIC PARKING BENEFIT ANALYSIS

Property owners within the Downtown Parking Maintenance District receive a special and direct benefit from the District parking facilities because this allows property owners to develop or redevelop their properties without providing needed on-site parking to support their development. This Parking District allows property owners to maximize their parcel's development capabilities (i.e. by only requiring property owners who construct additional building square footage on their parcel to provide additional on-site parking for that additional building square footage constructed). The ability to maximize a parcel's development capabilities increases the value of these properties within the boundaries of the District.

BENEFIT ASSESSMENT METHODOLOGY

The total cost to operate, maintain and service the parking facilities are apportioned to each parcel within the boundaries of the Maintenance District in accordance with a methodology that is consistent with standard assessment engineering practices. The method for spreading the costs to each parcel is based on each parcel's pro-rata share of deficit parking spaces. The number of deficit parking spaces for each parcel is equal to the number of parking spaces needed per the City's Parking Demand Guidelines (see Table 2 below) less the number of existing parking spaces located on their parcel.

TABLE 2 City of Sunnyvale Downtown Parking Maintenance District Parking Demand Guidelines	
Current Type of Use	One Parking Space Per
Apartments (1 Bedroom)	0.66667 Units
Apartments (2-3 Bedrooms)	0.57143 Units
Churches	3 Seats
Condos	0.50 Units
Financial Institutions	180 sq. ft.
General Offices (Free Standing)	250 sq. ft.
General Offices (In Center)	250 sq. ft.
Hotels	Rooms + Employees
Industrial Warehouses	2,500 sq. ft.
Medical/Dental	180 sq. ft.
Nightclubs and Bars	50 sq. ft.
Other Uses ¹	180 sq. ft.
Repair Garages	180 sq. ft.
Research & Development	500 sq. ft.
Rest Homes	2.25 Units
Restaurants w/ Bars	75 sq. ft.
Restaurants w/o Bars	110 sq. ft.
Retail	250 sq. ft.
Senior Citizen Apartments	2.0 Units + Employees
Shopping Centers	225 sq. ft.

¹ Each year in May all parcels within the boundaries of the Maintenance District are analyzed to determine their current use. If a parcel is vacant and the proposed use is not available it will be classified as "Other Uses". Other Uses has been used for Vacant parcels because it is the average of all land uses within the Maintenance District.

Because of the varying size and location of parking facilities located within the Maintenance District, special benefit zones have been established to accurately track the operation and maintenance costs and assess only those properties that benefit from the improvements located within their respective benefit zone. All parcels within the boundaries of the District are located within either Benefit Zone No. 1, 2, 3 or 4. Properties located within each benefit zone will only be required to pay for the operation and maintenance of the parking facilities located within their respective benefit zone. The total cost to operate and maintain the parking

facilities within each benefit zone will be spread to each parcel within that benefit zone based upon their proportionate number of deficit parking spaces.

Parcels will be assessed based upon their pro-rata share of the number of parking spaces they are in deficit of based upon the City of Sunnyvale Parking Demand Guidelines. If the parcel has fewer parking spaces than that which is required under the City of Sunnyvale Parking Demand Guidelines, then they are considered in deficit.

For example, if an office building has 25,000 square feet of office space, the City of Sunnyvale would require one (1) parking space for every 250 square feet of office space. Therefore, in this case, the office building would require 100 parking spaces (25,000 sq. ft./ 1 parking space per 250 sq. ft.). If the property owner for the office building had 100 or more parking spaces, then the property owner would not be placing a demand for additional parking and therefore would not be assessed. However, if the property owner only had 70 on-site parking spaces then there would be a parking deficit of 30 parking spaces for that parcel.

Based upon the annual budget needed to operate and maintain the existing public parking facilities for Fiscal Year 2018-19, the assessment rates per deficit parking space for each benefit zone are summarized below in Tables No. 3.

TABLE 3 FY 2018-19 - Assessment Rates per Benefit Zone						
Benefit Zone No.	Total No. of Deficit Parking Spaces ¹	FY 2018-19 Budgeted Maintenance	FY 2018-19 County Administration	FY 2018-19 Transfer to Reserves	FY 2018-19 Total Assessment Revenue ²	FY 2018-19 Assessment Rate Per Deficit Parking Space
1	56.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	172.38	\$21,473.29	\$298.63	\$8,091.18	\$29,863.10	\$173.24
3	2,137.46	\$115,609.80	\$1,607.80	\$43,561.98	\$160,779.58	\$75.22
4	379.36	\$6,181.21	\$85.96	\$2,329.09	\$8,596.26	\$22.66
Total	2,746.00	\$143,264.30	\$1,992.39	\$53,982.25	\$199,238.94	

¹ The Total Number of Deficit Parking Spaces for Benefit Zone No. 3 decreased by 5.00 spaces from the prior fiscal year. The decrease was due to the change in the number of employees servicing the Hotel located at 170 S. Sunnyvale Avenue. The number of employees was reduced from 30 to 25 employees.

² The County Tax Collector requires all individual assessments to be levied in even pennies so that the property tax bills can be split evenly into two payments. Therefore, in some Benefit Zones the Total Deficit Parking Demand multiplied by the FY 2018-19 Assessment per Deficit Space does not equal the FY 2018-19 Assessment Revenue and is off by pennies.

Maximum Annual Assessment Rate Increases

The FY 2018-19 assessment rates per deficit parking space shown above for each Benefit Zone are the maximum annual assessment rates that can be levied in FY 2018-19. Each subsequent fiscal year the maximum annual assessment rates shown above will be increased based upon the

change in the Consumer Price Index (All Urban Consumers) for the San Francisco-Oakland-San Jose Area as determined by the U. S. Department of Labor. The base CPI index used to calculate last year's maximum assessment rates was 271.626 (February 2017). For FY 2018-19 City staff will use the February 2018 CPI Index which is 281.308. Therefore, the CPI increase is +3.564% for FY 2018-19 (281.308/271.626).

Exempt Parcels. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts and public parkways and that portion of public property that is not developed and used for business purposes similar to private commercial, industrial and institutional activities. A variance may be granted by the District for any parcel, which is determined not to benefit from the assessment.

PART V

PROPERTY OWNER LIST & ASSESSMENT ROLL

A list of names and addresses of the owners of all lots and parcels of land within the Maintenance District was compiled from the last equalized secured property tax assessment roll of the Assessor of the County of Santa Clara. Such list was further defined by excluding from it all parcels that are not being assessed by the District, and as so defined, is a part of the Assessment Roll. The Assessment Roll is keyed to Assessor's parcel numbers referenced in Appendix "B" to this Report.

The total proposed annual assessment for FY 2018-19 is \$199,238.94.

APPENDIX A
FY 2018-19
MAINTENANCE DISTRICT DIAGRAM

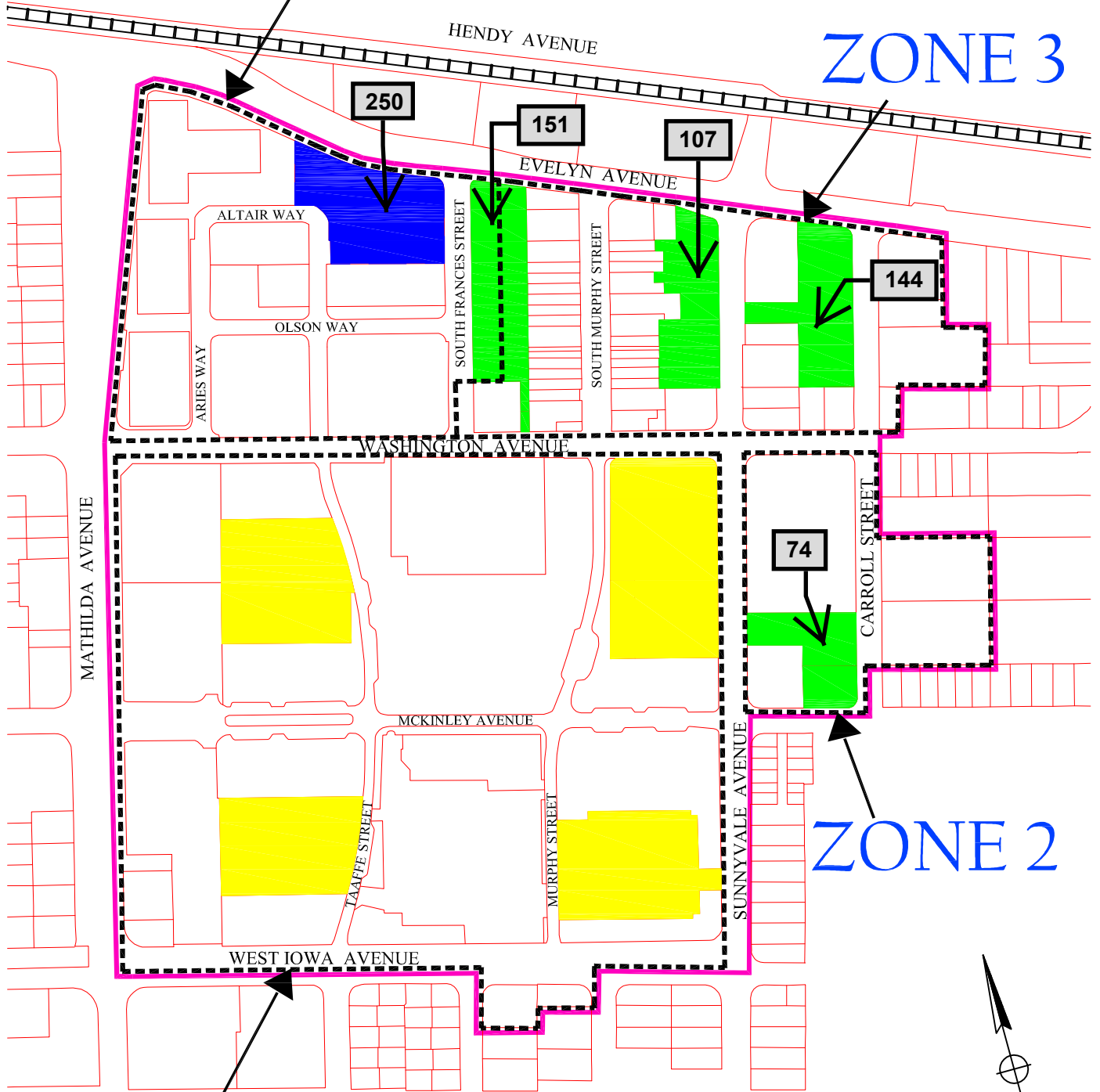
CITY OF SUNNYVALE DOWNTOWN PARKING MAINTENANCE DISTRICT DIAGRAM

ZONE 4

ZONE 3

ZONE 2

ZONE 1



LEGEND

- EXISTING PARKING DISTRICT BOUNDARY
- ZONE BOUNDARY
- PARKING LOTS MAINTAINED BY DISTRICT
- MALL PARKING LOTS NOT MAINTAINED BY DISTRICT
- PRIVATE & PUBLIC PARKING LOTS NOT MAINTAINED BY DISTRICT



APPENDIX B

FY 2018-19

ASSESSMENT ROLL CALCULATIONS

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2018-19 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2018-19 Assessment
209-05-011	SMITH GREGORY B	299 E WASHINGTON AVE	3	32.12	8.00	24.12	\$1,814.30
209-05-012	HILL MARIANNE TRUSTEE & ET AL	219 E WASHINGTON AVE	3	27.35	4.00	23.35	\$1,756.38
209-05-013	ASKARINAM BEHZAD AND LOUISE TRUSTEE	205 E WASHINGTON AVE	3	21.67	24.00	0.00	\$0.00
209-05-014	INFINITE LOOP SUNNYV ALE HOTEL LLC	170 S SUNNYVALE AVE	3	110.00	0.00	110.00	\$8,274.20
209-05-033	ASSEMBLIES OF GOD NTHRN CA & NV DIST COUNC	305 E WASHINGTON AVE	3	60.00	0.00	60.00	\$4,513.20
209-05-034	CARROLL STREET ASSOCIATES	174 CARROLL ST	3	64.00	34.00	30.00	\$2,256.60
209-05-036	UNIVERSITY AVENUE PARTNERS CARROLL LLC	124 CARROLL ST	3	54.80	0.00	54.80	\$4,122.06
209-05-039	ACCOLA RALPH A TRUSTEE & ET AL	122 S SUNNYVALE AVE	3	70.25	7.00	63.25	\$4,757.66
209-05-040	GOLD GARY M TRUSTEE	130 S SUNNYVALE AVE	3	16.00	0.00	16.00	\$1,203.52
209-05-047	SUNNYVALE CITY OF	S SUNNYVALE AVE	3	0.00	0.00	0.00	\$0.00
209-05-048	HUANG ROBERT	134 CARROLL ST #101	3	2.00	1.00	1.00	\$75.22
209-05-049	KEAT LIM CHENG AND LEE SIT CHIN ET AL	134 CARROLL ST #201	3	2.00	1.00	1.00	\$75.22
209-05-050	SHARPE MATTHEW D AND ALEXIS C	134 CARROLL ST #301	3	2.00	1.00	1.00	\$75.22
209-05-051	MCCAFFREY SHANNON T	134 CARROLL ST #102	3	2.00	1.00	1.00	\$75.22
209-05-052	GEORGIEV STANISLAV	134 CARROLL ST #202	3	2.00	1.00	1.00	\$75.22
209-05-053	RODRIGUEZ JOSE	134 CARROLL ST #302	3	2.00	1.00	1.00	\$75.22
209-05-054	ZHANG XUEDONG AND CAI YUNYUN	134 CARROLL ST #203	3	2.00	1.00	1.00	\$75.22
209-05-055	STRUCK DAVID P	134 CARROLL ST #303	3	2.00	1.00	1.00	\$75.22
209-06-003	HUBBARD JOHN W	127 S MURPHY AVE	3	26.14	0.00	26.14	\$1,966.24
209-06-004	HUBBARD JOHN W	133 S MURPHY AVE	3	48.33	0.00	48.33	\$3,635.38
209-06-005	KIEHL ROBERT E TRUSTEE & ET AL	135 S MURPHY AVE	3	35.00	0.00	35.00	\$2,632.70
209-06-006	PODGURSKI JOHN AND ANGELIKA TRUSTEE	139 S MURPHY AVE	3	32.47	0.00	32.47	\$2,442.38
209-06-007	141 SOUTH MURPHY LLC	141 S MURPHY AVE	3	76.27	0.00	76.27	\$5,737.02
209-06-008	GERA NICHOLAS AND SUEANNE TRUSTEE	151 S MURPHY AVE	3	39.99	0.00	39.99	\$3,008.04
209-06-009	GERA NICHOLAS AND SUEANNE TRUSTEE & ET AL	155 S MURPHY AVE	3	45.45	0.00	45.45	\$3,418.74
209-06-010	LI GEORGE J AND LINDA	163 S MURPHY AVE	3	54.02	0.00	54.02	\$4,063.38
209-06-011	BOURSALIAN HRAIR AND ARAKNAZ TRUSTEE	165 S MURPHY AVE	3	12.64	0.00	12.64	\$950.78

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2018-19 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2018-19 Assessment
209-06-012	ACEVEDO JOSE AND ESPERANZA	173 S MURPHY AVE	3	13.64	0.00	13.64	\$1,026.00
209-06-013	MERGEN CAPITAL LLC	175 S MURPHY AVE	3	35.43	0.00	35.43	\$2,665.04
209-06-014	MERGEN CAPITAL LLC	181 S MURPHY AVE	3	40.67	0.00	40.67	\$3,059.20
209-06-016	SUNNY 195 LLC	123 W WASHINGTON AVE	3	206.47	0.00	206.47	\$15,530.66
209-06-017	ESCALANTE NANCY G TRUSTEE	197 S MURPHY AVE	3	12.00	0.00	12.00	\$902.64
209-06-018	HASS EVON K TRUSTEE & ET AL	165 W WASHINGTON AVE	3	132.88	0.00	132.88	\$9,995.22
209-06-022	PERRY MARIA L TRUSTEE	105 S MURPHY AVE	3	64.78	0.00	64.78	\$4,872.74
209-06-025	CALI CAROL M ET AL	141 E WASHINGTON AVE	3	8.28	0.00	8.28	\$622.82
209-06-026	DUBROVNIK PROPERTIES LLC	192 S MURPHY AVE	3	50.67	0.00	50.67	\$3,811.40
209-06-027	CALI CAROL M TRUSTEE & ET AL	190 S MURPHY AVE	3	50.67	0.00	50.67	\$3,811.40
209-06-028	CHESWYCKE LLC	182 S MURPHY AVE	3	9.64	0.00	9.64	\$725.12
209-06-029	WHITFIELD WENDELL L AND MARY A TRUSTEE & ET	178 S MURPHY AVE	3	25.45	0.00	25.45	\$1,914.34
209-06-030	WONG CHICK CHUEN TRUSTEE & ET AL	172 S MURPHY AVE	3	17.37	0.00	17.37	\$1,306.56
209-06-031	JAYAN ELLE LLC	168 S MURPHY AVE	3	25.48	0.00	25.48	\$1,916.60
209-06-034	SUN CHRISTOPHER S ET AL	146 S MURPHY AVE	3	137.50	0.00	137.50	\$10,342.74
209-06-037	BILIC ANTE TRUSTEE	130 S MURPHY AVE	3	36.00	0.00	36.00	\$2,707.92
209-06-038	UNLU ISMAIL	124 S MURPHY AVE	3	30.00	0.00	30.00	\$2,256.60
209-06-059	SUNNYVALE HOUSE OF KABOBS INC	161 S MURPHY AVE	3	16.56	0.00	16.56	\$1,245.64
209-06-070	YOUNG PATRICK TRUSTEE & ET AL	114 S MURPHY AVE	3	7.24	0.00	7.24	\$544.58
209-06-071	SUNNYVALE CITY OF	S SUNNYVALE AVE	3	0.00	0.00	0.00	\$0.00
209-06-072	GOODWILL INDUSTRIES OF SANTA CLARA COUNTY	151 E WASHINGTON AVE	3	36.72	0.00	36.72	\$2,762.08
209-06-073	SUNNYVALE CITY OF	130 S FRANCES ST	3	0.00	0.00	0.00	\$0.00
209-06-075	DUBROVNIK PROPERTIES LLC	100 S MURPHY AVE #5	3	101.84	0.00	101.84	\$7,660.40
209-06-076	SUNNYVALE CITY OF	S MURPHY AVE	3	0.00	0.00	0.00	\$0.00
209-06-077	GERA NICHOLAS AND SUEANNE TRUSTEE & ET AL	117 S MURPHY AVE	3	160.00	0.00	160.00	\$12,035.20
209-06-079	BALFE LIAM ET AL	159 S SUNNYVALE AVE	3	39.00	0.00	39.00	\$2,933.58
209-06-080	WHITFIELD WENDELL L AND MARY A TRUSTEE & ET	187 S MURPHY AVE	3	16.67	0.00	16.67	\$1,253.92

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2018-19 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2018-19 Assessment
209-06-081	BILIC ANTE TRUSTEE	136 S MURPHY AVE	3	102.67	0.00	102.67	\$7,722.84
209-07-007	KASIK MARTIN A ET AL	143 S TAAFFE ST	4	77.20	20.00	57.20	\$1,296.14
209-07-022	SPF MATHILDA LLC	190 MATHILDA PL	4	499.00	432.00	67.00	\$1,518.22
209-07-023	SPF MATHILDA LLC	150 MATHILDA PL	4	430.00	372.00	58.00	\$1,314.28
209-07-024	SPF MATHILDA LLC	100 MATHILDA PL, #101	4	631.00	546.00	85.00	\$1,926.10
209-07-025	SUNNYVALE REDEVELOPMENT AGENCY	200 W EVELYN AVE	4	0.00	0.00	0.00	\$0.00
209-07-026	BRE PROPERTIES INC	145 S FRANCES ST	4	82.11	30.00	52.11	\$1,180.80
209-07-027	BRE PROPERTIES INC	331 W WASHINGTON AVE	4	53.04	23.00	30.04	\$680.70
209-07-028	CP III T & C SUNNYVALE LLC	235 OLSON WAY	4	31.01	1.00	30.01	\$680.02
209-07-029	CP III T & C SUNNYVALE LLC	TAAFFE ST	4	0.00	0.00	0.00	\$0.00
209-07-030	CP III T & C SUNNYVALE LLC	155 TAAFFE ST	4	0.00	0.00	0.00	\$0.00
209-07-031	CP III T & C SUNNYVALE LLC	315 OLSON WAY	4	0.00	0.00	0.00	\$0.00
209-10-050	PACIFIC BELL	234 CARROLL ST	2	56.49	54.00	2.49	\$431.36
209-10-060	SUNNYVALE CITY OF	MC KINLEY AVE	2	0.00	0.00	0.00	\$0.00
209-10-061	CHANG YUN SO TRUSTEE & ET AL	298 S SUNNYVALE AVE	2	108.00	0.00	108.00	\$18,709.92
209-10-062	SUNNYVALE CITY OF	S SUNNYVALE AVE	2	0.00	0.00	0.00	\$0.00
209-10-063	CCHNC PLAZA DE LAS FLORES LLC	200 E WASHINGTON AVE	2	95.89	34.00	61.89	\$10,721.82
209-26-001	ABSAR ILYAS AND SABA M TRUSTEE	405 S MURPHY	1	2.22	0.00	2.22	\$0.00
209-26-066	HHF ENTERPRISE, LLC	150 W IOWA	1	47.58	9.00	38.58	\$0.00
209-34-001	ARCHDEACON DARLENE HEIDI ROMANO ET AL	379 S MATHILDA	1	0.00	0.00	0.00	\$0.00
209-34-002	ARCHDEACON DARLENE HEIDI ROMANO ET AL	380 S MATHILDA	1	34.00	18.00	16.00	\$0.00
209-34-019	STC VENTURE BLOCK B LLC	300 S MATHILDA AVE	1	0.00	0.00	0.00	\$0.00
209-34-020	STC VENTURE BLOCK FI LLC	333 W IOWA AVE	1	0.00	0.00	0.00	\$0.00
209-34-021	REDUS SVTC LLC	325 S TAAFFE ST	1	0.00	0.00	0.00	\$0.00
209-34-024	STC VENTURE LLC	241 S TAAFFE ST	1	0.00	0.00	0.00	\$0.00
209-34-025	REDUS SVTC LLC	225 S TAAFFE ST	1	0.00	0.00	0.00	\$0.00
209-34-029	SUNNYVALE OFFICE ACQUISITION	250 S MATHILDA AVE	1	0.00	0.00	0.00	\$0.00

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2018-19 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2018-19 Assessment
209-34-030	SUNNYVALE OFFICE ACQUISITION	200 S MATHILDA AVE	1	0.00	0.00	0.00	\$0.00
209-35-013	STC VENTURE LLC	379 S SUNNYVALE AVE	1	0.00	0.00	0.00	\$0.00
209-35-014	REDEV AGENCY CITY OF SUNNYVALE	330 S MURPHY AVE	1	0.00	0.00	0.00	\$0.00
209-35-015	STC VENTURE LLC	150 E MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-35-016	STC VENTURE BLOCK 6 LLC	240 S MURPHY AVE	1	0.00	0.00	0.00	\$0.00
209-35-017	STC VENTURE BLOCK 6 LLC	301 S SUNNYVALE AVE	1	0.00	0.00	0.00	\$0.00
209-35-018	REDUS SVTC LLC	230 S MURPHY AVE	1	0.00	0.00	0.00	\$0.00
209-35-019	STC VENTURE BLOCK 6 LLC	100 E WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-35-022	200 WASHINGTON LLC	200 W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-35-023	STC VENTURE BLOCK 3RWS LLC	200 S TAAFFE ST	1	0.00	0.00	0.00	\$0.00
209-35-024	STC VENTURE LLC	221 W IOWA AVE	1	0.00	0.00	0.00	\$0.00
209-35-028	TARGET CORPORATION	298 W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-35-029	STC VENTURE LLC	319 S MURPHY AVE	1	0.00	0.00	0.00	\$0.00
209-39-001	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-39-002	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-39-003	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-39-004	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-40-001	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-40-002	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-40-003	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-40-004	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-41-001	STC VENTURE LLC	W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-41-002	STC VENTURE LLC	W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-41-003	STC VENTURE LLC	W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-41-004	STC VENTURE LLC	W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-45-001	LIANG PAKYAN TRUSTEE & ET AL	238 CARROLL ST, 101	2	2.00	2.00	0.00	\$0.00
209-45-002	YANG SHENGQI AND BU HE	238 CARROLL ST, 102	2	2.00	2.00	0.00	\$0.00

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2018-19 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2018-19 Assessment
209-45-003	QU LIANG	238 CARROLL ST, 103	2	2.00	2.00	0.00	\$0.00
209-45-004	PATHAN SHAMMA AND KANAPARTHI GAUTAM	238 CARROLL ST, 104	2	2.00	2.00	0.00	\$0.00
209-45-005	BARRDAHL VIKTORIA ANNA S	238 CARROLL ST, 105	2	2.00	2.00	0.00	\$0.00
209-45-006	TRAN DANNY AND BUI ANNIE	238 CARROLL ST, 106	2	2.00	2.00	0.00	\$0.00
209-45-007	WANG GAONAN AND LI XIAOBIN	238 CARROLL ST, 107	2	2.00	2.00	0.00	\$0.00
209-45-008	ALBA JULIO C CORREA AND BENAVIDES MARIA I	238 CARROLL ST, 108	2	2.00	2.00	0.00	\$0.00
209-45-009	XU XIAOYING	238 CARROLL ST, 109	2	2.00	2.00	0.00	\$0.00
209-45-010	SUN MICHAEL L AND TAMMY Y	238 CARROLL ST, 110	2	2.00	2.00	0.00	\$0.00
209-45-011	SUN TING AND YANG ANNIE TRUSTEE	238 CARROLL ST, 111	2	2.00	2.00	0.00	\$0.00
209-45-012	WEN YUE AND YAO PEI	238 CARROLL ST, 112	2	2.00	2.00	0.00	\$0.00
209-45-013	THAKUR RANDHIR AND SHALINI	258 CARROLL ST, 101	2	2.00	2.00	0.00	\$0.00
209-45-014	SUN TIANBO AND BAI YANG	258 CARROLL ST, 102	2	2.00	2.00	0.00	\$0.00
209-45-015	BHULLER BANDHA AND GURINDER J	258 CARROLL ST, 103	2	2.00	2.00	0.00	\$0.00
209-45-016	ZHU JIAXIN	258 CARROLL ST, 104	2	2.00	2.00	0.00	\$0.00
209-45-017	KONG DEGUANG AND PAN QIHE	258 CARROLL ST, 105	2	2.00	2.00	0.00	\$0.00
209-45-018	MURPHY DAVID AND ZHANG JIECHEN	258 CARROLL ST, 106	2	2.00	2.00	0.00	\$0.00
209-45-019	WANG MEI R	258 CARROLL ST, 107	2	2.00	2.00	0.00	\$0.00
209-45-020	KWONG STEPHEN H AND MYRA Y	258 CARROLL ST, 108	2	2.00	2.00	0.00	\$0.00
209-45-021	COLOPRISCO JAMES M	258 CARROLL ST, 109	2	2.00	2.00	0.00	\$0.00
209-45-022	KUNG EDEN YIH- CHEN AND CHANG TINA	258 CARROLL ST, 110	2	2.00	2.00	0.00	\$0.00
209-45-023	SETH HESTER J AND NEIL K	258 CARROLL ST, 111	2	2.00	2.00	0.00	\$0.00
209-45-024	VAZE NIKHIL P AND PRIYANKA	258 CARROLL ST, 112	2	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>\$0.00</u>
				4,415.67	1,672.00	2,746.00	\$199,238.94

APPENDIX C
MUNICIPAL CODE (CHAPTER 14.26)
ALTERNATE MAINTENANCE DISTRICTS

CITY OF SUNNYVALE

MUNICIPAL CODE (CHAPTER 14.26)

ALTERNATIVE MAINTENANCE DISTRICTS

Section 14.26.010 Short title.

The procedures provided in this chapter are alternative. (Ord. 2576-98 § 1 (part)).

Section 14.26.020 Chapter not exclusive.

This chapter is not exclusive, but any proceeding under an act or general law may be supplemented by this chapter. The words "general law" or the word "act" mean an enactment of the legislature of the state of California. Unless herein otherwise provided, any reference to any general law or act shall apply to the law or act as now or hereafter amended or codified. (Ord. 2576-98 § 1 (part)).

Section 14.26.030 Chapter superior.

The provisions of the chapter shall be controlling over the provisions of any general law or act in conflict with this chapter in any proceeding taken pursuant hereto. (Ord. 2576-98 § 1 (part)).

Section 14.26.040 Authority for adoption.

This chapter is adopted pursuant to Section 400 of Article IV of the Charter of the city of Sunnyvale. In proceedings had pursuant to this chapter which are a municipal affair, the general laws referred to herein are deemed a part of this chapter. (Ord. 2576-98 § 1 (part)).

Section 14.26.050 Severability.

In the event any portion of this chapter shall be declared illegal, unenforceable or unconstitutional, such provision shall be deemed severable from the rest of the provisions of this chapter. (Ord. 2576-98 § 1 (part)).

Section 14.26.060 Maintenance districts.

Whenever the city council determines that the costs and expenses of maintaining and operating any or all public improvements of a local nature have not been adequately financed and provided for, proceeding therefore may be undertaken pursuant to this chapter. (Ord. 2576-98 § 1 (part)).

Section 14.26.070 Council powers.

The city council may, in its resolution declaring its intention to order work done or improvements made or by separate resolution, declare its intention to order that the costs and expenses of maintaining and operating any or all public improvements of a local nature, including the cost of necessary repairs, replacements, fuel, power, electrical current, care supervision, and any and all other items necessary for the proper maintenance and operation thereof, shall be assessed, either partly or wholly, upon such district as the city council shall determine will be benefited by the maintenance and operation of the public improvements proposed to be maintained; the amounts so assessed

to be collected in the same manner and by the same officers as taxes for city purposes are collected. (Ord. 2576-98 § 1 (part)).

Section 14.26.080 Applicable general law.

When the city council has declared its intention pursuant to Section 14.26.070, the applicable provisions of Part 2 of Division 15 of the Streets and Highways Code of the state of California (Section 22500 et seq.) shall apply, excepting as modified by the following:

(a) "Maintain" or "maintenance" shall be deemed to include the maintenance of any or all public improvements of a local nature.

(b) Except for the creation of new maintenance districts or annexations to existing maintenance districts, no separate diagram shall be required in each year and it shall be sufficient to refer to the existing diagram on file with the city clerk with suitable changes upon the record, annually, to update such diagram.

(c) "Annexation" shall be deemed to include annexation of any maintenance districts existing as of the effective date of the ordinance creating this code.

(d) For purposes of the collection of assessments or any portion thereof upon the general tax roll, it shall be sufficient for the city clerk to provide to the county auditor a certified copy of the assessment roll without supplying a copy of the assessment diagram. (Ord. 2576-98 § 1 (part)).

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE DECLARING ITS INTENTION TO LEVY AND COLLECT AN ASSESSMENT FOR THE DOWNTOWN PARKING MAINTENANCE DISTRICT FOR FISCAL YEAR 2018-2019, AND FOR EACH FISCAL YEAR THEREAFTER AND TO SET DATE AND TIME FOR PUBLIC HEARING ON THE LEVY OF THE PROPOSED ASSESSMENT

WHEREAS, the City Council created an assessment district known as the Downtown Parking Maintenance District (the "District"), City of Sunnyvale, Santa Clara County, California, which includes all parcels of land, including land owned by the City of Sunnyvale or any other federal, state or local public agency, shown on the map designated "Downtown Parking Maintenance District Assessment Diagram, City of Sunnyvale, County of Santa Clara, State of California," which is on file with the City Clerk; and

WHEREAS, the City Council intends to levy and collect assessments to be used to maintain existing parking facilities pursuant to Streets and Highways Code section 22500 *et seq* and Chapter 14.26 of the Sunnyvale Municipal Code located within the boundaries of Mathilda Avenue, Evelyn Avenue, West Iowa Avenue, Sunnyvale Avenue, McKinley to Carroll Street, including several parcels located east of Carroll Street, as more particularly shown in the diagram and map attached to this Resolution; and

WHEREAS, on July 28, 2009, in response to property owners' ballot approval, the City Council adopted a resolution and confirmed the formation of the District, approved the final Engineer's report, and levied an assessment for FY 2009/10 and for each fiscal year thereafter by adjusting the annual assessment rate based upon previous year's change in the Consumer Price Index (All Urban Consumers, for the San Francisco-Oakland-San Jose area as determined by the U.S. Department of Labor).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. Francisco & Associates, the assessment Engineer, has filed with the City Clerk the preliminary Engineer's Report (the "Report") required by Chapter 14.26 of the Sunnyvale Municipal Code, which Report is open to public inspection. The Report includes the total amount of the proposed assessment to the entire district for fiscal year 2018-2019, the amount chargeable to the record owner's parcel for that year, the duration of the payments, the reason for the assessment, and the basis upon which the proposed assessment was calculated. All interested persons are referred to that Report for a full and detailed description of the improvements, the boundaries of the assessment district, the assessment zones, and the proposed assessments upon assessable lots and parcels of land within the assessment district.

2. The City Council hereby approves the Report on file in the office of the City Clerk of the City of Sunnyvale.

3. The City Council hereby declares its intention to levy and collect an assessment for the Downtown Parking Maintenance District for fiscal year 2018-2019.

4. The City Clerk is authorized and directed to give the notice of hearing required by Article XIII D of the California Constitution, Proposition 218 Omnibus Implementation Act and Streets and Highways Code 22626.

5. On June 26, 2018, at the hour of 7:00 p.m., the City Council will conduct a public hearing on the levy of the proposed assessment for fiscal year 2018-2019 by adjusting the annual assessment rate per deficit parking space with inflation factor based upon previous year's change in the Consumer Price Index (all urban consumers for the San Francisco-Oakland-San Jose Area as determined by the U.S. Department of Labor) until a new voter-approval assessment process is implemented, as authorized by state law. The hearing will be held at the meeting place of the City Council located at City Hall, Council Chambers, 456 West Olive Avenue, Sunnyvale, California.

Adopted by the City Council at a regular meeting held on _____, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney



City of Sunnyvale

Agenda Item

18-0420

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Award of Contract for Custodial Services (F18-196)

REPORT IN BRIEF

Approval is requested to award a contract to Imperial Maintenance Services, Inc. of Stockton, California for a five-year period with the option to renew the contract for an additional one-year period.

EXISTING POLICY

Pursuant to Section 2.08.040 of the Sunnyvale Municipal Code, City Council approval is required for contracts for the procurement of goods and services exceeding \$100,000 in any one transaction.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

BACKGROUND AND DISCUSSION

The City has contracted with Sunnyvale Building Maintenance (SBM) for custodial services since 2007, and the existing contract is scheduled to expire May 31, 2018. Services are currently provided at most City facilities, with exact locations identified in Attachment "A" of the Services Agreement (Attachment 2 of the RTC).

The contracted services scope is to provide varied custodial services on a daily, weekly, monthly, semi-annual, and annual basis. Services provided range from daily removal of trash and recyclables, cleaning offices and vacuuming carpets to monthly striping and waxing of bathroom floors and annual deep cleaning of furniture, carpets, tile floors, computers, light fixtures and window covering.

Service levels were agreed to by departments that utilize these facilities to maintain cleanliness for City staff and the public. Cleaning schedules for facilities vary; however, most cleaning occurs between 6:00pm and 3:00am. The contractor is also required to provide a twenty-four (24) hour emergency response, while responding to the City within two (2) hours of a request for emergency services.

In February 2018, an Invitation for Bids (IFB No. F18-196) for custodial services was issued through the City's Onvia DemandStar public procurement network. Two mandatory site walkthrough dates were scheduled, with four (4) contractors in attendance. One (1) sealed bid was received and opened publicly on March 21, 2018. Imperial Maintenance Services, Inc. was the sole responsive bidder, as

shown in Attachment 1 Bid Summary.

Pursuant to Section 2.08.120 (a) of the Sunnyvale Municipal Code, the City Manager authorized the Purchasing Officer to negotiate a reasonable price with the sole bidder. Imperial Maintenance Services, Inc. submitted an initial bid in the amount of \$3,906,668.72 for a five-year period (year one: \$730,385, year two: \$765,754, year three: \$765,754, year four: \$802,891, year five: \$841,885). Subsequent scope and fee discussions resulted in a decrease of the year one bid amount to \$717,518 and establishing service cost escalations for years two through five based on the Bureau of Labor Statistics for the San Francisco Bay Area annual Consumer Price Index (CPI) (estimated at 2.5% per year).

Therefore, it is recommended that Council award a contract to Imperial Maintenance Services, Inc. for custodial services. City will issue a new agreement each year in consideration of compensation adjustments validated by the actual CPI.

In anticipation of the contract start date, and in accordance with California Labor Code 1060 and 1420, Imperial Maintenance Services, Inc. will contact SBM to coordinate potential employment with its staff.

FISCAL IMPACT

The proposed contract represents an annual increase of \$229,038 over the most recent contract pricing with Sunnyvale Building Maintenance. Approximately \$19,086 of the increase is estimated for the remainder of FY 2017/18. Custodial costs are expended in Program 709 - Facility Services in the General Services Fund. The General Services Fund is an internal service fund for which expenditures are recovered through internal service rental rates, charged to individual department programs. The appropriation control for internal service funds is established at the fund level. Based on current expenditures, sufficient budget is available in the fund to absorb this increase in the current fiscal year and FY 2018/19; however, the budget will need to be increased going forward. The FY 2018/19 appropriation is contingent on City Council approval of the Recommended Budget, scheduled to be heard on June 26, 2018. Staff will monitor expenditures in the fund and will bring back a budget modification if required prior to the FY 2019/20 Budget.

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.

RECOMMENDATION

1) Award a contract to Imperial Maintenance Services, Inc. for custodial services in the amount of \$717,518 for year one, in substantially the same form as Attachment 2 to the report; and 2) Authorize the City Manager to renew the contract for up to five (5) additional one-year periods, subject to available funding and acceptable pricing and services.

Prepared by: Gregory S. Card, Purchasing Officer
Reviewed by: Timothy J. Kirby, Director of Finance
Reviewed by: Chip Taylor, Director of Public Works
Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Bid Summary
2. Draft Services Agreement

City of Sunnyvale IFB F18-196 Bid Summary

Bid Item	Description	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Civic Center						
1	City Hall					
	Staff Hours	912	912	912	912	912
	Annual Service Cost	\$30,451.68	\$31,212.97	\$31,993.30	\$32,793.13	\$33,612.96
2	City Hall Annex					
	Staff Hours	260	260	260	260	260
	Annual Service Cost	\$8,681.40	\$8,898.44	\$9,120.90	\$9,348.92	\$9,582.64
3	South Annex					
	Staff Hours	1,824	1,824	1,824	1,824	1,824
	Annual Service Cost	\$60,903.36	\$62,425.94	\$63,986.59	\$65,586.26	\$67,225.91
4	Public Safety					
	Staff Hours	2,605	2,605	2,605	2,605	2,605
	Annual Service Cost	\$86,980.95	\$89,155.47	\$91,384.36	\$93,668.97	\$96,010.69
5	Library					
	Staff Hours	5,159	5,159	5,159	5,159	5,159
	Annual Service Cost	\$172,259.01	\$176,565.49	\$180,979.62	\$185,504.11	\$190,141.72
	Staff Hours Subtotal	10,760	10,760	10,760	10,760	10,760
	Annual Service Cost Subtotal	\$359,276.40	\$368,258.31	\$377,464.77	\$386,901.39	\$396,573.92
Comm. and Sr. Center Campus						
6	Recreation Bldg.					
	Staff Hours	1,094	1,094	1,094	1,094	1,094
	Annual Service Cost	\$36,528.66	\$37,441.88	\$38,377.92	\$39,337.37	\$40,320.81
7	Indoor Sports Center					
	Staff Hours	1,459	1,459	1,459	1,459	1,459
	Annual Service Cost	\$48,716.01	\$49,933.91	\$51,182.26	\$52,461.81	\$53,773.36
8	Creative Arts Bldg.					
	Staff Hours	729	729	729	729	729
	Annual Service Cost	\$24,341.31	\$24,949.84	\$25,573.59	\$26,212.93	\$26,868.25

9	Theatre					
	Staff Hours	912	912	912	912	912
	Annual Service Cost	\$30,451.68	\$31,212.97	\$31,993.30	\$32,793.13	\$33,612.96
10	Senior Center					
	Staff Hours	1,459	1,459	1,459	1,459	1,459
	Annual Service Cost	\$48,716.01	\$49,933.91	\$51,182.26	\$52,461.81	\$53,773.36
11	Heritage Ctr. (Arboretum)					
	Staff Hours	274	274	274	274	274
	Annual Service Cost	\$9,148.86	\$9,377.58	\$9,612.02	\$9,852.32	\$10,098.63
	Staff Hours Subtotal	5,927	5,927	5,927	5,927	5,927
	Annual Service Cost Subtotal	\$197,902.53	\$202,850.09	\$207,921.35	\$213,119.38	\$218,447.36
The Route (various locations)						
12	Sunnyvale Office Center					
	Staff Hours	1,534	1,534	1,534	1,534	1,534
	Annual Service Cost	\$51,220.26	\$52,500.77	\$53,813.29	\$55,158.62	\$56,537.58
	Corporation Yard					
13	CY – Admin Bldg.					
	Staff Hours	390	390	390	390	390
	Annual Service Cost	\$13,022.10	\$13,347.65	\$13,681.34	\$14,023.38	\$14,373.96
14	CY – Modular Bldg.					
	Staff Hours	130	130	130	130	130
	Annual Service Cost	\$4,340.70	\$4,449.22	\$4,560.45	\$4,674.46	\$4,791.32
15	CY – Misc. Areas					
	Staff Hours	260	260	260	260	260
	Annual Service Cost	\$8,681.40	\$8,898.44	\$9,120.90	\$9,348.92	\$9,582.64
16	Columbia Sports Center					
	Staff Hours	912	912	912	912	912
	Annual Service Cost	\$30,451.68	\$31,212.97	\$31,993.30	\$32,793.13	\$33,612.96
17	Water Pollution Control Plant					
	Staff Hours	1,042	1,042	1,042	1,042	1,042
	Annual Service Cost	\$34,792.38	\$35,662.19	\$36,553.74	\$37,467.59	\$38,404.28

18	Multi-Modal Control Station					
	Staff Hours	274	274	274	274	274
	Annual Service Cost	\$9,148.86	\$9,377.58	\$9,612.02	\$9,852.32	\$10,098.63
19	Fire Station #5 Training Center					
	Staff Hours	260	260	260	260	260
	Annual Service Cost	\$8,681.40	\$8,898.44	\$9,120.90	\$9,348.92	\$9,582.64
	Staff Hours Subtotal	4,802	4,802	4,802	4,802	4,802
	Annual Service Cost Subtotal	\$160,338.78	\$164,347.25	\$168,455.93	\$172,667.33	\$176,984.01
	Staff Hours Total	21,489	21,489	21,489	21,489	21,489
	Annual Service Cost Total	\$717,517.71	\$735,455.65	\$753,842.04	\$772,688.10	\$792,005.30

NOTE: Years 2-5 reflect a 2.5% escalation, however costs will be inclusive of the Bureau of Labor Statistics for the San Francisco Bay Area annual Consumer Price Index (CPI)-W.

Additional Year Pricing

6th Year 5% Increase

Pricing for Special Events or Emergencies

Custodians	\$33.39/hr
Supervising Custodian	\$33.39/hr
Day Porter	\$33.39/hr

**DRAFT SERVICES AGREEMENT BETWEEN THE CITY OF SUNNYVALE
AND IMPERIAL MAINTENANCE SERVICES, INC. FOR CUSTODIAL
SERVICES**

THIS AGREEMENT dated _____ is by and between the CITY OF SUNNYVALE, a municipal corporation ("CITY"), and IMPERIAL MAINTENANCE SERVICES, INC. ("CONTRACTOR").

WHEREAS, CITY is in need of Custodial Services; and

WHEREAS, CONTRACTOR possesses the skill and expertise to provide the required services;

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AGREEMENT.

1. Contract Documents

The complete Contract consists of the following documents: Invitation For Bids No. F18-196, consisting of Notice Inviting Bids, Instructions to Bidders, Specifications, Terms and Conditions and CONTRACTOR's completed Bid. These documents are all incorporated by reference. The documents comprising the complete contract are collectively referred to as the Contract Documents.

Any and all obligations of the CITY and the CONTRACTOR are fully set forth and described therein.

All of the above documents are intended to cooperate so that any work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all documents.

2. Services by CONTRACTOR

CONTRACTOR shall provide services in accordance with Exhibit "A" incorporated herein by this reference. Services shall be provided to CITY's buildings referred to in the Invitation for Bids and subject to inspection and approval of the City.

3. Time for Performance

The term of this Agreement shall begin on the date of execution of contract. The schedule of performance may be revised by the mutual agreement of CONTRACTOR and the CITY.

4. Compensation

CITY agrees to pay CONTRACTOR in accordance with Exhibit "B". In no event shall the total amount of compensation payable under this agreement exceed the sum of Seven Hundred Seventeen Thousand Five Hundred Eighteen and No/100 Dollars (\$717,518.00) unless upon written modification of this Agreement. CONTRACTOR shall submit invoices to CITY no more frequently than monthly for services provided to date. All invoices, including detailed backup, shall be sent to City of Sunnyvale, attention Accounts Payable, P.O. Box 3707, Sunnyvale, CA 94088-3707 or accountspayable@sunnyvale.ca.gov. Payment shall be made within thirty days upon receipt of an accurate itemized invoice by CITY's Accounts Payable unit.

5. Conflict of Interest

CONTRACTOR shall avoid all conflicts of interest, or appearance of conflict, in performing the services and agrees to immediately notify CITY of any facts that may give rise to a conflict of interest. CONTRACTOR is aware of the prohibition that no officer of CITY shall have any interest, direct or indirect, in this Agreement or in the proceeds

thereof. During the term of this Agreement CONTRACTOR shall not accept employment or an obligation which is inconsistent or incompatible with CONTRACTOR'S obligations under this Agreement.

6. Confidential Information

CONTRACTOR shall maintain in confidence and at no time use, except to the extent required to perform its obligations hereunder, any and all proprietary or confidential information of CITY of which CONTRACTOR may become aware in the performance of its services.

7. Compliance with Laws

(a) CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, gender, age (persons 40 years or older), disability, or any other basis to the extent prohibited by federal, state, or local law. All employees of CONTRACTOR shall be treated during employment without regard to their race, creed, color or national origin.

(b) CONTRACTOR shall comply with all federal, state and city laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Agreement.

8. Independent Contractor

CONTRACTOR is acting as an independent contractor in furnishing the services or materials and performing the work required by this Agreement and is not an agent, servant or employee of CITY. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between CITY and CONTRACTOR. CONTRACTOR is responsible for paying all required state and federal taxes.

9. Indemnity

CONTRACTOR shall indemnify, defend, and hold harmless the CITY, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees, arising out of the performance of the services described herein, caused in whole or in part by any negligent act or omission of CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the CITY.

10. Insurance

CONTRACTOR shall take out and maintain during the life of this Agreement policies of insurance as specified in Exhibit "C" attached and incorporated by reference, and shall provide all certificates or endorsements as specified in Exhibit "C."

11. CITY Representative

Marc Freitas, as the City Manager's authorized representative, shall represent CITY in all matters pertaining to the services to be rendered under this Agreement. All requirements of CITY pertaining to the services and materials to be rendered under this Agreement shall be coordinated through the CITY representative.

12. CONTRACTOR Representative

Alfonso Solis shall represent CONTRACTOR in all matters pertaining to the services and materials to be rendered under this Agreement; all requirements of CONTRACTOR pertaining to the services or materials to be rendered under this Agreement shall be coordinated through the CONTRACTOR representative.

13. Notices

All notices required pursuant to this Contract shall be communicated in writing, and shall be delivered in person, by commercial courier or by first class or priority mail delivered by the United States Postal Service. Nothing in this provision shall be construed to prohibit communication by more expedient means, such as by email or fax, to accomplish timely communication. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of three business days after mailing. All notices sent pursuant to this Contract shall be addressed as follows:

To CITY: Marc Freitas, Superintendent
Department of Public Works, Facilities Services Division
CITY OF SUNNYVALE
P. O. Box 3707
Sunnyvale, CA 94088-3707

To CONTRACTOR: Alfonso Solis, President
IMPERIAL MAINTENANCE SERVICES, INC.
8830 Cherry Hills Place
Stockton, CA 95209

Nothing in this provision shall be construed to prohibit communication by more expedient means, such as by telephone or facsimile transmission, to accomplish timely communication. However, to constitute effective notice, written confirmation of a telephone conversation or an original of a facsimile transmission must be sent by first class mail or commercial carrier, or hand delivered. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of two days after mailing, unless such date is a date on which there is no mail service. In that event communication is deemed to occur on the next mail service day.

14. Assignment

Neither party shall assign or sublet any portion of this Agreement without the prior written consent of the other party.

15. Termination

a) If CONTRACTOR defaults in the performance of this Agreement, or materially breaches any of its provisions, CITY at its option may terminate this Agreement by giving written notice to CONTRACTOR. In the event of such termination, CONTRACTOR shall be compensated in proportion to the percentage of satisfactory services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate. CONTRACTOR shall present CITY with any work product completed at that point in time.

b) Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY also shall have the right to terminate this Agreement for any reason upon ten (10) days' written notice to CONTRACTOR. In the event of such termination, CONTRACTOR shall be compensated in proportion to the percentage of services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate. CONTRACTOR shall present CITY with any work product completed at that point in time.

- c) If CITY fails to pay CONTRACTOR, CONTRACTOR at its option may terminate this Agreement if the failure is not remedied by CITY within (30) days after written notification of failure to pay.

16. Entire Agreement; Amendment

This writing constitutes the entire agreement between the parties relating to the services to be performed or materials to be furnished hereunder. No modification of this Agreement shall be effective unless and until such modification is evidenced by writing signed by all parties.

17. Governing Law, Jurisdiction and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to conflict of law or choice of law principles. Proper venue for legal actions will be exclusively vested in a state court in the County of Santa Clara. The parties agree that subject matter and personal jurisdiction are proper in state court in the County of Santa Clara, and waive all venue objections.

18. Severability Clause

In case any one or more of the provisions contained herein shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions which shall remain in full force and effect.

19. Execution and Counterparts

This Agreement may be executed in multiple counterparts and/or with the signatures of the Parties set forth on different signature sheets and all such counterparts, when taken together, shall be deemed one original.

20. Miscellaneous

Time shall be of the essence in this Agreement. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision.

IN WITNESS WHEREOF, the parties have executed this Agreement.

ATTEST:

CITY OF SUNNYVALE ("CITY")

By _____
City Clerk

By _____
City Manager

APPROVED AS TO FORM:

IMPERIAL MAINTENANCE SERVICES, INC.
("CONTRACTOR")

By _____
City Attorney

By _____

Name and Title

By _____

Name and Title

EXHIBIT "A"
SCOPE OF WORK

- A. Contractor shall furnish all materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor and supervision necessary to provide CUSTODIAL SERVICES at the following City of Sunnyvale facilities:

Cluster 1 Buildings: Total of 162,492 Square Feet

Civic Center	
1. City Hall (456 West Olive Ave)	34,672 sq. ft.
2. City Hall Annex (650 West Olive Ave)	20,900 sq. ft.
3. South Annex (603 All America Way)	5,100 sq. ft.
4. Public Safety (700 All America Way)	40,950 sq. ft.
5. Library (665 West Olive Ave)	60,870 sq. ft.

Cluster 2 Buildings: Total of 92,918 Square Feet

Community and Senior Center Campus (550 East Remington)	
6. Recreation Building	17,912 sq. ft.
7. Indoor Sports Center	24,125 sq. ft.
8. Creative Arts Building	9,063 sq. ft.
9. Theatre	14,862 sq. ft.
10. Senior Center	23,000 sq. ft.
11. Heritage Center (Arboretum)	3,956 sq. ft.

Cluster 3 Buildings: Total of 82,033 Square Feet

The Route (various locations)	
12. Sunnyvale Office Center (505 West Olive Ave)	35,500 sq. ft.
Corporation Yard (CY) (221 Commercial St.)	
13. CY - Admin Building	7,319 sq. ft.
14. CY - Modular Building	2,160 sq. ft.
15. CY - Miscellaneous Areas	1,051 sq. ft.
16. Columbia Sports Center (785 Morse Ave)	19,735 sq. ft.
17. Water Pollution Control Plant (1444 Borregas Ave)	12,228 sq. ft.
18. Multi-Modal Transit Station (121 W. Evelyn Ave)	200 sq. ft.
19. Fire Station #5 Training Center (1210 Bordeaux Ave)	3,840 sq. ft.

Total of 19 Buildings with an Estimated Total Square Footage of 337,443

NOTE: The building square footages listed above are a good approximation although the City does not guarantee their accuracy. The Contractor shall be responsible for obtaining accurate custodial cleaning measurements.

- B. **Work Schedule** - Custodial services shall be provided up to seven (7) days per week at the time specified for each location. General cleaning shall be performed between the hours of 6:00 PM and 3:00 AM, except for facilities that are open later in the evening or that operate 24/7. (See Attachment "B" for times and frequency specific to each building.) The City reserves the right, with one (1) weeks' notice, to change cleaning schedules. Contractor shall provide twenty-four (24) hour emergency response, if requested, and shall respond to the City within four (2) hours of request for emergency services. Contractor shall provide a specific monthly schedule of all monthly, quarterly and semiannual services by building, giving specific dates. The schedule for the first two (2) months shall be provided within five (5)

days of the first day of the Agreement term. The schedule for the third month, and all subsequent months, shall be provided with each monthly invoice; and the invoices will not be paid if not accompanied by a cleaning schedule.

Example: If the contract is awarded on October 1, Contractor would have five (5) days to provide to the City monthly cleaning schedules for October and November. As November comes to a close and the City receives Contractor's November invoice, Contractor must attach the cleaning schedule for December, and this process would then continue throughout the term of the contract.

Such monthly, quarterly and annual cleaning services shall be provided on the day stated on the monthly cleaning schedule; and if such work requires more than one (1) day to conclude, the Contractor shall then complete the work on successive days. Contractor may request a change to this cleaning schedule with seven (7) days' notice.

C. Holidays - The following eleven (11) days are City holidays on which Contractor may need to provide service. All City facilities are dynamic due to their programmed use; and some locations will require service on holidays, and others will not.

Independence Day	New Year's Eve
Labor Day	New Year's Day
Thanksgiving	Martin Luther King Jr. Day
Day after Thanksgiving (Floating Holiday)	Presidents Day
Christmas Eve	Memorial Day
Christmas Day	

Buildings that will require service during holidays are listed below. Facilities Services will provide a schedule of which buildings will require holiday service thirty (30) days prior to each holiday.

- Public Safety Building (Operates 24 hours/7 days per week)
- Community/Senior Center - Recreation Building, Sports Center and Theatre (Various holiday services)
- Columbia Neighborhood Sports Center (Various holiday services)
- Water Pollution Control Plant (Operates 24 hours/7 days per week)
- Public Library (Various holiday services)
- Multi-Modal Transit Station

D. Supplies and Equipment

1. Contractor shall furnish and keep in good working order all necessary tools, equipment and supplies, including, but not limited to, floor finish, soaps, cleaners, mops, brooms, buffers, ladders, hoses, vacuum cleaners, etc. All electrical cords must have ground plug in place, and cords must be free of jacket breaks or other signs of distress. The Superintendent of Facilities Services, or his designee, must approve all supplies and/or equipment prior to their use under this contract. The City requires use of approved "Green Seal," "EcoLogo", "SF Approved" or other non-hazardous, third-party certified cleaning products in all its buildings. Any non-complying equipment or supplies shall be changed out immediately at the request of the Facilities Services Superintendent or his designee. Custodial closets located in City facilities may be used by Contractor and shall be kept clean and free of debris and odor at all times. All supplies and equipment stored in any City custodial closet shall be stored in a neat and orderly manner and in such a way as to prevent injury to City staff, the public, or Contractor's employees. Contractor's on-site supervisor shall maintain an equipment inventory, and a copy shall be given to the Superintendent's designee, upon request. Contractor shall provide clearly marked or color coded mops and tools, for restroom cleaning only.
2. The City shall provide the following products for Contractor to use at City locations: toilet paper; paper towels; toilet seat covers; black or clear trash can liners; clear food scraps and container recycling can liners; hand soap; and sanitary napkins. City shall also provide at its expense all utilities, including lights, power and water. Contractor shall stock and refill all restroom dispensers, as outlined in this section of the IFB, Paragraph O (Custodial Cleaning Specifications - Master List, #10 Restrooms, Locker Rooms, Dressing Rooms and Showers) and as listed in Attachment "B", Frequency and Task Chart.

E. Supervision

1. Contractor shall provide a supervisor or lead custodian who shall be present during all scheduled cleaning hours and special work assignments at a City facility. This individual shall speak, read, write, and understand English. Further, this supervisor shall pass a standard police background check to monitor and/or assist cleaners assigned to the Department of Public Safety building. All direction given to Contractor's supervisor shall be as binding as if given to Contractor.
2. Monthly custodial supervisor's reports shall be prepared and submitted to City's Facilities Services Superintendent, or his designee, noting any building deficiencies needing correction.
3. While performing work under this contract, Contractor's supervisor shall carry a cell phone and pager by which City staff shall be able to communicate with him/her. Other custodial staff, at a minimum, should carry pagers and may use City phones to respond to work-related issues.
4. Contractor shall provide a list of all Contractors' staff assigned to each work site. The list shall include name, address, and driver's license number and the employee's work schedule and assignment. At Contractor's expense, all of Contractor's employees shall have taken and satisfactorily passed background screening for drug and alcohol use. All contract employees shall be issued photo card access badges that the employee must display while working.
5. Contractor's employees (including supervisors and managers) who work (regular service, fill-in work for absences and window/carpet shampoo crews) in Public Safety Headquarters, 700 All America Way, shall have satisfactorily passed a background investigation through Sunnyvale Police Services. The cost of such background checks will be paid by the City, and the background checks require two weeks (14 days) to complete. Contractor is responsible for scheduling these background checks prior to any of its employees working in Public Safety Headquarters.

F. Employee Identification

Contractor personnel shall be easily recognized as Contractor employees. City, at its own expense, shall provide each employee with a picture identification key access badge. The badge shall include the employee's photograph, name, employee number and Contractor's name. The identification badge shall be displayed on the front of the employee's uniform at all times. Contractor accepts and understands that any employee who fails to meet this requirement may be asked to leave City property. Should this occur, the City will not compensate the Contractor or Contractor's employees for lost time. It is expressly understood that Contractor is responsible for ensuring that all employees possess and carry valid photo-identification at all times on City property. Replacement costs for employee identification and key access cards shall be the responsibility of the contractor. Contractor shall provide uniforms for their employees.

Contractor's employees shall wear their uniforms and identification badges prior to entering any City building, and uniforms and badges shall be worn at all times while working in a City facility. The uniform, at a minimum, shall be a uniform shirt to which Contractor's business name and/or logo have been affixed. Contractor's employees shall be at least eighteen (18) years of age and thoroughly trained and qualified in the work assigned to them. Contractor's employees shall be able to follow directions and shall be physically capable of performing the duties assigned to them, including lifting/moving heavy items, climbing ladders, etc.

Security Clearance: All Contractor's staff performing work under this contract shall undergo and pass, to the satisfaction of the City, a background investigation as a condition of beginning and continuing to work under this contract. The City shall use its sole discretion in determining the method of background clearance to be used, which may include, but not be limited to, fingerprinting and personal history questionnaires conducted by the City's Department of Public Safety.

G. Site Inspections, Performance/Payment Monitoring and Notifications

City and Contractor Site Inspections: City staff will regularly monitor Contractor's completed custodial services and will communicate directly with the Contractor's site supervisor or lead custodian any situations where services are not being performed according to City specifications.

Contractor's account manager shall conduct weekly inspections of all locations and provide a report on conditions to the Facilities Services Superintendent, or designee. Contractor's account manager and supervisor shall be available to meet with City Facilities Services Division representatives upon request to conduct building inspections to ensure compliance with contract specifications and resolve problems.

Notification of Deficiencies or Suspicious Activity: Contractor shall immediately alert the City Facilities Services Superintendent or designee of deficiencies in lighting, plumbing, electrical service, etc. and if suspicious activity is observed at any City facility.

- H. **Work Performance and Standards** - Contractor shall adhere to the highest quality standards of the custodial profession and the City's cleaning standards. Contractor shall immediately notify the Facilities Services Superintendent, or designee, of any occurrence or condition that interferes with its ability to be in full compliance with contract requirements.
- I. **Special Assignments** - City may request custodial services for special events not covered in the scope of services under this contract (i.e., an open house or dignitary visits) and outside the normal scheduled cleaning hours as outlined herein. City may request these special services up to, but not later than, forty-eight (48) hours prior to the event. If the required services are outside Contractor's normal cleaning schedule, Contractor shall quote, in advance, an hourly rate per person for the special assignment with a minimum of two (2) hours per employee. Contractor shall provide special cleaning service invoices within fourteen (14) days of the services being provided. City shall be under no obligation to pay any invoice which is submitted to City's Accounts Payable Division more than thirty (30) days beyond completion of special cleaning services.

Day Porter Service - City may request custodial services during business hours for certain facilities. The assignments will be made for extended periods of time and may require only two to four hours per day.

Please refer to Attachment "B" (Frequency and Task Chart) for details associated with Day Porter Services for the Library.

- J. **Emergency Work** - "Emergency work" is defined as any work beyond the general routine custodial work required by this contract. Emergency work shall require a shortened Contractor response time of two (2) hours, depending upon the nature of said work. Contractor shall have sufficient labor and call-out procedures to ensure that staffing is available 24 hours, seven days a week, for this type of unplanned requirement. The City will work closely with Contractor to develop a procedure for reacting to emergency situations. Contractor must provide emergency contact list with telephone numbers.
- K. **Storage** - Contractor may use City custodial closets, if available; and if utilized, Contractor shall keep this space in a neat, clean, odor free, and orderly condition. The City will not be responsible in any way for damage to or loss of Contractor's stored supplies and/or equipment or for Contractor's employees' personal belongings stored in any City custodial closets. If custodial closets are not available, Contractor shall store its supplies and equipment in its own facility or company vehicles.
- L. **Security** - Contractor shall be required to have available the keys provided by the City at all times while providing service to the City. All doors shall be unlocked and locked in such manner and at such times as required by each building's specifications. Contractor shall be responsible for ensuring that all doors are closed and locked during its performance of custodial duties. Lost keys or security card-keys shall be immediately reported to the Facilities Services Superintendent, or his designee. Contractor's employees shall NOT set off, or fail to reset, a building alarm, as instructed. Contractor may be charged for repeated occurrences of lost keys and/or false alarms in order to reimburse the City for associated costs. Contractor's employees shall not operate for personal use any City computers, fax machines, telephones, television sets and/or copiers while performing services under this contract. Contractor shall be financially responsible for any loss, damage, or accrued charges for any unauthorized usage of City equipment. Some City facilities have Key Watcher boxes, for storage of custodial building keys. Keys checked out from a box must be returned to the box at the end of each work shift.
- M. **Care of Facilities** - Contractor's employees shall regularly observe the general condition of all buildings and report problem areas to Contractor's supervisor or lead custodian. Contractor shall be responsible for knowledge of and use

of all fire alarms and fire prevention equipment. In case of emergency, Contractor's employees shall notify the City's Communication Center by dialing 911 and shall then call or page the Facility Services Superintendent, or his designee, immediately. Contractor shall report all required non-emergency repairs by contacting the Facilities Services Superintendent, or his designee, or calling the Facilities Services direct line at (408) 730-7761.

- N. Graffiti** - Contractor shall immediately remove all graffiti from all surfaces found inside any of the buildings after consulting with the Facilities Management Superintendent, or his designee, for removal methodology. Graffiti noticed on the outside of any building shall be reported to the Facilities Management Superintendent, or his designee, and called into the Facilities Management direct line as mentioned in the above paragraph.
- O. Custodial Cleaning Specifications (Master List)** - Following is a Master List of all services required under this contract. Not all services are required in all City facilities. Refer to Attachment "B", Frequency and Task Chart, to determine which services are required for each City facility.

1. Flooring

- a. Vinyl, linoleum, concrete, or tile floors (sweep) - Sweep with dust mop.
- b. Vinyl, linoleum, or concrete floors (damp or wet mop) - After sweeping, use warm water with an approved cleaner that leaves no visible or sticky cleaner residue, when dry. Rinse, if necessary, with clear warm water; and clean mop. Wipe all baseboards free of moisture and dirt. Protect all wall surfaces. Eliminate any mop streaks by changing out dirty mop water continuously.
- c. Vinyl and linoleum (clean and wax floors) - Dust entire floor and corners with dust mop. Damp mop and remove any spot or stains. Allow flooring to dry completely. Apply wax in traffic areas only, feathering out to corners. Corners shall be waxed only as part of complete stripping process (see d below).
- d. Vinyl and linoleum (strip) - Strip completely, rinse with neutral cleaner, and wax, including corners.
- e. Stone, marble, slate, granite, ceramic tile, travertine floors, stairs (damp mop) - Use a dedicated mop and good quality cleaner recommended for marble, slate, granite, ceramics and travertine. The floors shall be free of dust, dirt, cleaning material residue, streaks, mop strands, grease, and spills and thoroughly maintained to present an acceptable gloss. Protect all walls from splashing, and wipe off any moisture or chemicals from all baseboards. Polish wood molding, if necessary, to prevent moisture damage.
- f. Stone, marble, slate, granite, ceramic tile, travertine floors, stairs (strip, seal) - Apply stripping solution. Machine scrub (conventional machine) and wet vacuum stripping. Follow by an application of a neutralizer rinse, followed by a damp mopping with clear water. When floor is dry, apply finish or sealer. Protect all wall finishes, and wipe down all baseboards to be free of moisture and residue. Polish, as needed.
- g. Stone, marble, slate, granite, ceramic tile, travertine floors, stairs (refinishing) - Refinish as follows: Use a conventional (buffer) machine with a 3M blue cleaning pad and a trigger spray bottle with clean water to buff. Let floor dry. Follow with a dust mopping then a damp mopping. Let floor dry. Apply two (2) coats of floor finish. Be sure floor is thoroughly dry between coats. Within 24 hours of 1st application of finish, burnish with a high-speed buffing machine (1,100 rpm).

2. Hardwood Floors and Carpeting (Gymnasiums, Ballrooms and Dance Floors)

- a. Hardwood floors - Use a dedicated untreated dust mop on hardwood floors.
- b. Hardwood floor surfaces (wet mopping) - Use a dedicated wet mop with approved gym floor cleaner.
- c. Recreation Building. Lobby flooring is a wood laminate and must be cleaned with dust mop and damp mop when necessary. For example, damp mop when cleaning up liquid spills.
- d. Hardwood floor buffing - First, damp-mop floor to remove any dirt and debris; then use a Facilities Services approved water-based cleaner like Bona Pro Series for spot cleaning and cleaning the entire floor before buffing. A white polishing pad is recommended. (Bona is easy to use and won't cause any build up, film or dulling on the hardwood floor finish. Do not use this product on a floor that has been waxed or oiled.)
- e. Carpet and mats (vacuum traffic areas) - These areas include main entries and all doors, elevator lobbies, elevators, areas where food is available, main corridors in buildings and open landscaped areas. Vacuum traffic areas. Move all chairs, trashcans and other easily removed items; and vacuum underneath. Hand-wipe all baseboards.
- f. Carpets (vacuum all areas, including edges and corners) - Vacuum with an industrial- powered vacuum cleaner, and inspect for spots. Remove spots, following the manufacturer's recommendations completely, with a Facilities Services approved industrial-grade spot remover that leaves no visible residue. Report to the Facilities Services Superintendent, or his designee, all tears, burns, unraveling or other damage. Move all chairs, trash cans and other easily removed items; and vacuum underneath. Hand-wipe baseboards.

- g. Carpet Spot Cleaning (traffic areas) - These areas include main entries at all doors, elevator lobbies, elevators, areas where food is available, main corridors in buildings and open lobby areas. Spot clean, as needed, with good quality cleaner and/or solvent, hot water steam and vacuum extraction system.
- h. Carpet, Steam Cleaning (all areas) - Vacuum all areas to be cleaned. Then clean carpets using a truck mounted, hot water extraction, with a minimum of 180 degree water temperature, and minimum water pressure of 500 psi, with 14 lbs of suction extraction. Use ventilating fan dryers to hasten drying time in heavy-use areas. Use water-resistant coated pads under furniture.

NOTE: Contractor will often be required to steam-clean these areas after normal business hours (Monday through Friday) and/or during the weekends. An approved schedule will be required, so that building occupants can be notified and prepare their respective areas before cleaning begins.

3. **Doors and Entrances**

- a. Doors and entrances (clean and polish) - Clean and polish interior and exterior surfaces to a height of 8', removing all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas. On a nightly basis, inspect all doors and entrances; and clean doors and entrances across the entire width of the entrance front.
- b. Drinking Fountains - Clean, disinfect and polish.
- c. Graffiti (remove all marks and writing) - Remove from all interior surfaces (doors and walls). If unable to remove graffiti, call Facilities Services at (408) 730-7761 and leave a message. Leave caller's name, location of the building, floor and area where the graffiti is located.
- d. Walls, doors and molding (spot clean) - On a regular basis, inspect all walls, doors and moldings; and remove all fingerprints, smudges, dirt or accumulations from these areas, as required.

4. **Glass and Windows**

- a. Glass and window, and glass auto door cleaning (building entrances, lobby areas, staircases and glass building fronts) - Clean all interior and exterior glass surfaces to a height of 8'. On a nightly basis, inspect all glass and frames (window and/or door); and remove all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas, as required. When glass is part of an entrance area, clean across the entire width of the entrance front, if required.
- b. Glass and windows, interior/exterior all areas (including skylights, glass blocks) - Clean all interior and exterior glass surfaces with a Facilities Services approved soap solution. Inspect all glass surfaces; and remove all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas, as required. Cleaning shall include window frames and ledges.

NOTE: Contractor may be required to clean these areas after normal business hours (Monday through Friday) and/or during the weekends. An approved schedule will be required, so that building occupants can be notified and prepare their respective areas before cleaning begins.

In addition, Contractor will be required to use an aerial lift for any outdoor window cleaning above 10' off the ground. Contractor will not be allowed to stand on roofs or overhangs.

5. **Dusting**

- a. Dusting - Remove all accumulated dust, dirt, debris and cobwebs from all surfaces, corners, shelving crevices, office desks, bookcases, tables, partition tops, window ledges and baseboards. Use treated mops and cloths to help prevent the redistribution of same into the air. Dust desktops only if papers have been removed.
- b. Dusting (High Dusting) - Remove accumulated dust in high corner areas and HVAC vents and ledges.
- c. Dusting (Annual High Dusting) - Remove all accumulated dust, dirt and debris from all area surfaces, corners, crevices, light fixtures, partition tops, window ledges, door frames, jambs, and blinds. Use treated mops and cloths to help prevent the redistribution of same in the air. Blind slats shall be individually cleaned. Remove cobwebs inside rooms, corners and ceiling tiles.
- d. Ashtrays (sand urns) - Remove cigarette butts from all sand urns/trash containers. Receptacles which are located outside shall be clean and odor-free. Install a plastic liner of the appropriate size and strength, if required.

NOTE: Contractor may be required to clean these areas after normal business hours (Monday through Friday) and/or during the weekends. An approved schedule will be required so that building occupants can be notified and prepare their respective areas before cleaning begins.

6. Waste Receptacles – Service and Maintenance

a. Food scraps, Recycling and Trash Bins

Areas without the Mini Bin Program - Empty all food scraps, recycling, and trash bins. If plastic liners are dirty, ripped or damaged, replace with plastic liners of appropriate size, color (black or clear for trash, clear for food scraps and container recycling) and strength. Replace plastic liners monthly, regardless of condition.

Areas with the Mini Bin Program - In most areas, in an effort to reduce trash and encourage recycling behavior, standard receptacles for trash have been removed and replaced with small 5" x 5" Mini Bins. Large receptacles for trash (slim-jims) have been placed in central areas, and employees are responsible for emptying their own Mini Bins into the large trash receptacles and re-lining them, as required. In these areas, Contractor is not required to empty the small Mini Bins, but is responsible for emptying and relining the large trash receptacles. Further, Contractor will be responsible for ensuring that Mini Bin liners are restocked, so that they are available to City employees.

Library, 665 W Olive Ave. City-owned recycling bins for paper and containers, – empty into paper and container collection carts provided by franchised hauler.

Large trash receptacles – Place in outside trash dumpsters.

Food scraps – Place materials from kitchen pails and bins in outside (green) food scraps dumpsters or in outside food scraps carts.

Recyclable Cardboard Boxes - Flatten all accumulated cardboard boxes then place them in the designated cardboard recycling dumpster. (These boxes are usually left by staff next to large trash receptacles and/or in break rooms).

- b. Wastebasket/trash/food scraps/Recycling containers - Wash and disinfect all trash containers, food scraps and recycling containers, in all interior and exterior locations, monthly.
- c. Exterior Litter Receptacles, Sunnyvale Office Center Only (505 West Olive Ave) - Contractor will be responsible for emptying the perimeter outside litter receptacles surrounding the complex's seven (7) buildings. Contractor shall place trash in the trash dumpster on the north side of the campus. Any cardboard boxes shall be flattened and placed in the designated recycling dumpster. Contractor will not be responsible for City hauler-owned bottles/cans/container or paper recycling bins. Contractor shall clean and disinfect the exteriors of litter receptacles on a quarterly basis.

7. Elevators

- a. Elevators (clean and polish) - Remove all finger and handprints, grease, oils, smudges or marks. Polish interior walls, ceilings, and doors inside and outside. Vacuum carpet and elevator door tracts. Spot clean carpet or flooring, as necessary, to remove stains and odors.
- b. Elevators (clean and polish) - Polish stainless steel with Facilities Services approved stainless steel polish.

8. Stairwells, Exterior and Interior

- a. Staircases, balustrades and railings (sweep or dust mop and wipe) - Sweep or dust mop and wipe all staircase areas, including all railings and areas around and underneath stairs. Vacuum carpeted areas, and spot clean carpet.
- b. Stairwells - Damp mop and spot clean, as required.

9. Offices

- a. Wooden furniture (clean and polish) - Clean and polish all wooden furniture with Facilities Services approved polish. Do not disturb any paperwork on desks, tables and files.
- b. Formica and metal desks (clean all) - Clean all tables, stands, chairs, filing cabinets, locker tops and fronts. Do not disturb paperwork.
- c. Wood fixtures (polish) - Polish all wooden walls, doors, handrails and all accents.

- d. White boards and pen rails (clean) - Wash and clean (only if boards are erased).
- e. Fabric or carpeted wall coverings (dust and/or vacuum, spot clean) - With a soft brush, dust all fabric and/or carpeted walls to maintain a neat and clean appearance. Vacuum all areas where a traffic pattern is evident. Spot clean areas per manufacturer's specifications for wall covering. Damp wipe vinyl. Remove spots on cloth fabrics with chemical cleaner.
- f. Light switches (clean and disinfect) - Use damp cloth to remove all smudges, fingerprints and dirt. Apply disinfectant.
- g. Light fixtures (clean all) - Dust all with treated cloth. Vacuum and damp wipe, if necessary, to remove all accumulated dust and dirt.

10. Restrooms, Locker Rooms, Dressing Rooms and Showers

- a. Restrooms (clean, disinfect, restock supplies) - Clean and disinfect all urinals, toilets, partitions, plumbing and countertops and backsplashes. Damp mop floors with disinfectant, and remove any urine stains. Clean and polish chrome and stainless steel fixtures. Clean, disinfect and deodorize interior and exterior of sanitary napkin depositories. Replace disposal bags and plastic trash liners. Clean mirrors to streak-free condition. Install disinfectant in floor drains and deodorizers in urinals. Fill or restock all dispensers (soap, toilet paper, seat covers, paper towels, sanitary supplies and deodorizers). Toilet paper rolls should be left to run out; do not remove unless they are less than 1/8 empty.
- b. Showers (clean, disinfect) - Clean and disinfect all walls, floors and curtains. Entire area shall be free of soap scum, fungi, hair, urine deposits and unpleasant odors. Floors and tiled areas shall be free of streaks and mildew.
- c. Locker rooms or dressing rooms - Install disinfectant in floor drains. Disinfect HVAC vents and clean mirrors to streak-free condition. Wax floors to maintain original appearance. Vacuum all carpet areas, and remove all stains. Clean and disinfect lockers inside and outside, including tops of locker banks, if any locker is unlocked. Do not disturb personal belongings.
- d. Strip and Wax Restroom Floors - Strip completely, mop with neutral cleaner, and wax, including corners.
- e. Clean tile and concrete walls - Clean and disinfect all walls with general purpose cleaner, remove all fingerprints, smudges. and dirt.
- f. Strip and seal tile walls and floors - Strip all walls and floor tile with stripping agent. rinse tile walls and floor with neutral cleaner. apply water based tile sealer to walls and floor.

11. Auditoriums

- a. Theatre Building special cleaning (Community Center) - After final evening performance. Pick up all debris, empty all waste containers, and clean all entry doors. Vacuum and spot clean all carpets, including main theatre seating area, hallways, steps, lobby areas and the green room. Clean all dressing room floors and toilets, and disinfect shower stalls.
- b. Fabric furniture - Dust, vacuum and spot clean upholstered chairs and sofas, as necessary.
- c. Rehearsal Hall - Damp mop entire floor area.
- d. City Hall Council Chambers (clean after all meetings) - Pick up all debris. Vacuum and spot clean all carpets, and clean all entry doors.

12. Employee Kitchen Areas

- a. Kitchens/break rooms/concession area floors (degrease and disinfect) - Wet mop all kitchen floors with disinfectant. Refinish, if necessary, to maintain original appearance.
- b. Kitchens/break rooms/concession area sinks, counters and appliances (wash and disinfect) - Wash and disinfect all kitchen tabletops and generally clean up all stainless steel.
- c. Cabinets, sinks and appliances (degrease, disinfect and polish) - Degrease, disinfect and polish refrigerators, stoves, stove hoods, dishwashers, microwaves and all stainless steel, where applicable.
- d. Kitchen Vent Hoods Over Stoves - Degrease, clean and polish.

13. Special Areas

- a. Bleachers (clean all surfaces) - Clean all areas around and under bleachers. Damp mop floors and bleacher seats at the Indoor Sports Center and Columbia Neighborhood Sports Center.
- b. Jail area (clean and disinfect) - Clean and disinfect (when accessible) all walls, floors, glass sliding doors, ceilings and toilet fixtures.
- c. Custodial closets (clean and stock) - Clean, organize, stock and keep odor-free. If any chemicals are stored

here, maintain a binder of all Material Safety Data Sheets (MSDS) and keep in each closet.

- d. Exercise room floors - Damp mop by towel exercise room floor mats. Use warm water. Leave no visible or sticky residue. Senior Center exercise room, Public Safety Building exercise room, Corporation Yard exercise room, and WPCP exercise room.
- e. Exercise rooms - Wipe down, clean, deodorize and disinfect all exercise apparatus and mats. Remove and replace mats in same locations to ensure proper fit. Locations listed above in 12d.
- f. Shop area restrooms - Clean and disinfect all washbasins. Entire area shall be free of soap scum, fungi, grease, dirt and unpleasant odors. Clean and polish chrome and stainless steel fixtures. Fill all soap and paper towel dispensers, as needed.
- g. Conference rooms (setups) - Set up chairs, conference tables, etc., per room diagram or upon direction from Facilities Services staff.
- h. Personal computers - Clean monitor with anti-static cloth. Spray keyboards and CPU with pressurized air. Vacuum keyboard with backpack vacuum. Clean keyboard with treated cloth.
- i. City refrigerators - In break rooms only, clean inside and out, as designated.
- j. Patio tables - Wipe down, clean and disinfect tables at various City building locations. Department of Public Safety Building, Community Center Recreation Building, Senior Center, City Hall, Corporation Yard (Administrative Wing), Sunnyvale Office Center and Library.
- k. Venetian blinds - Dust and damp wipe blinds with a treated cloth to prevent redistribution of dust into the air.
- l. Mirrors (Dance Studio, Theatre Dressing and Exercise Rooms) - Clean all interior mirror glass surfaces. On a regular basis, inspect all mirrors; and remove all fingerprints, smudges, dirt, cobwebs, grease, oils or accumulations from these areas, as required. Cleaning shall include mirror frames and ledges.
- m. Classroom, Meeting Room and Ball Room Sinks (wash and disinfect) - Wash and disinfect all countertops and cabinets. Restock paper towels and any soap dispensers.
- n. Pottery Studio Cleaning - Completely clean pottery room floors of all glazing dust and chemical powders by using a quality shop vacuum with a good filtering system. After removing all dust off the floor, wet mop the entire surface area, as required to eliminate any mop streaks or caking. The dust powders are fine in nature, so the appropriate PPE (Personal Protective Equipment), such as face masks, gloves and safety glasses should be worn while performing this cleaning.
- o. Examination rooms - Wet mop all floors with disinfectant. Refinish, if necessary, to maintain original appearance. Also, wipe down and disinfect all cabinets, counters, refrigerators, and mini-sinks.
- p. Commercial Kitchens - Senior Center and Recreation Ballroom Kitchens.
Services requested are for quarterly cleanings of the kitchen to include: Floor cleaning and sanitization, clean and polish all stainless steel, clean and sanitize all sinks, dishwasher, steamer, clean the exhaust hood and filters, cleaning the interior of cold storage units and refrigerators, clean walls and ceiling.
Note: Senior Center kitchen daily service is provided by concessionaire.
- q. Upholstery cleaning - Clean seating upholstery with dry foam upholstery cleaner.

- P. Custodial Frequency and Expected Level of Service** - Frequency and Task Chart (Attachment "B"), establishes the expected level of custodial services and service frequencies for all City facilities included in this contract. Attachment "A", Building Cluster Chart, identifies City facilities in terms of Building Clusters, or groupings of locations.

The City reserves the right to determine level of service to be included in any contract resulting from IFB F16-196. Furthermore, the City reserves the right at any time during the initial contract term, and any authorized extensions, to adjust service levels upon thirty (30) days' written notice to Contractor or initiate negotiations with Contractor for a different service level.

City shall have the right to perform the work in conformance with specifications and charge the Contractor for cost incurred, or require that Contractor immediately cure the defective performance at no additional cost to City.

ATTACHMENT "A"
BUILDING CLUSTER CHART

Cluster 1

City Hall, 456 West Olive Ave.
City Hall Annex, 650 West Olive Avenue
South Annex, 603 All American Way
Department of Public Safety, 700 All American Way

Library Building, 665 West Olive Avenue

Cluster 2

Recreation Building (Community Center) 550 E. Remington Dr
Indoor Sports Center Gym (Community Center) 550 E. Remington Dr
Creative Arts Building (Community Center) 550 E. Remington Dr
Theatre (Community Center) 550 E. Remington Dr
Senior Center (Community Center) 550 E. Remington Dr
Heritage Building (Arboretum)

Cluster 3

Sunnyvale Office Center, 505 West Olive Avenue
Administration Wing (Corporation Yard Campus) 221 Commercial Street
Modular Building (Corporation Yard Campus) 221 Commercial Street
Miscellaneous Areas of the Corporation Yard Campus, 221 Commercial Street
Columbia Neighborhood Sports Center, 785 Morse Avenue
Water Pollution Control Plant, 1444 Borregas Avenue
Multi-Modal Transit Station, 121 W. Evelyn
Fire Station #5 Training Room (1210 Bordeaux)

ATTACHMENT "B"
FREQUENCY AND TASK CHART

Frequency and Task Chart for Cluster 1

City Hall, City Hall Annex, City Hall South Annex, and Department of Public Safety (DPS). –Between the hours of 6:00 pm to 2:00 am (Five days a week, Monday – Friday)

Daily	<ol style="list-style-type: none"> 1. Empty garbage and food scrap bins. Place food scraps in exterior food scrap bin. Flatten cardboard boxes and place in exterior cardboard recycling bins. 2. Restrooms – clean, disinfect and restock supplies 3. Auditoriums – City Hall Council Chambers – clean after all meetings 4. Drinking fountains – clean, disinfect and polish 5. Glass and windows (building entrances, lobby areas, etc.) – clean 6. Elevators – clean 7. Graffiti – remove all marks and writing 8. DPS showers, locker rooms, exercise rooms (floors and equipment), and jail area (when accessible) – clean and disinfect
Every Other Day	<ol style="list-style-type: none"> 1. Vinyl, linoleum, concrete or tile floors - sweep and/or dust mop 2. Carpet and mats – vacuum traffic areas 3. Library carpets – vacuum all areas, including edges and corners 4. Kitchen breakroom floors – degrease and disinfect 5. Kitchen breakroom sinks – degrease and disinfect 6. Classroom, meeting room and ballroom sinks – wash and disinfect 7. Ashtray (sand urns) outside – clean/remove cigarette butts
Weekly	<ol style="list-style-type: none"> 1. Vinyl and linoleum, concrete floors – damp or wet mop 2. Stone, marble, slate, granite, ceramic tile – damp mop 3. Carpets – vacuum all areas, including edges and corners, spot clean traffic areas 4. Stairwells and staircases – sweep, damp mop and spot clean 5. Elevators – clean and polish stainless steel 6. DPS – staircase railing and mirrors (exercise room) - clean
Monthly	<ol style="list-style-type: none"> 1. Vinyl and linoleum – clean and wax floors 2. Carpet spot cleaning – traffic areas 3. Walls, doors and molding – remove fingerprints, smudges and dirt 4. Doors and entrances – clean and polish, remove fingerprints and smudges 5. Dusting – remove all accumulated dust from table tops, desks, filing cabinets 6. White boards and pen rails – wash clean 7. Restroom floors – strip and wax 8. Patio tables – clean and disinfect
Every Other Month	<ol style="list-style-type: none"> 1. Vinyl and linoleum – strip and wax 2. Wooden furniture and fixtures – clean and polish 3. Formica and metal desks – clean 4. Fabric or carpeted wall coverings – dust and/or vacuum, spot clean 5. Light switches – clean and disinfect 6. Janitorial closets – clean, organize and stock 7. Venetian blinds – wipe down and clean
Semi-Annually	<ol style="list-style-type: none"> 1. Stone, marble, slate, granite, ceramic tile, stairs – strip and seal 2. Dusting – high dusting of HVAC vents and diffusers 3. Garbage/food scrap recycling containers – wash and disinfect 4. Light fixtures – clean 5. Personal computers – clean with anti-static cleaner

Annually	<ol style="list-style-type: none"> 1. Stone, marble, slate, granite, ceramic tile – refinish 2. Carpets – steam clean all 3. Glass and windows – interior and exterior – clean all 4. High dusting – remove all accumulated dust, dirt and debris 5. Fabric furniture – dust, vacuum and spot clean 6. Refrigerators – break rooms only – clean 7. Council Chambers seating – dust, vacuum and spot clean
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Frequency and Task Chart for Library

Between the hours of 9:15 p.m. to 3 a.m., Monday through Thursday
and 6:15 p.m. to 12 a.m., Friday through Sunday

Daily	<ol style="list-style-type: none"> 1. Empty garbage and food scrap bins. Place food scraps in exterior food scrap bin. Flatten cardboard boxes and place in exterior cardboard recycling bins. 2. Restrooms – clean, disinfect and restock supplies 3. Drinking fountains – clean, disinfect and polish 4. Glass and windows (building entrances, lobby areas, etc.) – clean 5. Elevators – clean 6. Graffiti – remove all marks and writing 7. Carpets and mats – vacuum traffic areas, including program room; spot clean carpet stains
Every Other Day	<ol style="list-style-type: none"> 1. Vinyl, linoleum, concrete or tile floors - sweep and/or dust mop 2. Carpets – vacuum all areas, including edges and corners, and one staircase 3. Kitchen breakroom floors – degrease and disinfect 4. Kitchen breakroom sinks – degrease and disinfect 5. Classrooms and meeting room sinks – wash and disinfect 6. Ashtray (sand urns) outside – clean/remove cigarette butts 7. Staircase railings – dust mop and wipe 8. Public study and computer tabletops and counters – clean and disinfect surfaces
Weekly	<ol style="list-style-type: none"> 1. Vinyl and linoleum, concrete floors – damp or wet mop 2. Stone, marble, slate, granite, ceramic tile – damp mop 3. Carpets – vacuum all areas, including edges and corners, spot clean traffic areas 4. Stairwells and staircases – sweep, damp mop and spot clean 5. Elevators – clean and polish stainless steel 6. Soft seating – vacuum, clean and disinfect surfaces 7. Caper chairs – wipe clean
Monthly	<ol style="list-style-type: none"> 1. Vinyl and linoleum – clean and wax floors 2. Carpet spot cleaning – traffic areas 3. Walls, doors and molding – remove fingerprints, smidges and dirt 4. Doors and entrances – clean and polish, remove fingerprints and smudges 5. Dusting – remove all accumulated dust from table tops, desks, filing cabinets 6. White boards and pen rails – wash clean 7. Restroom floors – strip and wax 8. Patio tables – clean and disinfect
Every Other Month	<ol style="list-style-type: none"> 1. Vinyl and linoleum – strip and wax 2. Wooden furniture and fixtures – clean and polish 3. Formica and metal desks – clean 4. Fabric or carpeted wall coverings – dust and/or vacuum, spot clean 5. Light switches – clean and disinfect 6. Janitorial closets – clean, organize and stock

	<ol style="list-style-type: none"> 7. Venetian blinds – wipe down and clean 8. High dusting of HVAC vents and diffusers
Quarterly	<ol style="list-style-type: none"> 1. Carpets – steam clean all 2. Garbage/food scrap recycling containers – wash and disinfect
Semi-Annually	<ol style="list-style-type: none"> 1. Stone, marble, slate, granite, ceramic tile, stairs – strip and seal 2. Dusting – high dusting of HVAC vents and diffusers 3. Garbage/food scrap recycling containers – wash and disinfect 4. Light fixtures – clean 5. Personal computers – clean with anti-static cleaner
Annually	<ol style="list-style-type: none"> 1. Stone, marble, slate, granite, ceramic tile – refinish 2. Glass and windows – interior and exterior – clean all 3. High dusting – remove all accumulated dust, dirt and debris 4. Fabric furniture – dust, vacuum and spot clean 5. Refrigerators – break rooms only – clean

**Day Porter Services at Library
Frequency and Task Chart of Services**

The day porter is expected to be on-site at the Main Library during the following hours:

- 11 a.m. to 8 p.m. Monday through Thursday
 11 a.m. to 6 p.m. Friday
 10 a.m. to 6 p.m. Saturday
 12 p.m. to 6 p.m. Sunday

During these hours, the day porter shall be available to perform any of the janitorial services identified in the Library Cluster as needed and in coordination with the needs of the Library. In addition to basic janitorial services, the day porter shall be available and equipped to perform the following duties and assignments:

Daily	<ol style="list-style-type: none"> 1. Restrooms – perform light cleaning and public restroom upkeep including performing light corrective and preventive maintenance duties; report issues requiring specialized staff. 2. Change light bulbs; report issues requiring specialized staff. 3. Pick up garbage and litter off the floors and countertops 4. Perform light office maintenance with such tasks as furniture assembly and disposal, hanging bulletin boards/banners, etc. 5. Other basic cleaning, maintenance and repair duties as assigned including but not limited to: cleaning of spills in public areas, replacement of damaged carpet squares and maintaining appropriate levels of toiletries in all restrooms.
Monthly	<ol style="list-style-type: none"> 1. Dust all top and bottom shelves 2. Program Room tables – clean and disinfect surfaces

Frequency and Task Chart for Cluster 2

Community Center Complex – Recreation Building (REC), Indoor Sports Center (ISC), Creative Arts Center (CAC), Theater, Senior Center (SC), Heritage Center (Arboretum) – 10:30 pm to 6:30 am (Seven days a week)

Daily	<ol style="list-style-type: none"> 1. Empty garbage and food scrap bins. Place food scraps in exterior food scrap bin. Flatten cardboard boxes and place in exterior cardboard recycling bins. 2. Restrooms – clean, disinfect and restock supplies 3. ISC – showers and locker rooms – clean and disinfect 4. Drinking fountains – clean, disinfect and polish 5. Glass and windows (building entrances, lobby areas, etc.) – clean 6. Elevators – clean 7. Graffiti – remove all marks and writing 8. Vinyl, linoleum, concrete, hardwood, stone, marble, slate, granite or ceramic tile floors – sweep and/or dust mop 9. Carpets and mats – vacuum traffic areas 10. CAC – Pottery Studio – shop vacuum and wet mop 11. SC - Classroom, meeting room and ballroom sinks – wash and disinfect
Every Other Day	<ol style="list-style-type: none"> 1. Vinyl, linoleum, concrete, hardwood, stone, marble, slate, granite or ceramic tile floors – damp or wet mop 2. REC - Hardwood floors - buff 3. Carpet – vacuum all areas, including edges and corners 4. Kitchen breakroom/concession area floors – degrease and disinfect 5. Kitchen breakroom/concession area sinks – degrease and disinfect 6. Cabinets, sinks and appliances – degrease and disinfect 7. Kitchen vent hoods over stoves – degrease and disinfect 8. Classroom, meeting room and ballroom sinks – wash and disinfect 9. Ashtray (sand urns) outside – clean/remove cigarette butts 10. SC – Exercise room – clean and deodorize equipment
Weekly	<ol style="list-style-type: none"> 1. Carpets – spot clean traffic areas 2. Walls, doors and molding – remove fingerprints, smudges and dirt 3. Doors and entrances – clean and polish, remove fingerprints and smudges 4. Patio tables – clean and disinfect 5. SC – Mirrors in exercise room – clean 6. SC – Hardwood floor – buff
Monthly	<ol style="list-style-type: none"> 1. Vinyl, linoleum, concrete floors – clean and wax traffic areas 2. Dusting – remove all accumulated dust from table tops, desks, filing cabinets 3. Restroom floors – strip and wax 4. White boards and pen rails – clean 5. ISC – bleachers – clean all surfaces and under 6. ISC – Hardwood floor – buff 7. Theater – seating - vacuum
Every Other Month	<ol style="list-style-type: none"> 1. Vinyl, linoleum, concrete floors – strip and wax 2. Wooden furniture and fixtures – clean and polish 3. Formica and metal desks – clean 4. Fabric or carpeted wall coverings – dust and/or vacuum, spot clean 5. Light switches – clean and disinfect 6. Janitorial closets – clean, organize and stock 7. Venetian blinds – wipe down and clean 8. Dusting – high dusting of HVAC vents and diffusers
Semi-Annually	<ol style="list-style-type: none"> 1. Garbage/food scrap recycling containers – wash and disinfect 2. Light fixtures – clean

	3. Personal computers – clean with anti-static cleaner
Annually	<ol style="list-style-type: none"> 1. Carpets – steam clean all 2. Stone, marble, slate, granite, ceramic tile floors - refinish 3. Glass and windows – interior and exterior – clean all 4. High dusting – remove all accumulated dust, dirt and debris 5. Fabric furniture – dust, vacuum and spot clean 6. Refrigerators – break rooms only – clean 7. Theater – theater seating and lobby soft furniture – upholstery cleaning

Frequency and Task Chart for Cluster 3

Sunnyvale Office Center (SOC), Corporation Yard Administrative Wing (CY), Corporation Yard Modular, Corporation Yard Miscellaneous Areas, Columbia Neighborhood Center (CNC), Water Pollution Plant (WP), Fire Station #5 Training Center – Between the hours of 6:00 pm to 2:00 am (Five days a week, Monday – Friday)
Multi-Modal/Transit Station (MM) – Between the hours of 6:00 pm to 2:00 am (Seven days a week)

Daily	<ol style="list-style-type: none"> 1. Vinyl, linoleum or concrete floors – sweep and/or dust mop 2. CNC – Floors – vacuum traffic areas and dust mop hardwood 3. Empty garbage and food scrap bins. Place food scraps in exterior food scrap bin. Flatten cardboard boxes and place in exterior cardboard recycling bins. 4. Restrooms – clean, disinfect and restock supplies 5. Drinking fountains – clean, disinfect and polish 6. Glass and windows (building entrances, lobby areas, etc.) – clean 7. Graffiti – remove all marks and writing 8. Showers and locker rooms – clean and disinfect 9. CNC – examination rooms – wet mop and disinfect 10. CNC – disinfect exercise equipment 11. WP – carpet and mats – vacuum traffic areas 12. MM – Elevators – clean and polish
Every Other Day	<ol style="list-style-type: none"> 1. Vinyl, linoleum, concrete, hardwood or tile floors – damp or wet mop 2. Kitchen breakroom sinks and floors – degrease and disinfect 3. Ashtray (sand urns) outside – clean/remove cigarette butts 4. Cabinet, sinks and appliances – degrease, disinfect and polish 5. Carpet and mats – vacuum traffic areas 6. CNC – vacuum all areas, including edges and corners 7. WP – Staircases and railings – dust mop 8. WP – exercise room – damp mop and deodorize
Weekly	<ol style="list-style-type: none"> 1. 1. Carpet and mats – vacuum all areas, including edges and corners 2. Carpets – spot clean 3. CNC – Floors – stone, marble, slate, granite, ceramic tile – damp mop 4. Walls, doors and molding – remove fingerprints, smidges and dirt 5. CNC – doors and entrances – clean and polish, remove fingerprints and smudges 6. CNC – Bleachers – clean all surfaces around and under 7. WP – Stairwells and staircases – sweep, damp mop and spot clean 8. WP – Mirrors in exercise room – clean 9. MM – Elevators – clean and polish interior/exterior of each level 10. MM – Restroom – clean tile and concrete walls 11. SOC – Exterior picnic area recycling and garbage bins emptied into the exterior, central recycling and garbage bins.
Monthly	<ol style="list-style-type: none"> 1. Vinyl and linoleum – clean and wax floors (including MM elevators) 2. Walls, doors and molding – remove fingerprints, smidges and dirt 3. Doors and entrances – clean and polish, remove fingerprints and smudges 4. Dusting – remove all accumulated dust from table tops, desks, filing cabinets

	<ol style="list-style-type: none"> 5. White boards and pen rails – wash clean 6. Restroom floors – strip and wax 7. Patio tables – clean and disinfect 8. CNC – hardwood floors - buff
Every Other Month	<ol style="list-style-type: none"> 1. Vinyl and linoleum – strip and wax 2. Wooden furniture and fixtures – clean and polish 3. Formica and metal desks – clean 4. Fabric or carpeted wall coverings – dust and/or vacuum, spot clean 5. Light switches – clean and disinfect 6. Janitorial closets – clean, organize and stock 7. Venetian blinds – wipe down and clean 8. CNC – High dusting of HVAC vents and diffusers 9. MM – Restroom – strip and seal tile walls and floor
Quarterly	<ol style="list-style-type: none"> 1. CNC – Carpets – steam clean all 2. SOC NOVA offices – Carpets – steam clean all
Semi-Annually	<ol style="list-style-type: none"> 1. Vinyl, linoleum, stone, marble, slate, granite, ceramic tile floors and stairs – strip and wax 2. Dusting – high dusting of HVAC vents and diffusers 3. Garbage/food scrap recycling containers – wash and disinfect 4. Light fixtures – clean 5. Personal computers – clean with anti-static cleaner
Annually	<ol style="list-style-type: none"> 1. Carpets – steam clean all 2. Glass and windows – interior and exterior – clean all 3. High dusting – remove all accumulated dust, dirt and debris 4. Fabric furniture – dust, vacuum and spot clean 5. Refrigerators – break rooms only – clean 6. CNC and WP – Floors – refinish

EXHIBIT "B"
COMPENSATION SCHEDULE

City of Sunnyvale	1st Year	
	Monthly	Annual
Cluster 1 - Civic Center		
City Hall, City Hall Annex, South Annex, Public Safety, Library		
Staff Hours (10,760)		
Service Cost Subtotal	\$ 29,940	\$ 359,276
Cluster 2 - Community & Senior Center Campus		
Recreation Building, Indoor Sports Center, Creative Arts Building, Theatre, Senior Center, Heritage Center (Arboretum)		
Staff Hours (5,927)		
Service Cost Subtotal	\$ 16,492	\$ 197,903
Cluster 3 - The Route (various locations)		
Sunnyvale Office Center, Corp Yard Admin Building, Corp Yard Modular Building, Corp Yard Miscellaneous Areas, Columbia Sports Center, Water Pollution Control Plant, Multi-Modal Transit Station, Fire Station #5 Training Center		
Staff Hours (4,802)		
Service Cost Subtotal	\$ 13,362	\$ 160,339
Staff Hours Total (21,489)		
Service Cost Total	\$ 59,793	\$ 717,518

EXHIBIT "C"
INSURANCE REQUIREMENTS FOR CONTRACTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, his agents, representatives, or employees.

Minimum Scope and Limits of Insurance Contractor shall maintain limits no less than:

1. **Commercial General Liability**: \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage. ISO Occurrence Form CG 0001 or equivalent is required.
2. **Automobile Liability**: \$1,000,000 per accident for bodily injury and property damage. ISO Form CA 0001 or equivalent is required.
3. **Workers' Compensation** Statutory Limits and **Employer's Liability**: \$1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared and approved by the City of Sunnyvale. The contractor shall guarantee payment of any losses and related investigations, claim administration and defense expenses within the deductible or self-insured retention.

Other Insurance Provisions

The **general liability** policy shall contain, or be endorsed to contain, the following provisions:

1. The City of Sunnyvale, its officials, employees, agents and volunteers are to be covered as additional insureds with respects to liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sunnyvale, its officers, employees, agents or volunteers.
2. For any claims related to this project, the Contractor's insurance shall be primary. Any insurance or self-insurance maintained by the City of Sunnyvale, its officers, officials, employees, agents and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sunnyvale, its officers, officials, employees, agents or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Sunnyvale.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A:VII, unless otherwise acceptable to the City of Sunnyvale.

Verification of Coverage

Contractor shall furnish the City of Sunnyvale with original a Certificate of Insurance effecting the coverage required. The certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City of Sunnyvale prior to commencement of work.



18-0421

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution to Authorize the Filing of Fiscal Year 2018/19 Transportation Development Act (TDA) Article 3 Application for the Installation of Green Bicycle Pavement Markings

BACKGROUND

TDA Article 3 is a source of funds created by State legislation and processed through the Santa Clara Valley Transportation Authority (VTA) and Metropolitan Transportation Commission (MTC) that annually returns sales tax revenues to local agencies earmarked for bicycle and pedestrian projects. The eligibility requirements to receive funds in Fiscal Year (FY) 2018/19 funding cycle are: 1) submit potential projects that have been reviewed by the City's Bicycle and Pedestrian Advisory Commission (BPAC); 2) be in an approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan; 3) have environmental clearance prior to expenditure (for construction projects only); 4) have an authorizing resolution (Attachment 1); and, 5) be able to begin construction within one year. In FY 2018/19, \$120,887 is guaranteed to the City for eligible projects.

The Bicycle and Pedestrian Advisory Commission (BPAC) considered FY 2018/19 TDA candidate projects at its February 15, 2018 meeting. The BPAC voted 5-0 with one commissioner abstaining and one commissioner absent in favor of staff's recommended project for Installation of Green Bicycle Pavement Markings, (Attachment 2 - Excerpt from February 15, 2018 BPAC meeting minutes).

EXISTING POLICY

General Plan, Chapter 3, *Land Use and Transportation Element* :

- **Goal A: Coordinated Regional and Local Planning** - Protect the quality of life, the natural environment, and property investment, preserve home rule, secure fair share funding, and provide leadership in the region.
- **Goal B: Environmentally Sustainable Land Use and Transportation Planning and Development** - Support the sustainable vision by incorporating sustainable features into land use and transportation decisions and practices.
- **Goal C: An Effective Multimodal Transportation System** - Offer the community a variety of transportation modes for local travel that are also integrated with the regional transportation system and land use pattern. Favor accommodation of alternative modes to the automobile as a means to enhance efficient transit use, bicycling, and walking and corresponding benefits to the environment, person-throughput, and qualitative improvements to the transportation system environment.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

DISCUSSION

The determination of candidate TDA Article 3 projects for FY 2018/19 was based on the review of budgeted and unbudgeted projects in the Resource Allocation Plan, TDA eligibility requirements, consideration of the Pedestrian Safety and Opportunities Study, Bicycle Capital Improvement Program and Bicycle Plan, Comprehensive School Traffic Study, resident requests, as well as, Commission members' and staff's knowledge of bicycle and pedestrian facility safety priority needs in the City. Staff identified four candidate projects for BPAC's consideration listed below in no specific order:

1. Green Bicycle Pavement Markings

Description: Installation of green bicycle pavement markings at up to five (5) intersections at the following locations:

- Fair Oaks Avenue & E Evelyn Avenue
- Remington Drive & Tilton Drive
- Wolfe Road & E Evelyn Avenue
- Bernardo Avenue & Remington Drive
- Bernardo Avenue & Fremont Avenue

Approximate Cost: \$120,000

2. Curb Ramp Installations

Description: Installation of Americans with Disabilities Act (ADA) compliant curb ramps at the following intersections based on public request:

- Syracuse Drive and Kelsey Drive (two ramps)
- Leota Avenue and Noriega Avenue (two ramps)
- Clarence Avenue and Sara Avenue (four ramps)
- Bayview Avenue and McKinley Avenue (two ramps)
- Peach Avenue/ Heatherstone Avenue and Hanover Avenue (two ramps)

Approximate Cost: \$104,400

3. Java Drive “Road Diet” (Lane Removal)- Matching Grant Funds

Description: Required matching funds for One Bay Area Grant (OBAG) program. Includes installation of 5,000 linear feet of Class II bicycle lanes (each side of the road) via a road diet on Java Drive (removal of one lane). The project will also include bicycle detection at five (5) signalized intersections and pavement color treatments.

Approximate Cost: \$132,911

4. Bicycle Master Plan Project Contingencies

Description: Additional funding to be used for project contingencies that includes additional analysis of existing community conditions like bicycle level of service on the City's roadway network, additional data collection for identifying key bicycle and pedestrian activity centers, and development of density maps for safe routes to school plan.

Approximate Cost: \$100,000

Staff's top priority and preference for use of the funds is to install green bicycle pavement markings at the five intersections listed above. Colored pavement within a bicycle lane increases the visibility of the facility, identifies potential areas of conflict, and reinforces priority to bicyclists in conflict areas. The project will deploy colored bike lanes at selected vehicular and bicycle conflict zones to increase visibility of bike lanes, and encourage increased ridership throughout the City.

Staff and the BPAC both agree, and recommend the guaranteed TDA FY 2018/19 funds be used for the installation of green bicycle pavement markings for up to five (5) intersections at the locations listed in No. 1 above.

FISCAL IMPACT

TDA Article 3 is a program that reimburses cities for the incurred costs of selected projects. No local matching funds are required for guaranteed funding projects. The VTA estimates the City will receive funds in the amount of \$120,887 from the City's guaranteed fund apportionment. New revenue constitutes a positive fiscal impact.

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.

The BPAC also held a public hearing on this item at its February 15, 2018 meeting and voted in favor to use FY 2018/19 TDA grant funds for the Green Bicycle Pavement Markings project.

STAFF RECOMMENDATION

Adopt the resolution requesting an allocation from Metropolitan Transportation Commission of \$120,887 of Transportation Development Act funds to the City for FY 2018/19 to be used for the installation of green bicycle pavement markings at up to five (5) intersections at the following locations:

- Fair Oaks Avenue & E Evelyn Avenue
- Remington Drive & Tilton Drive
- Wolfe Road & E Evelyn Avenue
- Bernardo Avenue & Remington Drive
- Bernardo Avenue & Fremont Avenue

The BPAC voted in favor of the recommendation 5-0, with one commissioner abstaining and one commissioner absent.

Prepared by: Ralph Garcia, Senior Transportation Engineer
Reviewed by: Shahid Abbas, Transportation and Traffic Manager
Reviewed by: Charles Taylor, Director, Public Works
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution
2. Excerpt from the February 15, 2018 BPAC Meeting Minutes

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO THE METROPOLITAN TRANSPORTATION COMMISSION FOR THE ALLOCATION OF FISCAL YEAR 2018-2019 TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3 (TDA ARTICLE 3) PEDESTRIAN/BICYCLE PROJECT FUNDING FOR THE INSTALLATION OF GREEN BICYCLE LANE PAVEMENT MARKINGS

WHEREAS, Article 3 of the Transportation Development Act ("TDA"), Public Utilities Code ("PUC") Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission ("MTC"), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No.4108, entitled "Transportation Development Act, Article 3, Pedestrian and Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the City of Sunnyvale desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Exhibit B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. The City of Sunnyvale declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code.
2. There is no pending or threatened litigation that might adversely affect the project or projects described in Exhibit B to this resolution, or that might impair the ability of the City of Sunnyvale to carry out the project.
3. The project has been reviewed by the Bicycle and Pedestrian Advisory Commission ("BPAC") of the City of Sunnyvale.

4. The City of Sunnyvale attests to the accuracy of and approves the statements in Exhibit A to this resolution.
5. A certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, Santa Clara County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

Adopted by the City Council at a regular meeting held on _____, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

Findings

Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2018/19 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

1. That the CITY OF SUNNYVALE is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the CITY OF SUNNYVALE legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That the CITY OF SUNNNYVALE has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the CITY OF SUNNYVALE within the prior five fiscal years.
8. That the project(s) described in Attachment B is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.
9. That any project described in Attachment B that is a bikeway meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B will be completed before the funds expire.
11. That the CITY OF SUNNYVALE agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

EXHIBIT B

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2018/19 Applicant: City of Sunnyvale

Contact person: Shahid Abbas

Mailing Address: 456 West Olive Avenue, Sunnyvale, CA 94086

E-Mail Address: sabbas@sunnyvale.ca.gov Telephone: 408-730-7330

Secondary Contact (in event primary not available) Lillian Tsang

E-Mail Address: ltsang@sunnyvale.ca.gov Telephone: 408-730-7556

Short Title Description of Project: Installation of Green Bicycle Pavement Markings at Five Intersections

Amount of claim: \$ 120,887

Functional Description of Project:
Install green bicycle pavement markings within existing Class II Bicycle Lanes at conflict zones at five intersections.

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, engineering, construction, contingency). Use the table below to show the project budget for the phase being funded or total project. Include prior and proposed future funding of the project. Planning funds may only be used for comprehensive bicycle and pedestrian plans. Project level planning is not an eligible use of TDA Article 3.

Project Elements: Engineering, Construction and Contingency

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		120,887			120,887
list all other sources:					
1.					
2.					
3.					
4.					
Totals					

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	No – 5/22/2018
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	No
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A
D. Has the project been reviewed by a Bicycle Advisory Committee (BAC)? (If "NO," provide an explanation). Enter date the project was reviewed by the BAC: February 15, 2018	Yes
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	N/A - exempt
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) _____	Yes, 7/2020
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	Yes

Yes 5 - Chair Cordes
Vice Chair Oey
Commissioner Bremond
Commissioner Swail
Commissioner Welch

No 0

Absent 1 - Commissioner Barry

Abstain 1 - Commissioner Rausch

PUBLIC HEARINGS/GENERAL BUSINESS

18-0160 Utility Bill Concepts

Mr. Garcia informed the Commissioners that the utility bill inserts are scheduled for July/August. If anyone has any ideas, Mr. Garcia will give them to the graphic designer and bring samples to the next meeting. Vice Chair Oey would like to see something representing public health promoting walking instead of driving. Chair Cordes requested Mr. Garcia to send examples of past inserts for the last 5 years to consider re-using for this year's utility bill insert.

18-0161 TDA Funding

Mr. Garcia confirmed that everyone received the list he sent of suggested projects for the Transportation Development Act (TDA) funding, which included:

- Green Bicycle Pavement Markings
- Curb Ramp Installations
- Java Drive Road Diet
- Bicycle Master Plan

and asked if there were any questions or suggestions.

Vice Chair Oey asked if the Java Drive Road Diet needs matching funds and if so, can those funds come from the TDA funding. Mr. Garcia responded, yes it does need matching funds and it can come from the TDA funding. Vice Chair Oey also asked how much funding we have to work with this year. Mr. Garcia said the amount for this year has not been announced yet, but he stated last year it was around 120k.

Commissioner Bremond asked how the suggested projects were selected. Mr. Garcia stated the document from the Metropolitan Transportation Commission (MTC) explains the guidelines for how TDA funds can be used and the ones listed

all fall under those guidelines.

Vice Chair Oey asked when a decision needs to be made. Mr. Garcia stated there needs to be a discussion this meeting and a vote taken at the March meeting.

The Commissioners discussed the recommended projects.

Chair Cordes asked if a consultant for the Bicycle Master Plan has been chosen yet. Mr. Garcia responded by saying the Request for Proposal (RFP) will be sent out later this month. Chair Cordes would like the Commission to be sent a copy of the RFP. Mr. Garcia will look into it.

Vice Chair Oey motioned to select the Green Bicycle Pavement Markings project as a recommendation for TDA Funding. Commissioner Welch seconded the motion. The motion carried by the following vote:

Yes 5 - Vice Chair Oey
Commissioner Bremond
Commissioner Rausch
Commissioner Swail
Commissioner Welch

No 0

Absent 1 - Commissioner Barry

Abstain 1 - Chair Cordes

[18-0162](#) Living Green Fair - Host Booth or Bicycle Parking

Mr. Garcia stated an email was sent requesting participation for the Living Green Fair event at the Sunnyvale Public Library on April 22. A few of the Commissioners expressed interest in helping out independently at the repair cafe during the event.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

[18-0163](#) Adopt Bicycle Parking Standards

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Vice Chair Oey suggested adding to the agenda, a section under Information Only to include comments from the VTA BPAC. Mr. Garcia will look into it. Council



City of Sunnyvale

Agenda Item

18-0409

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

REQUEST FOR CONTINUANCE TO JUNE 26, 2018

Amend the Lawrence Station Area Plan: Select a Preferred Alternative for the Housing Study
Project Planner: George Schroeder, (408) 730-7443, gschroeder@sunnyvale.ca.gov

BACKGROUND

This item was scheduled and advertised for a public hearing at the City Council meeting of May 22, 2018. Staff is requesting a continuance to the June 26, 2018 City Council meeting to allow additional time to complete the report. The Planning Commission hearing was continued from April 23, 2018 to May 14, 2018. Consequently, in order to avoid the need to republish the public hearing notice for the City Council and avoid incurring additional costs, it is Staff's recommendation that the City Council open the Public Hearing and continue this item to the City Council meeting of June 26, 2018.

PUBLIC CONTACT

Original Notice of Public Hearing, Staff Report and Agenda:

- Published in the *Sun* newspaper
- Posted on the City of Sunnyvale's Web site
- E-mails sent to LSAP interested parties
 - 1,968 notices were mailed to nearby property owners and residents
- Provided at the Reference Section of the City of Sunnyvale's Public Library
- Agenda posted on the City's official notice bulletin board

Interested parties who provided the project planner an email address were sent a message to advise them of the staff recommendation to continue the Planning Commission and City Council public hearings to a May 14, 2018 and June 26, 2018, respectively. Also, the City webpage for this study (<https://sunnyvale.ca.gov/business/projects/lawrence.htm>) was updated to reflect the changes to the meeting dates.

Public contact was also 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.

The City Council continuance to June 26, 2018 will serve as legal notification of the continuance of this item.

ALTERNATIVES

1. Open the Public Hearing and continue to the City Council meeting of June 26, 2018.
2. Open the Public Hearing and Continue to a City Council meeting on a date determined by City Council

STAFF RECOMMENDATION

Open the Public Hearing and Continue to the City Council Meeting of June 26, 2018.

Prepared by: George Schroeder, Senior Planner

Reviewed by: Amber Blizinski, Principal Planner

Reviewed by: Andrew Miner, Assistant Director of Community Development

Reviewed by: Trudi Ryan, Director of Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

18-0414

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Review of Charter Review Committee Report and Recommendation to Amend Sunnyvale City Charter Section 604 Regarding Filling City Council Vacancies and Provide Direction to Staff on Next Steps

BACKGROUND

The City Council established the Charter Review Committee (CRC) to analyze alternatives and propose a recommendation to the Council for amending City Charter Section 604 related to vacancies in Council seats. The CRC met eight times between January and April 2018. It developed proposed language amending Charter Section 604 over the course of those meetings and prepared a report explaining the recommended amendment.

Amending Charter Section 604 requires voter approval. If the Council determines that it wishes to submit the CRC proposal, or any other Charter amendment, to the voters, it should direct staff to return with appropriate actions to place a measure on the November 2018 ballot.

EXISTING POLICY

To fill a vacancy on the City Council, existing City Charter Section 604 requires that the City call a special municipal election within 120 days of the date the vacancy is declared, with two limited exceptions: (1) the special election may be consolidated when a general or statewide election is scheduled within 180 days from the date that the vacancy is declared; and (2) if the vacancy is due to death or involuntary removal of a councilmember and the unexpired term of the vacant seat is less than 180 days, the Council may fill the vacancy by appointment.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

Two documents unanimously approved by the CRC are attached to this report for the City Council’s review and consideration: Attachment 1 is the proposed language amending Charter Section 604, including the clerical edits requested at the CRC’s last meeting. Attachment 2 is the final draft of the CRC report, approved by the CRC on April 26, 2018.

Briefly, the key elements of the CRC’s recommendation to amend Charter Section 604 include:

- A “hybrid” model for filling vacancies that gives the Council the power to decide whether to

- make an interim appointment or hold a special election to fill a vacancy; and
- A limit on the duration of appointments until the next regularly scheduled election.

The CRC's report contains a detailed breakdown of each subsection of the proposed Charter Section 604, along with an explanation of the rationale behind the proposed language. Generally, by giving the Council the option to appoint or hold a special election when a vacancy occurs, the Committee stated that it believes the Council will be able to fill vacancies in the best manner possible given the circumstance and timing of the vacancy, while balancing costs and democratic principles.

Members of the CRC will be available to present the key findings and recommendations and respond to any questions. As this was a policy issue delegated to the CRC, staff makes no recommendation.

FISCAL IMPACT

The Santa Clara County Registrar of Voters' office has estimated that the cost of inclusion of one measure on the November 6, 2018 ballot will be approximately \$85,000. Internal costs of translations, publishing and public noticing is estimated to be approximately \$2,400. The FY 2018/19 Recommended Budget includes funding for up to three ballot measures. Note that any other impact going forward would be purely speculative, as it would depend on the action of the Council in determining whether to appoint or call an election.

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.

ALTERNATIVES

1. Accept the CRC's recommendation to amend Charter Section 604 and direct staff to return with actions necessary to place a ballot measure amending Charter Section 604 on the November 2018 ballot.
2. Do not accept the CRC's recommendation to amend Charter Section 604 and do not direct staff to return with actions necessary to place a ballot measure amending Charter Section 604 on the November 2018 ballot.
3. Provide alternate direction to staff on amendments to Charter Section 604 and on placing a ballot measure on the November 2018 ballot.

STAFF RECOMMENDATION

Staff recommends that the Council discuss, consider and if desired take action related to the Charter Review Committee's recommendation to amend Charter Section 604.

Prepared by: Melissa Tronquet, Assistant City Attorney

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Proposed Text Amending Section 604
2. CRC Report

**Charter Section 604 Amendment
Charter Review Commission Recommendation**

(a) In addition to any other cause from which vacancies in the City Council may occur, the office of a member of the Council shall become vacant when a member:

- (1) Resigns or dies;
- (2) Is absent from all regular meetings of the Council for a period of sixty days consecutively from and after the last regular Council meeting attended by such member, unless by permission of the Council expressed in its official minutes;
- (3) Is convicted of a crime involving moral turpitude;
- (4) Ceases to be an elector of the City of Sunnyvale;
- (5) Ceases to maintain his/her principal place of residence within the City limits during such member's term of office; or
- (6) Is involuntarily removed pursuant to Article II of the Constitution of the State of California, as may be amended from time to time.

(b) In the event of a vacancy on the City Council, the Council shall officially declare the seat vacant within thirty days of the commencement of any vacancy.

(c) Within sixty days of the date the seat is officially declared vacant, the City Council shall, by affirmative vote of at least four of the remaining Councilmembers, elect to fill the vacancy by appointment or by calling an election.

(d) If the vacancy is filled by appointment, the appointee shall hold office until the next General Municipal Election or Special Municipal Election consolidated with the next statewide election, whichever occurs sooner, and a successor is elected and qualified. The Councilmember then elected shall serve for the remainder of any unexpired term, and until a successor is elected and qualified.

(e) The City Council shall adopt an ordinance establishing a public process for appointment.

(f) If the City Council elects to fill the vacancy by election or fails to fill the vacancy by appointment, it shall call an election to be held within two hundred and forty days of the date the vacancy is declared.

(g) Notwithstanding any other provision of this section, the City Council shall not make an appointment to fill a vacancy if the appointment would result in more than two of the members currently serving on the Council as appointees, and shall call a Special Municipal Election to be held within one hundred and eighty days from the date the Council declares the vacancy.

CITY OF SUNNYVALE



**2018
CHARTER REVIEW COMMITTEE**

Final Report and Recommendations

Dated April 26, 2018

2018 CHARTER REVIEW COMMITTEE

Final Report and Recommendation

Introduction and Background

This Final Report and Recommendation ("Report") contains the findings and recommendations of the 2018 Charter Review Committee ("Committee") for consideration by the Sunnyvale City Council ("Council"). The Report includes a summary of the major points the Committee discussed for amending the Sunnyvale City Charter ("Charter") Section 604 (Filling Vacancies in Council Seats). A more detailed synopsis of the comments and discussion on each Charter issue is in the minutes of the meetings, which are attached to this Report as Attachment 6 (2018 Charter Review Committee Meeting Minutes).

The Council initiated a review of the Charter on filling vacancies in Council seats with the selection of an 11 member Committee. The Council charged the Committee to review only this Charter issue.

The Council solicited applications for the Committee and received 17 applications. The Committee members are:

Lawrence Stone, Chair
Carol Weiss, Vice
Linda Davis
Hannalore Dietrich
Melinda Hamilton
Dawn Hopkins
John Howe
Marc Ketzell
Richard Mehlinger
Amanda Richey
Jack Walker

Sunnyvale City Attorney, John Nagel ("City Attorney"), Assistant City Attorney, Melissa Tronquet ("Assistant City Attorney"), City Clerk, Kathleen Franco Simmons ("City Clerk"), and Assistant City Manager, Teri Silva ("City Manager"), staffed the Committee.

The Committee reviewed the Charter with an expedited meeting schedule in order to meet the Council's requested timeline. After approximately four months of review and eight meetings, the Committee submits its findings and recommendations herein to the Council. In order to enact any changes to the Charter, Council will need to place a ballot measure on the November 2018 ballot, which will require a majority vote in the citywide election to pass.

Public Comment Opportunities

The Committee provided notice and an agenda for its meetings as required by the Brown Act.

Structure of Recommendations

The Committee studied the one issue for the Council. The issue is as follows:

1. To analyze and propose alternatives for amending Charter Section 604 (Filling Vacancies in Council Seats).

COMMITTEE RECOMMENDATIONS

1. Introduction to the Committee's Recommendation

The Committee was appointed by the Council to review Charter Section 604. Pursuant to the Charter Section 604, when a Council vacancy occurs, the Council must officially declare the seat vacant within 30 days and call a special municipal election to fill the vacancy for the unexpired term. Other provisions apply when the vacancy is created by the death or other involuntary removal of the member. The Charter allows the Council to consolidate a special municipal election with a general municipal or statewide election if the City's next general municipal or statewide election is scheduled within 180 days of the declaration of the vacancy.

The Committee recommends a "hybrid" model for filling vacancies that gives the Council the power to decide whether to make an interim appointment or hold a special election to fill the vacancy. The Committee further recommends that appointments be limited in duration until the next regularly scheduled election to ensure that the citizens of the City elect each Council member and avoid long-term appointments. By giving the Council the option to appoint or hold a special election, the Committee believes the Council will be able to fill vacancies in the best manner possible given the circumstance and timing of the vacancy while balancing costs and democratic principles.

In recommending the hybrid model, the Committee came up with some guiding parameters in deciding how to determine the policy. In no particular order, the following parameters inform our policy recommendation:

- The process for filling a vacancy should be uniform regardless of the reasons for how a seat was became vacant.
- A Council seat should not be left vacant for an extended period of time.
- Appointments should be as short a duration as possible.
- No more than two Council members at a time could be appointed.
- While Council should be able to make a choice between a special election and an appointment, not making a choice is not an option. Council inaction forces a special election.
- While fiscal responsibility is important, money spent on elections can be a very good investment.

- Higher voter turnout is considered to be better.
- Whenever possible, avoid having five seats up for election at the same time.

Some of these parameters can be in conflict — especially the financial considerations with the others — and the Committee exercised its best judgment on which parameters to prioritize at a given time. The Committee did its best to make a recommendation that the Committee believes balances each of these priorities.

The Committee, by a 11-0 vote, recommends the proposed amendment to Charter Section 604 provided in Attachment 1 (Proposed Amendment to Section 604 Filling of Vacancies in Council Seats).

2. The August and November Elections in 2016

On April 4, 2016, Council member Dave Whittum, whose term was due to end that November, resigned from Council seat 4 (“Seat 4”) with immediate effect. Due to the timing of the vacancy, the City could not consolidate the special municipal election with the November general election. Current Charter Section 604 required the City to call a special election that August, which cost \$799,742 and had a voter turnout of 23%. The special election filled Seat 4 for four months. In November, four seats were up for reelection for a four-year term, including Seat 4. The election cost \$452,158 and had a voter turnout of 67%.¹

3. 1975 Adoption of Current Charter Section 604

The current language of Charter Section 604 was designed by a Charter study committee in 1975 in response to a voter-led initiative petition to require Council vacancies be filled by election, except in the case of a death resulting in an unexpired term of six months or less. The petition was in response to a large number of vacancies and appointments at a single time.

Prior to 1975, with no term limits, an incumbent Council member could resign shortly before retiring, allowing the remaining Council to appoint a replacement. The appointee would have a significant advantage of incumbency in the next election and, therefore, it was extremely rare for an appointee incumbent to be defeated prior to 1975. In April 1975, this practice resulted in four of the seven Council members originally joining the Council as appointees.

The intended purpose of the measure was to ensure that no citizen could become a member of the Council without election. By electing officials, the selection of Council members belonged to the people, thereby fostering more responsiveness to the electorate and preventing the Council from unduly influencing its own makeup through the appointment process.

Opponents of the 1975 initiative expressed concern over the considerable costs associated with holding special elections. Ballot arguments against the initiative

¹ The turnout for the November general election was 85%, but only 67% of voters voted on Seat 4. There were 28,597 more City voters that participated in the November general election for Seat 4 than in the standalone special election in August.

estimated the cost of special elections to be \$25,000 in 1975, which would be \$111,000 adjusted for inflation in 2016. Proponents of the 1975 initiative expressed support because they believed Council members are more responsive to the electorate if elected rather than appointed and due to a desire to return the selection of Council members to the people.

Voters ultimately passed the 1975 initiative by 51% in November 4, 1975. The Charter was further amended in 1976 to reorganize the Charter, in 1982 regarding Council residency, and again 1991 to allow for appointments in the case of involuntary vacancies.

4. Current Charter Language (Section 604)

Under the current requirements for filling a vacancy under Section 604 of the Charter, as shown in Attachment 2 (Current Section 604 (Filling of Vacancies in Council Seats)), the Council shall officially declare the seat vacant and call a special municipal election to fill the unexpired term. The Council must hold a special municipal election within 120 days from the Council declares the vacancy and such special municipal election shall be consolidated with a general municipal or statewide election if a municipal or statewide election is scheduled within 180 days from the date that vacancy is declared. The only exception to this process is that the Council may appoint someone to fill a vacancy when the vacancy is a result of death or an involuntary removal of the member pursuant to Section 4, Article II of the California Constitution. In which case, the Council may appoint if the remaining term does not exceed 180 days. In this case, the Council must fill the vacancy by appointment within 60 days after the Council declares the seat vacant. If the Council fails to fill the vacancy within the 60-day period, then the Council must treat the vacancy in the same manner as a vacancy caused by any other cause and call a special election.

While the Charter provides for the Council to consolidate a special election with a general municipal or statewide election if such general or statewide election is within 180 days of the declared vacancy, the window to consolidate is narrower due to the California Elections Code. The California Elections Code requires a nomination period that opens 113 days and closes 88 days before an election.² This requires a vacancy to occur within two narrow timeframes in a two-year election cycle in order for the Council to consolidate the election with either a general municipal or statewide election – a 56-day or a 138-day window, totaling only 194 days over a two-year election cycle for potential consolidation. As shown in Attachment 3 (Consolidated Elections under Current Charter Section 604), it is more likely a vacancy will occur outside of these two narrow windows given the City’s even-year election cycle – a vacancy that occurs on the other 536 days over a two-year election cycle will result in a standalone special election.

Under the Charter’s current language, a vacancy occurring on 74% of the possible dates would mandate a standalone special election. Since 1975, there have been four special elections to fill unscheduled vacancies in the Council: March 12, 1985, November 8, 1988, January 22, 1991, and August 16, 2016.

² See Election Code Sections 10220 and 10407.

5. The Impact of Changing from Odd- to Even-Years for Municipal Elections on Section 604

The City held regular municipal elections in odd-years through 2013. In the last odd-year election, 72% of City voters approved a Charter amendment switching City elections to even-years starting in 2016. The City proposed this measure to save money on elections. The City’s election costs had increased over recent decades because other cities and school districts moved to even-year elections, which left fewer and fewer local governments to share the costs of odd-year elections.

Although the change to even-year elections saves the City money on its regular elections, it also increased the chance of a high-cost standalone special election to fill a vacancy. As Section 4 of this Report identified, there are now just 194 days or about 6.5 months in two years when a vacancy can occur and the resulting special election may be consolidated with another election. When the City had odd-year City elections, consolidation was possible for vacancies occurring during about 3 months more of the two years. This decrease in consolidation windows from changing to even-year elections increased the risk of high-cost standalone special elections.

In addition to cost savings, changing to even-year elections also positively impacted voter participation in City elections. Over the five odd-year November elections from 2005 to 2013, an average of 39% of the City’s voters cast a ballot, and about 35% voted in Council races. In the first even-year municipal election in November 2016, nearly 85% of City voters cast a ballot, and about 66% of City voters voted in Council races. Even though some did not vote on Council elections, voter participation in Council races increased by over 30% in 2016. That translates into roughly 19,000 more voters participated in electing Council members in 2016 relative to the previous odd-year elections.

The differences are greater when comparing regular Council elections with a standalone special election to fill a vacant Council seat. Voter turnout for the August 2016 special election was especially low with only 23% participation. The difference in voter participation between the August standalone special election for Seat 4 and the November regular election for the same seat was 44%; 28,507 fewer voters cast a ballot for Seat 4 in August than in November.

When analyzing both voter participation and cost, the different options for a special election to fill a Council vacancy rank best to worst as follows:

Rank	Cost	Voter Turnout	Special Election Option
1	Lowest cost	Highest voter turnout	Consolidated with a November even-year election (general elections)
2	Lower cost	Higher voter turnout	Consolidated with a March or June even-year election (primary election)
3	Highest cost	Lowest voter turnout	Standalone special election

Although there are other considerations, cost and voter turnout weigh in favor of consolidating a special election to fill a Council vacancy with a regularly scheduled statewide election. However, current Charter provisions require a prompt, standalone special election to fill most vacancies, which is the most likely scenario given that regular City elections are now only held in even-years.

6. Cost Savings And Fiscal Impact

The Committee's proposed Charter amendment aims to minimize the costs and balance the public interest in holding elections. The Committee's proposal will reduce the likelihood of the City holding standalone special elections, which the Committee believes will result in cost savings the City.

Reducing the likelihood of holding standalone special elections will likely result in cost savings for the City. Excluding internal administrative costs, a standalone special election currently costs approximately \$800,000 to \$1,300,000.³ In comparison, a regular general municipal election currently costs approximately \$300,000 to \$400,000, with the additional cost per seat included on the ballot ranging from \$33,040 to \$53,383 based upon the most recent general municipal election.⁴ The cost for a standalone special election is higher than a general election because the City is responsible for the full cost of the special election when the City must hold a special election on a date when no other City or regional election is scheduled.

7. Committee Considerations and Process

This Committee had many lively and thoughtful discussions about the advantages and disadvantages of appointments, special elections, and hybrid combination of both (for example, Government Code 36512 (b) and (c)). At the request of Committee members, City staff provided general information on how vacancies are handled in nearby cities and under the California General Law provisions. Additionally, the Committee reviewed City staff-provided data on the City's past elections, such as voter turnout, costs, and special election results.

Considering the information provided and the Committee's discussion, the Committee voted early in its deliberations to seek a "hybrid" solution to filling Council vacancies that allows for both an appointment process by the Council and elections by the people. The Committee's intention was to empower the Council to fill a vacancy in the way that best addresses the circumstances of a particular vacancy. The Committee expressed an interest in the hybrid model that included careful consideration of the appropriate balance between the financial burden of a special election and ensuring that voters elect City representatives.

³ Election cost estimates are calculated and provided by the Santa Clara County Registrar of Voters prior to each election. These figures represent current estimates, and may change for future elections.

⁴ The most recent example highlighting the potential cost savings is from the 2016 August and November elections. The 2016 standalone special election cost the City \$767,590, plus the cost per candidate statement of \$2,337, to fill one Council seat while the subsequent November general election cost the City \$452,158 to fill four Council seats.

The Committee actively debated the appointment component of the hybrid solution. Since Section 604 of the current Charter was designed to address issues with an unpopular appointment practice in 1975, it was necessary to discuss how to prevent a similar situation from arising again. Included in determining how best to incorporate an appointment process, the Committee discussed (i) a transparent prescribed process of selecting appointees, (ii) a fallback position if the Council fails to make an appointment, (iii) limitations on number of appointees serving concurrently, (iv) the term of an appointment, and (v) the timeframe for the Council to make an appointment. Additionally, the Committee reviewed city charters of nearby cities that include the appointment and/or special election processes, like Mountain View and San Jose, along with a brief national study of various cities. Finally, the Committee considered how best to ensure that the Council would have vacant seats filled in a short amount of time to better serve constituents and avoid even-split votes on the Council.

The Committee found one of the most important aspects of the hybrid approach was to include the most democratic option of holding an election to fill a vacant seat. Ideally, a special election would be held in conjunction with another regularly scheduled election, as it is both less expensive and more likely to have a higher turnout than a stand-alone special election. It was clear to Committee members that providing the Council with an option to either appoint or to call a special election was in the best financial interests of the City and upheld democratic principles to protect the interests of the City's citizens.

8. The Committee's Charter Recommendation: A Section-by-Section Explanation

The Committee had many lively and thoughtful discussions about the various options and precise language of the proposal. After extensive debate, the Committee voted 10-0-1 (Dietrich absent) for changing Section 604 of the Charter as recommended in Attachment 1 (Proposed Amendment to Section 604 (Filling of Vacancies in Council Seats)). The rationale of the Committee for each section of the proposed Section 604 is set forth below.

Committee Recommended Language	Explanation
<p>(a) In addition to any other cause from which vacancies in the City Council may occur, the office of a member of the Council shall become vacant when a member:</p> <ul style="list-style-type: none"> (1) Resigns or dies; (2) Is absent from all regular meetings of the Council for a period of sixty days consecutively from and after the last regular Council meeting attended by such member, unless by permission of the Council expressed in its official minutes; (3) Is convicted of a crime involving moral turpitude; (4) Ceases to be an elector of the City of Sunnyvale; (5) Ceases to maintain his/her principal place of residence within the City limits during such member's term of office; or (6) Is involuntarily removed pursuant to Article II of the Constitution of the State of California, as may be amended from time to time. 	<p>The Committee unanimously voted in favor of eliminating the current distinction between voluntary and involuntary vacancies thereby treating all vacancies the same regardless of the reason for the vacancies. The standard causes for a vacancy are listed in the proposed language. Section 4 of Article II of the California Constitution provides for the disqualification of voters for mental incompetency and imprisonment or parole for conviction of a felony. Since the Charter requires a Council member to be a voter, those same circumstances are grounds for removing a Council member from office.</p>
<p>(b) In the event of a vacancy on the City Council, the Council shall officially declare the seat vacant within thirty days of the commencement of any vacancy.</p>	<p>This provision mirrors the existing Charter. The proposed Charter includes time limits for filling a vacant seat, which are counted from the date the vacancy is declared. Giving the Council 30 days ensures that the Council can take this action at an existing Council meeting and provides additional flexibility in the Council's choices on filling the vacancy.</p>

Committee Recommended Language	Explanation
<p>(c) Within sixty days of the date the seat is officially declared vacant, the City Council shall, by affirmative vote of at least four of the remaining Councilmembers, elect to fill the vacancy by appointment or by calling an election.</p>	<p>Under the existing Charter, the Council has 60 days to fill by appointment an <u>involuntary</u> vacancy with a short unexpired term. Other city charters examined by the Committee include 30- or 60-day timeframes for the Council to make an appointment.</p> <p>The Committee chose to give the Council up to 60 days to make an appointment or call an election. At any time during that 60-day “decision window”, the Council may choose to call an election to fill the vacancy. For example, the Council may start an appointment process, abort that process prior to the end of the 60 days, and instead call an election.</p> <p>If the Council cannot achieve a decision within 60 days, this provision mandates that an election be called to fill the vacancy. See provision (f) in this section for the allowed timing for such an election.</p> <p>The requirement of at least four affirmative votes for an appointment matches the threshold for the Council to pass an ordinance.</p>
<p>(d) If the vacancy is filled by appointment, the appointee shall hold office until the next General Municipal Election or Special Municipal Election consolidated with the next statewide election, whichever occurs sooner, and a successor is elected and qualified. The Councilmember then elected shall serve for the remainder of any unexpired term, and until a successor is elected and qualified.</p>	<p>Appointees only serve for a limited period. The Committee decided it was important for the Council to operate with a full slate of members by making an interim appointment to fill a vacancy. However, the Committee also aimed to ensure that the citizens of the City elect their Council members. Therefore, an appointee will fill a vacancy until the City can elect the Council member at the next statewide election (including primary and general elections).</p> <p>Each appointee will serve until the meeting at which the successor takes the oath office (i.e., when the successor is elected and qualified).</p>
<p>(e) The City Council shall adopt an ordinance establishing a public process for appointment.</p>	<p>The Committee recommends that the Council adopt an ordinance that addresses the process for filling Council vacancies by appointment. The Committee favors an <u>ordinance</u> over a <u>policy</u> because an ordinance cannot easily be changed, which the Committee believes will decrease opportunities for manipulation of the appointment process.</p>

Committee Recommended Language	Explanation
<p>(f) If the City Council elects to fill the vacancy by election or fails to fill the vacancy by appointment, it shall call an election to be held within two hundred and forty days of the date the vacancy is declared.</p>	<p>This section lays out the procedure in the event that the appointment process fails, or the Council decides to forgo the appointment process and hold a special election. This section provides an incentive for the Council to reach a consensus on an appointment, while also providing a default if the Council fails to make an appointment.</p> <p>The original language of the Charter stated that a special election would be held within 120 days of the date when the vacancy was officially declared by the Council. Such an election could then be consolidated with any election already scheduled within 180 days.</p> <p>The Committee recommends allowing an election to occur up to 240 days after the Council declares a vacancy. The Committee calculated the 240-day maximum timeframe based upon these three periods:</p> <ul style="list-style-type: none"> • 60 days for Council to decide whether to appoint or elect; • 120-day minimum period to hold an election, since California law requires elections to be on Tuesday and specifies a nomination filing period for candidates to begin 113 days prior to an election; and • 60 days to provide flexibility for scheduling an election or consolidating with an existing election. <p>This provision implies that the Council may hold a seat vacant if there is an upcoming statewide or general municipal election within 240 days from the date the Council declares a vacancy.</p>

Committee Recommended Language	Explanation
<p>(g) Notwithstanding any other provision of this section, the City Council shall not make an appointment to fill a vacancy if the appointment would result in more than two of the members currently serving on the Council as appointees, and shall call a Special Municipal Election to be held within one hundred and eighty days from the date the Council declares the vacancy.</p>	<p>While the Committee agreed that capping the number of appointees on the Council at any given time was important, the Committee actively debated whether the cap should be placed at one or two appointees. The Committee ultimately voted to cap the number of appointees on the Council at two, which is intended to provide the City flexibility while also ensuring a super majority of Council members are elected. In the unlikely event that a vacancy occurs while two appointees are serving on the Council, the Council must hold an election within 180 days to fill the vacant seat.</p> <p>Interim appointees required under federal law count toward the cap on appointed members. Under federal law, if a Council member is called to active military duty, as was the case in 2009, the Council must make an interim appointment to fill the seat for the duration of the Council member’s military duty. Under the proposed Charter, if a Council member vacates a seat while two members of the Council were serving military duty, then the Council would fill the third seat by special election. However, if a member of the Council is called to active duty while two appointees are serving on the Council, then federal law would supersede the Charter. The Council would then be required to make an interim appointment and three appointees would serve on the Council.</p> <p>This section provides 180 days versus 240 days because there is no appointment process.</p> <p>Lastly, if an appointed member is ultimately elected to the Council, such member is no longer an appointee.</p>

9. Open and Transparent Appointment Process Ordinance

The Committee believes it is important to the City’s electorate for the City to have an open and transparent appointment ordinance. An ordinance specifying an open and transparent process will help decrease the possibility for manipulation of the appointment process, because the ordinance cannot be easily changed once a vacancy occurs.

Several other Bay Area cities allow an appointment to fill vacancies and include an appointment process that emphasizes openness and transparency. The Committee

encourages the Council to refer to the Committee meeting attachments in the Staff Report to the Committee on February 8, 2018 for such examples.

The Committee recommends an open and transparent appointment process that includes the following characteristics:

- posting and notification to public of vacancy and application process in accordance with best practices,
- specified application period,
- pre-determined application,
- public interview process,
- solicitation of public comments, and
- open deliberation and voting.

10. Flow Chart and Examples

The Committee's proposed process for filling a council vacancy is illustrated by the flowchart in Attachment 4 and may be summarized as follows:

- If the Council already has two or more appointed members, a special election must be called to fill the vacancy.
- Otherwise, the Council decides whether to fill the vacancy by appointment or by special election.
- If appointment is chosen, at least four councilmembers must agree on an appointee within 60 days, or else a special election must be called.
- If an appointment is made, the appointee serves only until the next statewide election. The person then elected serves the remaining unexpired term.⁵

Three example vacancies were chosen to illustrate the application of the Committee's proposed system for filling vacancies. These examples highlight the flexibility of the proposed process, the Committee's preference for short appointed terms, and a consequence of that preference. A graphic illustration of each example is given in Attachment 5, along with additional information.

Example 1 – High Cost Election for a Short Term

Apr 19, 2022: vacancy declared for Seat 1, unexpired term: about 9 months

Nov 8, 2022: general election for next four-year term in Seats 1-2-3

This is the situation the City faced in 2016. The vacancy occurs too late to consolidate a special election to fill the vacancy with the statewide primary. The general election is nearly 7 months after the vacancy is declared.

⁵ See Example 1 in this section for the one exception to an appointment being followed by an election to fill out the remaining unexpired term.

Current law would mandate an \$800,000⁶ standalone special election in August to fill the vacated seat for about 4 months, resulting in two elections for the same Council seat within 3 months.

Under the Committee's proposal, a councilmember could be appointed to serve until January, when the next person elected to four years in Seat 1 takes office. Alternatively, a special election could be held during a four-month window from mid-August to mid-December. Since the general election falls in that window, the seat may be left vacant until January. The Council might choose to leave the seat vacant, for example, if the Council wanted to avoid any appearance of influencing the outcome of the general election via the appointment process.

The Committee's proposal offers two options for filling the vacancy without a special election. If this system had been in place in 2016, the City could have avoided holding two closely spaced elections for the same seat and saved nearly \$800,000.

Example 2 – Vacancy with a Long Unexpired Term

May 28, 2019: vacancy declared for Seat 2, unexpired term: about 3.5 years

Mar 3, 2020: next statewide election (primary)

Nov 8, 2022: general election for next four-year term in Seats 1-2-3

This example highlights the Committee's preference for shorter appointed terms. It also demonstrates the flexibility of the Committee's proposal, which provides a wider range of dates for a special election and a lower-cost appointment option.

Current law would mandate a standalone special election on September 24, 2019, which would cost about \$800,000.⁷ Seat 2 will end up being vacant for about five months, and the elected councilmember will serve over 3 years.

Under the Committee's proposal, a special election could occur within a window of four months: from the September date mandated by current law to a date in January 2020. Since there is no statewide election in that window, it would still be a standalone special election. The elected Council member would serve about 3 years.

Alternatively, under the Committee's proposal, the Council could fill the vacancy by appointment. An appointee would serve about 9 months until the March primary, and then an elected Council member would fill out the remaining term of about 32 months. That election would cost about \$125,000.⁸ This option is less costly for the City and fills the vacant seat at least 3 months sooner than a special election. It also puts an elected councilmember in the seat for nearly as long as a special election.

⁶ The estimated election costs used in this section were calculated using the latest 2017 cost factors from the Registrar of Voters and the number of registered voters in Sunnyvale on 4/11/2018. The estimates assume two candidates per election. This yields a range of \$700,000 to \$1.3 million for a standalone election for one seat, \$125,000 to put one seat on a primary ballot, and \$45,000 to add another seat to a general election.

⁷ See Footnote 6.

⁸ See Footnote 6.

Example 3 – Two Elections in Year 4

Nov 2, 2021: vacancy declared for Seat 3, unexpired term: about 14 months

Mar 8, 2022: statewide primary election

Nov 8, 2022: general election for next four-year term in Seats 1-2-3

This example highlights a consequence of the Committee's preference for replacing appointees with elected Council members as quickly as possible. In this instance, the proposed process offers no alternative to holding two elections in the same year.

This vacancy occurs soon before the opening of the candidate filing period for the March primary, and the primary is about 4 months after the vacancy is declared. (See the visualization of this example in [Attachment 5](#).)

Current law allows the special election to be consolidated with the March primary. That consolidated election would cost about \$125,000, much less than a standalone special election. The seat would be vacant about 6 months and then filled for 8 months. Two elections would occur within 8 months in year 4.

Under the Committee's proposal, the special election option yields the same solution as current law: an election consolidated with the primary, 8 months before the regular general election for Seat 3. If an appointment were made instead, the subsequent election would also occur in March, and therefore there would still be two elections in the same year. Appointment still has the advantage of filling the vacancy about 4 months sooner, but it also has a potential drawback in this instance: the appointment process would occur at the same time as the campaign for the primary.

Under the Committee's proposal, there is no way around having an election at both the primary and general elections. If the primary were held in June instead of March,⁹ those two elections would occur within 5 months. This situation is similar to the one that motivated the Council to seek to change the current Charter, except that the extra election mandated by the proposed system in this example is consolidated and therefore much less costly than the one that was mandated in 2016 by the current Charter.

11. Conclusion

The Committee had many thoughtful and detailed discussions about filling Council vacancies. There were times when the Committee agreed and times when the Committee disagreed. Through the process, the Committee managed to work out a recommendation that balances financial considerations with democratic principals.

The Committee tried to minimize the time a seat would be vacant or occupied by an appointee; to restrict the number of appointees allowed on council; and to minimize election costs while acknowledging that elections do incur a necessary additional cost. The Committee considered various scenarios and what each scenario

⁹ The primary election is being held in June in 2018, but will change to March starting in 2020. Since the Legislature has changed the primary date repeatedly, it could move back to June in the future.

would cost in shaping our recommendation. The Committee also tried to narrow the possible window of time that would force an expensive special election instead of a consolidated election. The Committee believes it addressed each of the Council's primary concerns when the Council decided to convene this Charter Review Committee.

In addition to the changes the Committee is proposing to Charter Section 604, the Committee strongly recommends that if the Council places this item on the November ballot and it passes, the Council should develop a process for appointing Council members shortly thereafter. The Committee believes such a process should be transparent, include applications, and ample opportunity for public input. The Committee believes it is important to have such a process in place prior to making an appointment.

In conclusion, the Committee, by a vote of 10-0 (Dietrich absent), recommends that the Council adopt the proposed amendments to Charter Section 604 as attached in Attachment 1.

**Respectfully submitted,
2018 CHARTER REVIEW
COMMITTEE**

The signatures below are from all members of the Charter Review Committee participating in the Committee's work. The individual Committee members signing do not necessarily endorse or agree with all of the recommendations and reasons in the report.

_____ Lawrence Stone, Chair	_____ Carol Weiss, Vice	_____ Linda Davis
_____ Hannalore Dietrich	_____ Melinda Hamilton	_____ Dawn Hopkins
_____ John Howe	_____ Marc Ketzell	_____ Richard Mehlinger
_____ Amanda Richey	_____ Jack Walker	

Attachments:

1. Proposed Amendment to Charter Section 604
2. Current Charter Section 604
3. Consolidated Elections Under Current Charter Section 604
4. Flowchart of Proposed Charter Section 604
5. Vacancy Examples
6. 2018 CRC Meeting Minutes

**Charter Section 604 Amendment
Charter Review Commission Recommendation**

(a) In addition to any other cause from which vacancies in the City Council may occur, the office of a member of the Council shall become vacant when a member:

- (1) Resigns or dies;
- (2) Is absent from all regular meetings of the Council for a period of sixty days consecutively from and after the last regular Council meeting attended by such member, unless by permission of the Council expressed in its official minutes;
- (3) Is convicted of a crime involving moral turpitude;
- (4) Ceases to be an elector of the City of Sunnyvale;
- (5) Ceases to maintain his/her principal place of residence within the City limits during such member's term of office; or
- (6) Is involuntarily removed pursuant to Article II of the Constitution of the State of California, as may be amended from time to time.

(b) In the event of a vacancy on the City Council, the Council shall officially declare the seat vacant within thirty days of the commencement of any vacancy.

(c) Within sixty days of the date the seat is officially declared vacant, the City Council shall, by affirmative vote of at least four of the remaining Councilmembers, elect to fill the vacancy by appointment or by calling an election.

(d) If the vacancy is filled by appointment, the appointee shall hold office until the next General Municipal Election or Special Municipal Election consolidated with the next statewide election, whichever occurs sooner, and a successor is elected and qualified. The Councilmember then elected shall serve for the remainder of any unexpired term, and until a successor is elected and qualified.

(e) The City Council shall adopt an ordinance establishing a public process for appointment.

(f) If the City Council elects to fill the vacancy by election or fails to fill the vacancy by appointment, it shall call an election to be held within two hundred and forty days of the date the vacancy is declared.

(g) Notwithstanding any other provision of this section, the City Council shall not make an appointment to fill a vacancy if the appointment would result in more than two of the members currently serving on the Council as appointees, and shall call a Special Municipal Election to be held within one hundred and eighty days from the date the Council declares the vacancy.

ATTACHMENT 2

Current Section 604 (Filling of Vacancies in Council Seats)

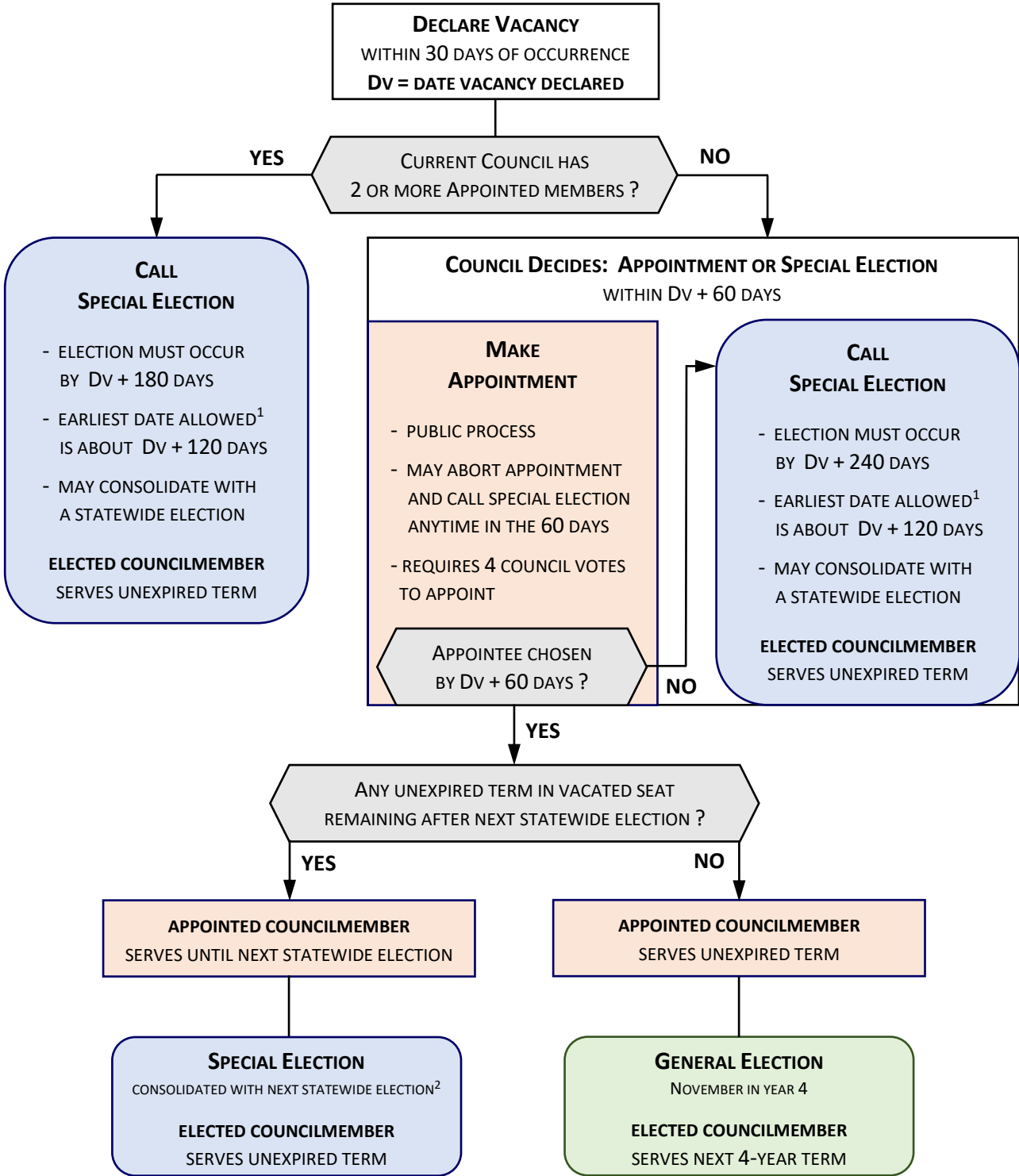
Except as otherwise provided herein, in the event of a vacancy in the City Council, from whatever cause arising, within thirty days of the commencement of any vacancy the City Council shall officially declare the seat vacant and call a Special Municipal Election for the purpose of filling such vacancy. In the event of a vacancy in the City Council created by the death or other involuntary removal of a member, pursuant to Article II, Section 4, of the Constitution of the State of California, where the unexpired term of the deceased or removed member does not exceed one hundred eighty days, the City Council shall, within sixty days after such office shall have been declared vacant, fill such vacancy by appointment. Should the Council fail to fill the vacancy within the sixty-day period, it shall treat such vacancy in the same manner as one created by a cause other than death or involuntary removal.

Any Special Municipal Election called to fill an unexpired term shall be held within one hundred and twenty days from the date the Council declares the vacancy to exist except that no election shall be held on the day before, day of, or day after a state holiday. The Council shall promptly declare or take the required steps to declare the existence of the vacancy. Such special election shall be consolidated with a general municipal or statewide election if a municipal or statewide election is scheduled within one hundred and eighty days from the date that the vacancy is declared. As used herein, the next general municipal or statewide election means the next such election at which it is legally possible to place the matter on the ballot and elect a successor. Any person elected or appointed to fill a vacancy shall serve for the remainder of the unexpired term and until his/her successor is elected and qualified.

In addition to any other cause from which vacancies in the City Council may occur, the office of a member of the City Council shall become vacant and it shall be so declared by the Council where such member is absent from all regular meetings of the Council for a period of sixty days consecutively from and after that last regular Council meeting attended by such member, unless by permission of the Council expressed in its official minutes; or such member is convicted of a crime involving moral turpitude; or he/she ceases to be an elector of the City of Sunnyvale or ceases to maintain his/her principal place of residence within the City limits during his/her term of office. (Amended effective December 31, 1975, December 21, 1976, December 23, 1982 and January 17, 1992: previously Section 703).

FILLING A CITY COUNCIL VACANCY

PROCESS PROPOSED BY THE 2018 CHARTER REVIEW COMMITTEE



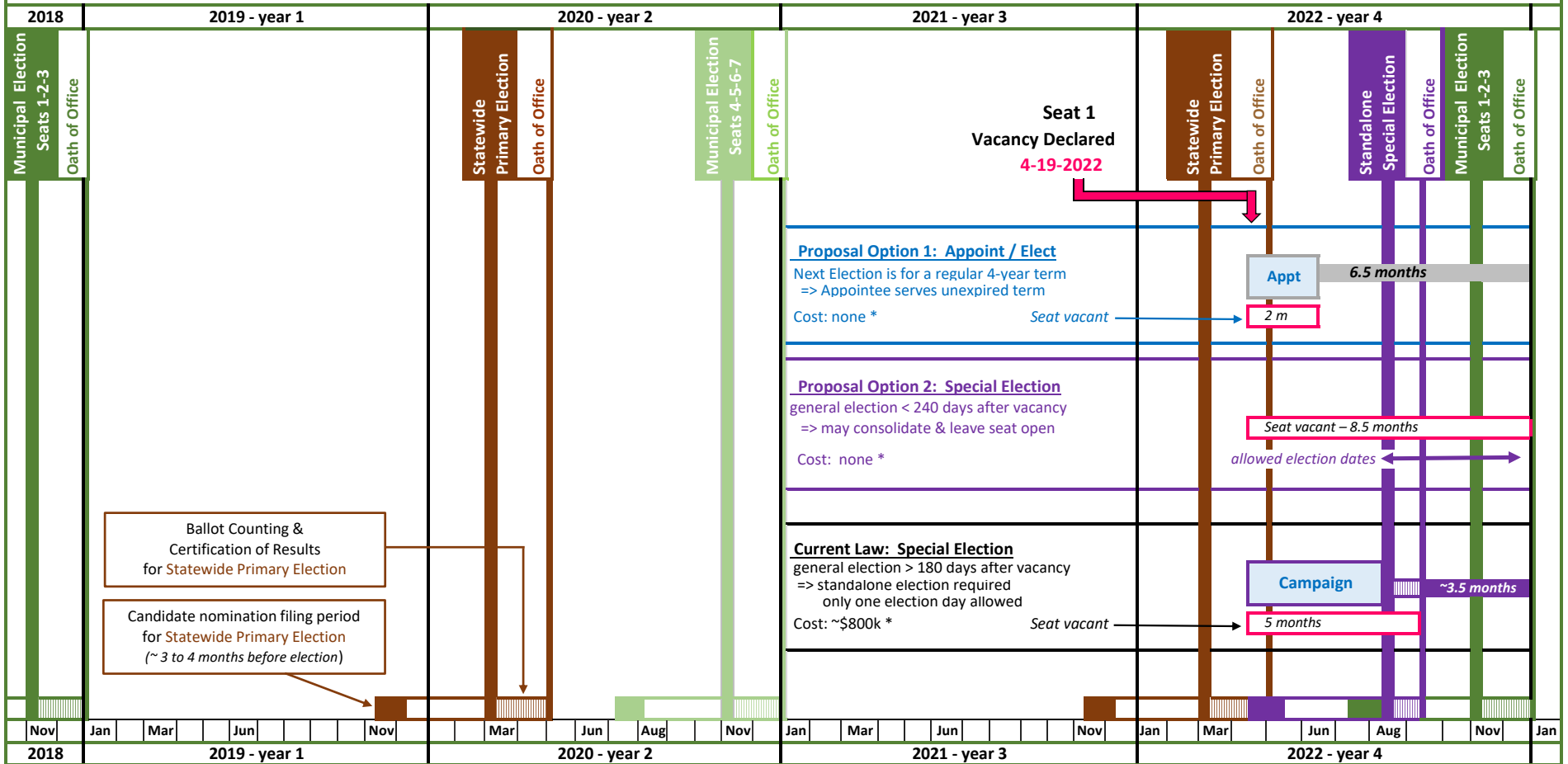
¹ State law mandates a candidate nomination filing period from 113 to 88 days before an election. The election must be on a Tuesday and cannot be within one day of a state holiday.

² This may be the General Election in year 2 (mid-term election), a primary, or other statewide election.

2019 - 2022: Four-year term for City Council Seats 1-2-3

Filling a Vacancy on the City Council – with the Process Proposed by the 2018 Charter Review Committee

Example 1: High Cost Election for a Short Term

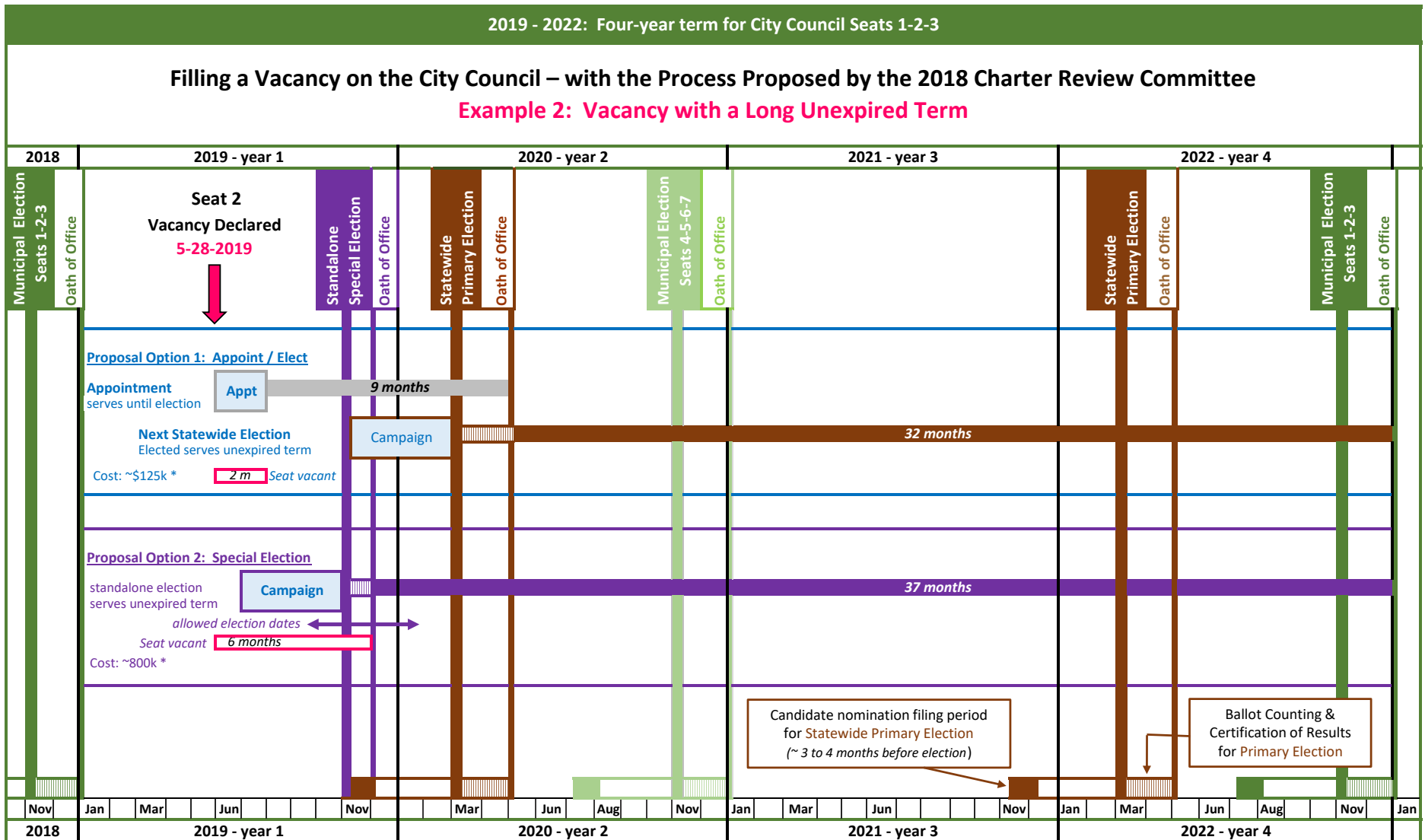


This situation occurred in 2016. Current Section 604 of the City Charter mandated a standalone special election that cost ~\$800,000 to seat a Council member for about four months.

Charter Section 604 proposed by the 2018 Charter Review Committee allows the standalone special election, but also offers two other options for filling this vacancy:

- 1) The Council may appoint a Council member who would serve for about 6.5 months through the end of the unexpired term.
- 2) The Council may also choose to leave the seat vacant until the next Council member takes office for a regular four-year term.

* These costs are estimates of what the Registrar of Voters charges the City to conduct different types of elections, based on 2017 cost factors and 57,632 Sunnyvale voters as of 4/11/2018. The City incurs other costs associated with elections and appointments that are not included in the estimates shown here.

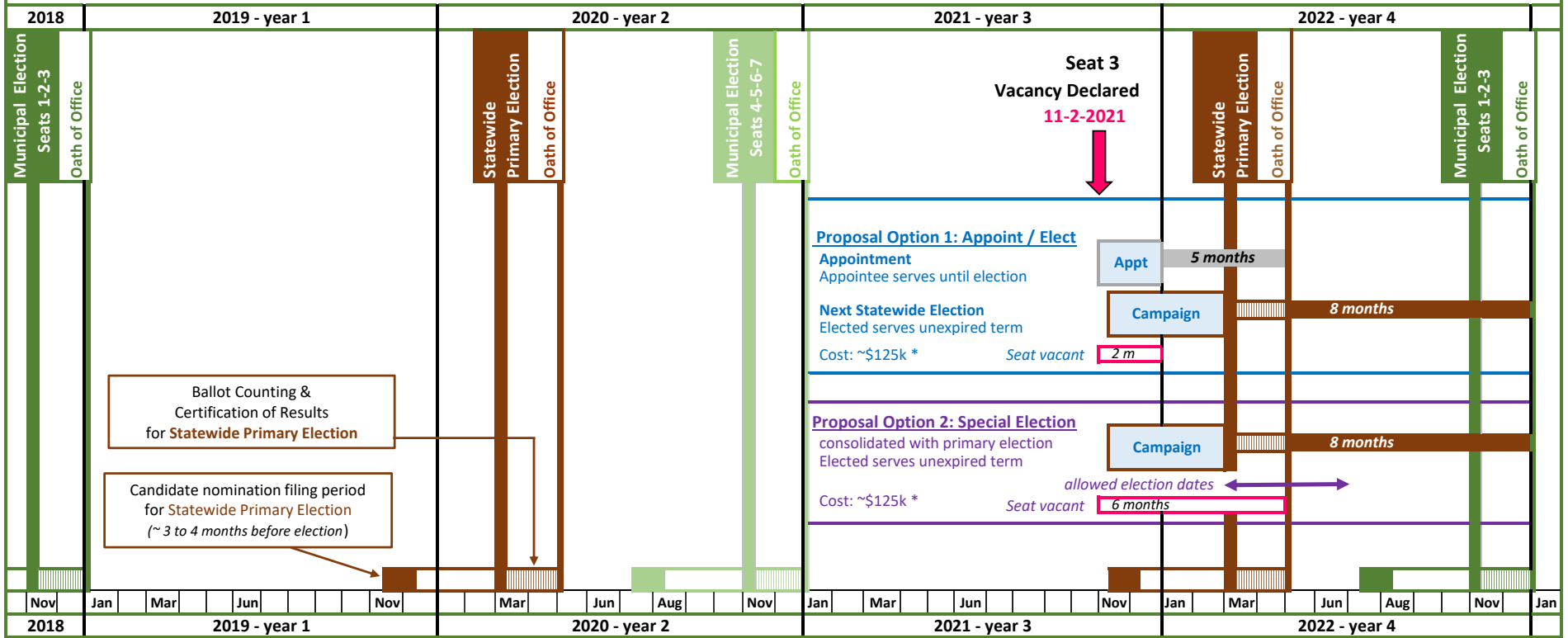


* These costs are estimates of what the Registrar of Voters charges the City to conduct different types of elections, based on 2017 cost factors and 57,632 Sunnyvale voters as of 4/11/2018. The City incurs other costs associated with elections and appointments that are not included in the estimates shown here.

2019 - 2022: Four-year term for City Council Seats 1-2-3

Filling a Vacancy on the City Council – with the Process Proposed by the 2018 Charter Review Committee

Example 3: Two Elections in Year 4



When does the appointment option produce "Two Elections in Year 4"?

When a vacancy is declared during this range of dates for Seat 1, Seat 2 or Seat 3, two elections will occur in 2022.

↑ first day a Seat cannot be added to the municipal election
 ↓ last day a Seat can be added to the primary election
 Vacancy Declared for Seats 1-2-3
 July 13, 2020 – November 14, 2021
 about 16 months of a four-year term
 ~ 5.5 months in 2020 ~ 10.5 months in 2021

What is the likelihood that a vacancy in Seat 1, 2, or 3 over a four-year term results in two elections in a year?
 ~16 months / 48 months = **~33%**

Vacancy Declared for Seats 4-5-6-7
 ~ 10.5 months in 2019

Two elections in 2020 result from a vacancy in this date range declared in Seats 4-5-6-7.

Two elections in 2024 result from a vacancy declared in Seats 4-5-6-7 in this date range.

Seats 4-5-6-7
 ~ 5.5 months in 2022

What is the likelihood that a vacancy will lead to two elections in a year? 50% for a vacancy declared in 2019 • 20% in 2020 • 38% in 2021 • 26% in 2022 => **average of ~33%**

The numbers above are for March primary elections and assume the appointment option is used to fill the vacancy.

If primary elections occur in June instead of March, the chance that a vacancy will result in two elections in one year increases to ~19/48 = **~40%**.

* These costs are estimates of what the Registrar of Voters charges the City to conduct different types of elections, based on 2017 cost factors and 57,632 Sunnysvale voters as of 4/11/2018. The City incurs other costs associated with elections and appointments that are not included in the estimates shown here.



City of Sunnyvale
Meeting Minutes - Final
Charter Review Committee

Thursday, January 11, 2018

6:00 PM

HR Training Room, 505 W. Olive Ave.,
Suite 202, Sunnyvale, CA 94086

Special Meeting

CALL TO ORDER

City Clerk Kathleen Franco Simmons called the meeting to order at 6:01 p.m.

ROLL CALL

Present: 11 - Member Linda Davis, Member Hannalore Dietrich, Member Melinda Hamilton, Member Dawn Hopkins, Member John Howe, Member Marc Ketzel, Member Richard Mehlinger, Member Amanda Richey, Member Lawrence Stone, Member Jack Walker, Member Carol Weiss

OATH OF OFFICE

City Clerk Kathleen Franco Simmons administered the Oath of Office to all members.

INTRODUCTIONS

Mayor Hendricks provided welcoming remarks and Committee Members introduced themselves.

PRESENTATION

[18-0046](#) Brown Act, Parliamentary Procedure and Public Records Act

Assistant City Attorney Melissa Tronquet provided a presentation on the Brown Act, Parliamentary Procedure and Public Records Act.

GENERAL BUSINESS

1 [18-0047](#) Selection of Chair and Vice Chair

Assistant City Manager Teri Silva opened nominations for the office of Chair of the

Charter Review Committee.

Committee Member John Howe nominated Committee Member Larry Stone for Chair.

Committee Member Richard Mehlinger nominated Committee Member Carol Weiss for Chair.

Committee Member Hannalore Dietrich nominated Committee Member Melinda Hamilton for Chair.

There being no further nominations, nominations were closed.

Committee Member Stone accepted the nomination.

Committee Member Weiss accepted the nomination.

Committee Member Hamilton declined the nomination.

Committee Member Stone responded to questions and provided a statement of his background.

Committee Member Weiss provided a statement of her background.

Public comment was opened at 6:45 p.m.

Steve Scandalis inquired as to the legality of selection of an elected official serving as Chair and expressed comments regarding Committee Member Stone's statement of his background.

SHOW OF HANDS VOTE in favor of Committee Member Lawrence Stone for Chair:
9 - (Committee Members Linda Davis, Hannalore Dietrich, Melinda Hamilton, Dawn Hopkins, John Howe, Marc Ketzler, Amanda Richey, Lawrence Stone, Jack Walker)

Committee Member Stone was selected to serve as Chair.

Chair Stone presided over the remainder of the meeting.

Committee Member John Howe nominated Committee Member Carol Weiss for Vice Chair.

Committee Member Amanda Richey nominated Committee Member Richard Mehlinger for Vice Chair.

Committee Member Mehlinger declined the nomination.

Public comment was opened at 6:48 p.m.

No speakers.

Public comment was closed at 6:48 p.m.

SHOW OF HANDS VOTE in favor of Committee Member Carol Weiss for Vice

Chair: Unanimous

- 2** [18-0054](#) Adopt "The Standard Code of Parliamentary Procedure - 4th Edition" by Alice Sturgis as the Charter Review Committee's Rules of Procedure

City Attorney John Nagel provided a staff report and recommended that the committee may want to define a majority as a majority of those present if a quorum is established, or operate under the general rule of it being a majority of the bodies present on every item with the exception of the final recommendation to Council which would be by a majority of the Committee.

Public comment was opened at 6:51 p.m.

No speakers.

Public comment was closed at 6:51 p.m.

MOTION: Committee Member Howe moved and Vice Chair Weiss seconded the motion to Adopt "The Standard Code of Parliamentary Procedure 4th Edition" by Alice Sturgis as the Charter Review Committee's Rules of Procedure, with the modification that the City Attorney provided.

The motion carried unanimously.

- 3** [18-0048](#) Discussion and possible action to approve Meeting Schedule

Assistant City Manager Teri Silva provided a staff report.

Public comment was opened at 7 p.m.

No speakers.

Public comment was closed at 7 p.m.

MOTION: Committee Member Hamilton moved and Committee Member Davis seconded the motion to approve the schedule as proposed by staff:

Second (2nd) and Fourth (4th) Thursdays at 6 PM:

January 25

February 8

February 22

March 8

March 22

April 12

April 26

May 10

The motion carried unanimously.

4 [18-0049](#) Review Charter Review Committee Scope and Discuss Work Plan

Assistant City Manager Teri Silva provided a staff report. City Attorney John Nagel and Assistant City Attorney Melissa Tronquet provided additional information.

Public Hearing opened at 7:19 p.m.

Steve Scandalis expressed comments regarding the question of whether the recent election was an outlier based on the switch from odd to even-year elections.

Public Hearing closed at 7:36 p.m.

MOTION: Committee Member Howe moved and Committee Member Walker seconded the motion to accept the staff report and provide a general consensus of items for consideration. Committee discussion included:

- Voting numbers for elections for the last decade;
- Information about limited term appointments;
- General Law provision for vacancies;
- How other city charters handle vacancies;
- Information about how to handle multiple vacancies caused by a disaster that leaves the Council without a quorum;
- How vacancies have been filled since 1976 when this section was first passed;
- The history of the people who filled those vacancies, whether it was filled through appointment, or through a special election, how those people continued to be involved with the City Council;
- How many of those people went on to eventually run for that same seat;
- How many times have we had to have special elections versus how many times we've had them rolled into a regular election;
- What percentage of people continue to vote for local issues down the ballot;

AMENDMENT: Committee Member Howe stated the motion is amended to include the additional requests for information provided by Committee members. The maker of the second accepted the amended motion.

The motion carried unanimously.

ADJOURNMENT

Chair Stone adjourned the meeting at 7:55 p.m.



City of Sunnyvale

Meeting Minutes - Final Charter Review Committee

Thursday, January 25, 2018

6:00 PM

HR Training Room, 505 W. Olive Avenue,
Suite 202, Sunnyvale, CA 94086

CALL TO ORDER

Vice Chair Carol Weiss called the meeting to order at 6:02 p.m.

ROLL CALL

Present: 10 - Member Linda Davis, Member Hannalore Dietrich, Member Melinda Hamilton, Member Dawn Hopkins, Member John Howe, Member Marc Ketzel, Member Richard Mehlinger, Member Amanda Richey, Member Jack Walker, Vice Chair Carol Weiss

Absent: 1 - Chair Lawrence Stone

Committee Member Mehlinger arrived at 6:55 p.m.

ORAL COMMUNICATIONS

Steve Scandalis spoke in reference to the letter submitted by Larry Stone, and encouraged the committee to understand the reasoning why voters put forward the initiative in 1975 and how the citizens benefit from having elected officials.

Scandalis spoke in support of minimizing appointed officials and stated his interest in finding out more about modifying the process slightly to reduce cost but to also hold true to the voter intent of the 1975 election.

CONSENT CALENDAR

- 1 [18-0018](#) Approve Charter Review Committee Meeting Minutes of January 11, 2018

MOTION: Committee Member Howe moved and Committee Member Hamilton seconded the motion to approve Charter Review Committee Meeting Minutes of January 11, 2018 as submitted.

The motion carried by the following vote:

Yes: 9 - Member Davis
Member Dietrich
Member Hamilton
Member Hopkins
Member Howe
Member Ketzel
Member Richey
Member Walker
Vice Chair Weiss

No: 0

Absent: 2 - Member Mehlinger
Chair Stone

GENERAL BUSINESS

- 2** [18-0093](#) Discussion of Common Alternatives to Filling Councilmember Vacancies and Next Steps for Charter Commission Review and Recommendation to Council Regarding Amendment of Charter Section 604

Assistant City Attorney Melissa Tronquet provided a staff report. Assistant City Manager Teri Silva and City Clerk Kathleen Franco Simmons provided additional information.

Committee discussion of next steps and additional questions or requests for information included:

- Consideration of breaking out into subcommittees to discuss each of the three or four options presented in the report;
- Consideration of subcommittees meeting during a portion of the scheduled meetings, or alternatively, to meet outside of the scheduled meetings;
- Clarification of options in terms of adopting an ordinance or amending the charter;
- Question of whether vote by mail ballots could be used;
- Question of whether costs of elections are increasing;
- Consideration of combining the four options into three: filling vacancies by election, by appointment, or by a hybrid method;
- Consideration of looking at other options “outside the box”, such as appointment of the candidate with the next highest votes;
- Request for information about district elections and how a change to that form would impact how vacancies might be filled;
- Comments regarding the difference in representation with district elections;

- Comments regarding numbered seats;
- Request for information regarding appointment options;
- Request for information regarding the rationale for why there are different methods of filling vacancies depending on whether the vacancy is voluntary or involuntary, and the possible opportunity to simplify;
- Request for information regarding the 1991 charter amendment for filling vacancies by appointment when the vacancy is created by involuntary removal;
- Discussion of why the voter turnout of 1988 was significantly higher than other years.

Public comment opened at 6:48 p.m.

Steve Scandalis expressed comments regarding topics of the next highest vote-getter, the form of election, district elections, at-large elections, the influence of council behavior in why there are two different ways of filling council vacancies, incumbent advantage, and seat-based council seats.

Public comment closed 6:51 p.m.

Committee discussion and consensus included:

- Consideration of subcommittees to divide up and meet in detail on one of the three or four options, or alternatively, each subcommittee to meet on the whole range of all options, then regroup to meet as a whole to present best solutions and strengths;
- Discussion of how long seats can remain vacant and whether consideration should be given to extending the length of time a seat can sit vacant;
- Recommendation to also consider the possibility of not changing the charter;
- Comments regarding the impacts to the citizens and applicants when having an even number of councilmembers results in split votes and no action; support for minimizing the length of time there is a vacancy;
- By consensus, the committee agreed to discuss all options as a committee of the whole, and possibly have subcommittees if necessary to study a specific topic and report back.

Public comment opened at 7:05 p.m.

No speakers.

Public comment closed at 7:05 p.m.

Committee discussion, questions, requests for consideration and comments included:

- Consideration of how variations in term limits may make a difference on the appointment or special election process; support for looking at how other cities handle this;
- Consideration of limiting the number of appointed members similar to General Law cities; support for limiting the number to two to prevent abuse of power while ensuring tax dollars are treated respectfully;
- Questions regarding the city's emergency operations plan succession scheme and time limitations;
- Consideration of a hybrid model of giving council discretion to choose whether to appoint or call a special election; consideration of parameters for this.

Committee comments regarding thoughts on the three options for filling vacancies included:

- Support for a hybrid method, extending the time after a vacancy occurs to give a buffer so it doesn't force a special election, giving council power to make an appointment or holding the election to fill the vacancy with a regular election;
- Support for the hybrid idea, but open to hearing more; not enough information yet;
- Support for a hybrid approach where the council could potentially appoint a maximum of one appointee; more than one would trigger a special election; advocate for not bifurcating how to handle a vacancy by involuntary removal, death, or resignation;
- Support for remaining open to considering a hybrid solution and coming up with the best solution;
- Support for the hybrid approach and the suggestion of limiting appointments to one or possibly two councilmembers; support for simplifying and treating all vacancies the same; comment that a special election with low turnouts is not a democratic solution;
- Suggestion for a framework whereby the committee members would think about the competing values, such as that of voting for ones representatives, and that of fiscal responsibility and efficiency; once the members figure out what they value, consider whether the process the committee will recommend will achieve a result that meets that value; support for a hybrid approach, with constraints being limiting the number of appointments on the council to one or two; suggestion to include a provision to give people the opportunity to submit a petition to contest an appointment and in favor of a special election;
- Support for a hybrid approach, being cautious about the possibility of instances where there might be a death of a councilmember; suggestion to have a transparent appointment process by either charter or ordinance; support for determining how much time to allow for an appointment to be made without a special election;

- Support for a clear appointment policy; support for allowing the council more flexibility in calling for special elections and extending the time so that it could be consolidated with a general election;
- Support for a defined and transparent process for appointment; comment that low voter turnout for special elections isn't a problem that can be solved and it is not a reason to not call a special election;
- Comment that mail ballot elections would enable more people to vote; comments about the change from odd to even year elections;
- Support for a hybrid model allowing for an appointment based on criteria, a transparent process and publication of it, and giving all registered voters a fair chance to apply; support for limiting appointments to one or two members of the council, to serve until the next general election;
- Request for information to staff, to find out if other cities have a policy in place about their appointment process;
- Questions and clarifications regarding an appointment to fill the seat until the next general election, a question of getting out of cadence with the charter-defined election of numbered seats, clarification of June or statewide elections, a question of the lead time to notify the county to call an election
- Suggestion to look at the City of Belmont's appointment process to fill a vacancy caused by the recent death of a councilmember; question of the days and dates elections can be held;
- Question of which seat an appointed councilmember could run for in the next election;
- Request for information on how an appointed incumbent can be listed on the ballot;
- Question of how the costs for a special election are paid;
- Consideration of providing more flexibility in the time that the city council can appoint, or change the timeline between declaring a vacancy and calling a special election;
- Consideration of extending the window of time to consolidate the election with a general election, or play with the number of days to allow consolidating with a general election to lower costs.

Public comment opened at 7:52 p.m.

Steve Scandalis stated democracy isn't free and encouraged the committee to keep costs lower down on the list of priorities. He stated that the savings from switching to even-year elections is far greater than an occasional special election and spoke in support of pursuing a hybrid method, a small timing change and limiting the

number of appointments. Scandalis suggested committee members avoid interjecting opinions about a councilmember who resigned.

Public comment closed at 7:55 p.m.

Final comments by committee members included:

- Request to provide information about the audio recording of this meeting to Chair Larry Stone;
- An offer to set up an app to model the timeline window based on different constraints;
- Interest in one or two members to meet outside of committee meetings.

ADJOURNMENT

Vice Chair Weiss adjourned the meeting at 7:57 p.m.



City of Sunnyvale

Meeting Minutes - Final Charter Review Committee

Thursday, February 8, 2018

6:00 PM

Human Resources Training Room, 505 W.
Olive Avenue, Suite 202, Sunnyvale, CA
94086

CALL TO ORDER

Chair Stone called the meeting to order at 6 p.m.

ROLL CALL

Present: 10 - Chair Lawrence Stone
Vice Chair Carol Weiss
Member Linda Davis
Member Hannalore Dietrich
Member Melinda Hamilton
Member Dawn Hopkins
Member John Howe
Member Marc Ketzel
Member Richard Mehlinger
Member Amanda Richey

Absent: 1 - Member Jack Walker

Committee Member Hamilton arrived at 6:05 p.m.

ORAL COMMUNICATIONS

Steve Scandalis spoke in appreciation for Larry Stone's letter of January 25 and in support of the decision of the committee at the last meeting to meet as a whole, rather than breaking into subcommittees.

CONSENT CALENDAR

1 [18-0127](#) Approve Charter Review Committee Meeting Minutes of
January 25, 2018

MOTION: Committee Member Howe moved and Committee Member Weiss seconded the motion to approve the Charter Review Committee Meeting Minutes of January 25, 2018 as submitted.

The motion carried by the following vote:

Yes: 10 - Chair Stone
Vice Chair Weiss
Member Davis
Member Dietrich
Member Hamilton
Member Hopkins
Member Howe
Member Ketzel
Member Mehlinger
Member Richey

No: 0

Absent: 1 - Member Walker

GENERAL BUSINESS

2 [18-0128](#) Discussion of Alternatives to Filling Councilmember Vacancies and Possible Amendments to City Charter Section 604

Committee Members Carol Weiss and Dawn Hopkins provided a report of research they conducted among twenty different cities and states, some outside of California, on how they fill unexpected city council vacancies, and described some of the advantages and disadvantages of handling them by either appointment or special election. Committee Members Weiss and Hopkins' recommendations included:

- Support for an appointment process;
- Support for avoiding a stand-alone special election;
- Support for combining the special election with a General or Municipal Election, with the ballot clearly marked Special Election; the appointment should run through the next Statewide or General Municipal Election and certification of results, unless less than a year remains of the original term;
- The only situation allowing for a special election would be by citizens' petition based on a required percentage of registered voters as of a certain date;
- A short timeline is recommended for deciding on an appointee; no more than 60 days in most cases, from official declaration of vacancy to selection of appointee;
- The city clerk would publish in various venues and on various media, a notice of the vacancy and invite applications with general questions to be returned by a certain date;
- City Council would develop a more specific questionnaire to be filled out by the qualified applicants;

- In a public session, City Council would select three to seven qualified applicants;
- City Council would then develop questions to ask each of the applicants in a public forum;
- City Council would vote in public on an appointee.

Committee discussion, questions, comments or requests for information included:

- Discussion of some of the benefits of the appointment process, included: people who could not afford to run for election would be able to apply, leads to more diversity, the cost is less than a special election, appointment would be less onerous for a citizen, it would be faster to fill the vacancy and a partial council would be for less time;
- Support for having a special election when a council doesn't choose any applicants or when the council vote is split evenly;
- Discussion of the initial applicant questionnaire, as compared to the analysis voters make, and more specific questions the council might ask separately;
- Comments regarding some of the sample cities provided in the report, in which there is typically an option for a default to a special election if the council fails to make the appointment;
- Discussion of City of Belmont's recent all-mail ballot election with a cost of \$58,000;
- Suggestion to check to see if there have been changes to the law on all-mail ballot elections;
- Discussion of why it would make a difference if an appointee could not afford the cost of running in an election; comments that a council would want to consider whether an appointee couldn't later win an election due to the cost of running;
- Comments that the appointment process should be more accessible for everybody who has the ability and desire to serve; individuals can draw money from the community as a sign of support from the community;
- Request to have the candidates of the 2016 election testify to the committee about the impact the special election had on their campaigns and their lives;
- Comments that special elections are expensive because of the cost of communicating with the voters, support for publicly funded elections, and comments that the affordability quotient, when available to everybody, shouldn't be an issue in the decision of the type of structure for re-election;
- Comments that the appointment process may not foster diversity when a Council tends to appoint people like themselves;
- Discussion of having the candidates testify to the committee, to get a sense of the burden of the cost and time commitment of the special election process; suggestion to have the people on the committee who have run elections speak to the issues;

- Discussion of the cost savings of switching from odd-year to even-year elections;
- Discussion of the number of votes by Council to make the appointment;
- Comments regarding the cost of elections: the cost is lower for the City in even-numbered years, but the cost is higher for the candidates who are competing with many other offices and propositions to get their message out to the voters;
- Comments regarding the cost of democracy and the limits on campaign contributions;
- Comments regarding diversity of the voters as compared to the makeup of the City Council;
- Discussion of the issues of other cities changing to district elections;
- Comments regarding diversity and chaos when officeholders represent more than their districts;
- Comments in support of a representative democracy and disagreement with earlier comments regarding chaos when representation is diverse;
- Comments in support of the value of an appointment encouraging and fostering diversity; it would open doors and provide women and people of color opportunities for public speaking, meeting people, and finding mentors and sponsors;
- Comments regarding the availability of campaign contribution statements;
- Comments by committee members on their experiences of running for election, how a candidate runs, the time and energy they spend running, who they choose to run against, how mailed materials are targeted, campaign contribution limits, and communication through media and social media;
- Comments regarding the parameters for looking at some hybrid models.

Committee Member Mehlinger provided a presentation of a web application that shows a map of dates that would force a special election in contrast to dates an election could be consolidated with a Statewide election, based on the current 180-day window. Mehlinger concluded that the best solution would be a hybrid approach as discussed at the last meeting, with the option for Council to fill a seat by appointment or by special election at its discretion, and a 60-day window for making the appointment as an option to consider.

Committee discussion and comments included:

- Comments on having a time frame for calling a special election, determining whether it would be at the Council's discretion to leave the vacancy and possibly have a three-three split, or having some kind of force to trigger a special election;
- Discussion of whether to handle a vacancy different during odd-numbered years;
- Discussion of example cities as presented in the report as to how they chose the dividing line;

- Discussion of the 60-day window from the declaration of the vacancy to make an appointment or call a special election;
- Comments that from the viewpoint of the voter, there is also an extra burden of having a special election, and should be avoided;
- Comments in support of setting the time based on the amount of the unexpired term left for differentiating whether a special election should be held or the vacancy should be filled by appointment; the cost of a special election is much more justifiable if there is a two-year unexpired term left;
- Comments that City Council should be given an opportunity to be able to work with whatever they need to do before the clock starts ticking on a resignation;
- Comments that there would need to be rules that aren't manipulative based on the political composition of the people left on the Council;
- Support for an appointment process with a window during which the appointment must be made, and if no appointment is made, a special election is automatically triggered;
- Discussion of the appointment procedure; recommendation that it shouldn't be written into the charter;
- Comment that with the General Law cities the dividing line is two years, and 114 days before the election; if filled before that, the seat should go to the next General Election as a special election that gets consolidated with the next General Election; if filled after that, the seat is filled for the rest of the term;
- Comment that an election to fill a two-year term would be an added and unnecessary expense;
- Comment that an appointed person should serve for a shorter time and would have to stand for election at the next General Election to serve the remainder of the unexpired term;
- Comment that having five people [seats] running in a General Election would result in a lot of institutional knowledge potentially in turnover;
- Discussion regarding the importance of having a process or policy in place for making appointments;
- Information request to describe the difference between an ordinance and a policy;
- Suggestion that if the recommendation is that if less than half of the term remains, the appointment would stand for that period, rather than a special election; suggestion to decide what a reasonable time is, if less than two years remain, or if less than one year remains, the appointment will stand for the remainder of that term; that would do away with the really short periods of time;
- Comment that over 180 days or six months is a long time to be without a full council; if it is closer to a General Election, it should just be part of the General Election; if it is not close enough to the General Election, give the Council flexibility

to do what they want.

A point of personal privilege was raised to ask for a 5-minute recess.

Committee recessed at 7:30 p.m.

Committee reconvened at 7:38 p.m.

Committee discussion included:

- Comment to look at a 60-day timeframe to make an appointment, and the timeframe should be up to the next General Election;
- Comment that it would be up until a qualified person is elected and installed in the seat;
- Comment that this would be if the vacancy occurs before the filing period for the next General Election; after that, it would go to the following General Election two years out;
- Comment that if in the 60 days, an appointment is not made, then a special election is mandatory, or they can choose to call a special election if they choose not to appoint;
- Comment that the time frame would be 60 days from when the seat is declared vacant; the Council would have to declare the seat vacant within 30 days;
- Comment that it would be the next Statewide or General Election;
- Comment that if the Council decides to have a special election, it is back to the cost.

Public comment opened at 7:43 p.m.

Steve Scandalis expressed concerns regarding discussion of appointments going out to two-and-a-half years and commented on the difficulty of meeting 30-day deadlines for filing a citizen petition to challenge an appointee, the potential for manipulation of the application process, issues with mail-only special elections. Scandalis suggested all 2016 candidates should be asked to testify to the committee, and inquired as to how many votes of the Council would be required to appoint.

Public comment closed at 7:48 p.m.

MOTION: Committee Member Howe moved and Committee Member Hamilton seconded the motion that the committee agrees in general that up to 60 days after the seat is declared vacant, the City Council would be able to either appoint or call

for a General Election during that time frame; at the end of the 60 days, it would be mandatory to go to a special election; the appointment serves to the next General Election; and in general, the committee needs to come up with a maximum number of appointees before a special election is required, whether it is one or two, for discussion at the next meeting.

Committee discussion of the motion included:

- Clarification that if the 60 days falls within the filing period of the General Election, it would go to the General Election;
- Comments and clarification regarding consolidation with June elections, or the March election, depending on whether it is an even-numbered year or an odd-numbered year;
- Acknowledgement that the number of appointees is yet to be decided;
- Suggestion to give consideration of the length of the term and how much time is remaining in the term before it goes to a General Election;
- Agreement with the construct of resignation as day one, 30 days to declare the vacancy, and an additional 60 to 90 days to appoint or designate a special election; but disagreement that the construct should apply if there is a vacancy in the first half of a 4-year term; consideration should be given to prioritizing special elections if there is a vacancy within the first two years of a 4-year term;
- Comments that the motion was that if the vacancy occurred in the first half of a 4-year term, it would go to the next General Election for a split 2-year term; disagreement that this was included in the motion.

Chair Stone offered a clarification to the motion that an appointment would not go by a General Election. Committee Member Howe accepted the clarification of the motion.

Committee continued discussion of the motion included:

- Request for more time to consider the details and to meet in a sub-group to dig in to that framework and bring back clear choices and possible alterations;
- Suggestion to look at the section referring to appointment when a vacancy is caused by involuntary removal or by a death;
- Request for a summary of the construct and the parameters presented in the most logical order for a discussion outline;
- Concerns regarding a provision which might result in five Council seats up for election at one time;
- Question of when the clock starts ticking when a vacancy by various means occurs.

The motion failed by the following vote:

Yes: 5 - Chair Stone
Member Dietrich
Member Howe
Member Ketzel
Member Mehlinger

No: 5 - Vice Chair Weiss
Member Davis
Member Hamilton
Member Hopkins
Member Richey

Absent: 1 - Member Walker

Final comments by committee members included:

- Request for a discussion outline for the next meeting;
- Offer to meet in a subcommittee outside of the regular meeting;
- Request to those who voted no to come back with specific proposals for consideration;
- Suggestion for the next meeting, to have a white board to write the ideas;
- Offer to provide sample language;
- Request for copies of flow charts of the current process and the General Law Cities provision for filling vacancies

ADJOURNMENT

Chair Stone adjourned the meeting at 8:03 p.m.



City of Sunnyvale

Meeting Minutes - Final Charter Review Committee

Thursday, February 22, 2018

6:00 PM

Human Resources Training Room, 505 W.
Olive Avenue, Suite 202, Sunnyvale, CA
94086

CALL TO ORDER

Chair Stone called the meeting to order at 6 p.m.

ROLL CALL

Present: 10 - Chair Lawrence Stone
Vice Chair Carol Weiss
Member Linda Davis
Member Hannalore Dietrich
Member Dawn Hopkins
Member John Howe
Member Marc Ketzel
Member Richard Mehlinger
Member Amanda Richey
Member Jack Walker

Absent: 1 - Member Melinda Hamilton

ORAL COMMUNICATIONS

Steve Scandalis requested Committee Member Mehlinger to provide printed versions of the presentation of the range of days as a supplemental printout for the public record. Scandalis inquired as to whether the option of the Council to intentionally leave a vacancy has been explored and questioned whether it is allowed by a charter city.

CONSENT CALENDAR

1 [18-0188](#) Approve Charter Review Committee Meeting Minutes of February 8, 2018

MOTION: Committee Member Howe moved and Committee Member Hopkins seconded the motion to approve Charter Review Committee Meeting Minutes of February 8, 2018 as submitted.

The motion carried by the following vote:

Yes: 10 - Chair Stone
Vice Chair Weiss
Member Davis
Member Dietrich
Member Hopkins
Member Howe
Member Ketzel
Member Mehlinger
Member Richey
Member Walker

No: 0

Absent: 1 - Member Hamilton

GENERAL BUSINESS

- 2 [18-0189](#) Discussion of Alternatives to Filling Councilmember Vacancies and Amendments to City Charter Section 604, Including Adding an Appointment Provision, and Direction on Next Steps for Charter Review Committee Recommendation to City Council

Public comment opened at 6:06 p.m.

Zachary Kaufman suggested consideration of having a second body approve the appointment, such as presidents of neighborhood associations.

Public comment closed at 6:08 p.m.

Committee Member Richey provided a report regarding the “Small Working Group Draft Proposal 2-19-18” supplemental materials developed by Committee Members Linda Davis, Carol Weiss, Melinda Hamilton and Amanda Richey.

Discussion, comments and questions included:

- Discussion regarding some of the options when, for political reasons a split vote of the remaining Council would possibly result in the inability to select one of the options;
- Suggestion to consider making two years plus the filing period as the cutoff time to delineate between filling vacancy options;
- Discussion of the section defining a vacancy, sub-section e., when a Councilmember dies, and how to handle a situation involving competency or a

lengthy coma; inclusion of language covering any other cause;

- Discussion in favor of giving Council discretion to leave a seat vacant for a short period of time to avoid a situation of giving a short-term appointee incumbent advantage;
- Comments that incompetence is covered in Article II, Section F of the Constitution, which is included in sub-section f.;
- Discussion of putting a cap on the length of time a vacancy could be left open;
- Comments in support of keeping the section for filling vacancies simple rather than complicating it with the delineations between the first half and second half of terms;
- Discussion of the importance of avoiding having five seats running at one time, and keeping the cadence of the seats up for election; comments that the advantage of Option 1 would be a continuity of institutional knowledge and less likely to break up the specific elections, while Option 2 has the potential where there could be more seats up in an election, less institutional knowledge is maintained, but the advantage is saving money;
- Comments in support of adding to the section on Vacancy, a specific item for resignations;
- Discussion clarifying the cap on the number of appointees;
- Discussion in support of recommending to Council to create an open and transparent policy for making appointments before a vacancy occurs; and
- Discussion of the requirement to hold a special election within 120 days.

Chair Stone facilitated discussion of the key points in the report and informal straw votes to provide key direction or consensus on the following points:

- Should the timeframe for a seat to be declared vacant remain at 30 days? (9 in favor -1 dissenting vote by Committee Member Richey)
- Should the timeframe for appointing a new councilmember after the vacancy is declared be 60 days? (Unanimous in favor)
- If the Council is unable to appoint a member within the established period, should a special election be mandatory? (Failed on a 5 - 5 vote with Committee Members Dietrich, Howe, Weiss, Davis, and Hopkins dissenting)
- If the Council fails to make an appointment, allow them to vote to leave the seat vacant for a certain period of time (to be determined by CRC; 6 to 9 months discussed). If they fail to approve an appointment or maintain the vacancy, a special election within 120 days is required. (Unanimous in favor)
- If an appointment is made, an election should occur at the next general municipal election to fill the balance of the unexpired term. (Unanimous in favor)
- Limit on the maximum number of appointees; no appointment allowed if it would result in more than two appointed members serving at the same time. (9 in favor -1

dissenting vote by Committee Member Walker)

- Eliminate the current distinction between voluntary and involuntary vacancies; treat all vacancies the same regardless of the reason for the vacancy. (Unanimous in favor)

Public comment: 7:45 p.m.

Steve Scandalis provided comments regarding the following points: comment that allowing an appointment of two years or less opens up the same maneuvering that was there which lead to the change in 1975; comment that if council fails to agree on an appointee, that would possibly force a special election and may introduce a financial pressure to break the deadlock to agree on a candidate, which may not be the best for the residents of the City; expressed support for using the charter to narrow the options, reducing the opportunity for creative interpretation, and politicizing the decision; expressed support for placing the cap on the number of appointees at one to avoid multi-year and multi-seat manipulation; comment that extending the time of having a possible 3 to 3 vote is not necessarily a problem and means that the council must make a more convincing argument to their colleagues and the public, and to re-vote; requested consideration of the vote needed to appoint, and consideration of how an abstention should be handled.

Public comment closed 7:49 p.m.

Concluding discussion included:

- Discussion of the number of votes it would require to make an appointment;
- Discussion of additional subcommittee meeting(s), if needed;
- Discussion of next steps and guidance to staff;
- Request to get responses to some of the questions in the materials submitted by Committee Member Davis; and
- Request to place an item on the next agenda discussion of how to present the recommendations to Council.

Assistant City Attorney Melissa Tronquet provided concluding remarks on the next steps for the Committee to finalize recommendations to go to Council.

ADJOURNMENT

Chair Stone adjourned the meeting at 8 p.m.



City of Sunnyvale

Meeting Minutes - Final Charter Review Committee

Thursday, March 8, 2018

6:00 PM

Human Resources Training Room, 505 W.
Olive Avenue, Suite 202, Sunnyvale, CA
94086

CALL TO ORDER

Chair Lawrence Stone called the meeting to order at 6 p.m.

ROLL CALL

Present: 9 - Chair Lawrence Stone
Member Linda Davis
Member Hannalore Dietrich
Member Melinda Hamilton
Member Dawn Hopkins
Member John Howe
Member Marc Ketzel
Member Richard Mehlinger
Member Jack Walker

Absent: 2 - Vice Chair Carol Weiss
Member Amanda Richey

ORAL COMMUNICATIONS

Serge L. Rudaz encouraged the committee to take enough time to carefully tie up any loose ends to avoid unintended consequences and to generate its own report to present to the City Council.

Steve Scandalis spoke regarding a letter he sent to the committee.

CONSENT CALENDAR

- 1 [18-0224](#) Approve Charter Review Committee Meeting Minutes of February 22, 2018

City Clerk Kathleen Franco Simmons reported a correction to the minutes due to a technological error and stated copies of the corrected version have been provided to the committee.

Public comment opened at 6:08 p.m.

Zachary Kaufman commented that the minutes did not accurately reflect his comments and stated that what he was getting at was possibly enabling having a secondary body approve whatever the City Council's choice is.

Public comment closed at 6:10 p.m.

MOTION: Committee Member Mehlinger moved and Committee Member Davis seconded the motion to amend the minutes of the Charter Review Committee Meeting Minutes of February 22, 2018 to indicate as Mr. Kaufman said, that he wanted the Neighborhood Associations to approve the appointment rather than to make the appointment.

The motion carried by the following vote:

Yes: 8 - Chair Stone
Member Davis
Member Dietrich
Member Hopkins
Member Howe
Member Ketzel
Member Mehlinger
Member Walker

No: 0

Absent: 2 - Vice Chair Weiss
Member Richey

Abstain: 1 - Member Hamilton

GENERAL BUSINESS

2 [18-0225](#) Review of Draft Amendment to Charter Section 604

Assistant City Attorney Melissa Tronquet provided the report.

The committee reviewed the proposed Charter language from the 2/22/2018 meeting. Discussion, questions, comments and consensus included:

- Comments on section (d):
- Question of the rationale for why section (d) doesn't specify that the appointment

would be until the next election, rather than the next general municipal election;

- Comment that it wasn't clear that it was absolutely settled as that;
 - Support for the general municipal election approach as that allows the voters to consider all the City Council races together, the primary may have less voter turnout, and that the possibility of a five-seat election when the vacancy is among the three seats not up for election is about a 20% chance of that being the case;
- Comments on section (a)(6):
 - Comment relating to involuntary removal, with a suggestion to phrase it in such a way as to identify one or two things that people generally think of, such as mental incapacity;
 - Comment that there are too many options and it would be better to leave it up to common sense;
 - No additional comments on sections (a) or (b);
 - Comments on section (c):
 - Suggestion to include up front that the City Council can explicitly choose to call a special election, not just as a failure mode if they can't decide on an appointment after 60 days;
 - Comment that Council should also be able to choose from the outset to leave it vacant;
 - Comment that having the three options listed here may be more flexible;
 - Recommendation to strike the leave vacant option because it may not mathematically make sense to have the option to leave it vacant; so, in this section there would be only the two options, by special election or by appointment;
 - Support for including the vacant option;
 - Support for adding to "... by appointment by affirmative vote of at least four of the remaining council members..." the phrase: "...or the Council may call a special election."
 - Suggestion to resolve the question by increasing the 120 days from the date of calling a special election to 180 days; that would allow for striking the language about consolidation because the periods are the same; it could be left vacant for 6 months or up to 8 months because of the 60-day period;
 - Discussion of pros and cons with a 180-day vacancy;
 - Comments that a lengthy vacancy can result in ties and is a disservice to constituents;
 - Suggestion to list section (c) as an option to appoint, (d) is an option to elect, etc.;
 - Comment that the vote to appoint shouldn't have to be higher than four;

- Discussion of the phrase “from time to time”;
- Discussion of the phrase “which may include, but is not limited to...” and suggestion to end the sentence at “public process for appointment”;
- Discussion of replacing the word “policy” with “an ordinance” so that the process is in place before a vacancy occurs;
- Preliminary motion or straw vote: Should section (c) language be modified to eliminate the words “from time to time” and the last clause “...which may include...” to the end of the sentence? 8 - 0 - 1 (8 in favor; 0 opposed, 1 abstention by Committee Member Dietrich)

Public hearing opened at 7:01 pm

Steve Scandalis spoke to the process of taking public comment. Scandalis recommended on section (c), in the last sentence, the word “may” should become “shall”; he reiterated that the charter should narrow the options, and not leave things up to changes later; reiterated support for it to be vacant for an extended period of six to nine months, questioned how an abstention would affect the four affirmative votes needed to appoint. Regarding section (d), the first paragraph, Scandalis recommended the phrase “through the next General Municipal Election” be “the next available consolidated election” to have somebody serve until the next cost-effective point. Scandalis indicated that the clause as written appears to allow two-plus years’ appointment which the committee tried to make shorter. Regarding section (g), Scandalis advocated for no more than one of the members is a better option, both for appearances, and for acceptance by the public. Scandalis spoke in support of the addition of section (h).

Public hearing closed at 7:10 p.m.

Chair Stone facilitated continued discussion and motions on section (c):

PRELIMINARY MOTION: Committee Member Davis moved and Committee Member Howe seconded the motion that the following changes be made to the second sentence in part (c), subject to review by the City Attorney’s office strike the words “from time to time” and the final clause that begins with “which” and ends with “appointee.”

The motion carried by the following vote: Unanimous

PRELIMINARY MOTION: Committee Member Howe moved and Committee Member Mehlinger seconded the motion that the word “policy” be changed to “an

ordinance”.

The motion carried by the following vote: 5 - 4 (5 in favor by Committee Members Mehlinger, Dietrich, Davis, Howe, Hopkins; 4 opposed by Committee Members Ketzal, Stone, Hamilton, Walker)

Chair Stone facilitated continued discussion and motions on section (d):

- Clarification that section (d) as written indicates an appointment would be to fill a vacancy only until the next general municipal election, not the next general municipal election for that seat;
- Discussion regarding how this section interacts with term limits; any modification to term limits would require a separate charter amendment;
- Discussion regarding an appointment made during a period that is too late to file for an upcoming election and would result in an appointee serving over two-and-a-half years;
- Discussion regarding including more options such as the appointee would serve until any upcoming consolidated election or statewide election, such as a March or June primary;
- Suggestion to change “General Municipal Election” to “the next consolidated election”

PRELIMINARY MOTION: Committee Member Howe moved and Committee Member Hamilton seconded the motion to change “General Municipal Election” to “the next consolidated election”.

The motion carried by the following vote: 8 - 0 - 1 (8 in favor; 0 opposed; 1 abstention by Committee Member Mehlinger)

PRELIMINARY MOTION: Committee Member Walker moved and Committee Member Dietrich seconded the motion to amend the section to say that the appointment should be no longer than one year.

The motion failed by the following vote: 2 - 7 (2 in favor by Committee Members Walker and Dietrich; 7 opposed by Committee Members Mehlinger, Davis, Hopkins, Ketzal, Stone, Hamilton, Howe)

PRELIMINARY MOTION: Committee Member Howe moved and Committee Member Walker seconded the motion to strike the phrase “commencing at the first regular meeting in January, at which the City Council shall certify the election results, and shall continue until a successor is elected and qualified.”

FRIENDLY AMENDMENT: Committee Member Hamilton suggested inclusion of the

phrase “and until a successor is elected and qualified.”

The friendly amendment was accepted by the makers of the motion and second.

The motion carried by the following vote: Unanimous

Chair Stone facilitated continued discussion and motions on section (e):

PRELIMINARY MOTION: Committee Member Mehlinger moved and Committee Member Hamilton seconded the motion that section (e) be struck.

AMENDED MOTION: Committee Member Mehlinger amended the motion to include that the other half of this motion would be to say that the special election timeframe would be 240 days from the date the vacancy is declared.

Committee Member Hamilton declined to accept the amendment of the motion.

Committee Member Mehlinger withdrew the amended motion.

FRIENDLY AMENDMENT: Committee Member Hamilton offered a friendly amendment to add to section (e) to give the Council the ability to choose to call a special election instead of an appointment.

Committee Member Mehlinger accepted the friendly amendment.

RESTATED MOTION: Committee Member Mehlinger restated the amended motion is to strike all the existing text of section (e), and adding the choice that at any point during the 60-days when the Council is considering an appointment, they may instead by four affirmative votes call a special election.

The motion carried by the following vote: Unanimous

Chair Stone facilitated continued discussion and motions on section (f):

PRELIMINARY MOTION: Committee Member Mehlinger moved and Committee Member Davis seconded the motion that the phrase “within one hundred and twenty days” be struck and re-written to “within two hundred and forty days of the date when the vacancy has been declared.”

AMENDED AND RESTATED MOTION: Committee Member Mehlinger amended and restated the motion that, with the previous clause allowing the City Council to call a special election without a failure, or alternatively, “If the City Council fails to fill the vacancy by appointment or decides to call a special election, it shall be within two hundred and forty days” or “If the City Council chooses to call a special election or fails to fill the vacancy by appointment, it shall be within two hundred and forty

days.”

FRIENDLY AMENDMENT: Chair Stone offered a friendly amendment to say that if the City Council “elects” to call a special election.

Committee Member Mehlinger accepted the friendly amendment.

The first reading of the votes, the motion carried by the following vote: 6 - 3 (6 in favor by Committee Members Mehlinger, Dietrich, Davis, Stone, Walker, Howe; 3 opposed by Committee Members Ketznel, Hamilton, Hopkins)

Following a request to change a vote, the motion carried by the following vote: 5 - 4 (5 in favor by Committee Members Mehlinger, Davis, Stone, Walker, Howe; 4 opposed by Committee Members Ketznel, Hamilton, Hopkins, Dietrich)

Chair Stone facilitated continued discussion and motions on section (g):

PRELIMINARY MOTION: Committee Member Howe moved and Committee Member Walker seconded the motion to amend section (g) to change “two” to “one” for the number of appointments in the last sentence.

The motion failed by the following vote: 2 - 5 (2 in favor by Committee Members Howe and Walker; 5 opposed by Committee Members Mehlinger, Davis, Ketznel, Stone, Hopkins; 2 abstained by Committee Members Dietrich and Hamilton)

PRELIMINARY MOTION: Committee Member Mehlinger moved and Committee Member Davis seconded the motion that on section (g) strike “one hundred and twenty” and replace with “one hundred and eighty”.

The motion carried by the following vote: 8 - 1 (8 in favor by Committee Members Mehlinger, Dietrich, Davis, Stone, Walker, Howe, Ketznel, Hopkins, Dietrich; 1 abstention by Committee Member Hamilton)

Chair Stone facilitated continued discussion and motions on section (h):

PRELIMINARY MOTION: Committee Member Mehlinger moved and Committee Member Howe seconded the motion to strike section (h).

The motion carried by the following vote: Unanimous

- 3** [18-0243](#) Determine Report Preparation and Date for Charter Review Committee Final Recommendation to City Council on Amendment of Charter Section 604

Assistant City Attorney Melissa Tronquet provided a brief report and suggested the item could be continued to the next meeting. City Clerk Kathleen Franco Simmons

provided additional information.

Public hearing opened at 8:22 pm

Steve Scandalis spoke in support of continuing today's discussion until the March 22 meeting to bring back the formalized wording, set April 12 as a target date to have a report draft, and then April 26 to approve the report. Scandalis recommended the report format include a breakdown similar to the attachment in the report.

Public hearing closed at 8:24 pm

MOTION: Committee Member Mehlinger moved and Committee Member Howe seconded the motion to continue Item 3 to the next meeting.

The motion carried by the following vote: Unanimous

INFORMATION ONLY ITEMS

[18-0244](#)

Calendar Screenshots - Provided by Committee Member Mehlinger

ADJOURNMENT

Chair Stone adjourned the meeting at 8:25 p.m.



City of Sunnyvale

Meeting Minutes - Final Charter Review Committee

Thursday, March 22, 2018

6:00 PM

Human Resources Training Room, 505 W.
Olive Avenue, Suite 202, Sunnyvale, CA
94086

CALL TO ORDER

Chair Lawrence Stone called the meeting to order at 6:01 p.m.

ROLL CALL

Present: 10 - Chair Lawrence Stone
Vice Chair Carol Weiss
Member Linda Davis
Member Melinda Hamilton
Member Dawn Hopkins
Member John Howe
Member Marc Ketzel
Member Richard Mehlinger
Member Amanda Richey
Member Jack Walker

Absent: 1 - Member Hannalore Dietrich

ORAL COMMUNICATIONS

Steve Scandalis spoke regarding the background and scope of the review of Charter section 604 and provided recommendations.

GENERAL BUSINESS

1 [18-0293](#) Review and Approval of Draft Amendment to Charter Section 604

Assistant City Attorney Melissa Tronquet provided a report.
The committee reviewed the proposed Charter language from the 3/8/2018 meeting.

Discussion, questions, and comments included:

- Discussion of the rationale in sections (e) and (f) for choosing two hundred and forty days and one hundred and eighty days in the two instances for calling a special election;

- Discussion of section (f) relating to a maximum of two appointments;
- Discussion of section (c) clarifying the context for requiring affirmative votes of at least four members for calling a special election and for filling by appointment;
- Clarification of the term in (f): “if the appointment would result in more than two of the members serving on the council having been appointed...” to “members currently serving on the Council as appointees”;
- Discussion of whether the intent is to allow the choice to fill by appointment, call a special election or leave the seat vacant;
- Discussion of including a qualifier that if a seat is up for election within 240-days before the next general or special election, the council may leave the seat vacant;
- Discussion of the fail-safe mechanism or default, that if the Council does not make an appointment it shall call an election;

Public Hearing opened at 6:46 p.m.

Steve Scandalis provided comments, questions and suggestions on sections (a), (c), (d), and (f).

Public Hearing closed at 6:55 p.m.

Discussion, questions, and comments included:

- Discussion of the difference between a temporary appointment for military leave and a medical leave resulting in a vacancy;
- Clarification that a temporary appointment for a military leave would be outside this process and would count toward the maximum of two appointees;

MOTION: Committee Member Howe moved and Committee Member Hamilton seconded the motion to accept the language in section (f) as shown in redline text.

The motion carried unanimously.

Discussion, questions, and comments included:

- Discussion of clarifying sections (c) and (e), to change “...call a special election...” to “...call an election ...”;
- Discussion of clarifying calling an election to “fill the vacancy” vs. “fill the seat”;
- Discussion of various punctuation, eliminating “two hundred and forty days” in section (c) as it is covered in section (e), preference for “call an election”, and other points.

MOTION: Committee Member Howe moved and Committee Member Walker seconded the motion to accept section (c) as shown in redline text.

FRIENDLY AMENDMENT: Committee Member Mehlinger offered a friendly amendment to change: "...or call..." to: "... by calling an election." Committee Members Howe and Walker accepted the friendly amendment.

The motion carried unanimously.

MOTION: Committee Member Howe moved and Committee Member Walker seconded the motion to re-affirm the word "ordinance" in section (c).

The motion carried by the following vote: 9 – 1 (9 in favor, 1 opposed by Committee Member Hamilton)

MOTION: Committee Member Davis moved and Committee Member Ketzel seconded the motion to amend the last sentence of section (c) to establish a public process for appointment.

The motion carried by the following vote: Unanimous

Discussion, questions, and comments on section (d) included:

- Reconsideration of the discussion of having a general municipal election or consolidating with a statewide; discussion of concerns about having five seats up for election at one time, with a 21.4% chance of that happening, if one of three council seats that are not currently up for election to become vacant; the problem with a forced statewide election is that if a seat goes vacant in the second half of its term, that seat will go up for the statewide election, then immediately go up for the following general municipal election, 6 to 9 months later, with a 33% chance of that happening; the 21% chance scenario is better than the 33% chance of a double election.

MOTION: Committee Member Mehlinger moved and Committee Member Howe seconded the motion to strike "next statewide election" in section (d) and go back to "until the next general municipal election".

RESTATED MOTION: Committee Member Mehlinger restated the motion is "shall hold office until the next general municipal election" and then everything between "or" and "whichever occurs sooner" should be struck.

The motion failed by the following vote: 1 – 9 (1 in favor by Committee Member Mehlinger, 9 opposed)

MOTION: Committee Member Davis moved and Committee Member Mehlinger seconded the motion that the language in section (d) be changed to “If a vacancy is filled by appointment, the appointee shall hold office until the next general municipal election or a special municipal election consolidated with an earlier statewide election”, or in other words, strike “whichever occurs sooner.”

FRIENDLY AMENDMENT: Committee Member Mehlinger offered a friendly amendment to amend the motion to give staff direction to come up with language indicating that the Council has the power to choose whether the term ends at the next statewide or the next general municipal election.

RESTATED FRIENDLY AMENDMENT: Committee Member Mehlinger stated the friendly amendment is to give staff direction to come up with language to turn what was previously decided to be a mandatory duty of the Council to have an election to fill the vacancy consolidated with the next statewide election or the next general municipal election and change that to something that is discretionary. Committee Member Davis accepted the friendly amendment.

The motion as amended failed by the following vote: 4 – 6 (4 in favor by Committee Members Hopkins, Davis, Hamilton, Mehlinger, 5 opposed by Committee Members Weiss, Ketzler, Stone, Howe, Walker)

MOTION: Committee Member Howe moved and Committee Member Walker seconded the motion to accept the language in section (d) as written.

The motion carried by the following vote: Unanimous

MOTION: Committee Member Walker moved and Committee Member Howe seconded the motion to accept section (e) as written in redline text.

The motion carried by the following vote: Unanimous

MOTION: Committee Member Davis moved to take a second vote on the new dates that have been put into the recommended language. Following discussion Committee Member Davis withdrew the motion.

MOTION: Committee Member Howe moved and Committee Member Hamilton seconded the motion to accept all the changes voted on at this meeting.

The motion carried by the following vote: Unanimous

- 2 [18-0294](#) Determine Report Preparation and Date for Charter Review Committee Final Recommendation to City Council on Amendment of Charter Section 604 - Continued from March 8, 2018

Public hearing opened at 8:08 pm

Steve Scandalis provided comments relating to a five-member subcommittee.

Public hearing closed 8:08

MOTION: Committee Member Howe moved to form a subcommittee of up to five members to draft a report and bring it back to the Committee of the whole for approval, recommended the group makes Committee Member Amanda Richey as the Chair, and provided direction to staff to facilitate this in any way needed including meeting room if necessary. Member Howe requested volunteers for the Subcommittee. Members Linda Davis, Dawn Hopkins, and Richard Mehlinger volunteered.

Committee Member Richey consented to be on the Subcommittee and to serve as Chair.

AMENDED MOTION: Committee Member Howe amended the motion that the Chair can add one more member to the Subcommittee.

The motion carried by the following vote: Unanimous

ADJOURNMENT

Chair Stone adjourned the meeting at 8:16 p.m.



City of Sunnyvale

Meeting Minutes - Final Charter Review Committee

Thursday, April 12, 2018

6:00 PM

Human Resources Training Room, 505 W.
Olive Avenue, Suite 202, Sunnyvale, CA
94086

CALL TO ORDER

Chair Stone called the meeting to order at 6 p.m.

ROLL CALL

Present: 11 - Chair Lawrence Stone
Vice Chair Carol Weiss
Member Linda Davis
Member Hannalore Dietrich
Member Melinda Hamilton
Member Dawn Hopkins
Member John Howe
Member Marc Ketzel
Member Richard Mehlinger
Member Amanda Richey
Member Jack Walker

Committee Member Hamilton arrived at 6:05 p.m.; Committee Member Davis arrived at 6:10 p.m.

ORAL COMMUNICATIONS

No speakers.

CONSENT CALENDAR

1.A [18-0233](#) Approve Charter Review Committee Meeting Minutes of March 8, 2018

MOTION: Committee Member Howe moved and Committee Member Hopkins seconded the motion to approve the Charter Review Committee Meeting Minutes of March 8, 2018 as submitted.

The motion carried by the following vote: Unanimous

GENERAL BUSINESS

- 2 [18-0345](#) Review and Discussion of Subcommittee's proposal for revision to the March 22nd draft recommendation for amending Charter Section 604 and possible action to adopt recommendation for amending Charter Section 604.

Assistant City Attorney Melissa Tronquet provided a brief introduction.

Committee Member/Subcommittee Chair Amanda Richey provided information regarding the Subcommittee's draft report.

Discussion, comments and recommendations included:

- Recommendation to standardize language for consistency;
- Recommendation to take the last sentence of subsection (c) "The Council shall adopt an ordinance establishing a public process for appointment" and move it to a new section following section (d), becoming the new section (e);
- Discussion about whether "statewide elections" included statewide special elections;
- Discussion of adding the words "a regularly scheduled" statewide election, or using "statewide, general or primary election";
- Correction in section (b), to change "In the event of a vacancy in the Council" to "In the event of a vacancy on the Council";
- Request to consider delaying final decision about section (d) until the committee addresses the supplemental materials provided by Committee Member Davis.

Public comment opened at 6:14 p.m.

Steve Scandalis provided comments relating to the materials provided and the perspective of the public on the scope of the subcommittee's charge to draft the report.

Serge L. Rudaz requested the other speaker to represent comments as his own and not as representative of the public, as he has a different understanding.

Public comment closed at 6:25 p.m.

MOTION: Committee Member Mehlinger moved and Committee Member Howe seconded the motion to request the City Attorney to go through and make sure the

terms and capitalization are consistent, i.e. City Council, Council, and Councilmember, and prepare a version with those made internally consistent. The motion carried by the following vote: Unanimous

MOTION: Committee Member Mehlinger moved and Committee Member Hamilton seconded the motion to move the final sentence of section (c) to after section (d), to become section (e) as shown on the screen, and re-lettering the remaining sections. The motion carried by the following vote: Unanimous

MOTION: Committee Member Mehlinger moved to exclude statewide special elections for purposes of section (d). The motion as stated was not seconded.

MOTION: Committee Member Richey moved a straw motion and Committee Member Walker seconded the motion to keep the language in section (d) as is. The motion carried by the following vote: 9 - 2 (9 in favor, 2 opposed by Committee Members Mehlinger and Davis)

3 [18-0344](#) Review and Discussion of Draft Report to the City Council on Charter Review Committee Recommendations for Amending Charter Section 604

Subcommittee Chair Richey reviewed the draft Report to Council.

Discussion, comments and recommendations included:

- Suggestion to revise the reference to future cost savings on page 3, as costs will depend on future actions of future councils;
- Request to review supplemental materials;
- Suggestion to articulate the committee's main guiding concepts and goals;
- Request for additional input and assistance with the introductory paragraph and other areas in brackets.

Public comment opened at 6:53 p.m.

Steve Scandalis provided comments on the draft report.

Public comment closed at 7:03 p.m.

Committee Member Linda Davis provided a presentation of supplemental materials dated 4/12/2018 of charts depicting example cases of vacancies under two

scenarios.

Discussion, comments and recommendations included:

- Suggestion to simplify the complex information provided in the charts using specific scenarios and provide information to the effect that there are certain scenarios such as a short-term appointment that leads to higher costs;
- Suggestion to provide a simple graphic flow chart and to use this to show the edge cases or outlying cases that might occur;
- Comments regarding probabilities for the different cases with the range of dates;
- Comment in support of adding the charts as an addendum but in a more general fashion.

Public comment opened at 7:44 p.m.

Steve Scandalis provided comments on the Committee's recommendation and the charts provided in the supplemental materials.

Public comment closed at 7:49 p.m.

Continued discussion, comments, and recommendations included:

- Discussion of using more or less specific cost figures in the report;
- Discussion of using specific individuals' names in the report or using references to seat number only;
- Suggestion to include what other cities do and include a flow chart;

MOTION: Committee Member Howe moved a straw vote and Committee Member Mehlinger seconded the motion to leave the names in the report.

The motion carried by the following vote: 6 - 5 (6 in favor by Committee Members Richey, Weiss, Mehlinger, Hopkins, Hamilton and Stone; 5 opposed by Committee Members Ketzler, Deitrich, Howe, Walker and Davis)

MOTION: Committee Member Mehlinger moved and Committee Member Hamilton seconded the motion to ask: Should the subcommittee provide visuals demonstrating specific cases, as the example provided by Committee Member Davis?

The motion carried by the following vote: 10 - 1 (10 in favor, 1 opposed by Committee Member Ketzler)

ADJOURNMENT

Chair Stone adjourned the meeting at 8:15 p.m.



City of Sunnyvale

Administrative Minutes - Draft Charter Review Committee

Thursday, April 26, 2018

6:00 PM

Human Resources Training Room, 505 W.
Olive Avenue, Suite 202, Sunnyvale, CA
94086

CALL TO ORDER

Chair Stone called the meeting to order at 6 p.m.

ROLL CALL

Present: 10 - Chair Lawrence Stone
Vice Chair Carol Weiss
Member Linda Davis
Member Melinda Hamilton
Member Dawn Hopkins
Member John Howe
Member Marc Ketzel
Member Richard Mehlinger
Member Amanda Richey
Member Jack Walker
Absent: 1 - Member Hannalore Dietrich

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

- 1.A 18-0292** Approve Charter Review Committee Meeting Minutes of March 22, 2018
- 1.B 18-0406** Approve Charter Review Committee Meeting Minutes of April 12, 2018

MOTION: Committee Member Davis moved and Committee Member Mehlinger

seconded the motion to amend the March 22, 2018 minutes, on page 2, the bullet point above “Motion”, to change the last half of the sentence to “but would count toward the maximum of two appointees.”

The motion carried by the following vote: Unanimous

Public comment opened at 6:06 p.m.

Steve Scandalis requested inclusion in the April 12 meeting minutes that Chair Stone requested he provide written input.

Public comment closed at 6:08 p.m.

MOTION: Committee Member Davis moved and Committee Member Mehlinger seconded the motion to amend the April 12, 2018 minutes, on page 3, the last sentence, to strike “three ” and replace with “two" to indicate "two scenarios.”

The motion carried by the following vote: Unanimous

MOTION: Committee Member Walker moved and Committee Member Weiss seconded the motion to approve the Charter Review Committee Meeting Minutes of March 22, 2018 as amended.

The motion carried by the following vote: Unanimous

MOTION: Committee Member Weiss moved and Committee Member Walker seconded the motion to approve the Charter Review Committee Meeting Minutes of April 12, 2018 as amended.

The motion carried by the following vote: Unanimous

GENERAL BUSINESS

- 2** **18-0407** Review and Approval of Final Charter Review Committee Report and Recommendation to City Council Regarding Amending City of Sunnyvale Charter Section 604 (Council Vacancies)

Committee Member Amanda Richey provided a report.

Public hearing opened at 6:42 p.m.

Steve Scandalis provided recommendations on the report and submitted written materials.

Public hearing closed at 6:57 p.m.

MOTION: Committee Member Richey moved and Committee Member Mehlinger seconded the motion modify Section 1, to delete the second bullet which reads: "Vacancies should be as short a duration as possible" as it is redundant with the fifth bullet which reads: "A Council seat should not be left vacant for an extended period of time."

FRIENDLY AMENDMENT: Committee Member Mehlinger offered a friendly amendment to move the fifth bullet into the second's place. Committee Member Richey accepted the friendly amendment and clarified that it is to delete the second bullet and move the fifth bullet into its place.

The motion as amended carried by the following vote: 8 – 2 (Committee Members Howe and Richey dissented)

MOTION: Committee Member Richey moved and Committee Member Hamilton seconded the motion with regard to Page 4, the second-to-last bullet which reads: "Higher voter turnout is considered to be better", to keep it as is.

The motion carried by the following vote: 7 – 3 (Committee Members Ketzell, Weiss and Stone dissented)

MOTION: Committee Member Richey moved and Committee Member Walker seconded the motion with regard to the paragraph above Section 4 which lists the charter amendments, to add the amendment referenced by Mr. Scandalis as listed in the charter for the 1982 amendment.

The motion carried by the following vote: Unanimous

MOTION: Committee Member Richey moved and Committee Member Mehlinger seconded the motion with regard to Section 6 for Cost Savings and Fiscal Impact, to remove all of the language that discusses cost savings to candidates, in the first

and third paragraph and any references in the introduction.

Committee Member Richey restated the motion as removing the language that references the benefit of cost savings to candidates from the first and the third

paragraph.

The motion carried by the following vote: Unanimous

MOTION: Committee Member Richey moved and Committee Member Hamilton seconded the motion to keep the language as is in paragraph 2 of Section 6 with the cost approximations of \$800,000 to \$1,300,000.

Chair Stone ruled the motion out of order.

MOTION: Committee Member Hamilton moved and Committee Member Mehlinger seconded the motion to amend the language in Section 6, paragraph 2 to add an explanation in a footnote that the \$800,000 to \$1.3 million estimate comes from the Santa Clara County Registrar of Voters office.

The motion carried by the following vote: Unanimous

MOTION: Committee Member Richey moved and Committee Member Mehlinger seconded the motion to revise Section 9 to delete the end of the first sentence: “when voting upon a Charter amendment that gives the Council the power to fill vacancies by appointment.”

FRIENDLY AMENDMENT: Committee Member Mehlinger offered a friendly amendment to, including the deletion, to amend the sentence: “...to have an open and transparent appointment process defined by an ordinance.” Following discussion, Committee Member Mehlinger withdrew the friendly amendment.

The motion carried by the following vote: Unanimous

MOTION: Committee Member Richey moved and Committee Member Mehlinger seconded the motion to make edits to the example chart attachments: revise the header to read “Attachment 6”; include the starred footnote from the second and third page on the first page; and edit the text next to the gold box to change “2020” to “2022”.

The motion carried by the following vote: Unanimous

MOTION: Committee Member Richey moved and Committee Member Hamilton

seconded the motion to revise Section 11, first sentence, to read: “The Committee had many thoughtful and detailed discussions...”

The motion carried by the following vote: Unanimous

MOTION: Committee Member Richey moved and Committee Member Hamilton seconded the motion in reference to number 7 on the document Steve Scandalis provided, relating to Section (c) of the “Committee’s Charter Recommendation” table, to correct the explanation to: “If the Council cannot achieve a decision within 60 days, provision (f) mandates that an election be called to fill the vacancy. See provision (f)...”

The motion carried by the following vote: Unanimous

MOTION: Committee Member Richey moved and Committee Member Mehlinger seconded the motion to delete the second paragraph in Section (e) of the explanation in the chart.

The motion carried by the following vote: Unanimous

MOTION: Committee Member Richey moved and Committee Member Mehlinger seconded the motion to edit footnotes 7 and 8 on Page 14, to read: “See footnote 6.”

The motion carried by the following vote: Unanimous

MOTION: Committee Member Mehlinger moved and Committee Member Weiss seconded the motion in reference to number 10 on the document provided by the member of the public, to add a bullet to the bullets in Section 10 Flow Chart and Examples, reading: “If the Council decides to fill the vacancy by election, an election will be called within two hundred and forty (240) days of the date the vacancy is declared” and in addition, a second bullet point: “If two appointees are serving on the Council, an election will be called within 180 days of the date the vacancy is declared.”

The motion failed by the following vote: 1 – 9 (1 in favor by Councilmember Weiss)

MOTION: Committee Member Howe moved and Committee Member Weiss seconded the motion to accept the entire report as amended.

The motion carried by the following vote: Unanimous

ADJOURNMENT

Chair Stone adjourned the meeting at 7:26 p.m.



City of Sunnyvale

Agenda Item

18-0425

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Receive Transient Occupancy Tax and Real Property Transfer Tax Polling Results and Provide Direction to Staff on Next Steps

BACKGROUND

City Council sponsored a study issue to identify and evaluate the potential of new revenue strategies for the City (FIN 17-01). Staff presented a variety of revenue sources to Council in October 2017. In consideration of the upcoming 2018 General Election, Council focused on revenue sources requiring voter approval.

On November 28, 2017, Council approved a Budget Modification (No. 24) for Advisory Services, including public opinion polling and education outreach. Council directed staff to explore moving forward with a general tax ballot measure focusing on Real Property Transfer Tax, Transient Occupancy Tax or Business License Tax.

EXISTING POLICY

Council Policy, Chapter 7, *Planning and Management*, Policy B.1.1 - The City will maintain a diversified and stable revenue base, not overly dependent on any land use or external funding source.

Council Policy, Chapter 7, *Planning and Management*, Policy B.1.4 - When considering a new tax or revenue source or an increase in an existing tax or revenue source, the following criteria should be considered:

- Community/Voter Acceptance
- Competitiveness with surrounding communities
- Efficiency of revenue collection and enforcement
- Effectiveness in generating sufficient revenues in the short and long-term to justify its establishment
- Enhancement of revenue diversity to promote stability and provide protection from downturns in business cycles
- Equity/Fairness in distribution of the revenue burden on various segments of the community

ENVIRONMENTAL REVIEW

This action is exempt from review under the California Environmental Act (CEQA) in that it involves fiscal and administrative activities that will not result in direct or indirect changes to the environment, and which do not commit the City to any specific project that may result in a potentially significant impact on the environment. (CEQA Guidelines, Section 15378(b)(4) and (b)(5).)

DISCUSSION

The City retained the services of Fairbank, Maslin, Maullin, Metz & Associates (FM3) to conduct voter opinion polling on potential revenue ballot measures. FM3 conducted polling on two measures: an increase to the City’s Transient Occupancy Tax (TOT) rate and an increase to the Real Property Transfer Tax (RPTT) rate.

The Transient Occupancy Tax is charged on hotel, corporate rental and short-term rental guests with stays less than 30 days in length. The Real Property Transfer Tax is charged when a property is sold and is usually shared between the buyer and seller.

Likely November 2018 Sunnyvale voters were polled via online and telephone survey methods. A total sample of 552 respondents were surveyed, 60% online and 40% via phone. All respondents were asked about both potential ballot measures, but the sample was split so that half were asked about TOT first and the other half were asked about RPTT first. The sample was selected and weighted to be consistent with the demographic profile of registered Sunnyvale voters for gender, age, household income and ethnicity. Based on the sample size the poll had a margin of error of approximately 4.9% for the overall sample.

Transient Occupancy Tax

Increasing the City’s Transient Occupancy Tax would require voter approval by a simple majority of voters. A draft ballot question was created to test voter opinion on increasing the TOT tax rate from 10.5% to 12.5%. The results showed a 71% initial approval rating, rising to 74% by the end of the survey. Respondents hearing about the TOT measure after the RPTT measure had the highest approval rating, 77%, by the end of the survey.

The increase in the TOT rate would bring Sunnyvale to a similar level as some neighboring communities. Below is a chart of current rates for cities in Santa Clara County.

City	Rate
Palo Alto	14.0%
San Jose*	14.0%
Los Gatos, Cupertino, Campbell	12.0%
Sunnyvale	10.5%
Los Altos, Milpitas, Morgan Hill, Mountain View, Saratoga	10.0%
Santa Clara**	9.5%
Gilroy	9.0%

* San Jose has an additional 4.0% Convention Center Facilities District tax on hotel properties within the district.

** Santa Clara has an additional 2.0% Community Facilities District tax on properties (including hotels) in the vicinity of Levi’s stadium.

The poll also looked for understanding the reasons respondents may support a TOT measure. Reasons included attaining tax parity with other communities (76%), keeping crime rates low / 9-1-1 response times (74%) and maintaining community parks (73%). Reasons respondents may oppose the measure included preferring to raise developer fees (76%) instead of taxes, or respondents felt

there were already too many fees and taxes (66%).

Next steps for a TOT ballot measure would be to finalize a ballot question based on survey findings. This can be brought back to Council for final approval, along with the needed resolutions to place the measure on the November ballot.

Real Property Transfer Tax

Increasing the City's Real Property Transfer Tax would require voter approval by a simple majority of voters. A draft ballot question was created to test voter opinion on increasing the rate from \$0.55 to \$3.30 per one thousand dollars in assessed value.

This increase would be in line with charter cities such as Mountain View, Palo Alto and San Jose. Only charter cities may modify their RPTT rate. Any change to the City rate would trigger a corresponding increase by Santa Clara County. Currently the City of Sunnyvale rate is \$0.55 and the County rate is \$0.55, for a total combined rate of \$1.10. Any modification to the City's rate would increase the County rate to \$1.10.

The polling results showed a 33% initial approval rating for the proposed RPTT measure. Respondents asked about this measure before the TOT measure had a 41% rating, but when hearing about this measure after TOT, approval fell to 24%. By the end of the survey, overall support remained at 33%. Respondents were particularly concerned with the high costs of housing (79%).

Based on the polling results, a Real Property Transfer Tax measure is not likely to be successful. Neither FM3 nor staff recommend moving forward with a ballot measure. Also, placing multiple tax measures on the same ballot would likely diminish the chances of passing any of the measures.

Election Timing

To place any measure on the November 2018 ballot, action must be taken by Council on or before the July 31, 2018 Council meeting (but would preferably be taken sooner). Once action is taken to place a measure on the ballot, it would be followed by a 14-day period to provide written arguments for or against the measure. This is followed by a 10-day period for rebuttal arguments. Election day is November 6, 2018 and results would likely be ratified and approved by Council on December 18, 2018.

FISCAL IMPACT

Polling services were funded from the Evaluation of New Revenue Strategies Project Budget (833620) and Budget Modification No. 24 approved by Council in November 2017. The preparation and distribution of public education materials for a ballot measure, as needed, would be funded from this same project budget. Election costs will also increase for any measure Sunnyvale places on the ballot. The FY 2018/19 Recommended Budget includes the cost for up to three potential ballot measures.

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.

ALTERNATIVES

1. Direct staff to return to Council with actions necessary to place a ballot measure on the November 2018 ballot to increase the Transient Occupancy Tax rate from 10.5% to 12.5%
2. Do not direct staff to return to Council with actions necessary to place a ballot measure on the November 2018 ballot to increase the Transient Occupancy Tax rate from 10.5% to 12.5%
3. Provide alternative direction to staff on placing a ballot measure to increase the Transient Occupancy Tax rate from 10.5% to 12.5% on the November 2018 ballot

STAFF RECOMMENDATION

Alternative 1: Direct staff to return to Council with actions necessary to place a ballot measure on the November 2018 ballot to increase the Transient Occupancy Tax rate from 10.5% to 12.5%.

Prepared by: Beth Goodsell, Senior Management Analyst

Reviewed by: Timothy J. Kirby, Director, Finance

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. FM3 Summary of Polling Results



TO Interested Parties

FROM Curt Below and Laura Covarrubias
FM3 Research

RE: Summary of Recent City of Sunnyvale Survey Results

DATE May 3, 2018

Fairbank, Maslin, Maullin, Metz & Associates (FM3) recently completed a survey with Sunnyvale voters to provide the City with feedback regarding the viability of two possible revenue-generating measures, quality of life issues, and essential service spending priorities.¹ The survey found that Sunnyvale voters hold favorable views of their City government and the quality of services it provides. Voters are also very receptive to a potential measure increasing Sunnyvale's Transient Occupancy Tax, but are far more skeptical about a potential measure increasing the City's Real Property Transfer Tax.

Key findings from the survey include:

Overall Perceptions of Sunnyvale

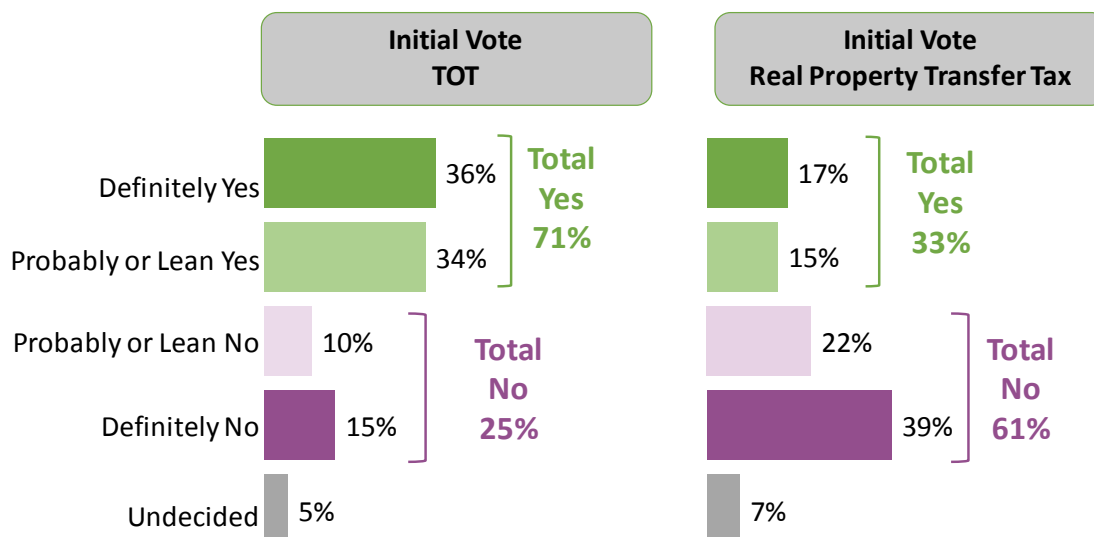
- **Voters have an overall positive perception of the local government and enjoy living in Sunnyvale.** Almost half of all respondents (47%) see the City of Sunnyvale as headed in the "right direction," while only 17 percent see it as off in the "wrong track." Additionally, nearly two-thirds (64%) approve of the job being done by Sunnyvale City Government, overall. Similarly, 57 percent of voters approve of Sunnyvale's Mayor and City Council, although 23 percent were not sure how to rate the Council. Further understating these positive impressions, three quarters (75%) of voters feel the services provided by the City of Sunnyvale are "excellent" or "good," which is comparable to impressions assessed in a similar 2016 survey.
- **Sunnyvale voters are most concerned with the cost of housing.** Over three-fourths (79%) of voters indicated they felt the cost of housing is an "extremely" or "very serious problem." Other issues that were seen as "extremely" or "very serious problems" by majorities include *traffic congestion on local streets and roads* (64%) and *the cost of healthcare* (56%). In contrast, *crime in general* was seen as an "extremely" or "very serious problem" by only 20 percent of all voters. The least serious problem was *airplane noise*, which only 17 percent reported it as an "extremely" or "very serious problem," while 63 percent felt it was a "not too serious of a problem."

Revenue-Generating Measures

Voters were given two potential measures designed to generate revenue for general-purpose funds: A Transient Occupancy Tax (TOT)ⁱⁱ, and a Real Property Transfer Taxⁱⁱⁱ. Before hearing the measures, voters were explained that both measures could potentially appear on the same ballot in an upcoming election. To avoid selection bias, half of all respondents heard the Transient Occupancy Tax first, and the Real Property Tax second. The other half heard the two measures in reverse order. Key findings on voters’ reaction to the measures include:

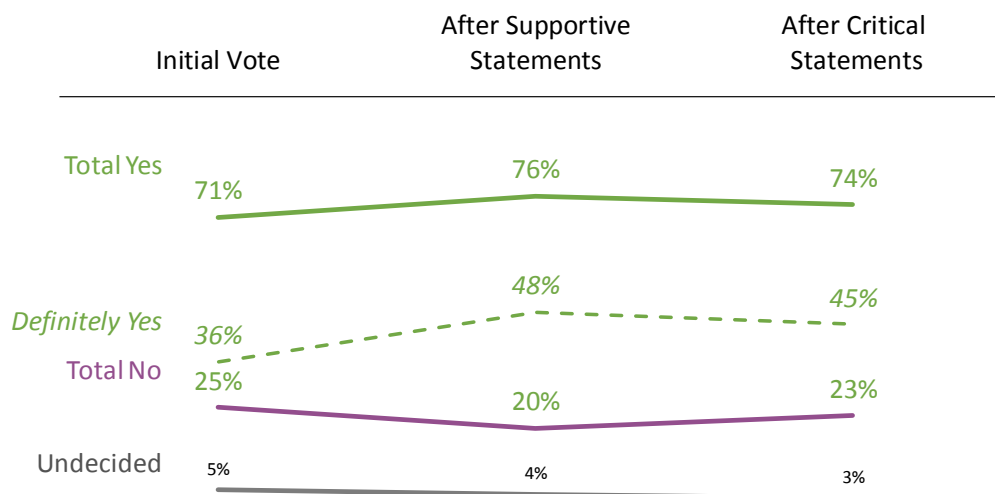
- Sunnyvale voters are overwhelmingly more supportive of increasing the City's TOT over increasing the City's Real Property Transfer Tax.** As shown in Figure 1, 71 percent of all voters initially responded they would vote in favor of the TOT measure, while only a quarter (25%) reported they would vote against it. In contrast, only a third (33%) of all voters initially supported the Real Property Transfer Tax measure, while 61 percent indicated they would vote against it.

Figure 1: Initial Votes on Measures Increasing Sunnyvale's TOT and Real Property Transfer Tax



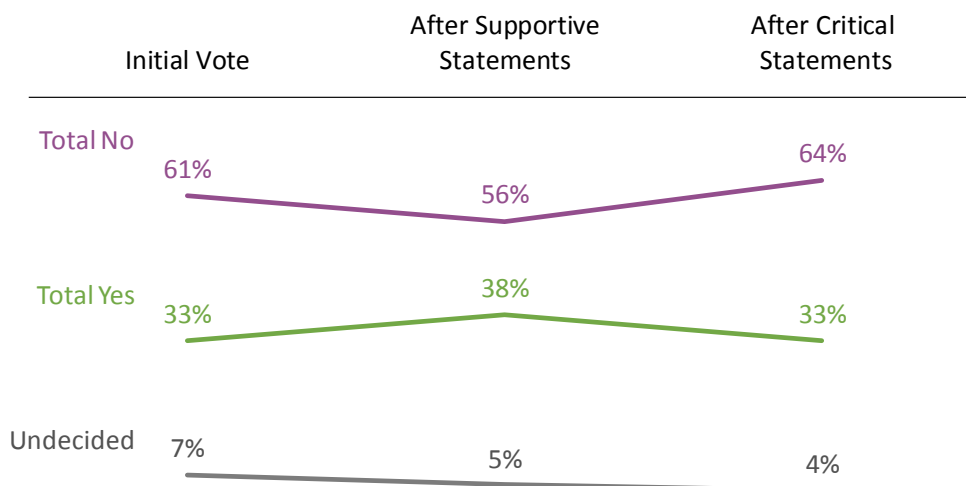
- Overall support for the TOT remained high as voters heard more about the measures.** Survey respondents were presented with a series of statements that provided both positive information and critiques of the measures. After hearing statements supporting the measures, support for the TOT peaked at 76 percent (Figure 2 on the following page). After hearing statements opposing the measures, support for the TOT held relatively steady at 74 percent. Furthermore, the number of voters who indicated they would "definitely" vote "yes" in favor of the measure increased to 48 percent after hearing positive statements, indicating strong support for the measure.

Figure 2: Progression of Support for the Potential TOT Measure



- In contrast, support for the Real Property Transfer Tax measure remained low throughout the survey.** Unlike the TOT measure, support for the Real Property Transfer Tax measure failed to reach its majority vote threshold at any point in the survey, even after survey respondents were presented with supportive statements.

Figure 3: Progression of Support for the Real Property Transfer Tax Measure



- Maintaining public safety services is a top spending priority for a majority of voters.** Respondents were presented, in random order, with a list of various City spending areas and projects that could potentially be funded by resulting revenue from the measures. As shown in Figure 4, *maintaining police, fire and 911 emergency response times* was the most often selected as an "extremely" or "very important" project to fund, with half of all respondents (51%) indicating it was an "extremely important" spending area. Similarly, *maintaining police response to violent crimes* was selected by 86 percent of all voters as "extremely" or "very important" to fund, and was the most often selected as an "extremely important" item by all voters (53%). Other public safety spending areas were also seen as "extremely" or "very important" by at least three-quarters of voters, including *maintaining fire protection services* and *maintaining police response to property crimes, such as burglaries*. Non-public safety spending priorities in this top tier included broader fiscal and service goals (e.g., *maintaining the City of Sunnyvale's financial stability* and *maintaining essential City services*), *maintaining parks and school open space areas*, and *improving the flow of traffic through the City*.

Figure 4: Top Spending Priorities for New City Revenue

Potential Spending Priority	Extremely Important	Extremely/Very Important
Maintaining police, fire and 911 emergency response times	51%	89%
Maintaining fire protection services	44%	87%
Maintaining police response to violent crimes	53%	86%
Maintaining police response to property crimes, such as burglaries	43%	85%
Maintaining the City of Sunnyvale's financial stability	35%	82%
Maintaining essential City services	34%	79%
Maintaining parks and school open space areas	38%	78%
Improving the flow of traffic through the City	40%	77%

Conclusions

Overall, a majority of voters like living in Sunnyvale, view City government favorably, and believe it is doing a good job providing services, though they are clearly concerned about housing and healthcare costs, and traffic congestion on local streets. When presented with two possible revenue-generating measures, a majority of voters support a measure increasing the City's TOT, but are not currently supportive of increasing the City's Real Property Transfer Tax, as least in the structure proposed in this survey. Additionally, voters prioritize spending any new City revenues on maintaining a variety of public safety services, along with broader fiscal stability, maintaining parks and open spaces, and improving traffic flow.

ⁱ **Methodology:** FM3 conducted a survey online and by telephone between April 3-9, 2018, consisting of 552 registered voters in the City of Sunnyvale likely to vote in the November 2018 Election. The margin of error for the full sample is $\pm 4.9\%$ with a 95% confidence interval. Margins of error for population subgroups will be higher. Some percentages may not sum to 100% due to rounding.

ⁱⁱ The TOT measure was described as a measure that would protect and maintain essential City services by increasing the transient occupancy tax paid only by hotel guests from 10.5% to 12.5%.

ⁱⁱⁱ The Real Property Transfer Tax measure was described as a measure that would protect and maintain essential City services by increasing the City's real property transfer tax, charged when a property is sold, from .55¢ to \$3.30 per \$100,000 of assessed value.



City of Sunnyvale

Agenda Item

18-0305

Agenda Date: 5/22/2018

REPORT TO CITY COUNCIL

SUBJECT

Consider Draft 2018 Housing and Urban Development (HUD) Action Plan

SUMMARY OF COMMISSION ACTION

The Housing and Human Services Commission (HHSC) considered this item on April 18, 2018 and May 16, 2018 (see Attachment 1 for the staff report to the HHSC updated for the May 16 meeting with actual grant amounts from HUD). Five commissioners were absent at the April 18 meeting. Without a quorum, the commission was not able to vote on this item. Two commissioners were present, including the Chair. The Chair opened the public hearing to allow members of the public to comment on the draft Action Plan. One member of the public commented on the draft Action Plan. Please see the meeting minutes (Attachment 4) for details. Staff agreed to poll the commissioners after the meeting, to see if it might be possible to schedule another meeting prior to the May 22 Council meeting date to allow the HHSC to vote on this item. The results of that effort were that a special meeting was been scheduled for May 16, 2018. Staff will orally report the HHSC actions and comments at the City Council meeting.

One public comment letter was received just prior to the HHSC April 18 meeting and is provided in Attachment 5 to this report.

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. Notice of public hearings, including the 30-day public comment and review period, was posted at City Hall and published in the Sunnyvale Sun newspaper on April 13, 2018. A draft of the 2018 Action Plan was made available for public review at the One Stop Permit Center at City Hall, at the Sunnyvale Library, and on the City's website for the required minimum 30-day review period prior to City Council action.

ALTERNATIVES

1. Approve 2018 HUD Action Plan as provided in Attachment 2 to this Report.
2. Approve 2018 HUD Action Plan with modifications.

STAFF RECOMMENDATION

Alternative 1: Approve 2018 HUD Action Plan as provided in Attachment 2 to the staff Report.

Approval of the Action Plan will allow the City to receive the 2018 CDBG and HOME grants and use them to address local needs for affordable housing and related programs, consistent with the 2015-

2020 Consolidated Plan. Most of these projects leverage additional funding from other sources. The HHSC reviewed and recommended funding the sole proposal received in response to this year's capital projects Request for Proposals at its March meeting. Funding for that project is included in the draft Action Plan.

Prepared by: Suzanne Isé, Housing Officer

Reviewed by: Trudi Ryan, Director of Community Development Department

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Report to HHSC 18-0457, May 16, 2018 (without attachments)
2. Draft 2018 Action Plan (*updated after HHSC April meeting*)
3. Draft Minutes of March 28, 2018 HHSC Meeting

Additional Attachments for Report to Council

4. Draft Minutes of April 18, 2018 HHSC Meeting
5. Public Comment Letters Received



City of Sunnyvale

Agenda Item

18-0457

Agenda Date: 5/16/2018

REPORT TO HOUSING AND HUMAN SERVICES COMMISSION

SUBJECT

Consider Draft 2018 Housing and Urban Development (HUD) Action Plan

REPORT IN BRIEF

The City must submit an Action Plan to HUD every year in order to receive federal entitlement grants from the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Programs. The draft 2018 HUD Action Plan ("Action Plan") provided in Attachment 2 has been prepared in accordance with federal requirements governing the use of these entitlement grants, including the citizen participation requirements. HUD is the federal agency that administers and regulates these grants. The Action Plan sets forth the proposed uses of the CDBG and HOME funds projected to be available in the coming fiscal year, as shown in Table 1 in the Discussion section of this report. These funds may be used for eligible community development activities to meet the priority and/or unmet needs, primarily of lower-income residents, described in the City's HUD Consolidated Plan.

The Commission held a public hearing on the draft Action Plan at its April 18, 2018 meeting. Due to a lack of a quorum, the Commission was not able to take action at that meeting and this item was rescheduled for consideration at the May 16 meeting. Since the April meeting, staff has received the 2018 grant allocations from HUD, and has made minor updates to the draft Action Plan and to this report to replace the estimates with the actual 2018 grant amounts.

The City Council is scheduled to hold a public hearing and consider this item on May 22, 2018.

Staff recommends that the Commission recommend to City Council Alternative 1: Approve 2018 Action Plan as shown in Attachment 2.

BACKGROUND

HUD requires entitlement grantees, (cities, counties and states), to submit an application, referred to as a Consolidated Plan, every five years, to maintain eligibility for CDBG and HOME Program grants. Sunnyvale's last Consolidated Plan was approved in 2015 and covers fiscal years 2015/16 through 2019/20. In addition, every year these grantees must submit an annual "Action Plan" to HUD for its approval in order to obtain the grant for the coming fiscal year. The Action Plans describe the grantees' local needs and the projects and programs to be funded with the grant funds in the coming fiscal year. Upon HUD approval, the annual Action Plans are appended to the five-year Consolidated Plan. The 2018 Action Plan will be the fourth Action Plan to be added to the City's 2015-2020 Consolidated Plan.

CDBG and HOME Programs

The CDBG program was established by the Housing and Community Development Act of 1974, Public Law 93-383. The program provides annual grants to counties and larger cities, including Sunnyvale, to enable them to “develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low and moderate-income persons.” CDBG regulations define “low and moderate” as households earning not more than 80% of area median household income, or what the City and the State of California refer to as “lower-income households”. The CDBG and HOME lower-income limits are established annually by HUD for each metropolitan area in the U.S. The lower-income limit (80% of median) for these federal programs in the Sunnyvale-San Jose metropolitan area is currently nearly \$94,000 for a household of four, with adjustments for larger or smaller households. That means that, to be eligible for most types of CDBG or HOME assistance, the household’s gross, pre-tax annual income cannot exceed that amount. HUD adjusts the area income limits based on local housing costs and local median income data, so the higher limits in the Sunnyvale area (Santa Clara County) are due to both of those factors being quite high compared to national or state levels.

Eligible Activities

CDBG funds may be used for activities that “principally benefit” lower-income households, such as: housing rehabilitation, public facilities and infrastructure, public services, energy conservation, economic development and job creation/retention. Certain activities are prohibited by CDBG regulations, such as acquisition, construction or renovation of general government buildings (i.e., city halls, schools, etc.); political activities; subsistence (welfare) payments; and construction of new housing.

The HOME Program was established by the National Affordable Housing Act of 1990. It provides funding for lower-income housing efforts, including construction, rehabilitation, and acquisition of affordable housing, first-time home buyer assistance, and tenant-based rental assistance. HOME funds may be used to assist permanent rental housing for clients transitioning out of homelessness, but not for emergency shelters.

EXISTING POLICY

2015-2020 HUD Consolidated Plan:

- Goal A Assist in the creation, improvement, and preservation of affordable housing for lower-income and special needs households.
- Goal B Alleviation of Homelessness.
- Goal C Support provision of essential human services, particularly for special needs populations.
- Goal D Expanding Economic Opportunities.

Human Services Policy 5.1.3

The City shall make its best efforts to provide supplemental human services, which include but are not limited to emergency services, senior services, disabled services, family services, and youth services.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378 (b) (4) in that it is a

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fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment. The action is also exempt under the National Environmental Policy Act ("NEPA") pursuant to 24 CFR 58.34 (a)(1) and (3) as it relates to the development of plans and strategies and is an administrative and managerial activity. Although site-specific projects may be identified in the Action Plan, approval of the Plan does not constitute a formal commitment for those projects. Before formally committing or releasing funds for a specific project, staff will complete applicable federal and state environmental reviews for those projects.

DISCUSSION

Funding Availability

The City will receive a CDBG grant of \$1,107,869, and a HOME grant of \$423,646 for FY 2018. In addition to the FY 2018 grants, staff estimates that approximately \$400,000 in CDBG program income will be received by the end of the current fiscal year, not including amounts deposited into the Housing Rehabilitation Revolving Loan Fund (RLF). Program income consists of loan payments on prior CDBG loans, as well as interest accrued in the fund. Staff also projects that \$150,000 in CDBG program income will be received during FY 2018/19. A portion of the FY 2017 program income (\$150,000) was allocated last year through the 2017 Action Plan as required by HUD. Therefore, only the net amount (\$250,000) is available to allocate to new uses next fiscal year.

As shown in Table 1 below, staff estimates that nearly \$1.8 million in CDBG funds and approximately \$1 million in HOME funds may be available for new activities to be implemented next fiscal year. These amounts include FY 2018 entitlement grants, program income, disencumbered funds, and any balances from prior years' grants. These totals may increase or decrease if the entitlement grant amounts vary from the estimates, or if more program income is received than the current projections. Please see Table 1 below for details.

Table 1: Funds Available

<i>All Amounts are Estimates</i>	CDBG	HOME
Estimated FY 2018 Entitlement Grant	1,107,869	\$423,646
Net FY 2017 Program Income	\$250,000	\$411,000
Estimated FY 2018 Program Income	\$150,000	n/a
Disencumbered/Fund Balance	\$268,000	\$191,000
Total Available for FY 2018	\$1,775,869	
	\$1,025,646	
<i>Information Only:</i>		
<i>Human Services Cap</i>	<i>\$225,000</i>	<i>n/a</i>
<i>Admin Cap</i>	<i>\$250,000</i>	<i>\$92,300</i>

Activities funded from the CDBG Revolving Loan Fund are not required to be included in the Action Plan tables, but are included in the Projects Budget. These include an allocation for housing rehabilitation loans, which are available for lower-income mobile home and single family home owners, and rehabilitation program operations.

Action Plan Development

When developing the draft Action Plan, staff analyzes the City's ongoing programs eligible for CDBG

and/or HOME funds, such as the Home Improvement Program and Tenant Based Rental Assistance (TBRA), and also seeks proposals from the community for programs and projects to be funded with available CDBG and HOME funds in the coming fiscal year. Funding requests for human services are considered on a competitive basis every second year, and conditional funding awards are made for a two-year term.

RFP Process

The City released an RFP in January 2018 to solicit proposals for affordable housing/capital projects from eligible agencies. In response, the City received one capital project proposal, for the WorkFirst Sunnyvale program, provided in the commission's March meeting materials. The staff scoring committee evaluated the proposal based on the priority needs described in the City's 2015-2020 Consolidated Plan and related City plans and policy documents, and scored the proposal based on the point system provided in the RFP. At its March meeting, the Commission recommended funding this proposal in the amount requested (\$416,000). This allocation is included in the draft Action Plan (Attachment 2). The March meeting minutes are provided in Attachment 3.

HUD Spending Limits for Public Services and Administration

HUD regulations limit how much entitlement grantees can allocate for program administration and public (human) services activities. CDBG administration is limited to 20% and public services are limited to 15% of CDBG grant and program income funds (no administrative funding is available from disencumbered funds or fund balance). There are nuances and slight differences in the way these limits are calculated, as set forth in the CDBG regulations. As shown in Table 1, staff estimates that no more than \$250,000 in CDBG funds can be allocated for administrative and planning (including fair housing), and no more than \$225,000 can be provided for public services, for next fiscal year. HOME regulations limit funding for administration to no more than 10% of the entitlement grant and 10% of program income received in prior years, which may be carried over from year to year if not used in full (the "HOME PI Admin Reserve"). The amount recommended to be allocated for HOME administration complies with this requirement.

Proposed CDBG and HOME Activities

The projects and programs proposed to be funded in 2018 are shown in Table 2 below and in **Attachment 2**. These activities are eligible for the indicated funding type and amount recommended, based on federal regulations associated with these grants, and meet one or more priority needs as identified in the City's 2015-2020 Consolidated Plan.

Affordable Rental Housing:

This category includes the Tenant-Based Rental Assistance (TBRA) program which provides a portable rental assistance voucher, similar to a Section 8 voucher, to clients who are homeless or at imminent risk of homelessness. The program is administered by Abode Services on the City's behalf, and takes referrals from several local partner agencies, some of which are also human services grantees. The TBRA program is funded with HOME funds and provides transitional assistance for clients who can be reasonably expected to pay their full rent and/or transition to other affordable housing options after the two-year assistance term.

Administration and Planning:

Administration includes the City's expenses for staffing and implementing the CDBG and HOME programs, including public outreach, holding hearings, publishing notices, developing the RFPs, evaluating proposals, grant contract management, tracking of grant funds and program income, sub-

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grantee monitoring, reporting, and compliance with federal requirements such as environmental, labor, anti-discrimination, and fair housing regulations. Indirect costs (overhead for expenses incurred by internal service departments) and fair housing services are also included in program administration.

Housing Rehabilitation (Owner-Occupied)

The Home Improvement Program provides grants and in-kind assistance to lower-income home owners, including mobile home owners, for minor home improvements (e.g., energy efficiency upgrades, exterior painting, emergency repairs and disabled access improvements). The Home Access Grant is also available to lower-income renters, with the landlord's consent. The revolving loan fund (RLF) provides funding for larger loans to lower-income home owners and/or non-profit housing developers for major housing rehabilitation projects. Expenditures from the RLF are not required to be included in the Action Plan, which focuses on new CDBG revenues. The recommended allocation for home improvement grants for next year is \$40,000, based on the level of demand for this program in recent years and actual expenditures in the current fiscal year.

Public Services (Human Services):

CDBG funds may be used for various public services, if a majority of the clients are lower-income persons, and the services address the priority needs described in the Consolidated Plan. The City has established a Human Services policy and competitive RFP process for awarding human services grants on a two-year cycle, using CDBG and any supplemental General Funds. FY 2018/19 is the second year of the two-year funding cycle, so the competitive award process occurred last year. The 2018 grants will be made in the same amount, pro-rated up or down to adjust for the difference in available funding this year compared to last year. Human services provides assistance to seniors, disabled adults, homeless people, lower-income households, and at-risk youth. The General Fund human services grants will be included in the recommended City budget in the same amount as last year, but are not included in the Action Plan.

Table 2: Recommended Allocations in 2018 Action Plan

Category	Activity	CDBG	HOME
Administration	Planning and Administration	\$225,000	\$92,364
	Fair Housing	\$25,000	N/A
Housing Rehabilitation	Home Improvement Program	\$40,000	N/A
Rental Assistance	Tenant-Based Rental Assistance	N/A	\$919,735
Rental Housing	CHDO Set-Aside	N/A	\$63,547
Public Facilities	Persian Drive Sidewalk Extension (Additional Funds)	\$500,000	N/A
	<i>Contingency Project: ADA Curb Ramps*</i>	\$500,000	N/A
Economic Development	WorkFirst Sunnyvale (CBDO Activity)	\$420,000	N/A
Public Services	Human Services Grants	\$225,000	N/A

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Total	\$1,935,000	\$1,075,646
<i>Estimated Funds Available</i>	\$1,768,000	\$1,075,646
<i>Difference</i>	(\$167,000)	-

** will only be funded if sufficient funds become available*

Public Infrastructure:

Public infrastructure projects may be funded by CDBG only in census tracts or block groups with a minimum percentage of lower-income households, which is determined by HUD. One infrastructure project, the Persian Drive Sidewalk Extension, was provided an allocation of \$883,000 in CDBG funds and \$90,000 in local funds, for a total of \$973,000, in December 2017. The project is currently in the design phase. Preliminary cost estimates indicate that the project may cost as high as \$1.5 million, due to continued escalation of construction costs in this area. Staff is proposing to allocate an additional \$500,000 in CDBG funds to this project so that it may be completed in 2018.

In addition to the sidewalk project, typically every third year the City allocates funds for a curb ramp project, which improves the accessibility of the City's sidewalks, crosswalks and related pedestrian infrastructure for disabled users. Public Works staff have indicated that a minimum of approximately \$500,000 is needed to launch such a project given current cost estimates. That amount would be enough for approximately 40 curb ramps. While the current funding projections indicate that only approximately \$300,000 is available for that project, the City typically receives additional program income sporadically throughout the year even beyond the projections. Therefore, staff proposes to include this project as a "contingency project" in the 2018 Action Plan. By doing so, if sufficient program income is received, or the new grant is higher than projected, this project can be implemented next year without requiring an Action Plan amendment, which would cause some delay.

Economic Development:

The "WorkFirst Sunnyvale" Program, described in Attachment 2, has been implemented for five years by Sunnyvale Community Services, in partnership with Downtown Streets Team and Our Daily Bread. The program provides homeless and at-risk clients with job readiness training, job placement services, career counseling and supportive services. It helps clients obtain long-term employment and/or increase their earnings in order to obtain housing, stability, and increased self-sufficiency. The program has helped clients graduate and maintain employment and housing, while exceeding national benchmarks for employment programs for homeless people. The program qualifies for CDBG funding as a Community-based Development Organization (CBDO) economic development activity.

FISCAL IMPACT

Approval of the Action Plan is necessary for the City to receive two federal grants (CDBG and HOME) next fiscal year. The recommended funding allocations in the Action Plan make use of these grant funds and related program income for various purposes consistent with the grant program regulations.

PUBLIC CONTACT

Public contact was made by posting the Housing and Human Services Commission's agenda on the City's official notice bulletin board and on the City's website. Notice of public hearings, including the 30-day public comment and review period, was posted at City Hall and published in the Sunnyvale

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Sun newspaper on April 13, 2018. A draft of the 2018 Action Plan was made available for public review at the One Stop Counter at City Hall, at the Sunnyvale Library, and on the City's website for the required minimum 30-day review period prior to City Council action.

ALTERNATIVES

1. Approve the 2018 Action Plan as shown in Attachment 2.
2. Approve the 2018 Action Plan with modifications.

RECOMMENDATION

Recommend to Council Alternative 1: Approve the 2018 Action Plan as shown in Attachment 2 to the staff report.

Approval of the Action Plan will allow the City to receive the 2018 CDBG and HOME grants and use them to address local needs for affordable housing and related programs, consistent with the 2015-2020 Consolidated Plan. Most of these projects leverage additional funding from other sources. The Commission made its recommendations on the capital project proposal at its March meeting, as shown in Attachment 3.

Prepared by: Suzanne Isé, Housing Officer
Reviewed by: Trudi Ryan, Director, Community Development
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Reserved for Report to Council
2. Draft 2018 Action Plan
3. Draft Minutes of Housing and Human Services Commission meeting of March 28, 2018

CITY OF SUNNYVALE, CA



Sunnyvale

FY 2018-19

Draft
ACTION PLAN



Onizuka Crossing

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CITY OF SUNNYVALE

FOURTH YEAR ACTION PLAN (FY 2018)

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

Introduction

This FY2018-19 Action Plan serves as an application for funds under two formula grant programs administered by the U.S. Department of Housing and Urban Development (HUD). These grants provide the City of Sunnyvale (City) with an average of roughly \$1.3 million annually. For 2018 the City has been allocated a Community Development Block Grant (CDBG) of \$1,107,869, and a HOME Investment Partnerships (HOME) Program grant of \$423,646. This Action Plan covers the fiscal year beginning July 1, 2018 and ending June 30, 2019, the fourth year of the City's 2015-2020 Consolidated Plan (ConPlan) period. The Action Plan describes the eligible activities that the City intends to undertake in FY2018-19 to address the priority needs and implement the strategies identified in the Plan, using the City's CDBG and HOME grants. The activities described in this Action Plan are intended to primarily benefit the lower-income residents of Sunnyvale, affirmatively further fair housing choice, and meet priority needs.

In addition to these grants, the City has a local Housing Mitigation Fund (HMF), which is used to support local affordable housing programs, including some that are not eligible for HUD funding. This fund is derived from fees received occasionally in varying amounts, and there is no guaranteed annual funding amount, therefore less emphasis is placed on these funds as a regular funding source in this Action Plan.

Summary of Plan Objectives

The City has organized its priority needs based on the structure presented in HUD regulations (24 CFR 91.215): affordable housing, alleviation of homelessness, economic development, and non-housing community development. Priority is assigned based on the level of need that is demonstrated by the data that has been collected during the preparation of the Plan, specifically in the Needs Assessment and Market Analysis; the information gathered during the consultation and citizen participation process; current City policy, federal laws and regulations related to the HUD grants, and the availability of resources to address these needs.

Based on these components, housing needs are considered a high priority, as well as alleviation of homelessness, economic development, and non-housing community development needs.

The City's goals and objectives are organized into four categories:

- A. Affordable Housing (including housing for special needs households)
- B. Alleviation of Homelessness
- C. Other Community Development Efforts (Public Services, Community Facilities and Infrastructure)

D. Expanding Economic Opportunities

Table 2 on page 15 summarizes the objectives and outcomes that will be addressed in this Action Plan.

Evaluation of Past Performance

The City is responsible for ensuring compliance with all rules and regulations associated with the CDBG and HOME entitlement grant programs. The City's Annual Action Plans and CAPERs, posted on the City's website, provide details about the goals, projects and programs completed by the City.

The City recognizes that the evaluation of past performance is critical to ensure the City and its sub-recipients are implementing activities effectively and that those activities align with the City's overall strategies and goals. The City evaluates the performance of subrecipients on a quarterly basis. Sub-recipients are required to submit quarterly progress reports, which include client data, performance objectives, as well as data on outcome measures. Before the start of the program year, program objectives are developed collaboratively by the sub-recipient and the City, ensuring that they are aligned with the City's overall goals and strategies. The City utilizes the quarterly reports to review progress towards annual goals. During the past year, the City successfully implemented its planned programs and projects. Some projects take several years to complete, so in some cases they may not be completed in the same year in which they were initially funded, such as the Persian Drive sidewalk project. This is not unusual for projects involving major construction work.

Summary of Citizen Participation Process and Consultation Process

The City, in collaboration with other local jurisdictions and the consultant team, launched a comprehensive outreach strategy to enhance and broaden citizen participation in the preparation of the Consolidated Plan. The team informed the public that it was in the process of creating the 2015-2020 Consolidated Plan, and encouraged public participation in the process by conducting a Regional Needs Survey and hosting regional forums in collaboration with other jurisdictions in the County, and conducting local hearings.

In addition to the extensive consultation conducted for the ConPlan several years ago, the City solicited additional input on this draft Action Plan. The City provides multiple opportunities for public review and comment on the Action Plan and on any substantial amendments to it. Public hearings on this Plan were held (or will be held) on March 28, April 18, May 16 and May 22, 2018. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale *Sun* on April 13, 2018. An initial draft of the Action Plan was released on April 18, 2018, and comments were accepted through May 22, 2018.

It is the policy of the City of Sunnyvale to encourage and engage residents to participate in planning, implementation, and evaluation of its housing and community development programs.

Summary of Public Comments

All comments were accepted. Please refer to Attachment: "Proof of Publication and Citizen Participation Comments."

PR-05 Lead & Responsible Agencies - 91.200(b)
Agency/entity responsible for preparing/administering the Consolidated Plan

Lead and Responsible Agency

The City of Sunnyvale is the Lead and Responsible Agency for HUD entitlement programs in Sunnyvale. The Housing Division (HD), a division of the City's Community Development Department (CDD), is responsible for administering the City's HUD entitlement grants, including the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) grant. In order to continue receiving these grants, the City must develop and submit to HUD a five-year Consolidated Plan (ConPlan) and Annual Action Plans listing priorities and strategies for the use of these federal funds.

The ConPlan describes how the City plans to use its CDBG and HOME funds to meet the housing and community development needs of its residents in the next five years. To update its 2015-2020 ConPlan, the City collaborated with the County of Santa Clara (County) and other entitlement jurisdictions in the County to identify and prioritize housing and community development needs across the region, and to develop strategies to meet those needs. The 2018 Action Plan covers the fourth year of the 2015-2020 ConPlan period.

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City Home Page: <https://sunnyvale.ca.gov>

AP-10 Consultation - 91.100, 91.200(b), 91.215(I)

Introduction

Consolidated Plan Development

The City has a long history of coordination and partnership with the local public housing provider, which is the Housing Authority of the County of Santa Clara (HACSC), and various assisted housing providers, such as Charities Housing, MidPen Housing Corp., First Community Housing, and others. The City also has a long history of coordinating with and/or providing funding to various local private and public health, mental health, and human services agencies, such as the County Mental Health Department, the local Valley Medical Center, and a variety of service providers that serve seniors, disabled clients, homeless clients, and other lower-income and at-risk clients.

In addition, in preparing the ConPlan, the City collaborated with seven other entitlement grantee jurisdictions (Entitlement Jurisdictions), including the cities of Cupertino, Gilroy, Mountain View, Palo Alto, San Jose, Santa Clara, and the County of Santa Clara (Urban County).

Public participation played a central role in the development of the ConPlan. The Entitlement Jurisdictions launched an in-depth, collaborative regional effort to consult with community stakeholders, many of whom represented public or assisted housing providers, health and service agencies, as well as elected officials, City and County staff, and beneficiaries of entitlement programs, to inform and develop the priorities and strategies contained within the ConPlan. The City, in partnership with LeSar Development Consultants (LDC) and MIG, Inc. (MIG) and the other Entitlement Jurisdictions, facilitated a comprehensive outreach process to enhance coordination with these stakeholders and discuss new approaches to using the HUD entitlement grant funds for eligible activities, projects, and programs throughout the county and/or in specific cities.

LDC and MIG, with direction from the Entitlement Jurisdictions, conducted a Regional Needs Survey to solicit input from residents, workers, and stakeholders in the region, which consisted of all of Santa Clara County. Survey respondents were informed that the purpose of this survey was to help the Entitlement Jurisdictions determine local priorities for use of their HUD entitlement funds, and that these funds must be used to fund projects or programs that primarily serve lower-income residents or neighborhoods with a higher percentage of lower-income residents. The Survey polled respondents about the level of need in their respective neighborhoods for various types of improvements, projects or programs that could possibly be funded by the HUD entitlement funds.

Action Plan Development

In addition to the extensive consultation in 2015 noted above, the City solicited additional input for the FY2018-19 Annual Action Plan from community members at public hearings held on March 28, April 18, May 16, and May 22, 2018. The City and other community development organizations in the County coordinate frequently on a variety of initiatives. City Housing staff participates in a collaborative of HUD entitlement grantees within the County.

Quarterly meetings are held to discuss activities, technical assistance issues, and identify future opportunities for coordination and cooperation. The City also coordinates with other regional agencies, such as the Housing Trust of Silicon Valley, SV@Home, Joint Venture Silicon Valley, NOVA,

the County-wide Fair Housing Task Force, and the Valley Transportation Authority, among others, to achieve the goals described within this Action Plan.

Coordination with the Continuum of Care and Efforts to Address Homelessness

The City has coordinated with the Santa Clara County Continuum of Care (CoC) for many years on its efforts to end and prevent homelessness in the County. The CoC, a group of stakeholders from throughout the County, plans and implements many of these efforts. The CoC is governed by the CoC Board, which takes a systems-change approach to preventing and ending homelessness. The City's Housing Officer participated on the CoC's Review and Rank Panel in several recent years. This panel spends about a week reviewing and ranking local proposals for HUD funding through the federal CoC program. The committee's funding recommendations were approved by HUD, resulting in nearly \$20 million in HUD funding being awarded to support transitional and permanent housing programs, and some supportive services, in the County in the past several years.

Members of the CoC meet monthly to plan CoC programs, identify gaps in homeless services, establish funding priorities, and pursue a systematic approach to addressing homelessness. City staff, including the Housing Officer and Housing Analyst, as well as staff of other cities, meet and consult with the County's CoC staff during the quarterly county-wide "CDBG Coordinators Group" meetings, and communicate more frequently via email and/or phone on joint efforts. Destination:Home (D:H), a public-private partnership committed to ending chronic homelessness, is the governing organization for the CoC and implements by-laws and operational protocols for the CoC. D:H is also responsible for ensuring that the CoC complies with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH).¹

In 2014, D:H released a draft "Community Plan to End Homelessness in Santa Clara County" (Community Plan), which outlines strategies for ending homelessness in the County by 2020. These strategies were informed by those who participated in a series of community summits conducted between April and August 2014, including Sunnyvale HD staff and local stakeholders, among others. The Community Plan addresses the needs of homeless people in the County, including chronically homeless people, families with children, veterans, and youth, as well as those at risk of homelessness.

Over a five-year period, the D:H Plan aims to house 2,518 homeless individuals, 718 homeless veterans, and more than 2,333 children, unaccompanied youth, and homeless individuals living in families. The City's current ConPlan and 2015-2023 Housing Element incorporate many policies and programs that are consistent with the Community Plan and "Housing First" policies in general.

ESG and HMIS

Allocating Funds, Setting Performance Standards and Evaluating Outcomes

Not Applicable. The City does not receive ESG funds.

Operating and Administering Homeless Management Information System (HMIS)

The CoC's HMIS is administered by the County Office of Supportive Services, using Clarity Human Services software. The project meets and exceeds HUD's requirements for HMIS and complies with HUD HMIS Standards. The County's HMIS is used by many service providers to record information and report outcomes.

Stakeholder Participation and Consultations with Agencies

The City consulted with various groups and organizations as part of the 2015-2020 Consolidated Plan process. Those stakeholders are listed in the Appendices of the ConPlan. A number of the same stakeholders participated in one or more hearings or funding workshops related to the development of the 2018 Action Plan.

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Please see Table 3 provided in the Appendix of the ConPlan. The City ensures that its Action Plan projects and programs are consistent with the City's General Plan and the ConPlan. Regional planning efforts include Plan Bay Area and related statewide planning efforts.

AP-12 Participation - 91.105, 91.200(c)

Citizen participation process; Efforts made to broaden citizen participation

It is the policy of the City of Sunnyvale to encourage and engage residents to participate in planning, implementation, and evaluation of its housing and community development programs. The City encourages low- and moderate-income residents, minorities, those with disabilities, and non-English-speaking residents to attend community meetings and/or provide written comments on its plans. The City provides a statement in the languages identified in its Language Access Plan on all public notices regarding HUD- funded activities, and sends public notices to organizations representing the groups listed above. In accordance with the Citizen Participation Plan, the City will provide translation services to any resident who requests such services in advance at such hearings and meetings. The City has translated its primary Housing Program brochures into Spanish, in accordance with the Language Access Plan.

Sunnyvale Request for Proposals Process

The City has a long-standing practice of issuing a request for proposals (RFP) annually for capital/housing projects, and every second year for human services grants, to solicit applications for CDBG and HOME funds available to the City. This process aids in gathering community input on local needs and helps the City identify projects and programs that are eligible for and interested in HUD funding, and have demonstrated capacity for successful implementation and compliance with HUD requirements. Staff issues the RFP, evaluates proposals for eligibility, scores the proposals according to criteria approved by the Housing and Human Services Commission, and provides its scores and funding recommendations to the Commission and Council for review. The Commission holds a public hearing before making its own recommendations on the proposed funding allocations, which are advisory to the Council, which approves the final funding awards as part of the annual Action Plan hearing. These programs and projects are also addressed in the ConPlan, as it is assumed that similar types of projects are likely to be implemented in additional years, depending on funding availability.

Public Notice and Availability of the Action Plan

As required by HUD, the City provides multiple opportunities for public review and comment on the Action Plan and on any substantial amendments to it. Community members had opportunities to attend public hearings on March 28, April 18, May 16, and May 22, 2018. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale *Sun* on April 13, 2018. An initial draft of the Action Plan was released on April 18, 2018, and comments were accepted through May 22, 2018. The proposed Plan was available for review at the library, City Hall, and on the City's website.

AP-15 Expected Resources - 91.220(c)(1,2)

Introduction

The City of Sunnyvale's (City) Fiscal Year (FY) 2018-19 Action Plan covers the period from July 1, 2018 to June 30 2019 (Program Year 2018). The Action Plan sets forth the proposed uses of the CDBG and HOME funds projected to be available in the coming fiscal year, as shown in Table A below. These funds may be used for eligible community development activities to meet the priority and/or unmet needs, primarily of lower-income residents, described in the City's Consolidated Plan.

The City pursues and encourages its partner agencies to pursue all available public and private funding sources to achieve the goals of the ConPlan. Most projects and activities secure funding from a variety of sources, including public and private sector donations, grants, loans, and in-kind materials and services.

As shown in Table A below, the City will receive 2018 entitlement grants of \$1,107,869 in CDBG funds and \$423,646 in HOME funds. In addition, the City estimates that it will also receive approximately \$150,000 in CDBG program income in FY 2018, in addition to \$250,000 in program income received in FY 2017 (net of the portion already committed to current year activities), plus approximately \$268,000 in disencumbered funds from prior years. This brings the total CDBG funding estimate for FY 2018 to \$1,775,869. This amount may increase slightly, as additional program income may be received before the end of this fiscal year. Staff estimates that total available HOME funding for FY 2018 will be roughly \$1,075,646. This total includes the 2018 grant, plus \$411,000 in program income, plus \$50,000 from the HOME Program Income Administrative Reserve, and an estimated \$191,000 remaining in fund balance from prior year grants.

**Table A:
Estimated Funds Available and Activities Proposed for Funding, FY 2018**

AVAILABLE FUNDS	CDBG	HOME
2018 Entitlement Grants	1,100,000	423,646
Program Income Admin Reserve (PA)	n/a	50,000
2017-18 Program Income (Net)	250,000	411,000
2018-19 Program Income (CDBG only)	150,000	n/a
Disencumbered/Fund Balance	268,000	191,000
TOTAL	\$1,775,869	\$1,075,646

Proposed Funding Allocations for FY 2018		CDBG	HOME
Administration	Planning and Administration	225,000	92,364
	Fair Housing*	25,000	N/A
Housing Rehabilitation	Home Improvement Program	40,000	N/A
Rental Assistance	Tenant-Based Rental Assistance	N/A	919,735
Infrastructure	Persian Drive Sidewalk Extension	500,000	N/A
	ADA Curb Cuts*	500,000	N/A
Economic Development	WorkFirst Sunnyvale (CBDO Activity)	420,000	N/A
Public Services	Human Services Grants	225,000	N/A
CHDO Set-aside	(15% of HOME Grant)	N/A	63,547
TOTAL		\$1,935,000	\$1,075,646

* ADA curb cut project is a contingency project, to be funded only if sufficient additional funding becomes available in FY 2018 through higher than projected program income receipts.

Local (City) Resources

The City has a local Housing Mitigation Fund (HMF) for the development, rehabilitation and/or acquisition of affordable housing. In 2014, \$8.1 million in HMF was provided for the development of two new affordable rental projects, Parkside Studios and Onizuka Crossing, with a total of 117 units. Last year, \$7.43 million in HMF, plus \$600,000 in HOME funds, was committed to the 66-unit Benner Plaza project, currently under construction with a projected completion date of August 2018. In 2016, \$6 million in HMF was committed to the redevelopment of Orchard Gardens, an existing 62-unit affordable rental project. The redevelopment will add a net 25 new units to Orchard Gardens. In addition, the City has funds available in its Below Market Rate Housing In-Lieu Fund and Housing Successor Agency Low-Mod Housing Fund. These funds are allocated to housing projects outside of the Action Plan process, but with a similar goal of expanding and preserving the City's affordable housing stock.

Other Public Resources

Below is a list of potential financial resources that may be available to the City and/or housing providers in the area to address priority needs and specific objectives identified in the five-year plan. The amount and availability of funding from these funding programs varies.

Low-Income Housing Tax Credit Program (LIHTC)

The LIHTC program provides federal and state tax credits for developers and investors who agree to set aside all or a percentage of their rental units for low-income households for no less than 30 years. Tax credits may also be used on rehabilitation or preservation projects. Developers and investors apply for an allocation of federal and State tax credits from the California Tax Credit Allocation Committee (CTCAC). The award of tax credits in California is usually extremely competitive. To be successful, applicants often have to provide 100% affordable projects that serve

extremely low- to very low-income households.

MidPen Housing applied for and received an award of federal low-income housing tax credits in 2016 for its Benner Plaza project, a new 66-unit affordable rental housing development for lower-income households. In 2014, MidPen Housing applied for and received an award of tax credits for its Onizuka Crossing project of 57 affordable family apartments, completed in April 2016.

Homeless Emergency and Rapid Transition to Housing (HEARTH) and Emergency Shelter Grants (ESG)

Santa Clara County serves as lead agency for the County's Continuum of Care (CoC), which receives Hearth Act, ESG, and similar federal grants to provide shelter, housing, and supportive services to homeless people residing anywhere in the County. The City has contributed some of its local funds to various county-wide projects and programs that often receive CoC support as well, such as shelter facilities, transitional and permanent supportive housing, tenant-based rental assistance, and supportive services.

Private Resources

Most of the City's housing and human services programs leverage various sources of private financing. The City encourages the participation of local lenders in its housing and/or community development projects as needed. Tax credit projects such as the Benner Plaza and Onizuka Crossing projects required millions of dollars in private equity and financing for construction and related costs. The City is a founding member of the Housing Trust of Santa Clara County, which raises voluntary contributions from the public and private sectors for affordable housing projects within the County. The City has contributed some of its local (non-federal) housing funds to the Trust, which then uses those seed funds to seek matching contributions from corporations and various other sources.

Leverage and Matching Requirements

Most of the City's housing and human services programs leverage various sources of private financing. The City encourages the participation of local lenders in its housing and/or community development projects as needed. Tax credit projects such as Benner Plaza and Onizuka Crossing, required millions of dollars in private equity and financing for construction and related costs. The City requires all applicants for CDBG and HOME funds for capital projects to provide a match of at least 25% to receive funding. For CDBG public services proposals, this match may consist of in-kind materials and services. Most applicants provide a match of more than 25%.

Matching funds may include other available financing sources, such as tax credits, other public sector loans or grants, private capital or donations, rent proceeds, and/or the value of in-kind services (i.e., volunteer and staff services or pro-bono professional services used to implement the capital project). The City often provides more local funds than CDBG or HOME funds to assist major affordable housing projects, since local funds are often available in larger amounts than federal funds. The City has exceeded its HOME match requirement for many years and projects that this trend will continue.

Anticipated Resources

Table 1 - Expected Resources - Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available, Year 4				Expected Amount Available, Remainder of ConPlan	Narrative Description
			Annual Allocation	Program Income	Prior Year Resource	Total		
CDBG	Federal	Public Services; Housing Rehabilitation; Public Infrastructure and Facilities; Economic Development; Alleviation of Homelessness; Program Administration	\$1,107,869	\$150,000	\$518,000	\$1,775,869	TBD *	Housing Rehabilitation; Public Infrastructure and Facilities; Public Services; Economic Development; Alleviation of Homelessness; Administration
HOME	Federal	Affordable Rental Housing; Program Administration	\$423,646	\$411,000	\$241,000	\$1,075,646	TBD *	TBRA; Administration, CHDO set-aside

.Funding levels for year 5 of the ConPlan period is uncertain at this time.

Public Property within the City Available for Addressing Needs

In recent years, the City has made several publicly owned properties available for affordable housing development, which is one of the needs identified in this plan. These projects included the Fair Oaks Plaza, Onizuka Crossing, Habitat Homes, and Parkside Studios projects. Another City-owned site, known as Block 15 of the Downtown Specific Plan, is currently the subject of an Exclusive Negotiating Agreement with an affordable housing developer. Staff is currently working with that party on the preliminary planning of a potential affordable housing project.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives Goals Summary Information

Table 2: Goals Summary

Goal	Start Year	End Year	Category	Area	Needs Addressed	Annual Funding	Outcome Indicators
A. Affordable Housing	2018	2019	Decent Housing	City-wide	Housing needs of lower-income, homeless and/or and special needs households	HOME: \$459,500 CDBG: \$40,000	Affordable rental housing for lower-income households: 1. HOME: TBRA: 12 Households (2-year program) 2. CDBG: • Home Improvement Program: 10 Units • Fair Housing Services: 25 Households
B. Alleviate Homelessness; D. Expand Economic Opportunities	2018	2019	Decent Housing; Suitable Living Environment; Expanded Economic Opportunities	City-wide	Needs of homeless and at-risk residents for housing, jobs or other sources of income, and supportive services Help lower-income people secure and maintain jobs.	HOME: \$460,235 CDBG: \$420,000	Job training, rental assistance, shelter/housing and/or supportive services: 1. HOME: TBRA: 12 Households (2-year program) 2. CDBG: WorkFirst Sunnyvale: 55 Households assisted; 12 job placements; 25 job-seekers trained

Goal	Start Year	End Year	Category	Area	Needs Addressed	Annual Funding	Outcome Indicators
C. Other Community Development Efforts	2018	2019	Decent Housing; Suitable Living Environment;	City-wide	Basic needs of very low income and/or special needs households (seniors, disabled, homeless people, children, youth, victims of domestic violence, etc.)	CDBG: \$225,000 HOME: \$63,547	Provide human services to approximately 410 households; CHDO Set-aside (statutory requirement, project site TBD)
	2018	2019	Suitable Living Environment	Morse Neighbor-hood	Need to improve public infrastructure and facilities in CDBG-eligible neighborhoods.	CDBG: \$500,000	Construct approximately 1,800 ft. of new sidewalk and associated infrastructure on south side of Persian Drive, between Morse and Borregas Avenues where no safe pedestrian access currently exists. (Area Benefit). This \$500,000 is in addition to the \$883,000 in CDBG funds committed to this project in prior years.
	2018	2019	Suitable Living Environment	City-wide	Need to improve accessibility of public infrastructure and facilities	CDBG: \$500,000	Construct approximately 40 ADA curb ramps on City sidewalks and/or make other ADA accessibility improvements to pedestrian infrastructure (crosswalks, etc.).

Goal Descriptions

Goal A: Affordable Housing

Assist in the creation, improvement, and preservation of affordable housing for lower- income and special needs households by supporting affordable rental housing, providing the Home Improvement Program, providing tenant-based rental assistance, and promoting fair housing choice.

Goal B: Alleviation of Homelessness

Help people who are currently homeless or at imminent risk of homelessness to obtain housing, employment or other sources of income, and adequate support services/networks to achieve stability.

Goal C: Other Community Development Efforts

Support provision of essential human services, particularly for special needs populations and very low income households.

Provide neighborhood improvements in income-eligible areas and accessibility improvements city-wide. Maintain or improve public facilities serving eligible clientele.

Goal D: Expanding Economic Opportunities for Lower-Income People

Support economic development activities that promote employment growth and help lower-income and/or homeless people secure and maintain jobs.

Projects

AP-35 Projects - 91.220(d)

Introduction

The activities that the City will undertake in FY 2018-19 using CDBG and HOME funds include: human services grants; homeowner housing rehabilitation; a sidewalk extension, curb ramps, employment development services for homeless and at-risk clients; tenant-based rental assistance, fair housing services, a CHDO activity, and program administration, as shown below. All these activities are eligible for the indicated funding type based on federal regulations associated with these grants, and all of them meet one or more priority needs as identified through the City's

Projects
citizen participation process.

Table B - Project Information

#	Project Name
1	CDBG Administration and Monitoring
2	Fair Housing Services
3	Home Improvement Program
4	Tenant Based Rental Assistance
5	Persian Drive Sidewalk Extension
6	ADA Curb Cuts (Contingency Project)
7	WorkFirst Sunnyvale (CBDO Activity)
8	Public Services - Human Services Grants
9	HOME Administration and Monitoring
10	CHDO Set-Aside

Funding Priorities

The projects listed above were selected based on the needs identified in the Consolidated Plan, and in response to the proposals for funding received, and evaluation of project feasibility.

Each year the City solicits proposals from local organizations for CDBG and HOME funding for eligible housing and community development programs or projects in Sunnyvale. The Request for Proposals sets forth the types of public services (human services) programs, capital and housing projects that are eligible for CDBG or HOME funding from the City, and explains the City's process for evaluating and scoring proposals, determining award amounts, and approving awards. The City provides human services grants for public services which address identified priority needs and principally benefit lower-income people in Sunnyvale.

Applications for the human services grants are solicited every other year, following hearings held by the Housing and Human Services Commission (HHSC) and Council to determine the City's current "priority human service needs." The "Priority Needs" for the City of Sunnyvale's Community Development Block Grant Program were determined through a series of community meetings held

between September 2014 and April 2015, and were adopted as part of the 2015-2020 Consolidated Plan in accordance with regulations established by HUD.

FY 2018-19 will be the second year of the two-year funding cycle for human services. The City confirmed in November 2016 that the list of Priority Needs in the 2015 Consolidated Plan continues to be valid.

Obstacles to Meeting Underserved Needs

In the past several years, the primary obstacle to meeting underserved local needs in the near term has been the significant delays and continued uncertainty regarding federal appropriations for the CDBG and HOME programs, and other HUD programs, such as the Section 8 program and public housing funding, as well as changes to the LIHTC created by the recent federal tax reform bill.

AP-38 Project Summary

Project Name	1. CDBG Administration and Monitoring
Goals Supported	All
Needs Addressed	Planning and Administration
Funding	CDBG: \$225,000
Description	Administration of CDBG Activities: Contracting, preparing loan documents, monitoring projects and loan portfolio, etc.
Target Date	FY 2018-19
Goal Outcome	Complete all CDBG activities planned.
Location	Citywide
Planned Activities	Administration and planning for the CDBG program. This includes developing the RFPs, evaluating proposals, grant contract management, tracking of grant funds and program income, sub-grantee monitoring, reporting, and compliance with federal requirements such as environmental, labor, antidiscrimination, and fair housing regulations. Indirect costs (overhead) are also included in program administration.
Project Name	2. Fair Housing Services
Goals Supported	Affordable Housing: Promote Fair Housing Choice
Needs Addressed	Affordable Housing and Fair Housing
Funding	CDBG: \$25,000
Description	Fair Housing Services
Target Date	FY 2018-19
Goal Outcome	Provide fair housing assistance to 25 or more households (as needed).
Location	Citywide
Planned Activities	Provide public outreach and education about fair housing laws and complaint procedures to local residents, landlords, and other housing industry professionals through local community outreach efforts, and through City agreements with fair housing agencies that provide free legal assistance to residents with fair housing complaints. Help clients file cases with HCD, HUD, or in court if needed.

Project Name	3.Minor Improvement Grants/Loans (Home Improvement Program)
Target Area	Not Applicable
Goals Supported	Affordable Housing: Provide Home Improvement Program
Needs Addressed	Housing accessibility, quality, safety, lead-based paint hazard testing and risk reduction, energy efficiency improvements, and maintain affordability for lower-income home owners.
Funding	CDBG: \$40,000
Description	Minor Improvement Grants/Loans
Target Date	FY 2018-19
Goal Outcome	Assist at least 10 households with minor home improvement grants or loans.
Location	Citywide
Planned Activities	The Home Improvement Program provides small grants and loans for minor improvements, such as: energy efficiency upgrades, exterior painting, emergency repairs and accessibility improvements. Homes must be owned and occupied by a lower-income household to be eligible for this program.
Project Name	4. Tenant-Based Rental Assistance
Goals Supported	Affordable Housing and Alleviation of Homelessness
Needs Addressed	Assist residents experiencing or at imminent risk of homelessness, and other very low-income households, to obtain and maintain rental housing.
Funding	HOME: \$919,735
Description	Tenant-Based Rental Assistance (TBRA) Program for Homeless and At-Risk Households
Target Date	FY 2018-19
Goal Outcome	Assist 24 households
Location	Citywide
Planned Activities	Provide security deposit and/or monthly rental subsidies (voucher) to help at-risk or currently homeless people to move into and maintain permanent housing. Assistance may be provided for up to a two-year term. Outcome estimates are based on an assumed two-year term per client, although results may vary.

Project Name	5. Persian Drive Sidewalk Extension
Target Area	Not Applicable
Goals Supported	Other Community Development Efforts
Needs Addressed	Improved Public Facilities and Infrastructure in CDBG-Eligible Neighborhoods (Area Benefit)
Funding	CDBG: \$500,000
Description	Construct new sidewalk to provide safer pedestrian and bike access along Persian Drive and connection to Borregas Bike/Ped bridge into Moffett Park.
Target Date	FY 2018-19
Goal Outcome	Provide safer pedestrian and bike access within Morse Park neighborhood and between residential area and Moffett Park employment center
Location	South side of Persian Dr. between Morse and Borregas Avenues.
Planned Activities	Construct a new sidewalk, drainage and related improvements along Persian Drive where no sidewalk currently exists to improve pedestrian linkages to and from new affordable housing development (Edwina Benner Plaza) and existing residential area.
Project Name	6. ADA Curb Ramps (Contingency Project)
Goals Supported	Other Community Development Efforts
Needs Addressed	Remove Architectural Barriers (ADA Accessibility)
Funding	CDBG: \$500,000
Description	Construct curb ramps and related ADA retrofits or improvements to pedestrian infrastructure.
Target Date	FY 2018-19
Goal Outcome	Improve accessibility of existing sidewalks and infrastructure
Location	City-wide
Planned Activities	Construct an estimated 40 curb ramps on city sidewalks
Target Area	Not Applicable
Project Name	7. WorkFirst Sunnyvale CBDO Activity
Goals Supported	Alleviation of Homelessness and Expanding Economic Opportunities for Lower-Income People
Needs Addressed	Help people who are currently homeless or at imminent risk of homelessness obtain employment or other sources of income, and adequate support services/networks to obtain housing and achieve stability.
Funding	CDBG: \$420,000
Description	Economic Development/CBDO Activity
Target Date	FY 2018-19

Goal Outcome	Assist 50 homeless or very low income clients with job training and job placement services, to enable them to obtain or improve their employment and housing opportunities.
Location Description	Citywide
Planned Activities	This program provides work-readiness training, job placement assistance, and supportive services for homeless and at-risk clients.
Project Name	8. Public Services
Goals Supported	Support provision of essential human services, particularly for special needs populations
Needs Addressed	These programs assist special needs populations such as seniors, disabled people, homeless people, children, youth, victims of domestic violence, and very low-income households. Programs address basic needs.
Funding	CDBG: \$225,000
Description	Human Services Grants to non-profit agencies
Target Date	FY 2018-19
Goal Outcome	Assist approximately 410 individuals and/or households with human services
Location Description	Citywide
Planned Activities	Assist clients with basic needs, such as food, shelter, transportation, health & mental health care, employment assistance/training, legal aid, etc.
Project Name	9. HOME Administration and Monitoring
Goals Supported	Affordable Housing and Alleviation of Homelessness
Needs Addressed	Planning and Administration
Funding	HOME: \$80,000 (Includes authorized program income)
Description	Administration of HOME Activities: Planning and Monitoring
Target Date	FY 2018-19
Goal Outcome	Complete all HOME activities planned.
Location Description	Citywide
Planned Activities	Funds are used for administering the HOME program, includes costs of HOME capital project management, tracking grant funds and program income, sub-recipient monitoring, reporting, and compliance with federal requirements such as environmental, labor, and anti-discrimination. Indirect costs (overhead) are also included in program administration.
Project Name	10. CHDO Set-Aside
Goals Supported	Affordable Housing
Needs Addressed	Affordable Housing
Funding	HOME: \$46,500
Description	Provide funding to a qualified Sunnyvale CHDO for a CHDO activity.
Target Date	FY 2018-19
Goal Outcome	CHDO Project (TBD)
Planned Activities	Identify eligible Sunnyvale CHDO with a project site

AP-50 Geographic Distribution - 91.220(f)

Geographic Distribution

Target Area	Percentage of Funds
City of Sunnyvale	100%

Table 3 - Geographic Distribution

Discussion

Most of the CDBG and/or HOME-funded programs and services are provided on a citywide basis to income-eligible and/or special needs households. Certain capital projects are assisted at a specific site, based on the location of the project, but most projects may be proposed in any area of the City. Projects that qualify for CDBG funding based on the area benefit method are limited to areas with the required proportion of lower- and moderate income residents as determined by HUD.

Human services are supported in various facilities and locations throughout the City, and in some cases, just outside the City, if Sunnyvale residents are being served by the program. Affordable housing assistance is generally provided anywhere in the City, as opportunities arise, to avoid concentration of poverty, and to ensure fair access to affordable rental housing, rehabilitation assistance, and homeownership opportunities in all neighborhoods. The City does not have any blighted areas requiring major redevelopment, and private development is occurring throughout the City. Community resources such as parks, schools, and community/neighborhood centers are also disbursed throughout the City. Please see Exhibit B at the end of this Plan.

Affordable Housing

AP-55 Affordable Housing - 91.220(g)

Introduction

The City's housing programs are intended to prevent and/or end homelessness, improve the quality, affordability, and/or accessibility of housing, and preserve, maintain, and extend the useful life of existing affordable housing. The goals below include only the new CDBG and HOME activities to be funded in FY 2018-19. Other activities funded in prior years' Action Plans will continue to be funded using carry-over funds, and will assist additional households.

One Year Goals: Number of Households to be Assisted, by Type of Household	
Homeless	24
Non-Homeless	5
Special Needs	5
Total	34

Table 4 - One Year Goals for Affordable Housing, by Support Requirement

One Year Goals: Number of Households to be Assisted, by Type of Program	
Rental Assistance	24
Rehab of Existing Units	10
Total	34

Table 5 - One Year Goals for Affordable Housing, by Support Type

Discussion

Housing assistance is proposed to be prioritized for those who cannot currently afford market rate housing. An estimated ten lower-income homeowners will be assisted with the Home Improvement Program, and 24 households will be assisted through the TBRA Program using HOME funds.

In 2016, HOME funds were allocated to the Edwina Benner Plaza project, a new 66-unit affordable rental housing development for lower-income households of which three units are HOME-assisted. The City also provides loans for major rehabilitation of single family and/or manufactured/mobile homes, and affordable rental housing developments using funds from its CDBG Revolving Loan Fund (RLF) for purposes of addressing priority housing needs, consistent with the City's goal to assist in the creation and preservation of affordable housing for lower-income households. However, these two activities are not included in the Action Plan tables, in accordance with HUD guidance, because they are not using funds generated in FY 2018-19.

AP-60 Public Housing - 91.220(h)

Public Housing

This section is not applicable; there is no official public housing in Sunnyvale. The City collaborates

with the Housing Authority of the County of Santa Clara (HACSC) on its efforts to provide Section 8 vouchers, mortgage credit certificates, supportive services and other assistance to Sunnyvale residents. The City also supports the HACSC in its efforts to increase federal appropriations for Section 8 and other affordable housing programs in Sunnyvale and in the County.

The City has partnered with the Housing Authority on several efforts in recent years, including a joint TBRA program for clients on the Section 8 waiting list, and several Sunnyvale housing projects which were awarded project-based vouchers, including the Fair Oaks Senior Housing project, two senior group homes, Parkside Studios, Onizuka Apartments, and Edwina Benner Plaza.

AP-65 Homeless and Other Special Needs Activities - 91.220(i)

Introduction

This Action Plan includes a planned allocation of \$420,000 for a program that helps homeless people obtain jobs (WorkFirst Sunnyvale), and additional HOME funding for the City's TBRA program that helps homeless people obtain housing, as well as funding for various public services, several of which address homelessness. The City continues to participate in the county-wide efforts to end homelessness throughout the County. Recently, the City provided over \$8 million in local and HOME funds to assist the development of the Edwina Benner Plaza project, which will include 13 homeless units.

Homeless Outreach and Assessment

The WorkFirst Sunnyvale and LifeMoves programs include outreach to unsheltered homeless clients and assessment of their needs.

Emergency Shelter and Transitional Housing

Two of the public services sub-recipients, LifeMoves and YWCA, provide emergency shelter, transitional housing, and services to homeless clients and victims of domestic violence. In addition, the County operates a shelter facility in Sunnyvale with 125 beds that takes referrals and receives supportive services from some of the City's CDBG sub-recipients.

Permanent Housing, Rapid Re-Housing, Affordable Housing, and Prevention

Several of the activities funded help homeless clients and families transition to permanent housing, including: WorkFirst Sunnyvale, TBRA, and the human services grants to LifeMoves and YWCA. The total CDBG funding planned for these activities is \$470,000 in 2018.

Preventing Homelessness for those Discharged from Public Institutions or Welfare Programs and Other Low-Income Households

Several of the Human Services grants will support services intended to prevent homelessness of Sunnyvale residents, including the grants to Sunnyvale Community Services, LifeMoves, YWCA, and Bill Wilson Center. In addition, the fair housing services provided can also help tenants avoid eviction and/or homelessness by addressing discrimination practices. In addition to the activities funded with CDBG, the City also assists other programs that aim to prevent homelessness using local funds. These include grants to Senior Adults Legal Services, Downtown Streets Team, funding for tenant-

landlord mediation programs, and the Homelessness Prevention and Rapid Re-Housing Program funded with \$250,000 in funds from the City's former Redevelopment Agency Housing Fund.

AP-75 Barriers to affordable housing - 91.220(j)

The City does not impose any public policies that unreasonably constrain housing development. There are no growth limitations or rent control policies, and property tax policies are largely set by the State. The City's land use designations and zoning are supportive of development of a wide variety of housing types, including single- and multi-family housing, ownership and rental, mobile homes, manufactured/modular housing, and so on. The City follows the State building code, and its fees and charges are reasonable and consistent with prevailing prices in the region. Between 2006 and 2015, a total of 4,933 new housing units were issued building permits. This equaled an average of 493 new units per year, slightly higher than the City's historic annual average which is closer to 300 annually. Fifty-five percent of the new units permitted during that ten-year period were in multi-family rental projects.

In 2014, the City updated the Constraints Analysis of its Housing Element, as required under California Housing Element law (Government Code 65580), to analyze city policies and land use regulations to determine if they had any negative effects on development. The State determined, with its certification in January 2015 of the City's 2015-2023 Housing Element, that the City does not currently implement policies that create barriers to affordable housing. Additional detail is available in the City's Housing Element, available on the City's website and in the Sunnyvale Library.

As noted above, thousands of new dwelling units of various types and price points have been developed and additional units renovated in recent years, in most cases without any direct assistance from the City. This demonstrates that the City's policies do not unduly constrain residential development. In addition, the City has successfully assisted a number of affordable housing developments in recent years, which demonstrates that City policies do not have negative effects on assisted housing production.

Non-governmental barriers, primarily market factors such as high land costs, construction costs, and high prevailing market prices for housing, have been the primary challenges facing jurisdictions in the region, including Sunnyvale, in recent years, not city land use policies. These barriers are addressed, within the City's limited ability to address them, through the housing activities listed above and through the goals and policies listed in the Housing Element.

AP-85 Other Actions - 91.220(k)

This section describes the City's efforts in addressing the underserved needs, expanding and preserving affordable housing, reducing lead-based paint hazards, and developing institutional structure for delivering housing and community development activities.

Addressing Unmet Needs

The City has addressed obstacles to meeting underserved needs by adopting programs to generate local funds for affordable housing through impact fees or new development of affordable units (inclusionary zoning). The primary obstacle to meeting unmet needs is the continued decline in federal appropriations for affordable housing and community development programs. The City has established local policies to address needs to the extent possible with local resources.

Fostering and Maintaining Affordable Housing

Please see AP-35 on prior pages of this Plan (i.e., Tenant-Based Rental Assistance, Fair Housing Services, and Home Improvement Program).

Reducing Lead-based Paint Hazards

The City provides financial assistance to income-eligible homeowners to abate lead-based paint hazards through its Home Improvement Program. Paint grants and loans, as well as housing rehabilitation loans, are provided, as well as free lead-based paint testing and education services. Lead-based paint hazards in rental housing can also be addressed through housing rehabilitation loans.

Reducing the Number of Households in Poverty

In 2014 the City adopted a new minimum wage ordinance increasing the local minimum wage. It increased to \$15/hour on January 1, 2018. It will be adjusted annually thereafter by the CPI. This action alone will help many local low-wage workers increase their household incomes to above the federal poverty levels.

The North Valley Workforce and Investment Board ("NOVA") helps prepare lower-income and unemployed residents of Sunnyvale for career growth and stable employment. NOVA provides employment and training services to low-income workers and dislocated professionals within Sunnyvale and the surrounding region under the federal Workforce Investment Act (WIA), with a goal of helping these clients obtain jobs and improve career prospects. In addition, many of the human services supported by the City help impoverished families meet their basic needs in the short term, or help them achieve living-wage employment. Although the economic situation has improved in the Silicon Valley since 2010, there is still an increased level of need and demand for assistance with employment services as well as basic needs. The City, which serves as the administrative agent for NOVA, will continue its ongoing efforts to improve economic opportunities for all its residents through NOVA and the City's Economic Development Division.

The WorkFirst Sunnyvale Program is also a major anti-poverty program that helps Sunnyvale residents who are currently homeless or at imminent risk of homelessness increase their incomes through job training and placement, and other employment-supportive services.

Institutional structure

The institutional structure for carrying out the City's housing and community development activities consists of the City's cooperative relationships within its departments and other government agencies, local residents, non-profit organizations, and other institutions involved in the activities described herein.

Coordination between Public and Private Housing and Social Service Agencies

The City and other community development organizations in the County coordinate frequently on a variety of initiatives. The City Housing Division staff participates in a collaborative of HUD entitlement grantees within the County, which holds quarterly meetings to discuss activities, technical assistance issues, and identify future opportunities for coordination and cooperation between local governments, housing providers, social service agencies, and the Housing Authority.

The City also participates in the County's Continuum of Care (CoC), comprised of governmental agencies, homeless service and shelter providers, homeless persons, housing advocates, affordable housing developers, and various private parties, including businesses and foundations. The CoC prepares the Countywide Homelessness Continuum of Care Plan, which seeks to create a comprehensive and coordinated system of affordable housing and supportive services for the prevention, reduction, and eventual end of homelessness. The Plan provides a common guide for the County, cities, service providers, the faith community, the business sector, philanthropy, and the broader community to follow in addressing local housing and the goals and services needs for homeless people. The actions included in this Plan to address housing needs and homelessness are consistent with the CoC's plans and policies. The City's Housing Officer has served on the CoC's "Review and Rank" panel, evaluating and scoring applications for CoC funding, for the past three years.

The City also coordinates with other regional agencies, such as the Housing Trust of Silicon Valley, Joint Venture Silicon Valley, NOVA, the County-wide Fair Housing Task Force, and the Valley Transportation Authority, and a number of other non-profit or public agencies, to achieve the goals described within this Action Plan.

AP-90 Program Specific Requirements - 91.220(I)(1,2,4)

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(I)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$250,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$268,000
5. The amount of income from float-funded activities	\$0
Total Program Income	\$518,000

Other CDBG Requirements

1. The amount of urgent need activities	\$0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income	90%
3. Overall Benefit - A consecutive period of one, two, or three years may be used to determine that a minimum overall benefit of 70 percent of CDBG funds is used to benefit persons of low and moderate income. Specify the years that include this Annual Action Plan	FY 2016 - 2018

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(I)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows: *Not Applicable*
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows: *Not Applicable*
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows: *Not Applicable*
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows: *Not Applicable*

Discussion:

The City does not use any of the methods addressed in Questions 1-4 above in its HOME programs.

Exhibit A

CDBG Revolving Loan Fund

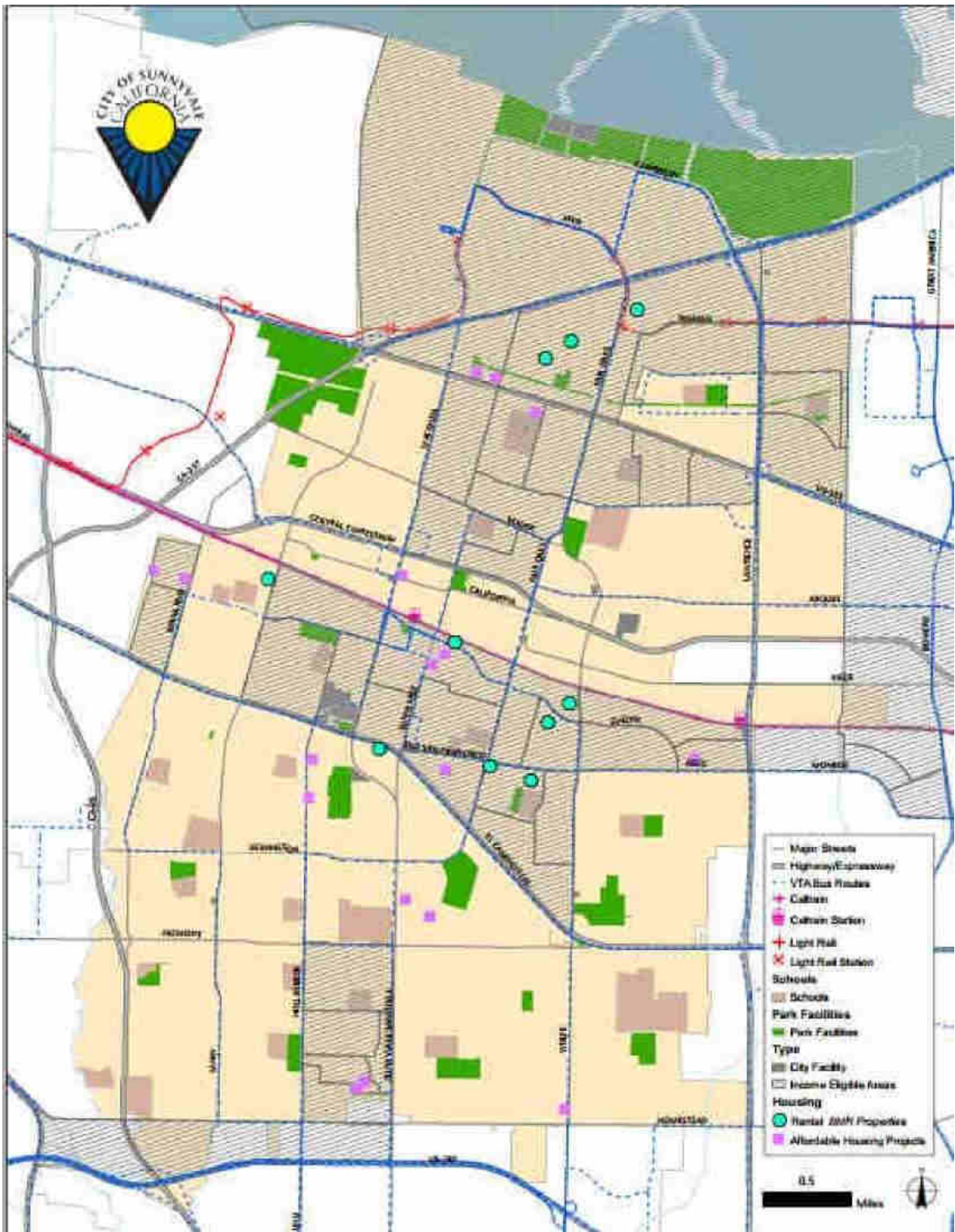
The CDBG Revolving Loan Fund (RLF) is not included in the HUD template for Action Plans. The RLF was created pursuant to earlier HUD guidance and statutes to allow CDBG entitlement cities to deposit CDBG program income revenues generated from payments on prior CDBG loans) to use on an over-the-counter basis to provide future housing rehabilitation loans.

The City's Housing Rehabilitation Program provides loans for lower-income mobile home owners and single-family home owners to provide financing for rehabilitation projects to correct code compliance issues and complete deferred maintenance items. The program can also provide loans for smaller multi-family rental rehabilitation projects if the property is restricted to lower-income rental uses. The amount of demand for these loans among local homeowners and rental property owners has declined over the years for various reasons. This has led to a significant balance in the RLF, as additional program income is deposited into the fund, while program expenditures are not as large as the deposits in most years.

The City's HUD Grant representative recently notified staff of the need to reduce the existing balance in the RLF in order to comply with HUD's new method for determining the "timeliness ratio". In order to remedy this situation, staff proposes to transfer \$150,000 out of the RLF upon HUD approval of this Action Plan, and allocate it toward the ADA curb ramps contingency project. In addition, staff will not deposit future program income into the RLF until it appears to become necessary to meet projected Housing Rehabilitation Program needs for FY 19/20, as funds for FY 2018/19 are currently available in the RLF. Going forward, staff will monitor RLF expenditures as well as program income receipts at least quarterly to determine whether any new program income is needed for projected RLF expenditures in the forthcoming 18-24 months.

Exhibit B

CDBG-Eligible Areas Map



**Proof of Publication
and
Citizen Participation Comments**

The Sunnyvale Sun

c/o Bay Area News Group
4 N. 2nd Street, Suite 800
San Jose, CA 95113

2083317

CITY OF SUNNYVALE
CITY OF SUNNYVALE
ACCOUNT PAYABLE DEPT
PO BOX 3707
SUNNYVALE, CA 94088

PROOF OF PUBLICATION State of California County of Santa Clara

FILE NO. BL007177: E.Alanis: Housing 2018 Action Plan

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Sunnyvale Sun, a newspaper published in the English language in the City of Sunnyvale, County of Santa Clara, State of California.

I declare that the Sunnyvale Sun is a newspaper of general circulation as defined by the laws of the State of California as determined by court decree dated September 22, 1994, Case Number CV742853. Said decree states that the Sunnyvale Sun is adjudged to be a newspaper of general circulation for the City of Sunnyvale, County of Santa Clara and State of California. Said order has not been revoked.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

04/13/2018

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated: April 13, 2018



Public Notice Advertising Clerk

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CITY OF SUNNYVALE

NOTICE OF 30-DAY PUBLIC COMMENT PERIOD AND PUBLIC HEARINGS ON DRAFT 2018 ACTION PLAN

The City of Sunnyvale will hold a **30-day public comment period** on its draft Fiscal Year 2018 Action Plan ("Plan"), which is the fourth Annual Action Plan of Sunnyvale's 2015-2020 Consolidated Plan. The comment period will begin on **April 22, 2018** and end on **May 22, 2018**. Public hearings on the Plan will be held by the Housing and Human Services Commission on April 18, 2018 and by the City Council on May 22, 2018. The Plan describes the activities the City plans to fund in fiscal year 2018/19 with federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds. These activities are intended to meet Sunnyvale's affordable housing and community development needs, as described in the Consolidated Plan.

2018 Action Plan

Available Funds:

CDBG: The City estimates that nearly \$1,770,000 in CDBG funds may be available to commit to new activities through the 2018 Action Plan. This amount includes an estimated new CDBG entitlement grant of \$1,100,000, plus approximately \$400,000 in CDBG program income and \$270,000 in prior-year CDBG funds. All amounts are estimates, and final funding availability may be significantly higher or lower than these estimates.

Proposed Activities

The City proposes using the available CDBG funds for activities benefiting lower-income households in 2018, such as: public services for low-income residents with special needs (seniors, at-risk youth, homeless people, disabled adults, domestic violence survivors, etc.); housing rehabilitation; accessibility retrofits to pedestrian infrastructure (curb ramps); public infrastructure such as sidewalks; job training and placement services; and administration and planning.

HOME: The City estimates that nearly \$900,000 in HOME funds may be available in FY 2018/19. This amount includes an anticipated 2018 HOME entitlement grant of approximately \$310,000, roughly \$450,000 in program income and nearly \$200,000 in disencumbered funds from prior years.

Proposed Activities

The City proposes to provide HOME funds for tenant-based rental assistance, administration and monitoring activities, and possibly other HOME-eligible uses.

PUBLIC REVIEW PERIOD

The 30-day public review and comment period for the FY 2018/19 Annual Action Plan, will begin on **April 22, 2018** and end on **May 22, 2018**. Copies of the Draft Action Plan will be available at the following locations: 1) Sunnyvale City Hall, One-Stop Center, Community Development Department, 456 West Olive Avenue, Sunnyvale, CA 2) Sunnyvale Public Library, 665 W. Olive Avenue, Sunnyvale, CA and 3) on the City of Sunnyvale website: Sunnyvale.ca.gov. To request a copy of the Plan, or for more information, please call (408) 730-7250. Se habla español. The public is encouraged to submit written comments on the draft Action Plan during the review period, or to provide verbal and/or written comments at either of the public hearings listed below. Written comments may be sent via email to: Housing@Sunnyvale.ca.gov or via postal mail to: City of Sunnyvale Housing Division, Attn: Housing Officer, P.O. Box 3707, Sunnyvale, CA 94088-3707.

PUBLIC HEARINGS

The first public hearing on the draft Action Plan will be held before the Housing and Human Services Commission at its regular meeting on Wednesday, April 18, 2018 at 7:00 p.m. at Sunnyvale City Hall, West Conference Room, 456 West Olive Avenue, Sunnyvale, CA 94086.

The second public hearing will be held before the City Council at its regular meeting on Tuesday, May 22, 2018 at 7:00 p.m. at Sunnyvale City Hall Council Chambers, 456 West Olive Avenue, Sunnyvale, CA 94086.

PARA RESIDENTES QUE HABLAN ESPAÑOL: Esta información sobre los Programas de Desarrollo de Comunidad de la Ciudad de Sunnyvale puede ser muy importante para usted. Por favor traduzca esta noticia.

The City of Sunnyvale does not discriminate on the basis of race, color, religion, national origin, sex (including sexual harassment), handicap, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, or treatment or employment in, the City of Sunnyvale programs and activities.

Special Needs: The session locations are accessible to persons with physical disabilities. Pursuant to the Americans with Disabilities Act, the City of Sunnyvale will make reasonable efforts to accommodate persons with qualified disabilities. Persons who need special accommodations or auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print or Braille, are requested to contact staff at (408) 730-7254 no less than five days prior to the public hearing so that appropriate arrangements can be made. Individuals using TTY/TDD machines may access the City at (408) 730-7501. If you have inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the City's grievance procedures, please contact the Housing Division at (408) 730-7254 at least five days in advance of the meeting.

SV#6137526; April 13, 2018

Memo

To: City of Sunnyvale Housing and Human Services Commission
From: April Mo and Matt Lewis, MidPen Housing Development Department
Date: April 18, 2018
RE: Persian Drive Sidewalk Project – Comments for Special Meeting

MidPen Housing is pleased to have been able to kick off the design process for the Persian Drive Sidewalk Project just steps away from our Edwina Benner Plaza affordable housing community for families. We are excited to partner with the City using FY-2016-2017 CDBG funds to bring this project to life.

This new sidewalk will improve walkability for the residents of our housing project as well as the broader neighborhood. It will provide key link between a fast-growing residential area and the Moffett Park employment hub via a pedestrian bridge over CA-237, which currently has no sidewalk connection where it touches down on Persian Drive.

We have been coordinating design work between the City's public works, engineering, and environmental services teams and our civil engineer and landscape designer. There have been many conversations to ensure the design incorporates as much stormwater treatment and native landscaping as practicable. We are working on our conceptual design and will soon be working on applying for an encroachment permit. Ultimately, we are still on track to complete the sidewalk this summer.

The Bay Area's booming economy and high demand for construction materials and labor have directly impacted our project. A recently obtained rough estimate of what it will cost to complete the sidewalk (\$1,500,000) is an unanticipated 54 percent higher than the combination of our grant allocation (\$883,000) and City wastewater treatment funds (\$973,000 combined).

We plan to further refine cost estimates so that the project can be completed within its allocations. With these cost factors in mind, we support Staff's recommendation for an additional allocation of CDBG funds to the Persian Drive Sidewalk Project in the 2018 Action Plan, and hope you will approve the same.

At our Edwina Benner Plaza housing project, construction has been progressing and we anticipate completion in August or September. We are starting the marketing process and will begin taking tenant applications in May or June.



City of Sunnyvale
Meeting Minutes - Draft
Housing and Human Services
Commission

Wednesday, March 28, 2018

7:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

CALL TO ORDER

Chair Grossman called the meeting to order at 7:01 p.m.

SALUTE TO THE FLAG

Chair Grossman led the salute to the flag.

ROLL CALL

Present: 6 - Chair Joshua Grossman
Vice Chair Avaninder Singh
Commissioner Patti Evans
Commissioner Diana Gilbert
Commissioner Ken Hiremath
Commissioner Elinor Stetson
Absent: 1 - Commissioner Minjung Kwok

Vice Chair Avaninder Singh arrived at 7:05 p.m.
Commissioner Minjung Kwok (excused)
Council Liaison Michael S. Goldman (present)

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

1.A [18-0266](#) Approve the Housing and Human Services Commission Meeting Minutes of February 28, 2018

Chair Grossman asked if anyone had any comments on the item on the consent calendar. There were none.

MOTION: Commissioner Gilbert moved, and Commissioner Hiremath seconded the motion to approve the Housing and Human Services Commission meeting minutes

of February 28, 2018.

Motion carried by the following vote:

Yes: 5 - Chair Grossman
Commissioner Evans
Commissioner Gilbert
Commissioner Hiremath
Commissioner Stetson

No: 0

Absent: 2 - Vice Chair Singh
Commissioner Kwok

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [18-0267](#) Funding Recommendations for FY 2018/19 CDBG/HOME
Capital Projects

Housing Officer Suzanne Isé introduced the applicants.

Sunnyvale Community Services Executive Director Marie Bernard and Downtown Streets Team Sunnyvale Program Director Chris Anderson gave a short presentation, shared some accomplishments and client stories, and answered questions from the Commissioners regarding the WorkFirst Sunnyvale proposal.

Chair Grossman opened the public hearing at 7:29 p.m.

No speakers.

Chair Grossman closed the public hearing at 7:29 p.m.

Chair Grossman asked for a motion.

MOTION: Commissioner Evans moved and Commissioner Stetson seconded the motion to approve Alternative 1: Recommend funding the capital project proposal in the amount recommended in the staff report (approximately \$416,000).

The motion carried by the following vote:

Yes: 6 - Chair Grossman
Vice Chair Singh
Commissioner Evans
Commissioner Gilbert
Commissioner Hiremath
Commissioner Stetson

No: 0

Absent: 1 - Commissioner Kwok

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

None.

-Staff Comments

None.

ADJOURNMENT

MOTION: Commissioner Evans moved, and Commissioner Stetson seconded the motion to adjourn the meeting at 7:32 p.m.

Motion carried by the following vote:

Yes: 6 - Chair Grossman
Vice Chair Singh
Commissioner Evans
Commissioner Gilbert
Commissioner Hiremath
Commissioner Stetson

No: 0

Absent: 1 - Commissioner Kwok



City of Sunnyvale
Meeting Minutes - Draft
Housing and Human Services
Commission

Wednesday, April 18, 2018

7:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

Special Meeting

CALL TO ORDER

Chair Grossman called the meeting to order at 7:03 p.m.

SALUTE TO THE FLAG

Chair Grossman led the salute to the flag.

ROLL CALL

- Present:** 2 - Chair Joshua Grossman
Commissioner Minjung Kwok
- Absent:** 5 - Vice Chair Avaninder Singh
Commissioner Patti Evans
Commissioner Diana Gilbert
Commissioner Ken Hiremath
Commissioner Elinor Stetson

Council Liaison Michael S. Goldman (present)

Chair Grossman stated that the meeting would continue without a quorum in order to hold the public hearing.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

- 1.A** [18-0327](#) Approve the Housing and Human Services Commission Meeting Minutes of March 28, 2018

Due to the lack of quorum the consent calendar item is deferred to the next meeting.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [18-0309](#) Consider Draft 2018 Housing and Urban Development (HUD) Action Plan

Housing Officer Suzanne Ise gave a brief report. She explained that the Action Plan was a planning and budgetary report required by the Department of Housing and Urban Development (HUD) to receive the CDBG and HOME Federal grants.

Chair Grossman opened the public hearing at 7:04 p.m.

Amanda Olson spoke on behalf of Downtown Streets Team and thanked the commissioners for their funding recommendations and support.

Chair Grossman closed the public hearing at 7:09 p.m.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

-Staff Comments

Staff noted that Chair Grossman or any of the commissioner could attend the May 22 Council hearing on the Action Plan, as an individual, if they wanted to give any input.

Chair Grossman and Commissioner Kwok requested that staff poll the rest of the commissioners about their availability to meet again before the May 22 Council meeting, so they could take formal action and provide a recommendation to Council on the Action Plan.

ADJOURNMENT

Chair Grossman adjourned the meeting at 7:14 p.m.



Memo

To: City of Sunnyvale Housing and Human Services Commission
From: April Mo and Matt Lewis, MidPen Housing Development Department
Date: April 18, 2018
RE: Persian Drive Sidewalk Project – Comments for Special Meeting

MidPen Housing is pleased to have been able to kick off the design process for the Persian Drive Sidewalk Project just steps away from our Edwina Benner Plaza affordable housing community for families. We are excited to partner with the City using FY-2016-2017 CDBG funds to bring this project to life.

This new sidewalk will improve walkability for the residents of our housing project as well as the broader neighborhood. It will provide key link between a fast-growing residential area and the Moffett Park employment hub via a pedestrian bridge over CA-237, which currently has no sidewalk connection where it touches down on Persian Drive.

We have been coordinating design work between the City's public works, engineering, and environmental services teams and our civil engineer and landscape designer. There have been many conversations to ensure the design incorporates as much stormwater treatment and native landscaping as practicable. We are working on our conceptual design and will soon be working on applying for an encroachment permit. Ultimately, we are still on track to complete the sidewalk this summer.

The Bay Area's booming economy and high demand for construction materials and labor have directly impacted our project. A recently obtained rough estimate of what it will cost to complete the sidewalk (\$1,500,000) is an unanticipated 54 percent higher than the combination of our grant allocation (\$883,000) and City wastewater treatment funds (\$973,000 combined).

We plan to further refine cost estimates so that the project can be completed within its allocations. With these cost factors in mind, we support Staff's recommendation for an additional allocation of CDBG funds to the Persian Drive Sidewalk Project in the 2018 Action Plan, and hope you will approve the same.

At our Edwina Benner Plaza housing project, construction has been progressing and we anticipate completion in August or September. We are starting the marketing process and will begin taking tenant applications in May or June.



City of Sunnyvale

Agenda Item

18-0413

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Adopt Positions on State and Local Ballot Measures for the June 5, 2018 Election

BACKGROUND

This report provides an opportunity for the Sunnyvale City Council to take positions on state and local measures on the June 5, 2018 Ballot. The report summarizes each measure, provides the City's adopted policy on the measure (if any), and a staff recommendation, when appropriate. Council Policy 7.4.16 *Ballot Measure Positions*, states that staff will provide analysis and a position recommendation on only those ballot measures that directly impact *City business*. *City business* is defined as all matters directly related to service delivery, or otherwise contributing to the City's operational success (Per Council Policy 7.4.14 *Legislative Advocacy Positions*).

The *Ballot Measure Positions* policy also states that review of measures prior to the publishing of the Santa Clara County Registrar of Voter's *Voter Information Pamphlet* (Pamphlet), will most likely not include staff analysis. As of the publishing of this Report, the Pamphlet is not yet publicly available. Some of the analysis provided below is based on limited information.

Staff's recommendations are generally based on existing City policies from documents such as the General Plan, Legislative Advocacy Positions, and impact on City services and/or operations.

As required by state law, no public funds have been or will be used to campaign for or against any of these measures.

EXISTING POLICY

Council Policy 7.4.16 *Ballot Measure Positions*: As soon as possible following the release of the Secretary of State's *Official Voter Information Guide* or the Santa Clara County Registrar of Voter's *Voter Information Pamphlet*, staff will present to Council a report reviewing proposed ballot measures.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

DISCUSSION

A brief analysis of each measure follows including a measure summary and, for statewide measures only, the California Legislative Analyst's estimate of state and local government fiscal impact; for those measures deemed *City business*, City staff analysis by the appropriate department, existing

City policy citation (if any), and, as appropriate, a staff recommendation are also identified.

Staff recommendation options are: Support, Oppose, No Staff Recommendation, or Take No Position. While the meaning of Support and Oppose recommendations are clear, "No Staff Recommendation" and "Take No Position" are clarified as follows:

No Staff Recommendation - Consistent with City policy, staff does not provide analysis or make recommendations on measures that do not impact *City business* as defined in Council Policy 7.4.14, *Legislative Advocacy Positions*.

Take No Position - Despite a measure's ability to impact *City business*, Staff may recommend that Council abstain from taking a position. This recommendation to remain neutral on an issue may be made for a variety of reasons (e.g., ballot language is not clear; the pros and cons of the business impact cancel each other out; etc.). The reason for recommending this position will be explained as part of the staff analysis.

State and local ballot measures deemed City business

Proposition 68 - Bonds for Environment, Parks and Water.

Summary: Authorizes \$4 billion in general obligation bonds for: parks, natural resources protection, climate adaptation, water quality and supply, and flood protection. Fiscal Impact: Increased state bond repayment costs averaging \$200 million annually over 40 years. Local government savings for natural resources-related projects, likely averaging several tens of millions of dollars annually over the next few decades.

Summary of Legislative Analyst's Estimate of Net State and Local Government Fiscal Impact:

Increased state bond repayment costs averaging about \$200 million annually over the next 40 years. Savings to local governments, likely averaging several tens of millions of dollars annually over the next few decades.

<i>State Bond Cost Estimates:</i>	
Authorized new borrowing	\$4.0 billion
Average annual cost to pay off bonds	\$200 million
Likely repayment period	40 years
Source of repayment	General tax revenues

City of Sunnyvale Staff Analysis (Environmental Services): Staff is recommending that the City take a "support" position on Proposition 68. If approved, Proposition 68 could be used to fund solutions for managing drought conditions, water conservation efforts, and increasing water supplies. Additionally, Proposition 68 funding can potentially be used for local park and open space improvements.

If approved, the City of Sunnyvale will be eligible for grants on specific projects that help make the City's water supplies more secure through investment in drought preparedness. Overall, the City could leverage Proposition 68 funding when competing for matching grants for parks, water and climate action projects.

Proposition 68 will also assist the SFPUC and the Santa Clara Valley Water District in funding

solutions to sustain our water supply. In addition, potential funding could be used to enhance the City's parks with improved equipment, amenities, and preventative maintenance activities.

Existing City Policy:

- GOAL EM-1 ADEQUATE WATER SUPPLIES: Acquire and manage water supplies so that existing and future reasonable demands for water, as projected in the 20-year forecast, are reliably met.
- GOAL EM-2 WATER CONSERVATION: Promote more efficient use of the City's water resources to reduce the demands placed on the City's water supplies.
- GOAL EM-3 RELIABLE AND SAFE WATER DISTRIBUTION: Proactively maintain the water distribution system infrastructure to ensure the reliable and safe delivery of water under normal and emergency conditions to both current and future customers.
- Policy LT-10.1 Support activities and legislation that will provide additional local, county, and regional park acquisition, development, and maintenance and recreational opportunities. (Previously Open Space and Recreation Policy 2.2.C.1)

Staff Recommendation: Support

Proposition 69 - Transportation Funding.

Summary: Requires that certain revenues generated by a 2017 transportation funding law be used only for transportation purposes and generally prohibits Legislature from diverting funds to other purposes. Fiscal Impact: No direct effect on the amount of state and local revenues or costs but could affect how some monies are spent.

Summary of Legislative Analyst's Estimate of Net State and Local Government Fiscal Impact:

Proposition 69 would have no direct effect on the amount of state and local revenues or costs, as the measure does not change existing tax and fee rates. The measure could affect how some monies are spent by ensuring that revenues from recently enacted taxes and fees continue to be spent on transportation purposes. Fiscal Impact: No direct effect on the amount of state and local revenues or costs but could affect how some monies are spent.

City of Sunnyvale Staff Analysis (Public Works): Proposition 69 amends the State Constitution to require that the Legislature spend revenues from the new and existing diesel sales taxes and transportation improvement fees (SB 1) on transportation purposes. Proposition 69 also prohibits the state from loaning out these revenues (except for cash flow purposes), and using transportation improvement fee revenues to repay state transportation bonds without voter approval. The only way to change these requirements would be for the voters to approve another constitutional amendment in the future. The measure would have no immediate fiscal impact but ensures these revenue sources remain available and dedicated for transportation-related improvements.

Sunnyvale is expected to receive approximately \$2.5 million annually to support its pavement maintenance and rehabilitation efforts. The City's pavement preservation goal of reaching and maintaining a Pavement Condition Index (PCI) of 80 align with the goals of SB 1. Sunnyvale will be starting its first SB 1 funded pavement preservation project in spring 2018 and has a rolling five-year pavement plan which is dependent upon receipt of this funding. Upon achieving the goal of PCI 80, the City will be allowed to spend funding on other transportation initiatives and priorities. Receiving \$2.5 million annually is a net positive affect to the City's Capital Improvement Program (CIP).

Existing City Policy:

- Policy LT-12.9 Consider the importance of tax generation (retail, hotel, auto, and business-to-business uses) to support the fiscal health of the community and to fund municipal services.
- General Plan, Chapter 3 Land Use and Transportation - Policy 46: Support statewide, regional, and sub-regional efforts that provide for a safe, effective transportation system that serves all travel modes consistent with established service standards.

Staff Recommendation: Support

Proposition 72 - Taxes for Rainwater Capture Systems.

Summary: Permits Legislature to allow construction of rain-capture systems, completed on or after January 1, 2019, without requiring property-tax reassessment. Fiscal Impact: Possible minor reduction in annual property tax revenues to local governments.

Summary of Legislative Analyst's Estimate of Net State and Local Government Fiscal Impact: Possible minor reduction in annual property tax revenues to local governments.

City of Sunnyvale Staff Analysis (Environmental Services): Proposition 72 would allow the California State Legislature to exclude rainwater capture systems added to properties after January 1, 2019, from counting as new construction. Legislation associated with Proposition 72 would define a rainwater capture system as a facility designed to capture, retain, and store rainwater flowing off rooftops or other manmade above-ground hard surfaces for onsite use. Currently, homeowners adding a rainwater capture system to their property counts as "new construction" and is therefore assessed for taxable value. This ballot measure would incentivize the installment of rainwater capture systems by not counting and taxing the project as "new construction."

Staff is recommending that the City take a Support position on Proposition 72. Incentivizing customers to invest in rain capture devices will free up water supplies from conventional sources for other uses.

Proposition 72 would result in lower property tax revenues for residential properties installing rainwater capture systems after January 1, 2019. The loss tax revenues due to Proposition 72 are expected to be minor because rainwater capture system installations represent a small share of all property tax payments made within the City of Sunnyvale.

Existing City Policy:

- GOAL EM-2 WATER CONSERVATION: Promote more efficient use of the City's water resources to reduce the demands placed on the City's water supplies.

Staff Recommendation: Support

State and local ballot measures deemed City business with staff not recommending a specific position

Proposition 70 - Cap-and-Trade Amendment.

Summary: Beginning in 2024, requires that cap-and-trade revenues accumulate in a reserve fund until the Legislature, by a two-thirds majority, authorizes use of the revenues. Fiscal Impact:

Beginning in 2024, potential temporary increase in state sales tax revenue, ranging from none to a few hundred million dollars annually, and possible changes in how revenue from sale of greenhouse gas emission permits is spent.

Summary of Legislative Analyst's Estimate of Net State and Local Government Fiscal Impact:

Potential temporary increase in state sales tax revenue from the sale of manufacturing and certain other equipment beginning in 2024. Amount could range from no increase to a few hundred million dollars annually. Possible change in the mix of cap-and-trade funding provided to state and local programs.

City of Sunnyvale Staff Analysis (Finance): Beginning January 1, 2024, Proposition 70 would create a Greenhouse Gas Reduction Reserve Fund for future cap-and-trade revenues generated from the State Air Resources Board's auctioning or sale of greenhouse gas emissions allowances. The measure would require a one-time, supermajority vote to authorize use of the revenues within this fund. Between January 1, 2024 and a successful vote, the measure would also suspend a sales tax exemption for certain types of manufacturing and other equipment.

The supermajority vote requirement to access revenue generated under cap-and-trade could have an impact on funding available for local programs. The temporary end of the sales tax exemption for certain manufacturing and other equipment could result in a temporary increase in sales tax revenue for the City.

Despite the endorsement from Governor Jerry Brown, the measure does not otherwise have a broad base of support. The measure also seems designed to inhibit access, even if only temporarily, to revenues generated under the cap-and-trade program. The ultimate fiscal impact to the City is uncertain but likely to be minimal. The City does not currently receive cap-and-trade funding. It is also unclear how much sales tax revenue would be generated by this measure, as the end to the exemption is only temporary. For this reason, Staff's recommendation is to take no position on Proposition 70.

Existing City Policy:

- Council Policy 7.1.1: To maintain a diversified and stable revenue base that generates the resources necessary to sustain essential City services over the Long Term Financial Plan.
- Climate Action Plan (CAP) Action 4.3.: Pursue local, regional, state, and federal grants to assist with potential costs to the City and the community and support successful implementation of the CAP

Staff Recommendation: Take no position

State and local ballot measures deemed not City business

All measures deemed not City business are presented for potential Council action, however, do not include staff analysis or recommendation

Proposition 71 - Ballot Measure Effective Date.

Summary: Provides that ballot measures approved by a majority of voters shall take effect five days after the Secretary of State certifies the results of the election. Fiscal Impact: Likely little or no effect on state and local finances.

Regional Measure 3 - Bay Area Traffic Relief Plan.

Summary: Shall voters authorize a plan to reduce auto and truck traffic, relieve crowding on BART, unclog freeway bottlenecks, and improve bus, ferry, BART and commuter rail service as specified in the plan in this voter pamphlet, with a \$1 toll increase effective in 2019, a \$1 increase in 2022, and a \$1 increase in 2025, on all Bay Area toll bridges except the Golden Gate Bridge, with independent oversight of all funds.

FISCAL IMPACT

As required by state law, no public funds have been or will be used to campaign for or against any of these measures and therefore there is no fiscal impact to this report.

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.

ALTERNATIVES

1. Adopt the following staff-recommended positions on the ballot measures deemed *City business*, including any items where staff recommends Council remain neutral (take no position).
Support - Prop 68 Bonds for Environment, Parks and Water.
Support - Prop 69 Transportation Funding.
Support - Prop 72 Taxes for Rainwater Capture Systems.
Take no position - Prop 70 Cap-and-Trade Amendment.
2. Adopt alternative positions on the ballot measures.
3. Other action as directed by Council.

STAFF RECOMMENDATION

Alternative 1:

1. Adopt the following staff-recommended positions on the ballot measures deemed *City business*, including any items where staff recommends Council remain neutral (take no position).
Support - Prop 68 Bonds for Environment, Parks and Water.
Support - Prop 69 Transportation Funding.
Support - Prop 72 Taxes for Rainwater Capture Systems.
Take no position - Prop 70 Cap-and-Trade Amendment.

Prepared by: Lupita Alamos, Senior Management Analyst

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

18-0015

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Appoint Applicants to the Bicycle and Pedestrian Advisory Commission, Board of Library Trustees, Heritage Preservation Commission, Housing and Human Services Commission, Planning Commission and Sustainability Commission

DISCUSSION

The City has 10 Council-appointed boards and commissions to recommend and advise City Council on specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues. The term length for boards and commissions is four years, with staggered terms expiring June 30 of each year. Council makes appointments annually in May to fill seats with expiring terms to serve with an effective date of July 1. In addition, the Council fills vacancies as necessary quarterly throughout the year.

Below is the list of current applicants, the applicants' preferences as indicated on their application (when the applicant has applied for more than one board or commission), and terms of appointments. Applicant information is available upon request from the Office of the City Clerk at cityclerk@sunnyvale.ca.gov or 408-730-7483.

Per Council Policy 7.2.19 Boards and Commissions, appointments of board and commission members are placed on the City Council meeting agenda. The appointment process is conducted by one of the following two methods, at the discretion of the Mayor:

Individual Candidate Votes: The Mayor will announce by board or commission each vacancy including its term, and then will read each applicant's name. Council will vote on each applicant. The candidate receiving the most affirmative votes and at least four affirmative votes will be appointed. The process is repeated for each board or commission.

Paper Votes: The Mayor will announce each board or commission in an order predetermined by the City Clerk to facilitate a speedy process and to accommodate applicants who specify multiple preferences. The City Clerk will distribute individual voting sheets to be completed by each Councilmember. The candidate receiving the most votes and at least four affirmative votes will be appointed.

Resolving ties: Should a tie between the candidates receiving the most affirmative votes occur, the affected applicants will be voted on again. If a tie still remains, and the affected applicants each have received at least four affirmative votes, the Mayor would ask the City Attorney to draw the name of the person to be appointed.

Should no candidate receive at least four affirmative votes, the vacancy will remain.

Arts Commission (one term to 6/30/2022)

No applicants

Bicycle and Pedestrian Advisory Commission (Category Two, two terms to 6/30/2022*)

John Cordes (Category Two - only preference)

Shana Padgett (Category One or Two - 3rd preference)

Board of Library Trustees (one term to 6/30/2022)

Carey Lai (2nd preference)

Heritage Preservation Commission (two terms to 6/30/2022)

David Wu (3rd preference)

Housing and Human Services Commission (one term to 6/30/2022)

David Wu (4th preference)

Personnel Board (Employee-Nominated Seat, one term to 6/30/2022)

No applicants

Planning Commission (two terms to 6/30/2022)

Ken Rheaume (only preference)

Sue Harrison (only preference)

David Wu (1st preference)

Diana Nguyen (only preference)

Shana Padgett (1st preference)

Neela Shukla (only preference)

Carey Lai (1st preference)

Sustainability Commission (two terms to 6/30/2022**)

Shana Padgett (Category One - 2nd preference)

Douglas Kunz (Category One - only preference)

* Bicycle and Pedestrian Advisory Commission must have four Category One members and three Category Two members; the balance of the current makeup is four Category One and one Category Two members.

**Sustainability Commission must have a minimum of three Category One members and a minimum of one Category Two member(s); the balance of the current makeup is four Category One and one Category Two members.

Terms will be effective July 1, 2018. Following appointments, the staff liaison for each board or commission will provide a board/commission-specific orientation and each new member is required to take the Oath of Office, sign the Model of Excellence and attend the Board and Commission Orientation hosted by the Office of the City Clerk. A ceremonial oath will be offered to all incoming members. Continuing vacancies will be scheduled for the recruitment process in August 2018.

EXISTING POLICY

Council Policy 7.2.19 Boards and Commissions

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental, organizational or administrative activity that will not result in direct or indirect changes in the environment.

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.

ALTERNATIVES

1. Appoint commissioners from the applicants listed in this report.
2. Provide other direction to staff on how to proceed.

STAFF RECOMMENDATION

Alternative: Staff makes no recommendation.

Prepared by: Kathleen Franco Simmons, City Clerk

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

18-0388

Agenda Date: 5/22/2018

Tentative Council Meeting Agenda Calendar



City of Sunnyvale

Tentative Council Meeting Agenda Calendar

Friday, May 25, 2018 - City Council

Study Session

18-0016 8:30 A.M. SPECIAL COUNCIL MEETING
Budget Workshop

Public Hearings/General Business

18-0020 Review of the FY 2018/19 Recommended Budget

Tuesday, June 12, 2018 - City Council

Study Session

18-0384 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Planning for Post-2021 Solid Waste & Recycling Collection Franchise (Study
Issue ESD 18-02)

Special Order of the Day

18-0343 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and
Commission Members

Public Hearings/General Business

18-0064 Annual City Council Public Hearing on FY 2018/19 Budget and Resource
Allocation Plan and Establishment of Appropriations Limit and Sunnyvale
Financing Authority Public Hearing on FY 2018/19 Budget

18-0263 Annual Review of Proposed Fees and Charges for Fiscal Year 2018/19

18-0427 Approve the Purchase and Sale Agreement Between the City of Sunnyvale
and Zhen Zhen Li for the Sale of 1484 Kifer Road; Formerly, the Unilever
Margarine Plant

18-0490 Adopt a Resolution to Amend the City's Salary Resolution and the Schedule
of Pay to Increase Salaries for Pay Plan Category D (Unrepresented
Classified Management) and Pay Plan Category K (Unrepresented
Unclassified Management Classifications Appointed Directly by the City
Attorney)

18-0210 Adopt a Resolution Calling a General Municipal Election to be Held in the City
of Sunnyvale on Tuesday, November 6, 2018 for the Election of

Councilmembers to Seats 1, 2 and 3; Requesting Consolidation with the Statewide General Election and Election Services from the Santa Clara County Board of Supervisors; Providing Regulations for Candidates' Statements and Determining to Levy Costs of Candidates' Statements

- 18-0502** Proposed Project: Related applications on an 8.42-acre site:
PEERY PARK PLAN REVIEW PERMIT: to construct a new 172,649 square foot, four-story office building with two levels of underground parking, 4.5-level parking structure and associated site work and landscaping to an existing campus consisting of two 4-story office buildings and one 2-level parking deck. The project will result in 100% FAR.
File #: 2016-7607
Location: 445 and 455 N. Mary Avenue (APNs: 165-32-015)
Zoning: Peery Park Specific Plan - Innovation Edge
Applicant/Owner: Jay Paul Company
Environmental Review: The project is exempt from CEQA review per CEQA Guidelines Section 15168 (c)(2) and (4) Public Resources Code Section 21094 (c). The project is within the scope of the Peery Park Specific Plan Program EIR as no new environmental impacts are anticipated and no new mitigations are required.
Project Planner: Margaret Netto, (408) 730-7628, mnetto@sunnyvale.ca.gov

Tuesday, June 26, 2018 - City Council

Special Order of the Day

- 18-0301** SPECIAL ORDER OF THE DAY - Parks and Recreation Month

Public Hearings/General Business

- 18-0315** Adopt a Resolution to Cause Charges for Non-Payment of Delinquent Utility Charges to be placed on the FY 2018/19 County of Santa Clara Property Tax Roll
- 18-0063** City Council Adoption of the FY 2018/19 Budget, Fee Schedule, and Appropriations Limit and Sunnyvale Financing Authority Adoption of the FY 2018/19 Budget
- 18-0265** Accept the Climate Action Plan Biennial Progress Report 2018 and Find that the Action is Exempt from Environmental Review under CEQA Guidelines Section 15378(b)(5)
- 18-0304** Proposed Utility Rate Increases for FY 2018/19 Rates for Water, Wastewater, and Solid Waste Utilities for Services Provided to Customers Within and Outside City Boundaries; Finding of CEQA Exemption Pursuant to Public Resource Code Section 21080(b)(8) and CEQA Guidelines Section 15273
- 18-0338** Adopt a Resolution to Approve the Final Engineer's Report, Confirm the Assessment, and Levy and Collect an Annual Assessment for The Downtown

Parking Maintenance District for Fiscal Year 2018/19

- 18-0452** Review and Approve Recommendations from the Community Event and Neighborhood Grant Distribution Council Subcommittee
- 18-0505** CONTINUED FROM MAY 22, 2018 CITY COUNCIL MEETING
Amend the Lawrence Station Area Plan: Forward a Recommendation to the City Council to Select a Preferred Housing Study and Direct Staff to Complete Required Environmental Review.
Project Planner: George Schroeder, (408) 730-7443,
gschroeder@sunnyvale.ca.gov

Tuesday, July 17, 2018 - City Council

Closed Session

- 18-0352** 5 P.M. SPECIAL COUNCIL MEETING (Closed Session) held pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Attorney
- 18-0353** 6 P.M. SPECIAL COUNCIL MEETING (Closed Session) held pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

Public Hearings/General Business

- 18-0348** Selection of Name for New City Park at the Vale Development
- 18-0451** Appoint a City Representative to the Valley Transportation Authority Bicycle and Pedestrian Advisory Committee
- 18-0465** Proposed Project:
APPEAL of decision by the Planning Commission approving a Special Development Permit to redevelop the Blue Bonnet Mobile Home Park to a 62-unit townhouse development with associated site improvements (net increase of eight units), and Vesting Tentative Map to subdivide one lot into 62 lots and three common lots.
Location: 617 East Evelyn Avenue (APN: 209-02-001)
File #: 2017-7217
Zoning: R-3/PD - Medium Density Residential / Planned Development
Applicant / Owner: East Dunne Investors, LLC (applicant) / Chien-Nan and Sue Chuang Trustee (owners)
Environmental Review: Mitigated Negative Declaration
Project Planner: Momoko Ishijima, (408) 730-7532,
mishijima@sunnyvale.ca.gov

Tuesday, July 31, 2018 - City Council

Public Hearings/General Business

18-0286 Proposed Project: Related applications on an 8.09-acre site:
DESIGN REVIEW PERMIT AND USE PERMIT: To allow site and building modifications to an existing office building complex resulting in 7,449 net new square footage (42% FAR) on an 8.9-acre site developed with (4) three-story buildings and various site improvements and a request to utilize square footage from the city-wide development reserve.
Location: 1230-1290 Oakmead Parkway (APN: 216-44-124)
File #: 2017-7886
Zoning: Manufacturing and Services (M-S)
Applicant / Owner: Embarcadero Realty Services (Applicant) /Oakmead Terrace LLC (owner)
Environmental Review: Class 1 Categorical Exemption relieves this project from the California Environmental Quality Act (CEQA) provisions that include additions less than 10,000 to existing structures [CEQA Section 15301 (e) (2)].
Project Planner: Cindy Hom, (408) 730-7411, chom@sunnyvale.ca.gov

18-0415 Planning for Post-2021 Solid Waste & Recycling Collection Franchise (Study Issue ESD 18-02)

18-0489 Minimum Wage Update

Tuesday, August 14, 2018 - City Council**Study Session**

18-0009 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as necessary)

Public Hearings/General Business

18-0185 2018 2nd Quarterly Consideration of General Plan Amendment Initiation Requests

18-0416 Eco-district Feasibility and Incentives (Study Issue ESD 13-05C)

18-0513 Proposed Project: General Plan Amendment Initiation request to study changing the General Plan from Low Density Residential to Medium Density Residential.
Location: 640 Lakeheaven Drive
File #: 2018-7318
Zoning:
Applicant / Owner:
Environmental Review:
Project Planner: Aastha Vashist, (408) 730-7458, avashist@sunnyvale.ca.gov

Tuesday, August 28, 2018 - City Council

Public Hearings/General Business

18-0010 Appoint Applicants to Boards and Commissions

Tuesday, September 11, 2018 - City Council

Public Hearings/General Business

18-0023 Agenda items pending- to be scheduled

Tuesday, September 25, 2018 - City Council

Special Order of the Day

18-0302 SPECIAL ORDER OF THE DAY - Arts and Humanities Month

Public Hearings/General Business

18-0024 Agenda items pending- to be scheduled

Tuesday, October 16, 2018 - City Council

Closed Session

18-0354 6 P.M. SPECIAL COUNCIL MEETING (Closed Session) held pursuant to
California Government Code Section 54957: PUBLIC EMPLOYEE
PERFORMANCE EVALUATION
Title: City Manager

Public Hearings/General Business

18-0025 Agenda items pending- to be scheduled

Tuesday, October 30, 2018 - City Council

Public Hearings/General Business

18-0026 Agenda items pending- to be scheduled

Tuesday, November 13, 2018 - City Council

Study Session

18-0462 6 P.M. SPECIAL COUNCIL MEETING ONLY (Study Session)
Board and Commission Interviews

Public Hearings/General Business

18-0186 2018 3rd Quarterly Consideration of General Plan Amendment Initiation Requests

18-0289 Updates to the Murphy Station Heritage Landmark District Design Guidelines

Tuesday, November 27, 2018 - City Council

Public Hearings/General Business

18-0463 Appoint Applicants to Boards and Commissions

Tuesday, December 4, 2018 - City Council

Closed Session

18-0357 5 P.M. Closed Session held pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Attorney
Closed Session held pursuant to California Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: City Council Compensation Subcommittee
Unrepresented Employee: City Attorney

18-0358 6 P.M. Closed Session held pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager
Closed Session held pursuant to California Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: City Council Compensation Subcommittee
Unrepresented Employee: City Manager

Public Hearings/General Business

18-0029 Agenda items pending- to be scheduled

Tuesday, December 18, 2018 - City Council

Closed Session

18-0355 4 P.M. SPECIAL COUNCIL MEETING (Closed Session) held pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Attorney

18-0356 5 P.M. SPECIAL COUNCIL MEETING (Closed Session) held pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Manager

Study Session

18-0278 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Discussion of 2019 Council Intergovernmental Assignments

18-0279 6:30 P.M. SPECIAL COUNCIL MEETING (Study Session)
Discussion of Upcoming Selection of Mayor for 2019-2020 and Vice Mayor
for 2019

Public Hearings/General Business

18-0417 Encouraging Heat Pump Water and Space Heating (Study Issue ESD 18-01)

Tuesday, January 8, 2019 - City Council

Public Hearings/General Business

18-0031 Agenda items pending- to be scheduled

Tuesday, January 15, 2019 - City Council

Public Hearings/General Business

18-0032 Agenda items pending- to be scheduled

Tuesday, January 29, 2019 - City Council

Public Hearings/General Business

18-0033 Agenda items pending- to be scheduled

Tuesday, February 5, 2019 - City Council

Public Hearings/General Business

18-0187 2018 4th Quarterly Consideration of General Plan Amendment Initiation
Requests

Tuesday, February 26, 2019 - City Council

Public Hearings/General Business

18-0035 Agenda items pending- to be scheduled

Date to be Determined - City Council

Public Hearings/General Business

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- 18-0118** Overview of the Consultant's Report for the Department of Public Safety: Comprehensive Community Risk Assessment, Standards of Cover Study, and Station Location and Deployment Study
- 18-0181** Recommend to City Council First Amendment KemperSports Agreement
- 18-0335** Adopt a Resolution Authorizing the City Manager to Execute Agreements for Purchase of Certain Real Estate Rights and Acceptance of Easements in Relation to the Fair Oaks Avenue Overhead Bridge Rehabilitation Project



City of Sunnyvale

Agenda Item

18-0320

Agenda Date: 5/22/2018

Information/Action Items

2018 INFORMATION/ACTION ITEMS COUNCIL DIRECTIONS TO STAFF

Date Assigned	Directive/Action Required	Dept	Due Date	Completed
3/27/18	Schedule discussion with City Manager and County of Santa Clara representatives to determine their strategy on the Cold Weather Shelter. Discussion should occur within the six-month trial period. (Staff prep meeting scheduled for 5/15/18.)	CDD		
3/27/18	Review the Traffic Demand Management program at the building used by Walmart Labs (California Avenue) and include the City Manager in discussions that identify options to solve the problem of non-compliance. Work with City Attorney and bring back update to Council.	DPW		
4/24/18	Work with staff on the posting of signs in the Raynor area (Dunford and Norman) to ensure best option for public compliance and enforcement. Report out when complete through Update Sunnyvale.	DPW		5/3/18
5/8/18	Work with Oath and other partners to place signage by the Bay Trails to notify residents of the parking available in the Oath parking lot. Include additional noticing to residents of this parking option. Provide status report in Update Sunnyvale.	DPW		
5/8/18	Staff to research any other available off-road parking for the Bay Trails and provide an update by the end of the year.	DPW	12/18/18	
5/8/18	Provide information report to Council on the findings when the speed survey for Caribbean is complete.	DPW		
5/8/18	Update Council Policy 7.1.1 – Fiscal – Long Range Goals and Financial Policies and bring back for Council adoption.	FIN	Sep 2018	
5/8/18	Determine appropriate schedule (quarterly or annually) and distribute investment report to Council.	FIN	June 2018	

**2018 NEW STUDY/BUDGET ISSUES
SPONSORED BY COUNCIL**

Date Requested	Study Issue Title	Sponsors	Dept	Approved by City Manager
	No new Council-sponsored Study Issues.			



City of Sunnyvale

Agenda Item

18-0515

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Mayoral Announcement of Mayor-Appointed Ad Hoc Council Advisory Committee on City Attorney Compensation

BACKGROUND

Per Council Policy 7.4.13, ad hoc advisory committees are created and appointed by the Mayor with a fixed, limited assignment for a particular purpose. No more than three Councilmembers may serve on an ad hoc advisory committee. The policy requires that any action to create or modify the committee must be placed as an item on the Council agenda.

EXISTING POLICY

Council Policy 7.4.13 *Council Subcommittees and Council or Mayor-Created Advisory Task Forces*

DISCUSSION

The City Attorney undergoes an annual performance evaluation and salary adjustment, with the last evaluation occurring in July 2017. The Mayor will appoint three Councilmembers to form an ad hoc advisory committee to review the City Attorney's performance and compensation. The Mayor announces that Vice Mayor Klein, Councilmember Melton and Mayor Hendricks will be the newly formed ad hoc advisory committee to review the total compensation and any recommendation for adjustment to the full Council for the City Attorney. The ad hoc committee will make a recommendation to the full Council for consideration at a noticed open Council meeting. Upon presentation of the Committee's findings and recommendations to the full Council and the Council's action on the Committee's recommendation, the term of the ad hoc committee will expire.

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.

Prepared by: Lupita Alamos, Senior Management Analyst

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager