



# City of Sunnyvale

## Notice and Agenda

### City Council

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Tuesday, October 25, 2016

4:00 PM

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

94086

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**Special Meetings: Closed Sessions-4 PM | Study Session-5 PM | Special Meeting-6:30 PM | Regular Meeting-7 PM | Special Meeting: Joint Meeting with City Council and Redevelopment Successor Agency-immediately following City Council meeting**

#### **4 P.M. SPECIAL COUNCIL MEETING (Closed Session)**

##### **1 Call to Order in the West Conference Room**

##### **2 Roll Call**

##### **3 Public Comment**

*The public may provide comments regarding the Closed Session item(s) just prior to the Council beginning the Closed Session. Closed Sessions are not open to the public.*

##### **4 Convene to Closed Session**

[16-0970](#)

Closed Session held pursuant to California Government Code Section 54956.9: CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Meinhardt, et al. vs. City of Sunnyvale U.S. District Court Civil Action No. 5:15-CV-05501 HRL

[16-0955](#)

Closed Session held pursuant to California Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS Agency designated representatives: Teri Silva, Director of Human Resources; Deanna J. Santana, City Manager Employee organization: Public Safety Managers Association (PSMA) Employee organization: Sunnyvale Employees Association (SEA)

##### **5 Adjourn Special Meeting**

**5 P.M. SPECIAL JOINT MEETING OF CITY COUNCIL AND BOARD/COMMISSION CHAIRS AND VICE CHAIRS (Study Session)****1 Call to Order in the West Conference Room (Open to the Public)****2 Roll Call****3 Study Session**

*This joint meeting is the first to take place since the Council action last year. The intent is to discuss, at a macro level, issues related to board and commission operations and to refer any issues in need of resolution to the Council Subcommittee on Board and Commission Bylaws, which is slated to meet before the end of the year. The Subcommittee is made up of three members of Council including Mayor Hendricks, Vice Mayor Larsson, and Councilmember Griffith and the purpose of this Subcommittee is to evaluate the City's practices and policies relative to Boards and Commissions to ensure their continued effectiveness.*

[16-0709](#)

Joint Meeting of City Council with Board and Commission Chairs and Vice Chairs to Review and Improve Overall Effectiveness of Commission Meetings

**Recommendation:** Review overall effectiveness of commissions with the Chairs and Vice Chairs of the City's boards and commissions and refer any issues in need of resolution to the Subcommittee for consideration.

**4 Public Comment****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 Order of the Day**

[16-0100](#)

SPECIAL ORDER OF THE DAY - 2016 Fire Safety Poster Contest Awards

## 5 Adjourn Special Meeting

### 7 P.M. REGULAR 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

### 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**    [16-0820](#)            Approve City Council Meeting Minutes of October 4, 2016

**Recommendation:** Approve the City Council Meeting Minutes of October 4, 2016 as submitted.

**1.B**    [16-0932](#)            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.C [16-0693](#) Adopt the City's Investment Policy for Fiscal Year 2016/17 and Receive the Annual Performance Report for Fiscal Year 2015/16

**Recommendation:** Adopt the City's Investment Policy for FY 2016/17.

- 1.D [16-0847](#) Authorize the Issuance of a Purchase Order for Water Meter Boxes, Lids and Vaults (F16-141)

**Recommendation:** 1) Authorize the issuance of a one-year Purchase Order to Ferguson Enterprises, Inc., in substantially the same format as Attachment 1 to the report, in the amount of \$130,000; 2) authorize the City Manager to increase the Purchase Order if necessary, not to exceed budgeted amounts; and 3) authorize the City Manager to renew the Purchase Order for up to two additional one-year periods, subject to available funding, and acceptable pricing and service.

- 1.E [16-0934](#) Reject All Bids Received for the Pavement Rehabilitation 2016 Project (PW17-06)

**Recommendation:** Reject all bids received in response to Invitation for Bids PW17-06.

- 1.F [16-0952](#) Approval to Proceed with the Deaccession of Five Works of Art (Watercolor Paintings) by Susan Terry (Hendy Iron Works, Twin Palms, Water Tower at California and Mathilda, Forget Me Nots and Tulips) from the City's Public Art Collection Pursuant to Council Policy 6.4.4 - Art in Public Places

**Recommendation:** Approve the deaccession of five watercolor paintings: Hendy Iron Works, Twin Palms, Water Tower at California and Mathilda, Forget Me Nots, and Tulips by Susan Terry.

- 1.G [16-0968](#) Adopt Ordinance No. 3096-16 Amending the Precise Zoning Plan, Zoning Districts Map, to Rezone Certain 28 Contiguous Properties located on Sesame Drive, Sesame Court, Vanderbilt Drive and Winggate Drive from R-1 (Low Density Residential) Zoning District to R-1/S (Low Density Residential/Single-Story) Zoning District

**Recommendation:** Adopt Ordinance No. 3096-16.

- 1.H [16-0969](#) Adopt Ordinance No. 3097-16 Amending the Precise Zoning Plan, Zoning Districts Map, to Rezone Certain 37 Contiguous



Properties located on West Remington Drive, Rockport Drive, Templeton Court, Spinosa Drive, Strawberry Court And Tangerine Way from R-1 (Low Density Residential) Zoning District to R-1/S (Low Density Residential/Single-Story) Zoning District

**Recommendation:** Adopt Ordinance No. 3097-16.

## **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      [16-0084](#)      Appoint Applicants to Boards and Commissions

**Recommendation:** Staff makes no recommendation.

- 3      [16-0072](#)      Civic Center Modernization Project: Planning for NOVA Workforce Services and Approval of a Draft Scope of Work for Master Planning Services

**Recommendation:** Alternatives 1 and 4: 1) Direct staff to include facilities for NOVA at the Civic Center by including space in the new City Hall building and evaluate opportunities for a public benefit contribution to offset a portion of capital costs; and, 4) Approve the draft scope of services for Civic Center master planning in substantial conformance to Attachment 2 of the report.

- 4      [16-0779](#)      Introduce an Ordinance to Amend Sunnyvale Municipal Code Chapter 10.60 Transportation Demand Management of Title 10 Vehicles and Traffic to Implement Administrative Penalties and Hearings, and Collection of Penalties; Adopt a Resolution to Amend the FY 2016/17 Citywide Fee Schedule to Establish TDM Fees and Penalties

**Recommendation:** Alternative 1: Adopt a Draft Ordinance to Amend Sunnyvale Municipal Code Chapter 10.60 Transportation Demand Management (TDM) of Title 10 Vehicles and Traffic to Implement Administrative Penalties and Hearings and Adopt the Resolution Amending the FY 2016/17 Fee Schedule to Establish TDM Fees and Penalties.

**COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS****NON-AGENDA ITEMS & COMMENTS**

-Council

-City Manager

**INFORMATION ONLY REPORTS/ITEMS**

<a href="#">16-0827</a>	Tentative Council Meeting Agenda Calendar
<a href="#">16-0835</a>	Information/Action Items
<a href="#">16-0945</a>	Board/Commission Resignations (Information Only)
<a href="#">16-0953</a>	Master Plan for Public Art Update (Information Only)
<a href="#">16-1014</a>	Mary Avenue Bike Lanes Project (Information Only)
<a href="#">16-0732</a>	Study Session Summary of September 20, 2016 - New City Logo & Brand Workshop
<a href="#">16-0521</a>	Board/Commission Meeting Minutes

**ADJOURNMENT****SPECIAL MEETING: Joint Meeting of the City Council and Redevelopment Successor Agency (immediately following City Council meeting)**

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

2 Roll Call

3 Public Comment

4 Consent Calendar

A [16-1000](#) Approve Joint City Council and Redevelopment Successor Agency Meeting Minutes of May 3, 2016

**Recommendation:** Redevelopment Successor Agency:  
Approve Joint City Council and Redevelopment Successor Agency Meeting Minutes of May 3, 2016 as submitted.

- B**     [16-1004](#)     Approve Redevelopment Successor Agency Special Meeting Minutes of July 26, 2016

**Recommendation:** Redevelopment Successor Agency:  
Approve the Redevelopment Successor Agency Special Meeting Minutes of July 26, 2016 as submitted.

- C**     [16-0957](#)     Approve the Second Amendment to Outside Counsel Agreement with Goldfarb Lipman for Litigation Services pertaining to the three lawsuits related to the dissolution of the Redevelopment Agency.

**Recommendation:** City Council:  
Authorize the City Attorney to execute a Second Amendment, in substantially the same form as Attachment 1 to the report, to the Outside Counsel Agreement with the law firm of Goldfarb Lipman to increase the not-to-exceed amount by \$40,000, for a new not-to-exceed contract amount of \$200,000.

Redevelopment Successor Agency:  
Authorize the Agency Counsel to execute a Second Amendment, in substantially the same form as Attachment 1 to the report, to the Outside Counsel Agreement with the law firm of Goldfarb Lipman to increase the not-to-exceed amount by \$40,000, for a new not-to-exceed contract amount of \$200,000.

## 5 Adjourn Special Meeting

### **NOTICE TO THE PUBLIC**

*The agenda reports to council (RTCs) may be viewed on the City's website at [sunnyvale.ca.gov](http://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 35.106 ADA Title II).*

#### **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" document available at [Presentations.inSunnyvale.com](http://Presentations.inSunnyvale.com).*

#### **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 [CouncilMeetings.inSunnyvale.com](http://CouncilMeetings.inSunnyvale.com) for upcoming Council meeting information.*

*Visit [BoardsandCommissions.inSunnyvale.com](http://BoardsandCommissions.inSunnyvale.com) for upcoming board and commission meeting information.*

*For a complete schedule of KSUN-15 Council meeting broadcasts, visit [KSUN.insunnyvale.com](http://KSUN.insunnyvale.com).*



# City of Sunnyvale

## Agenda Item

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**16-0970**

**Agenda Date: 10/25/2016**

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Closed Session held pursuant to California Government Code Section 54956.9: CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Section 54956.9)  
Meinhardt, et al. vs. City of Sunnyvale  
U.S. District Court Civil Action No. 5:15-CV-05501 HRL



# City of Sunnyvale

## Agenda Item

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**16-0955**

**Agenda Date:** 10/25/2016

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Closed Session held pursuant to California Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Teri Silva, Director of Human Resources; Deanna J. Santana, City Manager

Employee organization: Public Safety Managers Association (PSMA)

Employee organization: Sunnyvale Employees Association (SEA)



# City of Sunnyvale

## Agenda Item

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16-0709

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL AND BOARD/COMMISSION CHAIRS AND VICE CHAIRS

#### SUBJECT

Joint Meeting of City Council with Board and Commission Chairs and Vice Chairs to Review and Improve Overall Effectiveness of Commission Meetings

#### BACKGROUND

In early 2015, the City Council adopted a recommendation made at the June 2014 meeting of the Council Subcommittee on Board and Commission Bylaws (Subcommittee), to have a joint meeting of the Council and the Chairs and Vice Chairs of each board and commission (B/C) at least annually to discuss the overall effectiveness of B/C meetings.

In advance of this Study Session, the City Manager coordinated the proposed agenda with Mayor Hendricks and Vice Mayor Larsson to make sure that topics where input is desired are covered and to prepare the Subcommittee for its upcoming work. Below is the proposed agenda for this Study Session:

#### **Working Agenda**

1. Governance
2. Work Plan Development
3. Study Issues
4. Meetings
5. Overall Effectiveness

Today's joint meeting is the first to take place since the Council action last year. ***The purpose of this study session is to discuss, at a macro level, issues related to board and commission operations and to refer any issues in need of resolution to the Subcommittee, which is slated to meet before the end of the year.*** The Subcommittee is made up of three members of Council including Mayor Hendricks, Vice Mayor Larsson, and Councilmember Griffith and the purpose of this Subcommittee is to evaluate the City's practices and policies relative to Boards and Commissions to ensure their continued effectiveness.

#### **Governance**

##### Advisory or Quasi-Judicial

The City currently has 10 active boards/commissions; some created by the City Charter, while others by Ordinance or Resolution. As depicted in the graphic below, some have an advisory-only role while others are both advisory and have some decision making authority. Decision making can be established by the City Charter, Municipal Code, state law or Council Policy.

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Quasi-Judicial*	Advisory
<ul style="list-style-type: none"> <li><input type="checkbox"/> Arts Commission<sup>3</sup></li> <li><input type="checkbox"/> Board of Building Code Appeals<sup>2</sup></li> <li><input type="checkbox"/> Heritage Preservation Commission<sup>1</sup></li> <li><input type="checkbox"/> Personnel Board<sup>1</sup></li> <li><input type="checkbox"/> Planning Commission<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Bicycle and Pedestrian Advisory Commission<sup>3</sup></li> <li><input type="checkbox"/> Board of Library Trustees<sup>1</sup></li> <li><input type="checkbox"/> Housing and Human Services Commission<sup>3</sup></li> <li><input type="checkbox"/> Parks and Recreation Commission<sup>1</sup></li> <li><input type="checkbox"/> Sustainability Commission<sup>3</sup></li> </ul>

\* Decision making authority as established by the Charter, Municipal Code or Council Policy

<sup>1</sup> Created by the Charter

<sup>2</sup> Created by Ordinance

<sup>3</sup> Created by Resolution

## **EXISTING POLICY**

**Council Policy 7.2.19 Boards and Commissions:** Council shall conduct regular joint meetings with Chairs and Vice Chairs with the intention to review and improve overall effectiveness of commission meetings. (Attachment 1)

## ***City Code of Ethics and Conduct for Elected and Appointed Officials***

## **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**

The intent of this joint meeting is to discuss, at a macro level, issues related to board and commission operations and to refer any issues in need of resolution to the Subcommittee, which is slated to meet before the end of the year. If there are policy changes that the Subcommittee desires to advance, our goal is to support the process such that Council action is considered during the first part of next year.

## **Significant Policy Work Underway**

The City of Sunnyvale has a strong tradition of community participation, one of which is through service on a board or commission. Each board and commission functions as a communication link between the community and the City, explaining City programs and recommendations, advocating established City policy and services, as well as providing a channel for citizen expression.

The Boards and Commissions have been very productive and the structure has served the City well. Working together, the Council, under the advisory of boards and commissions and with the support of



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City staff, has recently initiated significant policy initiatives. Some examples of those efforts include:

- Development of a Vision Zero Plan - Total Elimination of Traffic Fatalities;
- Update to the Murphy Avenue Design Guidelines;
- Study to evaluate the adoption of a Water Efficient Landscaping Ordinance;
- Transportation Demand Management Programs for Multi-family Residential;
- Adoption of the Climate Action Plan;
- Solar Access study;
- Adoption of the Peery Park Specific Plan;
- Amendments to the Special Development Permit for Town Center;
- First Community Housing Proposal for \$6 Million in Housing (Orchard Gardens Apartments);
- Priority Needs for Human Services Biennial Review;
- Landmark Alteration Permit for Murphy Avenue storefront;
- Resource Alteration Permit for home in downtown residential Frances-Taaffe historic district;
- Mixed Use Development on El Camino Real;
- Adoption and implementation of an aggressive zero waste strategic plan;
- Achieving the water reduction goals in response to the water supply situation;
- Implementation of Staff Suggested Improvements via the Personnel Board to make operations more efficient; and
- A Study of Community Choice Energy which led to the formation of Silicon Valley Clean Energy Authority.

Study issues are important and can ensure the successful implementation of Council-directed Policy Priorities. Most of the initiatives mentioned above began as study issues.

### **Work Plan Development**

As defined by Council Policy 7.2.19 *Boards and Commissions* (Attachment 1), Work Plans are the calendar of the policy issues the board/commission will be acting on during the year.

Although not specifically prescribed by policy, long-standing practice includes Council review/approval of annual work plans in the spring and after the Council adoption of study issues presentation dates for the year. As recently as last year, the Council utilized its annual review as an opportunity to set priorities for the work plans as proposed by individual boards/commissions.

The Council-approved work plan also acts as the foundation for building the various board and commission agendas throughout the year. To support this, Council Policy 7.2.19 specifies:

- Boards and Commissions are created for the following general purposes:
  - To recommend to City Council specific policy-related issues for possible Council study and action... (1.A.I)
  - To advise City Council on specific policy issues Council has chosen to study (1.A.II)
- The Chair will: Coordinate the setting of the agenda with the staff liaison. Should the chair and the staff liaison disagree regarding the agenda, the city manager shall have final authority subject to appeal to the City Council. (2.G.II.e)

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### Discussion Point to Consider

Council could further define the role of the Chair in developing the agenda - specifically, for issues that are not currently slated on a City Council approved work plan. In April of 2015 Council allowed B/Cs to schedule presentations to facilitate general discussions about issues under their purview and asked that these items be listed in the work plans as *Commissioner-led Presentations*. In recognition of staff's workload, Council also established that these would not utilize staff resources beyond placement on the agenda.

### **Study Issues**

Council policy states that the role of B/C in the study issues process is to assist Council with setting priorities for the coming calendar year. Specifically regarding sponsorship of issues, the role is *to advise Council regarding the identification of policy issues to study*. Once an issue has been sponsored, the role is *to advise Council on those issues Council has decided to study*.

Council Policy also states that within one month of sponsorship new study issue papers will be presented to respective boards or commissions.

In January 2016, the Council prioritized six new study issues and affirmed its support for nine additional studies that were still underway (continuing studies). Continuing studies reflect efforts that have not been previously completed due to existing workload and, as a result, are carried forward to the next year for completion. In an environment of new study issues assigned, while carrying forward those that we have not completed or are in process of fully implementing, results in a compounding effect of workload that is difficult to complete while maintaining services to our residents.

Study Issues take up a significant amount of staff resources - from study issue development for ranking, research and review, to actual City Council action on how to proceed. To date, there are 30 proposed study issue papers for Council consideration in early 2017; 23 of which are board/commission sponsored. Combined with active and significant City Council policy priorities, along with significant operational initiatives such as the replacement and upgrade of mission-critical information technology systems (e.g., ERP, Microsoft 365, permit system, etc.) or the Climate Action Plan that require advancement in the near term, it is worth receiving input on the number of study issues and workload impact to support this process and whether there is a need to initiate any policy changes. While the City Manager has the opportunity to "draw the line" toward the end of the process on which ranked study issues the City can absorb, managing the workload on the front end is also a key area of focus from the Administration's perspective.

### Discussion Points to Consider

1. Council could have a discussion of *Sponsorship Guidelines* including ranking and/or limiting the number of study issues sponsored each year by boards and commission. Alternatively, the number of Study Issues considered in a greater context of *Continuing Study Issues* already underway for either City Council action or full implementation. Study Issues are also drivers of work and may not always directly support the Policy Priorities established by the City Council. In other words, how to manage taking on more work when staff has not completed work already assigned - as to avoid workload compounding and further reducing capacity to handle other priorities and/or maintain service levels for our community.
2. Council could discuss the current parameters for study issue sponsorship. Current Council direction is that B/Cs limit the sponsorship of issues to those under their purview. At times, this line has been blurred somewhat - an example is one B/C sponsoring an issue that would fall

under completely under the purview of another B/C; or an issue that would impact all B/Cs.

3. Council could discuss the ownership of the Issue Paper. There is some tension between the policy and the role of author for a sponsored study issue paper. If a B/C sponsors a paper, does the B/C own the narrative associated with the Scope of the Study? If yes, how can staff clarify and/or contextualize issues for the public? As it currently stands, the City Manager is the authority for final authorship of study issues and she is taking into consideration the concept defined by the B/C and professional assessment provided by in-house experts.

## **Meetings**

Agenda Development - As previously introduced under Work Plan Development, the Council-approved work plan also acts as the foundation for building the various agendas throughout the year.

- Roles of the chair and the staff liaison
- Relation to the Annual Work Plan

Councilmember and Staff Liaisons - the Council liaison shall serve a role similar to that of the staff liaison. The primary responsibility for providing information to board members or commissioners belongs to the staff liaison, but the council liaison may provide additional information at the request of the chair when questions fall beyond the scope of staff's expertise. The council liaison may raise points of order when procedural issues arise.

Conflicts: When questions or concerns arise regarding the conduct of a Council liaison, the chair of the Board or Commission should consult with the Mayor for possible resolution (Council Policy 7.2.19). Similarly, if there are questions or concerns regarding the conduct of a staff liaison, those comments should only be made to the City Manager or Mayor through private correspondence or conversation (City Code of Ethics and Conduct for Elected and Appointed Officials).

## **Overall Effectiveness**

As mentioned above, the B/Cs have provided a lot of value to the City's policy initiatives to drive advancement of the City's goals. Staff believes that the B/Cs have been effective and that the processes utilized meeting the needs of the City. It is worth hearing from B/Cs representatives on areas where we can be more effective or general impressions of our work together.

## **Next Steps**

Discussion of issues to be referred to the Subcommittee for consideration with possible policy changes introduced during the first part of next year.

## **FISCAL IMPACT**

None.

## **PUBLIC CONTACT**

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

## **STAFF RECOMMENDATION**

Review overall effectiveness of commissions with the Chairs and Vice Chairs of the City's boards and commissions and refer any issues in need of resolution to the Subcommittee for consideration.

Prepared by: Yvette Blackford, Senior Management Analyst

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

**ATTACHMENT**

1. Council Policy 7.2.19 *Boards and Commissions*

## COUNCIL POLICY MANUAL

**Policy 7.2.19 Boards and Commissions**

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**POLICY PURPOSE:**

The purpose of this policy is to outline those Council policies pertaining to the City's Boards and Commissions Program.

**1. POLICY STATEMENT:**

This policy pertains only to Council-appointed boards and commissions. Many of its provisions are rooted in the City Charter, and where any conflict exists between this policy and the City Charter, the City Charter shall prevail.

- A.** Boards and commissions are created by the City Council for the following general purposes:
- (I) To recommend to City Council 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; and
  - (II) To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues.
  - (III) See also Section 2.I, Duties.
- B.** Boards and commissions shall not involve themselves in administrative/operational matters or the implementation of Council policy, except as requested by the city manager or his/her designated staff. (See also Section 2.I., Duties.)

**2. BOARD AND COMMISSION BYLAWS**

- A.** The City maintains ten Council-appointed boards and commissions.

As a matter of policy, it serves the public interest to have the greatest possible public access to board and commission meeting. As such, meeting locations for boards and commission shall be selected by staff according to the following guidelines:

- Meeting rooms should be of a size adequate to allow for public participation.
- Commissions should meet in a location permitting recurring usage of that location to the greatest extent possible.
- Boards and commissions should preferably meet in either Council Chambers or the West Conference Room at City Hall.

## COUNCIL POLICY MANUAL

- (I) Arts Commission: This five-member commission acts in an advisory capacity to the City Council in matters pertaining to the arts and the development and promotion of arts programs and activities. Meetings are held on the third Wednesday of each month at 7 p.m.
- (II) Bicycle and Pedestrian Advisory Commission: This seven-member commission acts in an advisory capacity to the City Council on bicycle and pedestrian issues. Meetings are held on the third Thursday of each month at 6:30 p.m.
- (III) Board of Building Code Appeals: formed by Municipal Code Ordinance 1315. This five-member board has final decision-making authority in all appeals related to building construction, including interpretation of building codes. Meetings are held only as necessary, on the third Wednesday of the month at 6 p.m.
- (IV) Board of Library Trustees: formed by City Charter Section 1013. This five-member board acts in an advisory capacity to the City Council on library related issues. Meetings are held on the first Monday of each month at 7 p.m. If the first Monday is a City observed holiday, the meeting will be held on the second Monday of the month.
- (V) Heritage Preservation Commission: formed by City Charter Section 1015. This seven-member commission acts in an advisory capacity to the City Council and has certain decision-making authority on the restoration, maintenance and operation of heritage resources throughout the City. Meetings are held on the first Wednesday of every other month beginning in January (and on the first Wednesday of alternate months when needed) at 7 p.m.
- (VI) Housing and Human Services Commission: This seven-member commission acts in an advisory capacity to the City Council on programs, policies, and other issues regarding housing and human services. Meetings are held on the fourth Wednesday of each month at 7 p.m.
- (VII) Parks and Recreation Commission: formed by City Charter Section 1011. This five-member commission acts in an advisory capacity to the City Council in matters and services pertaining to parks, open space, playgrounds, entertainment, other cultural and recreational activities. Meetings are held on the second Wednesday of each month at 7 p.m.
- (VIII) Personnel Board: formed by City Charter Section 1007. This five-member board acts in an advisory capacity to the City Council and city manager in matters pertaining to personnel administration. Meetings are held only as necessary, on the third Monday of each month at 5 p.m.

## COUNCIL POLICY MANUAL

- (IX) **Planning Commission:** formed by City Charter Section 1009. This seven-member commission acts in an advisory capacity to the City Council and has some decision-making authority on land use and development of the City. Meetings are held on the second and fourth Monday of each month at 8 p.m.
- (X) **Sustainability Commission:** This seven-member commission acts in an advisory capacity to the City Council to provide expertise on major policy areas related to the environmental sustainability goals of the Climate Action Plan (CAP) and General Plan. Meetings are held on the third Monday of each month at 7 p.m. If the third Monday is a City observed holiday, the meeting will be held on the third Tuesday of the month at 7 p.m.

### **B. Eligibility and Membership**

No board or commission members shall hold any paid office or employment in the City Government. All persons appointed shall be registered voters of the City and shall maintain their principal place of residence within the City at the time of their appointment (exceptions: Bicycle and Pedestrian Advisory Commission, Category Two, per Section 2. B. (IV) (b) (ii)), Sustainability Commission, Category Two, per Section 2.B. (IV) (d) (ii)). If at any time during their term any member of a board or commission shall cease to be an elector of the City or shall cease to maintain their principal place of residence within the City, then such person shall become ineligible to continue to serve as a member of the board or commission and said position shall be declared vacant by the City Council.

#### **(I) Spouses, Household Members, and Relatives**

No individual shall be eligible to serve on a City board or commission, chartered or otherwise, who has a spouse, household member living under the same roof, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse), currently serving as a member of the City Council, or employed as the city manager, assistant city manager, assistant to the city manager, city attorney, department director or assistant director or equivalent for the City of Sunnyvale.

#### **(II) Concurrent Service**

No member of any board or commission listed herein, chartered or otherwise, may serve on more than one board or commission at the same time.

- (a) Exception:

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Members of the Board of Building Code Appeals may serve on another board or commission at the same time.

### (III) **Specific membership requirements for charter-related Boards and Commissions are as follows:**

#### (a) Board of Building Code Appeals:

To be eligible for appointment, each appointee shall be qualified by experience and training to pass upon matters pertaining to building construction. *(Source: Municipal Code Chapter 16.08)*

#### (b) Personnel Board:

To be eligible for appointment, each appointee shall neither hold public office or employment nor be a candidate for any other public office or position, nor be a former City employee. *(Source: City Charter Section 1007)*

No individual shall be eligible to or continue to serve on the Personnel Board who has a spouse, household member, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse), employed by the City of Sunnyvale *in a position which has the right to have a disciplinary matter heard before the Personnel Board.*

Two of the five members shall be appointed by the City Council from a list of five persons to be nominated by election of the employees in the classified service. *(Source: City Charter Section 1007)*

#### (c) Planning Commission:

To be eligible for appointment, each appointee shall not hold any paid office or employment in the City government, *except that the city manager or his/her designated representative, shall serve as an ex-officio member of the Commission.* *(Source: City Charter Section 1009)*

### (IV) **Specific membership requirements for non-charter-specified Boards and Commissions are as follows:**

#### (a) Arts Commission:

The members of this commission shall have a demonstrated interest in the arts (such as visual, performing, literary) and in the art programs of the City. It is preferable that the Arts Commission include at least one



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member with a background in visual arts and at least one member with a background in performing arts.

### (b) Bicycle and Pedestrian Advisory Commission

The members of the commission shall be selected from two categories:

- i. Category One (four members) shall be bicyclists or pedestrians in the City of Sunnyvale. Every person in this category shall, at the time of his or her appointment, be a registered voter of the City and shall maintain his or her principal place of residence within the City. Should any person so appointed cease to be an elector of the City or cease to maintain his or her principal place of residence within the City, that person shall be ineligible to continue to serve as a member of the commission.
- ii. Category Two (three members) shall include members of the PTA or other parent groups, administrations of schools in Sunnyvale, commute coordinators for major employers within the City, members of neighborhood associations, principals or teachers from Sunnyvale schools or persons interested in park and recreational activities in the City.

### (c) Housing and Human Services Commission:

The members of the Housing and Human Services Commission shall have a demonstrated interest in housing or human services issues.

### (d) Sustainability Commission

The Sustainability Commission shall be open to individuals with a demonstrated interest in environmental sustainability issues. The members of the commission shall be selected from two categories:

- i. Category One (minimum of three members) shall be Sunnyvale registered voters.
- ii. Category Two (minimum of one member) shall include members of the Sunnyvale business community. Such members need not be Sunnyvale residents.

## (V) **Limitation on Terms**

Any person appointed to a board or commission shall be immediately eligible, upon the expiration of their term or resignation prior to completion of their term if appointed to a different board or commission, to serve on a different board or commission.

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All board and commission members are eligible to serve two successive four-year terms on the same board or commission. No person who has served two such successive four-year terms shall be eligible for appointment to that same board or commission for two years following the expiration of the second full term for which the member was appointed and served. Serving an unexpired term of up to 2 years in length shall not count toward years served in terms of eligibility.

### **C. Recruitment**

Through the Office of the City Manager, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether planned or unplanned, staff shall inform Council of the status of recruitment efforts to fill the vacancy.

### **D. Appointment**

Appointments of board and commission members shall be placed on the agenda at a City Council meeting.

The appointment process will be conducted according to one of the following two methods. In the event that one or more Councilmembers participate via teleconference, voting shall be done using individual candidate votes. Otherwise, the choice of methods is at the discretion of the Mayor on a commission-by-commission basis.

#### 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. Should no candidate receive at least four affirmative votes, the vacancy will remain. 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. Should no candidate receive at least four affirmative votes, the vacancy will remain.

#### 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

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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.

If vacancies still exist after the appointment process is conducted, staff shall inform Council of alternative courses of action.

(I) **Exception:**

(a) Board of Building Code Appeals

- i. In the event an appeal to be heard by the Board of Building Code Appeals is filed and the board lacks a quorum, the Director of Community Development shall select a temporary board member(s) to hear such an appeal. Any temporarily appointed board member(s) shall hear no more than three appeals within 12 months and shall meet all eligibility requirements as described in this policy.

**E. Oath of Office**

Each board and commission member, before entering upon the discharge of the duties of his/her office, shall sign the City's Model of Excellence (an attachment to the Code of Ethics document) and take, subscribe to, and file with the city clerk the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge the duties of the office of (here inserting the name of office) according to the best of my ability." (*Source: City Charter Section 910*)

After taking the Oath of Office and signing the Model of Excellence in the Office of the City Clerk, each board and commission member shall have the opportunity to receive a ceremonial Oath of Office at a regularly scheduled Council meeting.

**F. Required Training/Conferences and Disclosure Obligations**

- (I) Mandatory training shall be provided to all board and commission members by the City through the Office of the City Manager, including an orientation session for new members. Training shall be delivered as deemed necessary by the Council and/or city manager and may include topics germane to a specific board or commission and/or training generic to all boards and commissions (e.g. ethics training or "how to run a meeting" for board and commission chairs).

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- (II) Conferences are conducted periodically by outside groups to assist members of boards and commissions in meeting their respective responsibilities more effectively. The City's interests are often served by participation in the educational and training programs offered at the conferences. Each member of City boards and commissions may attend related training and/or conferences, provided that the conference subject matter pertains directly to the function of the board and commission and that funds for this purpose have been budgeted.
- (III) Designated boards and commissions are subject to conflict of interest provisions of the Political Reform Act and must file Statements of Economic Interests. Statements must be filed within 30 days of taking office and thereafter annually, as well as upon leaving office.

California Government Code Section 87200 (the Political Reform Act) specifically applies to:

- Members of the Planning Commission

The City's Conflict of Interest Code requires appointees of designated boards and commissions to file Statements of Economic Interests. The City's Conflict of Interest Code designates members of the following boards and commissions to file Statements of Economic Interests:

- Members of the Board of Building Code Appeals
- Members of the Heritage Preservation Commission
- Members of the Housing and Human Services Commission

### **G. Officers**

#### **(I) Selection of Chair and Vice Chair**

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, or during the next regularly scheduled meeting if a July meeting is not otherwise necessary, elect one of its members as presiding officer, to serve commencing after the end of the meeting, upon completion of mandatory chair training and ideally in time to advise staff on the agenda for the next regularly-scheduled meeting. The Board of Building Code Appeals must meet in July to select a chair and vice chair if no meetings are scheduled in the future. The selection of chair and vice chair shall be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

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### (II) **Chair's Role and Responsibilities**

- (a) Attends training in how to be an effective chair prior to assuming the role.
- (b) Presides at meetings of the board or commission, and follows Brown Act requirements for conducting meetings.
- (c) Serves as a liaison to Council at City Council meetings.
- (d) Coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.
- (e) Coordinates the setting of the agenda with the staff liaison. Should the chair and the staff liaison disagree regarding the agenda, the city manager shall have final authority subject to appeal to the City Council.
- (f) Board and commission chairs or a designated alternate may always attend Council meetings to present the board or commission's position to Council. However, they must attend Council meetings to present the board or commission's position to Council on any non-consent calendar item previously addressed by the board or commission when only action minutes from the board or commission meeting are available to Council. The chair or designated alternate shall report back to their board or commission on Council's discussion and ultimate decision.
- (g) Counsels and administers verbal reprimands and written warnings to board and commission members who do not comply with City policy.
- (h) Meets with Council in a study session setting on a regular schedule at least annually.

### (III) **Vice Chair's Role and Responsibilities**

- (a) Attends training in how to be an effective vice chair prior to assuming the role.
- (b) Serves as the presiding officer in the absence of the chair.
- (c) Joins board or commission chairs in meetings with Council in a study session setting on a regular schedule at least annually, per Section G.(II)(h).

## **H. Meetings, Attendance and Quorums** (see also Council Policy 7.3.8 Posting of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings)

### (I) **Meetings**

Each board and commission shall hold regular meetings and special meetings as it may require. All meetings shall be open to the public and

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meet Brown Act requirements (with the exception of certain disciplinary review proceedings of the Personnel Board).

All board and commission meetings shall operate under Parliamentary Procedure. Should this policy and Parliamentary Procedure conflict, this policy shall take precedence.

### (II) **Attendance**

Each member of a City board or commission is expected to attend all regularly scheduled meetings\*, and as many special meetings as possible. When a board or commission member knows in advance that he/she will be absent from a meeting, the member shall give advance notice to the chair and/or staff liaison.

The board/commission chair shall, in consultation with the staff liaison, propose that each absence be “excused” or “unexcused”. Each board or commission shall then determine by general consent (or, failing to achieve general consent, by majority vote) their members’ absences from regularly scheduled meetings as excused or unexcused\*\* and shall include that record in official meeting minutes. Absences from special meetings shall be recorded but shall not be classified as “excused” or “unexcused”.

Unexcused absences from three consecutive regularly scheduled meetings, or from more than 25% of all regularly scheduled meetings over any twelve consecutive month period, shall result in that member’s seat being declared vacant by the city clerk. Any declaration of vacancy based on unexcused absence from more than 25% of all regularly scheduled meetings over any consecutive 12-month period shall be appealable to the City Council. (Declarations based on absence from three consecutive regularly scheduled meetings are Charter-based and are not appealable.)

Board and commission members are responsible for monitoring their own attendance records. Staff shall prepare for the City Council semi-annual reports of all the City’s boards and commissions showing the attendance of each member at both regular and special meetings during the past 12 months. The percent of regularly scheduled meetings attended shall only be shown for board and commission members having been in office at least six months.

Council shall take into consideration board and commission member attendance records, including tardiness, when evaluating the overall performance of board and commission members.

\* *Regularly scheduled meetings* are defined as those in alignment with the general description provided the public as to the times that board or

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commission routinely meets. For example, if the Heritage Preservation Commission is advertised as meeting the first Wednesday of every month, meetings held on these dates only shall be considered “regular meetings”. Any other meetings shall be considered special meetings. Regularly scheduled meeting *dates and times* for all boards and commissions shall be posted on the City’s Web site and in the Boards and Commissions Handbook.

\*\* *Excused absences* shall be limited to those which meet both of the following requirements:

- (a) The absent member must have informed the chair and/or the City staff liaison to the board or commission, of their intended absence prior to the scheduled meeting. (Failure to inform the chair or the staff liaison prior to the meeting shall result in an unexcused absence, unless extenuating circumstances prevent advance notice), *and*
- (b) The absence is due to one of the following:
  - i A death in the family,
  - ii Personal illness,
  - iii Board or commission-related business,
  - iv Personal leave (limited to one per fiscal year for those boards/commissions meeting monthly or less frequently and to 10% of regularly scheduled meetings for those meeting more frequently)
  - v Emergency, or
  - vi Decision by member’s supervisor in employment or required military service,
  - vii Maternity leave.

### (III) **Quorums**

Boards and commissions have a quorum present when a majority of their total membership is present. “Total membership” means the number of members indicated in Section 2.A (I) through (VIII); i.e., the Planning Commission has a total membership of seven.

### (IV) **Majority and Abstentions**

Board and/or commission motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the organization to be expressed by those voting. The tabulation of a vote is based on the number of members present *and* voting. Abstentions are not

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counted, since a member who abstains voluntarily relinquishes his or her vote, and is not counted in the results. (*Source: The Standard Code of Parliamentary Procedure, 4<sup>th</sup> Edition*)

### (V) **Ad-hoc Committees**

Ad-hoc committees may be established as required to facilitate the study of Council-directed or staff-requested initiatives. These committees will be project-specific and will function only for the duration of the project.

## **I. Duties**

Aside from obligations related to attendance and training noted elsewhere in this policy, the general duties for all board and commission members are:

### (I) **General Duties**

#### (a) **Work Plans**

Each board and commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the board/commission will be acting on during the year.

#### (b) **Study Issues Process**

The Study Issues process is designed to assist City Council with setting priorities for the coming calendar year. Board and commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study
- To advise Council on those issues Council has decided to study

Within one month of origin, new study issue papers sponsored by Council or a board or commission will be presented to respective boards or commissions, or at the next regular meeting of the respective board or commission.

#### (c) **Budget**

Board and commission members have two roles in the budget process:



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- To advise Council regarding the identification of budget issues
- Provide Council a recommendation regarding the city manager's recommended budget for content under the purview of their board or commission.

### (d) Operational Issues

Board and commissions may serve as advisory bodies to staff regarding operational issues upon request by staff.

## (II) **Specific Duties**

### (a) Arts Commission

- i Review those portions of master plans of park or facility development or expansion which relate to the arts, for adequacy, appearance and other appropriate criteria, in an attempt to ensure good design and then make recommendations to City Council.
- ii Review and make recommendations on the Arts Sub-Element of the General Plan.
- iii Review and make recommendations regarding agreements with arts-related outside groups and recommend funding allocations.
- iv Make policy recommendations regarding the purchase of art for public buildings and for art in private development in accordance with the Sunnyvale Municipal Code.
- v Study the regional and state Arts Master Plans and make recommendations to the City Council.

### (b) Bicycle and Pedestrian Advisory Commission

- i Recommend priorities for bicycle and pedestrian projects for the annual TDA Article 3 funding application cycle.
- ii Participate in periodic review and revision of the Bicycle Plan and Map.
- iii Review and make recommendations on changes to the Sunnyvale Municipal Code related to bicycles and pedestrians.
- iv Review and make recommendations on Federal, State and regional policy proposals related to bicycles and pedestrians.
- v Develop recommendations on promotion of bicycling and walking as viable, sustainable means of transport.
- vi Review and make recommendations on the applicable sections of the General Plan.

### (c) Board of Building Code Appeals

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- i Consider and make determinations on appeals of building code decisions made by the Chief Building Official or Fire Marshal. *(Source: Sunnyvale Municipal Code Chapter 16.16.020)*
  - ii Consider and make determinations on appeals of green building requirements made by the director of community development. *(Source: Sunnyvale Municipal Code Chapter 19.39)*
- (d) Board of Library Trustees
- i Review and make recommendations on the Library Sub-Element of the General Plan.
  - ii Assess community conditions which affect Library goals and policies.
  - iii Review and make recommendations regarding agreements with outside groups and recommend funding allocations.
- (e) Heritage Preservation Commission
- i Act in an advisory capacity to the City Council in all matters pertaining to heritage resources, landmark sites and landmark districts. *(Source: City Charter Section 1016)*
  - ii Exercise such functions with respect to any heritage resource, landmark site or landmark district as may be prescribed by ordinance. *(Source: City Charter Section 1016)*
  - iii Decision-making authority on resource alteration permits and landmark alteration permits as well as actions to remove a heritage resource from the list of heritage resources. These decisions are final unless appealed to the City Council.
  - iv Final decision-making authority on appeals of staff decisions of minor landmark and resources alteration permits.
  - v Recommendations to City Council on new heritage resource and landmark sites and districts (including buildings, landscapes, and other artifacts that are considered significant in Sunnyvale's history).
  - vi Recommendation to the City Council on Heritage Housing and other heritage zoning districts.
  - vii Participation in the development and promotion of museums and City archives.
- (f) Housing and Human Services Commission
- i Review and make recommendations on the Housing and Community Revitalization Sub-Element and Socioeconomic Element of the General Plan.
  - ii Review proposed funding policies and grant applications by eligible housing and human service\* agencies for Community Development Block Grant (CDBG) HOME and/or other available funds for public services and/or housing projects, and

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- make funding recommendations to Council in response to the proposals received.
- iii Hold public hearings on draft HUD Consolidated Plans and Annual Action Plans to receive public input and provide recommendations to Council regarding the content of those plans.
  - iv In the interest of efficiency and certainty of the land use planning and development process, the Housing and Human Services Commission shall not be involved formally in matters within the responsibility of the Sunnyvale Planning Commission, as defined by State law and the Charter and ordinances of the City of Sunnyvale, in any manner that would delay or interfere with consideration of land use permit applications or legislative decisions affecting particular properties. The commission shall not be formally involved in issues pertaining directly to current or future human services programs which are directly provided by, co-sponsored by, or relate directly (in the case of outside funding) to the programs provided by City departments for which the Council has established an advisory board or commission, unless dual responsibility therefore is explicitly authorized by a City Council-approved Agenda Calendar or work plan.
  - v Study, evaluate and recommend policies relating to human rights and human relations issues related to housing and human services\* in Sunnyvale.

\*human services as defined by Council Policy 5.1.3

- (g) Parks and Recreation Commission
  - i Study, evaluate and recommend to the City Council policies relating to parks and recreation activities, such as:
    - Community center use policy
    - Park building use policy
    - Picnic facility use policy
    - License agreements
  - ii Review master plan of park development or expansion for adequacy, appearance and other appropriate criteria in an attempt to assure good design and make recommendations to the Council.
  - iii Review and make recommendations regarding agreements with parks and recreation related outside groups and recommend funding allocations.
  - iv Study, evaluate and recommend to the City policies relating to human rights and human relations issues that may arise when addressing issues such as inclusion in the use of City parks and

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recreation facilities, program accessibility and cultural diversity.

### (h) Personnel Board

- i Hear appeals of any officer or employee in the Classified Service who is reclassified, suspended, demoted or removed, and report its finding to the City Council and City Manager; the findings and conclusions of the Personnel Board shall be final and no appeal may be taken therefrom. *(Source: City Charter Section 1008)*
- ii After a public hearing thereon, recommend to the City Council the adoption, amendment or repeal of the civil service rules and regulations. *(Source: City Charter Section 1008)*
- iii Perform such other duties with reference to personnel administration, not inconsistent with this Charter, as the City Council may require by ordinance. *(Source: City Charter Section 1008)*

### (i) Planning Commission

- i After a public hearing thereon, recommend to the City Council the adoption, amendment, or repeal of Master, General, or Precise Plans, or any part thereof, for the physical development of the City. *(Source: City Charter Section 1010)*
- ii Exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by ordinance. *(Source: City Charter Section 1010)*
- iii Exercise such other functions as now or may be hereafter authorized by the provisions of Title 7 entitled “Planning” of the Government Code of California, or as hereafter amended or added to, insofar as they do not conflict with the provisions of the Charter. *(Source: City Charter Section 1010)*
- iv Decision-making authority on a variety of discretionary land use applications (e.g. use permits, special development permits, variances, specified design reviews, tentative maps and appeals of decisions of the Zoning/Administrative Hearing Officer). These decisions are final unless appealed to the City Council.
- v Final decision-making authority on appeals of staff decisions on minor land use applications (e.g. Tree Removal Permits, Miscellaneous Plan Permits).
- vi Provide recommendations to City Council on legislative actions such as zoning code amendments, rezoning of property, amendments to the General Plan, and new and

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revised specific plans as well as related applications considered at the same time as a legislative action.

- vii Review and make recommendations on the entire General Plan (all Elements and Sub-elements) as updates and amendments are considered.
  - viii Review and act on environmental documents in compliance with the California Environmental Quality Act (CEQA), when related to any of the above actions.
- (j) Sustainability Commission
- i. Advise Council on policy issues addressing sustainability goals.
  - ii. Advise Council on how to strategically accelerate Sunnyvale's progress towards sustainability and recommend priorities, in order to promote continued regional leadership in sustainability.
  - iii. Periodically review policies governing specific practices, such as greenhouse gas (GHG) emissions reduction, water conservation, renewable energy, energy efficiency, waste reduction, and urban forestry. Illustrative examples include creation of infrastructure for low emission vehicles, habitat restoration and conservation, biodiversity preservation, and reduction of toxics in the waste stream.
  - iv. Advise Council on ways to drive community awareness, education, and participation in best practices.
  - v. Review and make recommendations to Council on Federal, State and regional policies related to sustainability which impact Council's goals and policies.

### (III) Additional Duties

Additional duties may be conferred upon specific boards and/or commissions by the City Council. These shall be memorialized via the City Charter or by revision to this policy.

## J. Interaction with City Council, Public, Staff, and other Board and Commission Members

The city manager shall appoint a staff liaison to support each board and commission.

In addition to their role as advisors to the Council, boards and commissions serve as liaisons between the City and the general public regarding issues under their purview at City sponsored meetings or events. Each board and commission functions as a communication link between the community and the City,

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explaining City programs and recommendations, advocating established City policy and services, as well as providing a channel for citizen expression.

Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose. In private settings, board and commission members may communicate at any time and on any subject with individual members of the City Council, and may express to them individual viewpoints and opinions. In public, however, all members shall represent the official policies or positions of their board or commission, with the following exception: during a Council public hearing on any item addressed by the board or commission, any member may speak under standard time limits, but shall indicate whether their testimony represents an official position (majority opinion) or a minority opinion of the board/commission to which they belong. The chair shall represent the majority view of the board or commission, but may report on any minority views as well, including his or her own. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or his/her designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself. *(Source: Code of Ethics and Conduct for Elected and Appointed Officials)*

Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do. *(Source: Code of Ethics and Conduct for Elected and Appointed Officials)*

Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council. *(Source: Code of Ethics and Conduct for Elected and Appointed Officials)*

Board and commission members shall adhere to the City's Code of Ethics and Conduct for Elected and Appointed Officials. Council conduct with boards and commissions is also covered in the City's Code of Ethics and Conduct for Elected and Appointed Officials.

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Council shall be kept informed of the activities of boards and commissions by virtue of the board and commission minutes.

Council shall conduct regular joint meetings with Chairs and Vice Chairs per paragraph G.(II)(h) with the intention to review and improve overall effectiveness of commission meetings.

Council shall consider joint study sessions with boards and commissions as warranted.

Council shall encourage members of the public to submit issues and/or concerns to the appropriate board or commission prior to Council considering the matter.

*(Source: Community Engagement Sub-Element 7.2C.5(a))*

Board and commission members with individual concerns of a non-operational nature may seek guidance in any of the following ways:

- (I) Consult with the board/commission chair. If possible, this is the preferred course of action.
- (II) Consult with the Mayor.
- (III) Consult with another Councilmember.

When a commission has questions about the commission's duties or the interpretation of Council policy, the commission may direct an inquiry to:

- (I) The Mayor.
- (II) The Council Subcommittee on Bylaws.
- (III) The full Council.

When sharing public correspondence with boards and commissions, staff shall be guided by the following principles:

- Facilitate communication of information on policy issues from the public to the boards and commissions
- Adhere to the law and Council policy (the two Council policies that most relate to this issue are: "Outside of official b/c meetings, individual b/c members are not authorized to represent the City or their b/c unless specifically designated by the Council or the b/c to do so for a particular purpose", and "Boards and commissions may serve as advisory bodies to staff regarding operational issues upon request by staff.")
- Treat all the City's boards and commissions equitably
- Provide all boards and commissions the information needed to do their jobs
- Avoid misleading the public

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- Utilize staff time efficiently and effectively

### **K. Recognition**

An annual event to recognize the service of all board and commission members, as well as citizens serving on special Council ad-hoc committees, shall be coordinated through the Office of the City Manager.

Outgoing board and commission members who have served their full term shall receive a certificate of appreciation and a small memento of appreciation. The type of certificates and mementos provided are at the discretion of the Office of the City Manager, shall not exceed the gift limit established by the Fair Political Practices Commission in effect at the time, and will be suitable for the occasion.

### **L. Resignation/Completion of Term**

When a board or commission member resigns from his or her seat, the member shall notify the Mayor in writing (email, fax or letter), with copies to the staff liaison, city clerk and city manager, indicating the effective date and the reason(s) for resignation. When the resignation notice is received by the Office of the City Clerk, staff shall notify Council of the resignation and the status of recruitment efforts to fill the vacancy.

Upon resignation or completion of board or commission assignment, individuals shall not represent themselves further as a board or commission member.

### **M. Sanctions**

Counseling, verbal reprimands and written warnings may be administered by the Mayor to board and commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective board or commission, the city clerk, the city attorney, the city manager, and the City Council. Written reprimands administered by the Mayor shall not be included in packets for public meetings and shall not be publicized except as required under the Public Records Act. (*Source: Code of Ethics and Conduct for Elected and Appointed Officials*)

Any form of discipline involving formal censure, or affecting board or commission member status (i.e., removal from office or removal of chairperson status), shall be imposed by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office



## COUNCIL POLICY MANUAL

of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

### **N. Investigations**

When deemed warranted, the Mayor or majority of Council may call for an investigation of board or commission member conduct. Should the city manager or city attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the city manager and/or the city attorney to investigate the allegation and report the findings.

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as “Information Only”. Any such report shall be made public and distributed in accordance with normal procedures (i.e., hard copies to numerous public locations and posted online). Any report to Council addressing the investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

It shall be the Mayor and/or the Council’s responsibility to determine the next appropriate action. These actions include, but are not limited to: take no further action; discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

### **O. Removal**

The members of each board or commission shall be subject to removal by motion of the City Council approved by at least four affirmative votes, for the following reasons:

- (I) Failure to maintain eligibility requirements
- (II) Failure to take the required Oath of Office
- (III) Failure to complete required training
- (IV) Failure to meet attendance requirements
- (V) Failure to fulfill board or commission duties
- (VI) Failure to adhere to Council policy governing boards and commission member interaction with City Council, the public, staff, and/or other board or commission members.
- (VII) Violation of Code of Ethics and Conduct

## COUNCIL POLICY MANUAL

### **P. Administrative Policies**

The city manager shall have full authority to develop and implement any administrative policies and practices deemed necessary to support the operation of all boards and commissions.

### **Q. Council Liaisons to Boards and Commission**

The City Council shall appoint one councilmember to serve as a council liaison to each board and commission, except for the Planning Commission, the Personnel Board, and the Board of Building Code Appeals. Appointments shall change every six months, with the roster established annually as part of the City Council intergovernmental relations appointment process. The method of assignment shall be automatic rotation using seat numbering and alphabetic ordering of commissions. Attendance at board or commission meetings by the council liaison is encouraged but not mandatory. Council liaisons may informally arrange for a council alternate when scheduling conflicts arise.

During a board or commission meeting, the Council liaison shall serve a role similar to that of the staff liaison. The primary responsibility for providing information to boardmembers or commissioners belongs to the staff liaison, but the council liaison may provide additional information at the request of the chair when questions fall beyond the scope of staff's expertise. The council liaison may raise points of order when procedural issues arise.

During board or commission meetings, authority resides with the board or commission chair. Council liaisons shall refrain from:

- i. Interfering with the smooth operation of board or commission meetings
- ii. Acting in a manner that undermines the chair's authority
- iii. Participating in policy discussions except when providing factual information at the request of the chair
- iv. Speaking on behalf of the full Council without appropriate authority
- v. Acting as spokesperson for the board or commission.

When questions or concerns arise regarding the conduct of a council liaison, the chair of the board or commission should consult with the Mayor for possible resolution. When the liaison in question is the Mayor, the chair should consult with the Vice Mayor for possible resolution.

### **R. Bylaw Revisions**

Boards and commissions may craft additional bylaw provisions specific to themselves as long as they do not conflict with Sections A through P above. Any additional bylaw provisions must be approved by the City Council.

### **S. Council Subcommittee**

## COUNCIL POLICY MANUAL

A standing subcommittee of three members of City Council shall review all bylaw revisions. The role of the subcommittee shall be to review the proposed bylaws before consideration for action by the full Council. Subcommittee meetings are subject to Brown Act noticing requirements.

((Adopted: RTC 07-148 (5/1/07); clarity update 9/21/07; Revised by RTC 08-043 (2/12/08) in accordance with Council action on 11/27/07 and 1/29/08; Revised by RTC 08-294 (10/14/08); Revised by RTC 09-047 (2/24/09); Revised by RTC 09-098 (5/12/09); clerical update (5/15/09); Revised by RTC 09-315 (12/15/09); Revised by RTC 10-143 (5/25/10) in accordance with Council action on 3/23/10); Revised by RTC 10-217 (8/31/10); Revised by RTC 10-249 (9/14/10); Revised by Resolution 458-10 (11/9/10); Revised by RTC 11-009 (1/25/11) in accordance with Council action on 12/7/10); Amended: RTC 11-184 (8/23/2011); Amended by Council action (9/13/2011); Amended by Council action (12/6/2011); Revised by RTC 12-010 (2/7/2012); Amended by Council action, Item #5 (5/15/2012); Revised by RTC 15-0401 (4/21/2015); Clarity Update 6/9/15)

Lead Department: Office of the City Manager



# City of Sunnyvale

## Agenda Item

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**16-0100**

**Agenda Date: 10/25/2016**

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SPECIAL ORDER OF THE DAY - 2016 Fire Safety Poster Contest Awards



# City of Sunnyvale

## Agenda Item

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**16-0820**

**Agenda Date: 10/25/2016**

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**SUBJECT**

Approve City Council Meeting Minutes of October 4, 2016

**RECOMMENDATION**

Approve the City Council Meeting Minutes of October 4, 2016 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft City Council

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Tuesday, October 4, 2016

5:30 PM

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

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Special Meeting-Study Session-5:30 PM | Regular Meeting-7 PM

### 5:30 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 5:30 p.m.

#### 2 Roll Call

**Present:** 7 - Mayor Glenn Hendricks  
Vice Mayor Gustav Larsson  
Councilmember Jim Griffith  
Councilmember Tara Martin-Milius  
Councilmember Pat Meyering  
Councilmember Jim Davis  
Councilmember Larry Klein

#### 3 Public Comment

None.

#### 4 Study Session

[16-0192](#) Board and Commission Interviews

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

Gregory McNutt - Planning Commission

Dustin Nguyen - Arts Commission

Daniel Howard - Planning Commission

Melanie Holthaus - Planning Commission, Housing and Human Services  
Commission, Heritage Preservation Commission

## **5 Adjourn Special Meeting**

Mayor Hendricks adjourned the meeting at 6:35 p.m.

## **7 P.M. COUNCIL MEETING**

### **CALL TO ORDER**

Mayor Hendricks called the meeting to order in Council Chambers.

### **SALUTE TO THE FLAG**

Mayor Hendricks led the salute to the flag.

### **ROLL CALL**

**Present:** 7 - Mayor Glenn Hendricks  
Vice Mayor Gustav Larsson  
Councilmember Jim Griffith  
Councilmember Tara Martin-Milius  
Councilmember Pat Meyering  
Councilmember Jim Davis  
Councilmember Larry Klein

### **SPECIAL ORDERS OF THE DAY**

[16-0471](#) SPECIAL ORDER OF THE DAY - October is National Arts and Humanities Month

Mayor Hendricks presented a proclamation declaring October as National Arts and Humanities Month to Superintendent of Community Services Daniel Wax and Arts Commission Chair David Koppel.

[16-0943](#) SPECIAL ORDER OF THE DAY - October 16 - 22 is Freedom from Workplace Bullying Week

Mayor Hendricks presented a proclamation declaring October 16 – 22 as Freedom from Workplace Bullying Week to Human Resources Manager Tony Giles.

### **PRESENTATION**

[16-0846](#) PRESENTATION - Update by County Office of Supportive Housing on Improvements to County Facility at 999 Hamlin Court for Cold Weather Shelter Program

Bob Dolci, Housing and Homeless Concerns Coordinator, Santa Clara County Office of Housing & Homeless Support Services, provided a report and PowerPoint

presentation regarding the Cold Weather Shelter Program and submitted written materials. Housing Officer Suzanne Ise provided additional information.

### **ORAL COMMUNICATIONS**

Mayor Hendricks announced an upcoming Town Hall meeting regarding air traffic concerns.

John Simontacchi, Sunnyvale Employees Association, provided a report and PowerPoint presentation and submitted written materials.

Maria Pan addressed the Council.

Michael Goldman spoke regarding letters in the recent issue of the Sunnyvale Sun.

Zachary Kaufman addressed the Council regarding the Draft Environmental Impact Report for the Land Use and Transportation Element and displayed a slide.

Era Goel, Secretary, Sunnyvale Teen Advisory Committee (TAC), provided information regarding upcoming events of the TAC.

### **CONSENT CALENDAR**

Councilmember Meyering requested to pull Items 1.A, 1.B, 1.C, 1.D, 1.F, 1.H and 1.J and stated he would recuse himself from the vote on Item 1.L due to the proximity of his home to the location.

MOTION: Vice Mayor Larsson moved and Councilmember Klein seconded the motion to approve Consent Calendar Items 1.E, 1.G, 1.I, 1.K and 1.L.

The motion carried by the following vote:

**Yes: 7 -** Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Meyering  
Councilmember Davis  
Councilmember Klein

**No: 0**

Mayor Hendricks announced the remaining Consent Calendar Items would be



handled following the Public Hearing/General Business items.

**1.A**     [16-0646](#)     Approve City Council Meeting Minutes of September 20, 2016

Public Hearing opened at 12:14 a.m.

No speakers.

Public Hearing closed at 12:14 a.m.

MOTION: Councilmember Meyering moved to deny approval of the minutes until a summary of the positions expressed by dissenting voters is included.

The motion died due to lack of a second.

MOTION: Vice Mayor Larsson moved and Councilmember Davis seconded the motion to approve the City Council Meeting Minutes of September 20, 2016 as submitted.

The motion carried by the following vote:

- Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein
- No:** 1 - Councilmember Meyering

At 12:15 a.m., Councilmember Davis moved and Vice Mayor Larsson seconded the motion to take up Item 1.B.

The motion carried by the following vote:

- Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein
- No:** 1 - Councilmember Meyering

**1.B**     [16-0789](#)     Approve the List(s) of Claims and Bills Approved for Payment by the City Manager

Public Hearing opened at 12:15 a.m.

No speakers.

Public Hearing closed at 12:15 a.m.

MOTION: Councilmember Meyering moved to deny payment of the claims until Councilmembers are provided bills upon request.

The motion died due to lack of a second.

MOTION: Vice Mayor Larsson moved and Councilmember Davis seconded the motion to approve the list(s) of claims and bills.

The motion carried by the following vote:

**Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No:** 1 - Councilmember Meyering

Following action on Item 1.B, Council resumed with Councilmember Reports on Activities from Intergovernmental Committee Assignments and a brief report from the City Manager.

**1.C**      [16-0862](#)      Award of Contract for the Mary Avenue Overcrossing Environmental Impact Report (F16-119) and Approval of Budget Modification No. 14 to Appropriate \$686,125 in Traffic Impact Fee Funding for the Project

Public Hearing opened at 9:52 p.m.

No speakers.

Public Hearing closed at 9:52 p.m.

MOTION: Councilmember Davis moved and Councilmember Klein seconded the motion to approve 1) Award a contract, in substantially the same form as Attachment 1 to the report in an amount not to exceed \$623,750 to Kimley Horn Associates, Inc.; 2) approve a 10% contract contingency in the amount of \$62,375; and 3) Approve Budget Modification No. 14 to appropriate \$686,125 in Traffic Impact Fee Revenue to provide project funding.

AMENDMENT: Councilmember Meyering moved to amend the motion to delete any analysis about a four-lane Mary Avenue as far as automobile traffic goes. The motion to amend died due to lack of a second.

The motion carried by the following vote:

- Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein
- No:** 1 - Councilmember Meyering

Following action on Item 1.C, Council took up Item 1.F.

- 1.D**     [16-0831](#)     Approve Budget Modification 10 to Appropriate \$203,719 to Reimburse Foothill-De Anza Community College District for Demolition and Remediation Costs at the Onizuka City-Owned Parcels

Public Hearing opened at 12:11 a.m.  
No speakers.  
Public Hearing closed at 12:11 a.m.

MOTION: Vice Mayor Larsson moved and Councilmember Davis seconded the motion to approve Budget Modification 10 to Appropriate \$203,719 to Reimburse Foothill De Anza Community College District for Demolition and Remediation Costs at the Onizuka City Property.

The motion carried by the following vote:

- Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein
- No:** 1 - Councilmember Meyering

At 12:13 a.m. following action on Item 1.D, Councilmember Davis moved and Vice Mayor Larsson seconded the motion to take up Consent Calendar Item 1.A.

The motion carried by the following vote:

**Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No:** 1 - Councilmember Meyering

**1.E**      [16-0616](#)      Approve City Position on Proposed League of California Cities' 2016 Annual Conference Resolution

Approve a support position for the proposed Resolution #1, Vision Zero and authorize the City's voting delegate/alternates to cast votes consistent with the City Council's adopted position.

**1.F**      [16-0869](#)      Modify an Existing Contract for Services Associated with Land Development Plan Review (F17-015)

Public Hearing opened at 9:57 p.m.

No speakers.

Public Hearing closed at 9:57 p.m.

MOTION: Vice Mayor Larsson moved and Councilmember Davis seconded the motion to approve Authorize the City Manager to execute an amendment to the existing contract with Wilsey Ham adding \$25,000 and increasing the not to exceed amount from \$99,000 to \$124,000, in substantially the same form as Attachment 1 to the report.

The motion carried by the following vote:

**Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No:** 1 - Councilmember Meyering

Following action on Item 1.F, Council took up Item 1.H.

- 1.G**      [16-0870](#)      Endorse the Slate of Candidates for the League of California  
Cities Peninsula Division Executive Committee 2016-17  
Election of Officers

Endorse the slate of candidates for the Peninsula Division Executive committee for 2016-17:

President: Alicia Aguirre, Council Member, Redwood City

Vice President: Marilyn Librers, Council Member, Morgan Hill

Treasurer: Larry Moody, Council Member, East Palo Alto

Secretary: Charles Stone, Council Member, Belmont

Board Director (Two Year Term): Liz Kniss, Council Member, Palo Alto

San Mateo County: Shelly Masur, Council Member, Redwood City

Santa Clara County: Cory Wolbach, Council Member, Palo Alto

- 1.H**      [16-0887](#)      Adopt Resolutions Approving Amendments to the City's  
Contribution for CalPERS Medical Insurance for Management,  
SEA/Confidential and SEIU Employees and Annuitants  
(Retirees)

Public Hearing opened at 10:02 p.m.

No speakers.

Public Hearing closed at 10:02 p.m.

MOTION: Vice Mayor Larsson moved and Councilmember Davis seconded the motion to adopt two resolutions: (1) fixing the employer's contribution under the Public Employee's Medical and Hospital Care Act ("PEMHCA") for 2017, and (2) amending Salary Resolution No. 190-05 to modify the City's contribution for medical insurance for Management, SEA/Confidential and SEIU employees and annuitants.

The motion carried by the following vote:

**Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No:** 1 - Councilmember Meyering

Following action on Item 1.H, Council took up Item 1.J.

**1.I**      [16-0933](#)      Authorize the Issuance of a Purchase Order for a Three-year Subscription for Microsoft Office O365 (F17-034)

1) Authorize the issuance of a three year purchase order, in substantially the same form as Attachment 1 to the report in the amount of \$683,100 to Softchoice Corporation; and 2) Authorize the City Manager to renew the purchase order for two (2) additional one year periods, not to exceed budgeted amounts.

**1.J**      [16-0936](#)      Adopt a Pledge of Revenues Resolution and a Resolution Approving an Installment Sale Agreement in Support of the State Revolving Fund Financing for the Sunnyvale Clean Water Program

Public Hearing opened at 10:08 p.m.

No speakers.

Public Hearing closed at 10:08 p.m.

MOTION: Vice Mayor Larsson moved and Councilmember Davis seconded the motion to adopt a Pledge of Revenues Resolution and a Resolution Approving an Installment Sale Agreement and authorizing the City Manager, or her designee, to execute the Agreement in support of the State revolving fund financing for the Sunnyvale Clean Water Program.

The motion carried by the following vote:

**Yes: 7 -** Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Meyering  
Councilmember Davis  
Councilmember Klein

**No: 0**

Following action on Item 1.J, Council resumed with Public Hearing/General Business Item 3.

**1.K**      [16-0853](#)      Approve Budget Modification No. 13 to Appropriate \$12,832 of Federal Fiscal Year (FFY) 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Grant Funds for

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### Front Line Law Enforcement Equipment

Approve Budget Modification No. 13 to appropriate FFY2016 Edward Byrne Memorial Justice Assistance Grant (JAG) funds in the amount of \$12,832 to a new project, FFY2016 JAG Grant.

- 1.L**      [16-0948](#)      Adopt Ordinance No. 3095-16 Adding Section 19.27.040 (Peery Park Specific Plan District) to Title 19 (Zoning) of the Sunnyvale Municipal Code, Rezoning Encinal Park from Industrial and Service (MS) to Public Facilities (PF), and Making Related Changes to Other Sunnyvale Municipal Code Provisions to Implement the Peery Park Specific Plan

MOTION: Vice Mayor Larsson moved and Councilmember Klein seconded the motion to adopt Ordinance No. 3095-16.

The motion carried by the following vote:

**Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No:** 0

**Recused:** 1 - Councilmember Meyering

### **PUBLIC HEARINGS/GENERAL BUSINESS**

- 2**      [16-0910](#)      Proposed Project: Introduction of Ordinance to REZONE 28 contiguous single family home lots from R-1 (Low Density Residential) to R-1/S (Low Density Residential/Single-Story)  
File #: 2016-7431  
Location: 662-678 Vanderbilt Drive (Assessor Parcel Numbers 202-06-026 through 202-06-030), 1202-1204 Sesame Drive (202-08-003 through 202-08-006), 1218-1234 Sesame Court (202-08-001, 202-08-002 and 202-06-043 through 202-06-048) and 661-677 Winggate Drive (202-06-034 through 202-06-042)  
Zoning: R-1  
Applicant / Owner: Baerbel Schumacher (plus multiple owners)  
Environmental Review: The Ordinance being considered is

categorically exempt from review pursuant to CEQA Guidelines Section 15305 (minor alteration in land use) and Section 15061(b)(3) (the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the activity is not subject to CEQA).

Director of Community Development Trudi Ryan provided the staff report.

Mayor Hendricks stated he grew up in an Eichler, currently lives in an Eichler in a single-story overlay and grew up in one of the homes in the proposal but he has no financial interest and is able to vote on the item.

Councilmember Martin-Milius and Vice Mayor Larsson disclosed that they have spoken with the applicant.

Applicant Baerbel Schumacher provided information regarding the application on behalf of the property owners.

Councilmember Klein disclosed he spoke with the applicant as a member of the Planning Commission.

Public Hearing opened at 7:53 p.m.

Suzanne Shea spoke in support of a single-story combining district (SSCD).

Dr. Patrick Shea spoke in support of Items 2 and 3 on the agenda and expressed support of single-story combining districts.

Michael Goldman spoke regarding the uniqueness of Eichler homes.

Monique Lombardelli spoke in support of the single-family overlay and provided information regarding Eichler homes.

Joe Ragey spoke in support of Items 2 and 3 on the agenda.

Philippe Cailloux spoke in support of Items 2 and 3 on the agenda.

Ralph Grundler spoke in support of the single-story overlay.



Alik Eliashberg spoke in opposition to Items 2 and 3 on the agenda.

Lena Goubery spoke in opposition to the applications for single-story combining districts.

Mike Serrone spoke in support of Items 2 and 3 on the agenda.

Gene Manheim provided information regarding single-story combining districts, spoke in opposition to the application, and requested a moratorium on applications.

Julia Filippova spoke in opposition to the single-story combining district application and requested all pending applications be placed on hold until a study of the process is conducted.

Sharon Akuka spoke in opposition to the single-story combining district application and requested a study issue to study the impacts.

Nathan Gardner spoke in opposition to the single-story combining district application and recommended a study issue to study the impacts.

Tara Maddala spoke in support of the single-story combining district application.

Walter Huber spoke in support of the single-story combining district applications in Items 2 and 3 on the agenda.

Gabriela Zuniga spoke in support of the architectural value of mid-century modern design and Eichler houses.

Bill Callahan spoke in support of single-story combining districts.

Mei-Ling Stefan spoke in support of the applications in Items 2 and 3 on the agenda.

Paul Marshall spoke in support of single-story overlays.

Susan O'Neil spoke in support of single-story overlays.

Juergen Hoefler spoke in opposition to single-story overlays.

Matt Crossoul spoke in support of the single-story combining district.

Bertrand Chevalier spoke in support of the single-story combining district application.

Eran Dor spoke in opposition to the single-story combining district in the Fairbrae neighborhood.

Richard Levin spoke in support of the single-story overlay for the neighborhood.

Michelle Sullivan spoke in support of the single-story combining district.

Claudio Mandelli spoke in support of the single-story combining district.

Public Hearing closed at 9:09 p.m.

Applicant Baerbel Schumacher provided closing remarks.

MOTION: Vice Mayor Larsson moved and Councilmember Klein seconded the motion to approve Alternatives 1 and 2: 1) Find the project exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305 and 15061(b)(3); and, 2) Find that the zoning amendment (rezoning) is deemed to be in the public interest as set forth in Attachment 6 to the report and Introduce an Ordinance to Rezone 28 contiguous single-family home lots from R 1 (Low Density Residential) to R 1/S (Low Density Residential/Single Story).

City Clerk Kathleen Franco Simmons read the ordinance title.

The motion carried by the following vote:

**Yes:** 7 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Meyering  
Councilmember Davis  
Councilmember Klein

**No:** 0

Council recessed at 9:36 p.m.

Council reconvened at 9:48 p.m. with all Councilmembers present.

Following the recess, Council took up time-sensitive Consent Calendar Items 1.C, 1.F, 1.H and 1.J. before resuming with Public Hearing/General Business Item 3.

- 3      [16-0911](#)      Proposed Project: Introduction of Ordinance to REZONE 37 contiguous single family home lots from R-1 (Low Density Residential) to R-1/S (Low Density Residential/Single-Story)  
File #: 2016-7523  
Location: 576-598 West Remington Drive (APNs: 202-01-001 through 202-01-007), 575-595 Rockport Drive (APNs: 202-01-016 through 202-01-024), 585-595 Templeton Court (APNs: 202-01-025 through 202-01-028 and 202-08-035), 1104-1132 Spinosa Drive (APNs: 202-01-029 through 202-01-033, and 202-08-032 through 202-08-034), 1126-1138 Strawberry Court (APNs: 202-08-036 through 202-08-040), 1143-1153 Tangerine Way (APNs: 202-08-041 through 202-08-043)  
Zoning: R-1  
Applicant / Owner: Stephen Meier (plus multiple owners)  
Environmental Review: The Ordinance being considered is categorically exempt from review pursuant to CEQA Guidelines Section 15305 (minor alteration in land use) and Section 15061(b)(3) (the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the activity is not subject to CEQA).

Director of Community Development Trudi Ryan provided the staff report.

Mayor Hendricks re-stated he grew up in an Eichler and currently lives in an Eichler in a single-story overlay.

Applicant Stephen Meier provided information regarding the application and a PowerPoint presentation.

Public Hearing opened at 10:20 p.m.

Robbie Schlosser spoke in support of the single-story overlay district for the Fairbrae neighborhood.

Mary Schlosser spoke regarding the Planning Commission meeting at which the issue was discussed.

Anne Spinosa spoke in support of the single-story combining district.

David Preklas spoke in support of the single-story overlay.

Eran Dor spoke in opposition to the single-story combining district for this neighborhood.

Carrie Levin spoke in support of the single-story overlay.

Alik Eliashberg spoke in opposition to the single-story overlay.

Lena Goubery spoke in opposition to the single-story combining district.

Richard Levin provided information regarding his remodel.

Peter Anning spoke in support of the single-story combining district.

Matt Cossoul stated the two applications are procedural but the neighborhood is one and it would not make sense to approve one and not the other.

Bertrand Chevalier spoke in support of the single-story combining district.

Michelle Sullivan spoke in support of the single-story combining district for this neighborhood.

Claudio Mandelli spoke in support of the single-story combining district.

Martyn Griffiths spoke regarding alternative designs and materials for Eichlers.

Public Hearing closed at 10:56 p.m.

Applicant Stephen Meier provided closing remarks.

MOTION: Councilmember Griffith moved and Councilmember Davis seconded the motion to approve Alternatives 1 and 2: 1) Find the project exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15305 and 15061(b)(3) and, 2) that the zoning amendment (rezoning) is deemed to be in the public interest (as set forth in Attachment 6 to the report) and Introduce an Ordinance to Rezone 37 contiguous single family home lots from R-1 (Low Density Residential) to R-1/S (Low Density Residential/Single Story).

City Clerk Kathleen Franco Simmons read the ordinance title.

The motion carried by the following vote:

**Yes: 7 -** Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Meyering  
Councilmember Davis  
Councilmember Klein

**No: 0**

**4**      [16-0615](#)      Adopt Positions on State and Local Ballot Measures for the  
November 8, 2016 Election

Senior Management Analyst Yvette Blackford provided the staff report. City Manager Deanna Santana, City Attorney John Nagel and Chief of Public Safety Frank Grgurina provided additional information.

Public Hearing opened at 11:21 p.m.

Michael Goldman spoke in opposition to taking positions on local measures.

Peter Cirigliano spoke in opposition to and recommended taking a No position on Measure M.

Steve Scandalis presented slides regarding terms used in Initiative Measure M and provided written materials.

Public Hearing closed at 11:30 p.m.

MOTION: Councilmember Griffith moved and Councilmember Martin-Milius seconded the motion to adopt the following positions on State Ballot Measures:

- \* OPPOSE Proposition 53 Revenue Bonds. Statewide Voter Approval.
- \* TAKE NO POSITION Proposition 63 Safety for All Act of 2016.
- \* OPPOSE Proposition 64 Marijuana Legalization.
- \* OPPOSE Proposition 65 Carryout Bags. Charges.
- \* SUPPORT Proposition 67 Ban on Single Use Plastic Bags.

FRIENDLY AMENDMENT: Vice Mayor Larsson offered a friendly amendment to take no position on Proposition 64.

Councilmember Griffith pulled the proposed position on Proposition 64 and stated the modified motion is to:

- \* OPPOSE Proposition 53 Revenue Bonds. Statewide Voter Approval.
- \* TAKE NO POSITION Proposition 63 Safety for All Act of 2016.
- \* OPPOSE Proposition 65 Carryout Bags. Charges.
- \* SUPPORT Proposition 67 Ban on Single Use Plastic Bags.

FRIENDLY AMENDMENT: Mayor Hendricks offered a friendly amendment to include that this is a recommendation from the City's position and that voters should do their own due diligence and look up information on the pros and cons for each item on their own.

Councilmember Griffith accepted the friendly amendment.

The motion as amended carried by the following vote:

**Yes: 6 -** Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No: 0**

**Abstain: 1 -** Councilmember Meyering

MOTION: Councilmember Griffith moved and Councilmember Klein seconded the motion to adopt the following positions on Local Ballot Measures:

- \* SUPPORT Measure A, Santa Clara County Housing Bond.
- \* SUPPORT Measure B, Valley Transportation Authority Tax.
- \* SUPPORT Measure N, Utility Users Tax.

Mayor Hendricks stated his vote will include an abstention on Measure A.

The motion to SUPPORT Measure A, Santa Clara County Housing Bond carried by the following vote:

**Yes: 5 -** Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No: 0**

**Abstain: 2 -** Mayor Hendricks  
Councilmember Meyering

The motion to SUPPORT Measure B, Valley Transportation Authority Tax and to SUPPORT Measure N, Utility Users Tax carried by the following vote:

**Yes: 6** - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No: 0**

**Abstain: 1** - Councilmember Meyering

MOTION: Councilmember Griffith moved and Councilmember Davis seconded the motion to take a position to:

\* OPPOSE Measure M Public Lands for Public Use Act

The motion carried by the following vote:

**Yes: 6** - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No: 1** - Councilmember Meyering

MOTION: Councilmember Griffith moved and Councilmember Klein seconded the motion to take a position to:

\* SUPPORT Proposition 54 Legislature. Legislation and Proceedings

The motion carried by the following vote:

**Yes: 5** - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Klein

**No: 2** - Councilmember Meyering  
Councilmember Davis

MOTION: Councilmember Griffith moved and Councilmember Martin-Milius seconded the motion to take a position to:

\* SUPPORT Proposition 59 Corporations. Political Spending. Federal

## Constitutional Protections

The motion carried by the following vote:

**Yes:** 3 - Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius

**No:** 1 - Mayor Hendricks

**Abstain:** 3 - Councilmember Meyering  
Councilmember Davis  
Councilmember Klein

MOTION: Councilmember Davis moved and Councilmember Griffith seconded the motion to take a position to:

\* OPPOSE Proposition 64 Marijuana Legalization.

The motion carried by the following vote:

**Yes:** 3 - Mayor Hendricks  
Councilmember Griffith  
Councilmember Davis

**No:** 0

**Abstain:** 4 - Vice Mayor Larsson  
Councilmember Martin-Milius  
Councilmember Meyering  
Councilmember Klein

MOTION: Councilmember Martin-Milius moved and Councilmember Klein seconded the motion to take a position to:

\* SUPPORT Proposition 62 Repeal the Death Penalty

The motion carried by the following vote:

**Yes:** 4 - Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Klein

**No:** 2 - Mayor Hendricks  
Councilmember Davis

**Abstain:** 1 - Councilmember Meyering

MOTION: Vice Mayor Larsson moved and Councilmember Griffith seconded the motion to take a position to:



\* SUPPORT Measure BB Sunnyvale School District Parcel Tax

The motion carried by the following vote:

**Yes: 6** - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No: 0**

**Abstain: 1** - Councilmember Meyering

MOTION: Vice Mayor Larsson moved and Councilmember Griffith seconded the motion to approve Alternative 4: Affirm that, as required by State law, no public funds have been or will be used to campaign for or against any of these measures.

MOTION TO TABLE: Councilmember Meyering moved to table the matter until the City Manager or City Attorney review the mailer and handout that has been distributed that depicts operating equipment of the City of Sunnyvale. The motion to table failed due to lack of a second.

The motion carried by the following vote:

**Yes: 6** - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

**No: 1** - Councilmember Meyering

At 12:10 a.m. following conclusion of action on Item 4, due to the lateness of the hour, Council considered whether to take up remaining Consent Calendar items.

MOTION: Councilmember Griffith moved and Councilmember Davis seconded the motion to take up Consent Calendar Item 1.D.

The motion carried by the following vote:

- Yes:** 6 - Mayor Hendricks  
Vice Mayor Larsson  
Councilmember Griffith  
Councilmember Martin-Milius  
Councilmember Davis  
Councilmember Klein

- No:** 1 - Councilmember Meyering

**COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS**

None.

**NON-AGENDA ITEMS & COMMENTS**

**-Council**

None.

**-City Manager**

City Manager Santana provided a brief update regarding the previous request to bring back the discussion related to marijuana research and development.

**INFORMATION ONLY REPORTS/ITEMS**

- [16-0826](#) Tentative Council Meeting Agenda Calendar
- [16-0834](#) Information/Action Items
- [16-0937](#) Study Session Summary of September 13, 2016 - El Camino Real Corridor Plan Presentation of Vision and Land Use Alternatives

**ADJOURNMENT**

Mayor Hendricks adjourned the meeting at 12:16 a.m.



# City of Sunnyvale

## Agenda Item

16-0932

Agenda Date: 10/25/2016

### 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
835	09/18/16 through 09/24/16	\$4,254,075.50
836	09/25/16 through 10/01/16	\$3,551,156.95
837	10/02/16 through 10/08/16	\$2,554,993.23

#### 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: Pete Gonda, Purchasing Officer  
Reviewed by: Timothy J. Kirby, Director of Finance  
Reviewed by: Walter C. Rossmann, Assistant City Manager  
Approved by: Deanna J. Santana, City Manager

#### ATTACHMENTS

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

10/10/2016

City of Sunnyvale

**LIST # 835**

Page 1

**List of All Claims and Bills Approved for Payment**  
**For Payments Dated 9/18/2016 through 9/24/2016**

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx284658	9/20/16	3T EQUIPMENT CO INC	66161	Miscellaneous Equipment	1,702.41	0.00	1,702.41	<b>\$1,702.41</b>
xxx284659	9/20/16	AMA GOLF	138882	Inventory Purchase	76.78	0.00	76.78	<b>\$76.78</b>
xxx284660	9/20/16	AMS.NET INC	0008181	Communication Equipment	384.80	0.00	384.80	<b>\$384.80</b>
xxx284661	9/20/16	ACE FIRE EQUIPMENT & SERVICE CO INC	3562	Facilities Maintenance & Repair Labor	120.00	0.00	120.00	<b>\$181.99</b>
			3562	Miscellaneous Equipment Parts & Supplies	61.99	0.00	61.99	
xxx284662	9/20/16	ACUSHNET CO	903038171	Inventory Purchase	436.76	8.40	428.36	<b>\$428.36</b>
xxx284663	9/20/16	ANDERSON PACIFIC ENGINEERING	PRMRYTRTON E#01	Construction Services	145,798.85	0.00	145,798.85	<b>\$145,798.85</b>
xxx284664	9/20/16	BSK ASSOCIATES	A619655	Water Lab Services	1,010.00	0.00	1,010.00	<b>\$1,010.00</b>
xxx284665	9/20/16	BAY-VALLEY PEST CONTROL INC	0211322	Services Maintain Land Improv	58.00	0.00	58.00	<b>\$689.00</b>
			0211819	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0211820	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0211821	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0211822	Facilities Maintenance & Repair Labor	88.00	0.00	88.00	
			0211823	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0211824	Facilities Maintenance & Repair Labor	43.00	0.00	43.00	
			0211830	Facilities Maintenance & Repair Labor	64.00	0.00	64.00	
			0211844	Facilities Maintenance & Repair Labor	120.00	0.00	120.00	
			0211847	Facilities Maintenance & Repair Labor	86.00	0.00	86.00	
			0211870	Services Maintain Land Improv	58.00	0.00	58.00	
xxx284666	9/20/16	BEE FRIENDLY HONEY BEE MGMT SOLUTIONS	328	Services Maintain Land Improv	375.00	0.00	375.00	<b>\$1,300.00</b>
			329	Services Maintain Land Improv	375.00	0.00	375.00	
			330	Services Maintain Land Improv	550.00	0.00	550.00	
xxx284667	9/20/16	C CRUZ SUB-SURFACE LOCATORS INC	21567	Miscellaneous Services	300.00	0.00	300.00	<b>\$300.00</b>
xxx284668	9/20/16	CDW-GOVERNMENT INC	FGX0818	Software Licensing & Support	2,895.00	0.00	2,895.00	<b>\$2,895.00</b>
xxx284669	9/20/16	CSAC EXCESS INSURANCE AUTHORITY	1932	Insurances - Life/AD&D Insurance	18,697.31	0.00	18,697.31	<b>\$42,720.09</b>
			1932	Insurances - Long Term Disability	24,022.78	0.00	24,022.78	
xxx284670	9/20/16	CALIFORNIA COOKING INC	12846	Equipment Rental/Lease	216.41	0.00	216.41	<b>\$216.41</b>
xxx284671	9/20/16	CALTEST ANALYTICAL LABORATORY	561809	Water Lab Services	56.70	0.00	56.70	<b>\$306.70</b>

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			562122	Water Lab Services	250.00	0.00	250.00	
xxx284672	9/20/16	CITY OF SANTA CLARA	80953	Real Property Rental/Lease	2,400.00	0.00	2,400.00	<b>\$2,400.00</b>
xxx284673	9/20/16	CONVERGENT COMPUTING	BILL41154	Professional Services	2,000.00	0.00	2,000.00	<b>\$2,000.00</b>
xxx284674	9/20/16	DTN ENGINEERS INC	359.13	General Supplies	7,634.88	0.00	7,634.88	<b>\$7,634.88</b>
xxx284676	9/20/16	EMPIRE SAFETY & SUPPLY	0082849-IN	Inventory Purchase	952.65	0.00	952.65	<b>\$893.92</b>
			0083357-CM	Inventory Purchase	-58.73	0.00	-58.73	
xxx284677	9/20/16	EQUIFAX INFORMATION SERVICES LLC	9906563	Investigation Expense	31.84	0.00	31.84	<b>\$31.84</b>
xxx284678	9/20/16	ESBRO	30400	Chemicals	1,052.60	0.00	1,052.60	<b>\$1,052.60</b>
xxx284679	9/20/16	EVOLIBRI CONSULTING	AUGUST2016	Contracts/Service Agreements	1,760.32	0.00	1,760.32	<b>\$1,760.32</b>
xxx284680	9/20/16	FEDERAL EXPRESS CORP	5-518-37318	Mailing & Delivery Services	5.09	0.00	5.09	<b>\$10.89</b>
			5-540-98536	Mailing & Delivery Services	5.80	0.00	5.80	
xxx284681	9/20/16	FERGUSON ENTERPRISES INC 1423	1183264-1	Construction Services	1,921.61	0.00	1,921.61	<b>\$1,921.61</b>
xxx284682	9/20/16	FITGUARD INC	0000116736	Misc Equip Maint & Repair - Labor	95.00	0.00	95.00	<b>\$95.00</b>
xxx284683	9/20/16	FOSTER BROS SECURITY SYSTEMS INC	282356	Bldg Maint Matls & Supplies	528.74	0.00	528.74	<b>\$528.74</b>
xxx284684	9/20/16	GARDENLAND POWER EQUIPMENT	414144	Hand Tools	658.56	0.00	658.56	<b>\$870.66</b>
			414378	Misc Equip Maint & Repair - Labor	75.00	0.00	75.00	
			414378	Misc Equip Maint & Repair - Materials	137.10	0.00	137.10	
xxx284685	9/20/16	GEORGE HILLS CO INC	INV1010983	Liability Claims Adjustor	8,265.60	0.00	8,265.60	<b>\$8,265.60</b>
xxx284686	9/20/16	GITA MURTHY	2S23724	DED Services/Training - Support Services	150.00	0.00	150.00	<b>\$150.00</b>
xxx284687	9/20/16	GOLDEN GATE MECHANICAL INC	31856	Equipment Maintenance & Repair Labor	290.94	0.00	290.94	<b>\$290.94</b>
xxx284688	9/20/16	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1092470	Inventory Purchase	202.93	0.00	202.93	<b>\$202.93</b>
xxx284689	9/20/16	GRANITEROCK CO	983733	Materials - Land Improve	1,840.17	0.00	1,840.17	<b>\$1,840.17</b>
xxx284690	9/20/16	HYDROSCIENCE ENGINEERS INC	262016007	Consultants	2,695.20	0.00	2,695.20	<b>\$2,695.20</b>
xxx284691	9/20/16	INTERACTIVE DATA PRICING	14201086	Financial Services	121.06	0.00	121.06	<b>\$121.06</b>
xxx284692	9/20/16	INTERIORS & TEXTILES CORP	160132S	Facilities Maintenance & Repair Labor	2,874.55	0.00	2,874.55	<b>\$2,874.55</b>
xxx284693	9/20/16	INTERSTATE SALES	13864	Materials - Land Improve	490.32	0.00	490.32	<b>\$490.32</b>
xxx284694	9/20/16	L N CURTIS & SONS INC	INV47746	Clothing, Uniforms & Access	2,120.08	0.00	2,120.08	<b>\$5,605.84</b>
			INV47900	Clothing, Uniforms & Access	344.96	0.00	344.96	
			INV48439	Clothing, Uniforms & Access	2,795.85	0.00	2,795.85	
			INV49153	Clothing, Uniforms & Access	344.95	0.00	344.95	
xxx284695	9/20/16	LC ACTION POLICE SUPPLY						<b>\$1,300.65</b>

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			355004	General Supplies	1,300.65	0.00	1,300.65	
xxx284696	9/20/16	LA-Z-BOY FURNITURE GALLERIES	26-16122	Facilities Maintenance & Repair Labor	178.00	0.00	178.00	<b>\$356.00</b>
			26-16123	Facilities Maintenance & Repair Labor	178.00	0.00	178.00	
xxx284697	9/20/16	LUX BUS AMERICA	24700	Travel Related Services	32.00	0.00	32.00	<b>\$32.00</b>
xxx284698	9/20/16	MP EIGHT TREES LLC	HMF	Customer Loans Disbursed	131,300.80	0.00	131,300.80	<b>\$131,300.80</b>
			LOANDRAW#1					
xxx284699	9/20/16	MP MORSE COURT ASSOCIATES	PAYMENT#7	Customer Loans Disbursed	78,261.79	0.00	78,261.79	<b>\$78,261.79</b>
xxx284700	9/20/16	MAINTENANCE CONNECTION INC	38492	Software Licensing & Support	21,202.80	0.00	21,202.80	<b>\$21,202.80</b>
xxx284701	9/20/16	METROPOLITAN PLANNING GROUP	2587	Professional Services	1,087.50	0.00	1,087.50	<b>\$1,087.50</b>
xxx284702	9/20/16	NI GOVERNMENT SERVICES INC	6081092269	Miscellaneous Services	78.77	0.00	78.77	<b>\$78.77</b>
xxx284703	9/20/16	OM OFFICE SUPPLY	7407	Hardware Maintenance	4,910.00	0.00	4,910.00	<b>\$4,910.00</b>
xxx284704	9/20/16	OSC COMPUTER TRAINING	4126	DED Services/Training - Training	5,400.04	0.00	5,400.04	<b>\$5,400.04</b>
xxx284705	9/20/16	OMEGA ENGRAVING	258580	General Supplies	10.00	0.00	10.00	<b>\$10.00</b>
xxx284706	9/20/16	ON ASSIGNMENT LAB SUPPORT	LAB550230013	Salaries - Contract Personnel	1,200.00	0.00	1,200.00	<b>\$2,400.00</b>
			LAB550232414	Salaries - Contract Personnel	1,200.00	0.00	1,200.00	
xxx284707	9/20/16	OVERDRIVE INC	0910-000144120	Library Periodicals/Databases	13.95	0.00	13.95	<b>\$13.95</b>
xxx284709	9/20/16	PETERSON POWER SYSTEMS INC	SW240134285	Misc Equip Maint & Repair - Labor	4,480.00	0.00	4,480.00	<b>\$6,469.45</b>
			SW240134285	Misc Equip Maint & Repair - Materials	1,989.45	0.00	1,989.45	
xxx284710	9/20/16	PORTNOV COMPUTER SCHOOL	09-02-16	DED Services/Training - Training	595.00	0.00	595.00	<b>\$1,785.00</b>
			09-03-16	DED Services/Training - Training	595.00	0.00	595.00	
			09-04-16	DED Services/Training - Training	595.00	0.00	595.00	
xxx284711	9/20/16	PROACTIVE SPORTS INC	839553-00	Inventory Purchase	6.60	0.00	6.60	<b>\$6.60</b>
xxx284712	9/20/16	PROSPECT SILICON VALLEY	4015	Contracts/Service Agreements	8,930.40	0.00	8,930.40	<b>\$8,930.40</b>
xxx284713	9/20/16	RAYVERN LIGHTING SUPPLY CO INC	45278-0	Inventory Purchase	1,898.99	0.00	1,898.99	<b>\$1,898.99</b>
xxx284714	9/20/16	ROOTX	45996	Chemicals	4,157.00	0.00	4,157.00	<b>\$4,157.00</b>
xxx284715	9/20/16	SA DAI	0034-2405-0940	DED Services/Training - Support Services	180.00	0.00	180.00	<b>\$180.00</b>
xxx284716	9/20/16	SAFETY KLEEN SYSTEMS INC	71180762	Chemicals	308.51	0.00	308.51	<b>\$308.51</b>
xxx284717	9/20/16	SAFEWAY INC	437639-090716	General Supplies	3.75	0.00	3.75	<b>\$164.58</b>
			723013-090716	Food Products	3.75	0.00	3.75	
			723013-090716	General Supplies	5.49	0.00	5.49	
			723479-090316	Special Events	19.98	0.00	19.98	

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			725229-091216	Food Products	13.98	0.00	13.98	
			801810-091516	General Supplies	51.93	0.00	51.93	
			806348-082316	Food Products	41.81	0.00	41.81	
			806348-082316	General Supplies	23.89	0.00	23.89	
xxx284718	9/20/16	SAN JOSE MUSEUM OF ART	090816 INV	Software Licensing & Support	75.00	0.00	75.00	<b>\$75.00</b>
xxx284719	9/20/16	SANTA CLARA COUNTY POLICE CHIEFS ASSN	102716-102816	Training and Conferences	1,100.00	0.00	1,100.00	<b>\$1,100.00</b>
xxx284720	9/20/16	SANTA CLARA VALLEY WATER DISTRICT	GN013164	Construction Services	94,457.20	0.00	94,457.20	<b>\$94,457.20</b>
xxx284721	9/20/16	SHIN SHIN TRAINING CENTER	W20160125	DED Services/Training - Training	495.00	0.00	495.00	<b>\$2,970.00</b>
			20F2					
			W20160126	DED Services/Training - Training	495.00	0.00	495.00	
			20F2					
			W20160127	DED Services/Training - Training	495.00	0.00	495.00	
			20F2					
			W20160130	DED Services/Training - Training	495.00	0.00	495.00	
			20F2					
			W20160131	DED Services/Training - Training	495.00	0.00	495.00	
			20F2					
			W20160138	DED Services/Training - Training	495.00	0.00	495.00	
			20F2					
xxx284722	9/20/16	SHRED-IT USA LLC	8120813520	Records Related Services	292.60	0.00	292.60	<b>\$292.60</b>
xxx284723	9/20/16	SIERRA CHEMICAL CO	SLS10038873	Chemicals	2,820.02	0.00	2,820.02	<b>\$2,820.02</b>
xxx284724	9/20/16	SILICON VALLEY POLYTECHNIC INSTITUTE	06232016-323A	DED Services/Training - Training	1,500.00	0.00	1,500.00	<b>\$4,065.00</b>
			09142016-353	DED Services/Training - Training	2,565.00	0.00	2,565.00	
xxx284725	9/20/16	SILICON VALLEY TOW	77212	General Supplies	2,575.00	0.00	2,575.00	<b>\$2,575.00</b>
xxx284726	9/20/16	SMART & FINAL INC	103528-083016	Food Products	236.97	0.00	236.97	<b>\$296.58</b>
			103528-083016	General Supplies	4.47	0.00	4.47	
			114063-091516	Food Products	55.14	0.00	55.14	
xxx284727	9/20/16	STEVEN C DOLEZAL PHD	AUGUST2016	Professional Services	1,800.00	0.00	1,800.00	<b>\$1,800.00</b>
xxx284728	9/20/16	STEVENS CREEK QUARRY INC	667125	Materials - Land Improve	921.59	0.00	921.59	<b>\$921.59</b>
xxx284729	9/20/16	SUBURBAN PROPANE	2059463	Fuel, Oil & Lubricants	26.24	0.00	26.24	<b>\$26.24</b>
xxx284730	9/20/16	SUN MOUNTAIN	366309	Inventory Purchase	648.00	12.96	635.04	<b>\$635.04</b>

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<b>Payment No.</b>	<b>Payment Date</b>	<b>Vendor Name</b>	<b>Invoice No.</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Discount Taken</b>	<b>Amount Paid</b>	<b>Payment Total</b>
xxx284731	9/20/16	SUNNYVALE BUILDING MAINTENANCE	99023	Professional Services	1,120.00	0.00	1,120.00	<b>\$1,120.00</b>
xxx284732	9/20/16	SUNNYVALE FORD	479605	Inventory Purchase	362.57	0.00	362.57	<b>\$362.57</b>
xxx284733	9/20/16	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DENTAL0916	Insurances - Dental	28,812.75	0.00	28,812.75	<b>\$28,812.75</b>
xxx284734	9/20/16	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DISABILITY0916	Insurances - Long Term Disability	3,819.00	0.00	3,819.00	<b>\$3,819.00</b>
xxx284735	9/20/16	SUZANNE LUFT	71	Rec Instructors/Officials	225.00	0.00	225.00	<b>\$967.50</b>
			72	Rec Instructors/Officials	225.00	0.00	225.00	
			73	Rec Instructors/Officials	517.50	0.00	517.50	
xxx284736	9/20/16	SYNAGRO-WWT INC	03-102580	Miscellaneous Services	42,460.18	0.00	42,460.18	<b>\$42,460.18</b>
xxx284737	9/20/16	TELSTAR INSTRUMENTS INC	87323	Equipment Maintenance & Repair Labor	494.32	0.00	494.32	<b>\$973.05</b>
			87324	Miscellaneous Equipment Parts & Supplies	478.73	0.00	478.73	
xxx284738	9/20/16	TIFFANI PEARSON	082916PURCHASE	DED Services/Training - Books	159.94	0.00	159.94	<b>\$159.94</b>
xxx284739	9/20/16	UNITED RENTALS	139259763-001	Supplies, Safety	1,010.60	0.00	1,010.60	<b>\$1,010.60</b>
xxx284741	9/20/16	UNIVAR USA INC	SJ771680	Chemicals	2,979.67	0.00	2,979.67	<b>\$2,979.67</b>
xxx284742	9/20/16	UNIVERSITY OF CALIFORNIA SANTA CRUZ	57251	DED Services/Training - Training	4,122.00	0.00	4,122.00	<b>\$19,908.00</b>
			57258	DED Services/Training - Training	3,123.00	0.00	3,123.00	
			57262	DED Services/Training - Training	3,204.00	0.00	3,204.00	
			57267	DED Services/Training - Training	4,581.00	0.00	4,581.00	
			57269	DED Services/Training - Training	4,878.00	0.00	4,878.00	
xxx284743	9/20/16	V & A CONSULTING ENGINEERS	16303R	Consultants	800.00	0.00	800.00	<b>\$800.00</b>
xxx284744	9/20/16	VWR INTERNATIONAL LLC	8046137225	General Supplies	28.99	0.00	28.99	<b>\$28.99</b>
xxx284745	9/20/16	VIVIAN MARQUEZ LARA	082216PURCHASE	DED Services/Training - Support Services	96.71	0.00	96.71	<b>\$96.71</b>
xxx284746	9/20/16	W G FRITZ CONSTRUCTION INC	3669	Facilities Maintenance & Repair Labor	750.00	0.00	750.00	<b>\$750.00</b>
xxx284747	9/20/16	WHCI PLUMBING SUPPLY	S2138996.001	Bldg Maint Matls & Supplies	110.22	0.00	110.22	<b>\$110.22</b>
xxx284748	9/20/16	WATER ONE	90472	Facilities Maintenance & Repair Labor	1,200.00	0.00	1,200.00	<b>\$1,200.00</b>
xxx284749	9/20/16	WECO INDUSTRIES LLC	0037282-IN	Materials - Land Improve	282.91	0.00	282.91	<b>\$3,631.90</b>
			0037283-IN	Misc Equip Maint & Repair - Labor	330.00	0.00	330.00	
			0037283-IN	Misc Equip Maint & Repair - Materials	310.41	0.00	310.41	
			0037340-IN	Materials - Land Improve	2,708.58	0.00	2,708.58	



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xxx284750	9/20/16	WESTERN STATES TOOL & SUPPLY CORP	088823A	Inventory Purchase	629.66	0.00	629.66	<b>\$629.66</b>
xxx284751	9/20/16	WINSUPPLY OF SILICON VALLEY	663621 00	Bldg Maint Matls & Supplies	43.79	0.00	43.79	<b>\$43.79</b>
xxx284752	9/20/16	WITMER TYSON IMPORTS INC	T11667	Canine Program Expenditures	825.00	0.00	825.00	<b>\$825.00</b>
xxx284753	9/20/16	WAITER.COM INC	G0913519505	Food Products	178.47	0.00	178.47	<b>\$178.47</b>
xxx284754	9/20/16	DOUGLAS MCCONNELL	16-01-SV	Special Events	500.00	0.00	500.00	<b>\$500.00</b>
xxx284755	9/20/16	EMERGENCY MEDICAL SERVICES AUTHORITY	27680-1601	Training and Conferences	296.00	0.00	296.00	<b>\$1,455.00</b>
			27680-1602	Training and Conferences	1,159.00	0.00	1,159.00	
xxx284758	9/20/16	GRAINGER	9182468505	Electrical Parts & Supplies	441.67	0.00	441.67	<b>\$14,759.89</b>
			9182797754	Miscellaneous Equipment Parts & Supplies	12.90	0.00	12.90	
			9183126813	Hand Tools	85.13	0.00	85.13	
			9183144444	Bldg Maint Matls & Supplies	49.96	0.00	49.96	
			9183425926	General Supplies	167.63	0.00	167.63	
			9183615773	Miscellaneous Equipment Parts & Supplies	131.76	0.00	131.76	
			9183712463	Parts, Vehicles & Motor Equip	74.54	0.00	74.54	
			9184039916	Miscellaneous Equipment Parts & Supplies	84.64	0.00	84.64	
			9184511203	Chemicals	47.89	0.00	47.89	
			9184809912	Supplies, Safety	474.15	0.00	474.15	
			9184980689	Supplies, Safety	31.32	0.00	31.32	
			9185558823	Bldg Maint Matls & Supplies	88.38	0.00	88.38	
			9185749364	Bldg Maint Matls & Supplies	1,703.04	0.00	1,703.04	
			9185749372	Parts, Vehicles & Motor Equip	61.60	0.00	61.60	
			9185749380	Hand Tools	151.59	0.00	151.59	
			9188224985	Bldg Maint Matls & Supplies	51.22	0.00	51.22	
			9189552822	Hand Tools	709.19	0.00	709.19	
			9190115122	Parts, Vehicles & Motor Equip	57.59	0.00	57.59	
			9190208703	Bldg Maint Matls & Supplies	215.72	0.00	215.72	
			9190665035	Supplies, Safety	84.99	0.00	84.99	
			9190665043	Hand Tools	1,461.59	0.00	1,461.59	
			9192342823	Electrical Parts & Supplies	806.07	0.00	806.07	
			9192342831	Electrical Parts & Supplies	476.59	0.00	476.59	
			9193686996	Hand Tools	24.40	0.00	24.40	



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			0914-355	Training and Conferences	150.00	0.00	150.00	
xxx284765	9/20/16	PACIFIC GAS & ELECTRIC CO	06075133000816	Utilities - Electric	11.48	0.00	11.48	<b>\$114,560.16</b>
			12847684120816	Utilities - Electric	11.25	0.00	11.25	
			14823837850816	Utilities - Electric	51.81	0.00	51.81	
			18068041900816	Utilities - Electric	104.63	0.00	104.63	
			19867842520816	Utilities - Electric	40.79	0.00	40.79	
			22868920920816	Utilities - Electric	118.08	0.00	118.08	
			24528699500816	Utilities - Electric	9.86	0.00	9.86	
			25900730020816	Utilities - Electric	56.67	0.00	56.67	
			32725920070816	Utilities - Electric	21.20	0.00	21.20	
			32725920350816	Utilities - Gas	8.12	0.00	8.12	
			32725921320816	Utilities - Electric	140.22	0.00	140.22	
			32725921480816	Utilities - Electric	201.73	0.00	201.73	
			32725921490816	Utilities - Electric	11.65	0.00	11.65	
			32725921600816	Utilities - Gas	8.11	0.00	8.11	
			32725921800816	Utilities - Electric	20.18	0.00	20.18	
			32725921980816	Utilities - Electric	800.74	0.00	800.74	
			32725922050816	Utilities - Electric	39.53	0.00	39.53	
			32725922090816	Utilities - Electric	2,213.50	0.00	2,213.50	
			32725922410816	Utilities - Electric	971.15	0.00	971.15	
			32725922520816	Utilities - Electric	309.23	0.00	309.23	
			32725923350816	Utilities - Electric	146.01	0.00	146.01	
			32725923400816	Utilities - Electric	21.16	0.00	21.16	
			32725923710816	Utilities - Electric	12.41	0.00	12.41	
			32725923770816	Utilities - Electric	446.57	0.00	446.57	
			32725924170816	Utilities - Electric	104.48	0.00	104.48	
			32725924970816	Utilities - Electric	12.18	0.00	12.18	
			32725925000816	Utilities - Electric	529.87	0.00	529.87	
			32725925230816	Utilities - Electric	284.07	0.00	284.07	
			32725925370816	Utilities - Electric	212.28	0.00	212.28	
			32725925630816	Utilities - Electric	2,261.93	0.00	2,261.93	

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			32725925890816	Utilities - Electric	420.13	0.00	420.13	
			32725925920816	Utilities - Electric	342.82	0.00	342.82	
			32725926210816	Utilities - Electric	223.13	0.00	223.13	
			32725926440816	Utilities - Electric	1,076.43	0.00	1,076.43	
			32725926470816	Utilities - Electric	1,107.76	0.00	1,107.76	
			32725926950816	Utilities - Electric	36.84	0.00	36.84	
			32725927040816	Utilities - Electric	12.54	0.00	12.54	
			32725927340816	Utilities - Electric	548.79	0.00	548.79	
			32725927360816	Utilities - Gas	241.74	0.00	241.74	
			32725927380816	Utilities - Electric	117.48	0.00	117.48	
			32725927400816	Utilities - Electric	92.51	0.00	92.51	
			32725927510816	Utilities - Electric	514.24	0.00	514.24	
			32725928250816	Utilities - Electric	19.00	0.00	19.00	
			32725928590816	Utilities - Electric	227.33	0.00	227.33	
			32725929220816	Utilities - Electric	606.50	0.00	606.50	
			32725929280816	Utilities - Electric	37.28	0.00	37.28	
			32725929750816	Utilities - Electric	115.19	0.00	115.19	
			36207652980816	Utilities - Electric	93.50	0.00	93.50	
			38257235830816	Utilities - Electric	10.06	0.00	10.06	
			39509111000816	Utilities - Electric	57.66	0.00	57.66	
			43357992720816	Utilities - Electric	21.97	0.00	21.97	
			45039216730816	Utilities - Electric	12.00	0.00	12.00	
			48131400740816	Utilities - Electric	10.04	0.00	10.04	
			52896844240816	Utilities - Gas	114.52	0.00	114.52	
			52896847890816	Utilities - Electric	967.26	0.00	967.26	
			56892570120816	Utilities - Electric	14.65	0.00	14.65	
			56892570470816	Utilities - Electric	11.97	0.00	11.97	
			56892570610816	Utilities - Electric	13.91	0.00	13.91	
			56892570850816	Utilities - Electric	10.85	0.00	10.85	
			56892571500816	Utilities - Electric	11.71	0.00	11.71	
			56892572230816	Utilities - Electric	9.86	0.00	9.86	

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			56892573210816	Utilities - Electric	12.39	0.00	12.39	
			56892573280816	Utilities - Electric	9.86	0.00	9.86	
			56892573340816	Utilities - Electric	11.65	0.00	11.65	
			56892573450816	Utilities - Electric	9.86	0.00	9.86	
			56892574540816	Utilities - Electric	12.04	0.00	12.04	
			56892574610816	Utilities - Electric	12.41	0.00	12.41	
			56892574690816	Utilities - Electric	12.16	0.00	12.16	
			56892574720816	Utilities - Electric	11.94	0.00	11.94	
			56892574930816	Utilities - Electric	11.86	0.00	11.86	
			56892575240816	Utilities - Electric	12.01	0.00	12.01	
			56892575250816	Utilities - Electric	12.40	0.00	12.40	
			56892575560816	Utilities - Electric	12.42	0.00	12.42	
			56892575840816	Utilities - Electric	13.90	0.00	13.90	
			56892576280816	Utilities - Electric	12.09	0.00	12.09	
			56892576480816	Utilities - Electric	12.82	0.00	12.82	
			56892576590816	Utilities - Electric	9.86	0.00	9.86	
			56892576670816	Utilities - Electric	12.17	0.00	12.17	
			56892576690816	Utilities - Electric	12.27	0.00	12.27	
			56892577220816	Utilities - Electric	11.91	0.00	11.91	
			56892577390816	Utilities - Electric	12.49	0.00	12.49	
			56892578180816	Utilities - Electric	9.93	0.00	9.93	
			56892578670816	Utilities - Electric	11.87	0.00	11.87	
			56892578890816	Utilities - Electric	11.98	0.00	11.98	
			56892578980816	Utilities - Electric	12.35	0.00	12.35	
			56892579010816	Utilities - Electric	9.86	0.00	9.86	
			56892579640816	Utilities - Electric	12.08	0.00	12.08	
			56892579810816	Utilities - Electric	12.03	0.00	12.03	
			60225900040816	Utilities - Electric	52,272.68	0.00	52,272.68	
			60225900080816	Utilities - Electric	8,436.02	0.00	8,436.02	
			60225900140816	Utilities - Electric	44.04	0.00	44.04	
			60225900150816	Utilities - Electric	26.19	0.00	26.19	

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			60225900160816	Utilities - Electric	14.33	0.00	14.33	
			60225900170816	Utilities - Electric	11.25	0.00	11.25	
			60225900220816	Utilities - Electric	818.13	0.00	818.13	
			60225900260816	Utilities - Electric	44.01	0.00	44.01	
			60225900450816	Utilities - Electric	269.44	0.00	269.44	
			60225900550816	Utilities - Electric	578.62	0.00	578.62	
			60225900760816	Utilities - Electric	819.01	0.00	819.01	
			60225901000816	Utilities - Electric	9.85	0.00	9.85	
			60225901010816	Utilities - Electric	956.78	0.00	956.78	
			60225901100716	Utilities - Gas	-32.24	0.00	-32.24	
			60225901100816	Utilities - Gas	44.88	0.00	44.88	
			60225901310816	Utilities - Electric	13.34	0.00	13.34	
			60225901980816	Utilities - Electric	78.72	0.00	78.72	
			60225902290816	Utilities - Electric	26.51	0.00	26.51	
			60225902530816	Utilities - Electric	2,455.46	0.00	2,455.46	
			60225902640816	Utilities - Electric	50.76	0.00	50.76	
			60225902900816	Utilities - Electric	355.61	0.00	355.61	
			60225902950816	Utilities - Electric	21.68	0.00	21.68	
			60225903550816	Utilities - Electric	393.52	0.00	393.52	
			60225904170816	Utilities - Electric	13.21	0.00	13.21	
			60225904580816	Utilities - Electric	100.81	0.00	100.81	
			60225905100816	Utilities - Electric	4.77	0.00	4.77	
			60225905410816	Utilities - Electric	28.47	0.00	28.47	
			60225905570816	Utilities - Electric	99.30	0.00	99.30	
			60225905580816	Utilities - Electric	12.70	0.00	12.70	
			60225905590816	Utilities - Electric	12.70	0.00	12.70	
			60225905600816	Utilities - Electric	7,064.83	0.00	7,064.83	
			60225906090816	Utilities - Electric	9,611.33	0.00	9,611.33	
			60225906210816	Utilities - Electric	4.77	0.00	4.77	
			60225906510816	Utilities - Electric	2,332.76	0.00	2,332.76	
			60225906590816	Utilities - Electric	119.53	0.00	119.53	

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			60225906600816	Utilities - Electric	93.23	0.00	93.23	
			60225906780816	Utilities - Electric	2,983.92	0.00	2,983.92	
			60225907690816	Utilities - Electric	184.86	0.00	184.86	
			60225907730816	Utilities - Electric	29.76	0.00	29.76	
			60225908170816	Utilities - Electric	25.68	0.00	25.68	
			60225908580816	Utilities - Electric	98.55	0.00	98.55	
			60225908610816	Utilities - Electric	31.50	0.00	31.50	
			60225908940816	Utilities - Electric	48.56	0.00	48.56	
			60225909050816	Utilities - Electric	14.60	0.00	14.60	
			60225909410816	Utilities - Electric	105.20	0.00	105.20	
			60225909830816	Utilities - Electric	98.40	0.00	98.40	
			63004478110816	Utilities - Electric	67.64	0.00	67.64	
			65170651530816	Utilities - Electric	1,617.00	0.00	1,617.00	
			66172622090816	Utilities - Electric	25.92	0.00	25.92	
			81008623480816	Utilities - Electric	10.06	0.00	10.06	
			81008624650816	Utilities - Electric	10.06	0.00	10.06	
			81008625370816	Utilities - Electric	114.22	0.00	114.22	
			81008626650816	Utilities - Electric	13.59	0.00	13.59	
			81703231610816	Utilities - Electric	16.65	0.00	16.65	
			91475900450816	Utilities - Gas	19.08	0.00	19.08	
			91475903190816	Utilities - Electric	104.35	0.00	104.35	
			91475904100816	Utilities - Electric	908.73	0.00	908.73	
			91475904310816	Utilities - Electric	368.05	0.00	368.05	
			91475907050816	Utilities - Electric	192.30	0.00	192.30	
			91475907470816	Utilities - Electric	745.51	0.00	745.51	
			91475908690816	Utilities - Electric	462.86	0.00	462.86	
			91475909640816	Utilities - Electric	817.39	0.00	817.39	
			91475909790816	Utilities - Electric	1,228.98	0.00	1,228.98	
			94639783770816	Utilities - Electric	45.83	0.00	45.83	
			96226804090816	Utilities - Electric	364.74	0.00	364.74	

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			BOKLA-NOTAR Y	Training and Conferences	40.00	0.00	40.00	
xxx284779	9/20/16	ERIK DOVE	175103-11430	Refund Utility Account Credit	174.56	0.00	174.56	<b>\$174.56</b>
xxx284780	9/20/16	IRINA JABLONSKY	479594	Lib - Lost & Damaged Circulation	19.00	0.00	19.00	<b>\$19.00</b>
xxx284781	9/20/16	JOY Q TSAI	470861	Lib - Lost & Damaged Circulation	16.10	0.00	16.10	<b>\$16.10</b>
xxx284782	9/20/16	KENG WONG INSURANCE AGENCY	BL071612	Business License Tax	118.68	0.00	118.68	<b>\$118.68</b>
xxx284783	9/20/16	MARIA CASTRO	323945	Refund Recreation Fees	15.00	0.00	15.00	<b>\$15.00</b>
xxx284785	9/20/16	SANTA CRUZ WESTSIDE EL DBA SANDBAR	PROJ2016-4013	Permit - Building	202.40	0.00	202.40	<b>\$202.40</b>
xxx284786	9/20/16	SC BUILDERS	2016-0258	Construction Tax	5,531.36	0.00	5,531.36	<b>\$46,714.20</b>
			2016-0258	Permit - Building	13,734.08	0.00	13,734.08	
			2016-0258	Permit - Fire Prev Construct	10,236.75	0.00	10,236.75	
			2016-0258	Energy Plan Check Fee	1,462.39	0.00	1,462.39	
			2016-0258	Plan Maintenance Fees - General Plan Maintenance	5,512.87	0.00	5,512.87	
			2016-0258	Plan Check Fees	10,236.75	0.00	10,236.75	
xxx284788	9/22/16	AMA GOLF	139069	Inventory Purchase	168.47	0.00	168.47	<b>\$168.47</b>
xxx284789	9/22/16	ACUSHNET CO	902914220	Inventory Purchase	367.12	0.00	367.12	<b>\$3,219.45</b>
			902919271	Inventory Purchase	2,717.09	0.00	2,717.09	
			903095318	Inventory Purchase	138.00	2.76	135.24	
xxx284790	9/22/16	AIR LIQUIDE AMERICA SPECIALTY GASES LLC	65497486	Equipment Rental/Lease	698.13	0.00	698.13	<b>\$698.13</b>
xxx284791	9/22/16	ANDERSON PACIFIC ENGINEERING	WPCPCHLRINE #15	Construction Services	83,547.75	0.00	83,547.75	<b>\$83,547.75</b>
xxx284792	9/22/16	BMI IMAGING SYSTEMS	304727	Records Related Services	5,171.94	0.00	5,171.94	<b>\$5,171.94</b>
xxx284793	9/22/16	BAUER COMPRESSORS INC	0000215735	Safety Equipment Maintenance & Repair	113.44	0.00	113.44	<b>\$113.44</b>
xxx284794	9/22/16	BOUND TREE MEDICAL LLC	70231654	Supplies, First Aid	-606.78	0.00	-606.78	<b>\$5,298.84</b>
			82271193	Inventory Purchase	5,813.78	0.00	5,813.78	
			87363225	Supplies, First Aid	91.84	0.00	91.84	
xxx284795	9/22/16	BURKE WILLIAMS & SORENSEN LLP	205012	Legal Services	2,057.00	0.00	2,057.00	<b>\$2,057.00</b>
xxx284796	9/22/16	CALLAWAY GOLF CO	927136495	Inventory Purchase	390.36	0.00	390.36	<b>\$390.36</b>
xxx284797	9/22/16	CALTRONICS BUSINESS SYSTEMS	2087439	Equipment Rental/Lease	95.00	0.00	95.00	<b>\$95.00</b>



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xxx284798	9/22/16	CORIX WATER PRODUCTS (US) INC	17613025656	Construction Services	7,568.49	0.00	7,568.49	<b>\$8,075.30</b>
			17613025941	Materials - Land Improve	506.81	0.00	506.81	
xxx284799	9/22/16	D & M TRAFFIC SERVICES INC	49020	Inventory Purchase	4,135.16	0.00	4,135.16	<b>\$4,135.16</b>
xxx284800	9/22/16	DELL SOFTWARE INC	1000635712	Hardware Maintenance	2,461.10	0.00	2,461.10	<b>\$2,461.10</b>
xxx284801	9/22/16	EMPIRE SAFETY & SUPPLY	0083207-IN	Inventory Purchase	1,176.94	0.00	1,176.94	<b>\$1,669.86</b>
			0083334-IN	Inventory Purchase	294.23	0.00	294.23	
			0083336-IN	Inventory Purchase	198.69	0.00	198.69	
xxx284802	9/22/16	FLYERS ENERGY LLC	16-320642	Fuel, Oil & Lubricants	8,077.71	0.00	8,077.71	<b>\$6,657.19</b>
			16-320642A	Fuel, Oil & Lubricants	6,657.19	0.00	6,657.19	
			16-320642C	Fuel, Oil & Lubricants	-8,077.71	0.00	-8,077.71	
xxx284803	9/22/16	FRIENDS OF STEVENS CREEK TRAIL	091316	Consultants	6,300.00	0.00	6,300.00	<b>\$6,300.00</b>
xxx284804	9/22/16	GARDENLAND POWER EQUIPMENT	410104	Misc Equip Maint & Repair - Materials	99.09	0.00	99.09	<b>\$99.09</b>
xxx284805	9/22/16	GRAINGER	9222616311	Inventory Purchase	236.47	0.00	236.47	<b>\$1,128.40</b>
			9222777212	General Supplies	891.93	0.00	891.93	
xxx284806	9/22/16	GRAYBAR ELECTRIC CO INC	986969660	Comm Equip Maintain & Repair - Materials 2	83.85	0.00	83.85	<b>\$83.85</b>
xxx284807	9/22/16	INTEGRATED ARCHIVE SYSTEMS INC	0083003-IN	Software Licensing & Support	7,272.47	0.00	7,272.47	<b>\$7,272.47</b>
xxx284808	9/22/16	IRELAND ENGINEERING INC	14719	Engineering Services	1,450.00	0.00	1,450.00	<b>\$1,450.00</b>
xxx284809	9/22/16	JOHNSON ROBERTS & ASSOC INC	129837	Investigation Expense	13.00	0.00	13.00	<b>\$13.00</b>
xxx284810	9/22/16	KENNEDY JENKS CONSULTANTS	103794	HazMat Disposal - Hazardous Waste Disposal	1,516.80	0.00	1,516.80	<b>\$3,019.20</b>
			104395	HazMat Disposal - Hazardous Waste Disposal	1,502.40	0.00	1,502.40	
xxx284812	9/22/16	KOHLWEISS AUTO PARTS INC	01OY8528	Inventory Purchase	889.99	17.80	872.19	<b>\$959.79</b>
			01OY9371	Inventory Purchase	7.45	0.15	7.30	
			01OY9479	Inventory Purchase	81.94	1.64	80.30	
xxx284813	9/22/16	LANGUAGE SELECT LLC	35094	Miscellaneous Services	25.00	0.00	25.00	<b>\$25.00</b>
xxx284814	9/22/16	LAW ENFORCEMENT PSYCHOLOGICAL SERV INC	1609818	Investigation Expense	400.00	0.00	400.00	<b>\$1,905.00</b>
			1609819	Investigation Expense	1,505.00	0.00	1,505.00	
xxx284815	9/22/16	LIEBERT CASSIDY WHITMORE	1427135	Legal Services	427.50	0.00	427.50	<b>\$2,981.50</b>
			1427136	Legal Services	2,520.00	0.00	2,520.00	
			1427137	Legal Services	34.00	0.00	34.00	

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xxx284816	9/22/16	MALLORY SAFETY & SUPPLY LLC	4145310	Inventory Purchase	104.40	0.00	104.40	<b>\$104.40</b>
xxx284817	9/22/16	MIDWEST TAPE	94301800	Library Acquis, Audio/Visual	180.98	0.00	180.98	<b>\$955.97</b>
			94301802	Library Acquis, Audio/Visual	448.87	0.00	448.87	
			94310639	Library Acquis, Audio/Visual	195.70	0.00	195.70	
			94312421	Library Acquis, Audio/Visual	130.42	0.00	130.42	
xxx284818	9/22/16	MOUNTAIN VIEW GARDEN CENTER	85334	Materials - Land Improve	122.07	0.00	122.07	<b>\$244.14</b>
			85377	Materials - Land Improve	122.07	0.00	122.07	
xxx284819	9/22/16	OROVILLE FORD	3866	Vehicles & Motorized Equip	33,132.06	0.00	33,132.06	<b>\$33,132.06</b>
xxx284820	9/22/16	OVERDRIVE INC	0910-000140857	Library Periodicals/Databases	12.99	0.00	12.99	<b>\$12.99</b>
xxx284821	9/22/16	P&R PAPER SUPPLY CO INC	30096839-00	Inventory Purchase	2,914.48	0.00	2,914.48	<b>\$2,914.48</b>
xxx284822	9/22/16	PACIFIC BREEZE MECHANICAL INC	4197	Bldg Maint Matls & Supplies	185.00	0.00	185.00	<b>\$185.00</b>
xxx284823	9/22/16	PACIFIC TELEMAGEMENT SERVICES	860104	Utilities - Telephone	75.00	0.00	75.00	<b>\$75.00</b>
xxx284824	9/22/16	PENINSULA BATTERY INC	118038	Inventory Purchase	360.96	0.00	360.96	<b>\$360.96</b>
xxx284825	9/22/16	RAYVERN LIGHTING SUPPLY CO INC	45278-1	Inventory Purchase	141.59	0.00	141.59	<b>\$141.59</b>
xxx284826	9/22/16	RENNE SLOAN HOLTZMAN SAKAI LLP	32325	Legal Services	130.00	0.00	130.00	<b>\$130.00</b>
xxx284827	9/22/16	RICH VOSS TRUCKING INC	15733	Materials - Land Improve	815.10	0.00	815.10	<b>\$815.10</b>
xxx284828	9/22/16	SC FUELS	0695494-IN	Inventory Purchase	545.82	0.00	545.82	<b>\$916.47</b>
			0697783-IN	Inventory Purchase	370.65	0.00	370.65	
xxx284829	9/22/16	SAFEWAY INC	433577-091916	Food Products	31.90	0.00	31.90	<b>\$203.36</b>
			802306-090616	General Supplies	5.19	0.00	5.19	
			803485-090816	Special Events	131.94	0.00	131.94	
			804836-081916	Food Products	34.33	0.00	34.33	
xxx284830	9/22/16	SAN JOSE BOILER WORKS	INV-23516	Bldg Maint Matls & Supplies	224.03	0.00	224.03	<b>\$224.03</b>
xxx284831	9/22/16	SIERRA CHEMICAL CO	SLS10039230	Chemicals	2,820.02	0.00	2,820.02	<b>\$2,820.02</b>
xxx284832	9/22/16	SIGN WIZ	11630	General Supplies	198.84	0.00	198.84	<b>\$363.51</b>
			11631	General Supplies	164.67	0.00	164.67	
xxx284833	9/22/16	SMART & FINAL INC	115060-091616	General Supplies	31.31	0.00	31.31	<b>\$31.31</b>
xxx284834	9/22/16	SUMMIT UNIFORMS	34261	Clothing, Uniforms & Access	35.89	0.00	35.89	<b>\$14,236.57</b>
			34308	Clothing, Uniforms & Access	252.30	0.00	252.30	
			34309	Clothing, Uniforms & Access	461.10	0.00	461.10	
			34310	Clothing, Uniforms & Access	139.20	0.00	139.20	

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			34311	Clothing, Uniforms & Access	316.46	0.00	316.46	
			34312	Clothing, Uniforms & Access	100.05	0.00	100.05	
			34313	Clothing, Uniforms & Access	580.73	0.00	580.73	
			34314	Clothing, Uniforms & Access	126.15	0.00	126.15	
			34315	Clothing, Uniforms & Access	128.33	0.00	128.33	
			34316	Clothing, Uniforms & Access	126.15	0.00	126.15	
			34317	Clothing, Uniforms & Access	75.04	0.00	75.04	
			34321	Clothing, Uniforms & Access	11.96	0.00	11.96	
			34322	Clothing, Uniforms & Access	67.43	0.00	67.43	
			34323	Clothing, Uniforms & Access	107.66	0.00	107.66	
			34324	Clothing, Uniforms & Access	688.39	0.00	688.39	
			34329	Clothing, Uniforms & Access	32.63	0.00	32.63	
			34330	Clothing, Uniforms & Access	176.18	0.00	176.18	
			34425	Clothing, Uniforms & Access	13.05	0.00	13.05	
			34426	Clothing, Uniforms & Access	13.05	0.00	13.05	
			34427	Clothing, Uniforms & Access	26.10	0.00	26.10	
			34428	Clothing, Uniforms & Access	400.20	0.00	400.20	
			34429	Clothing, Uniforms & Access	217.50	0.00	217.50	
			34430	Clothing, Uniforms & Access	466.54	0.00	466.54	
			34431	Clothing, Uniforms & Access	126.15	0.00	126.15	
			34538	Clothing, Uniforms & Access	8.70	0.00	8.70	
			34539	Clothing, Uniforms & Access	701.44	0.00	701.44	
			34540	Clothing, Uniforms & Access	715.58	0.00	715.58	
			34543	Clothing, Uniforms & Access	777.56	0.00	777.56	
			34549	Clothing, Uniforms & Access	150.08	0.00	150.08	
			34552	Clothing, Uniforms & Access	258.83	0.00	258.83	
			34603	Clothing, Uniforms & Access	667.73	0.00	667.73	
			34605	Clothing, Uniforms & Access	281.66	0.00	281.66	
			34606	Clothing, Uniforms & Access	276.23	0.00	276.23	
			34607	Clothing, Uniforms & Access	26.10	0.00	26.10	
			34608	Clothing, Uniforms & Access	26.10	0.00	26.10	

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			34635	Clothing, Uniforms & Access	109.84	0.00	109.84	
			34636-2016	Clothing, Uniforms & Access	217.50	0.00	217.50	
			34663	Clothing, Uniforms & Access	494.81	0.00	494.81	
			34664	Clothing, Uniforms & Access	26.10	0.00	26.10	
			34669	Clothing, Uniforms & Access	115.28	0.00	115.28	
			34680	Clothing, Uniforms & Access	23.93	0.00	23.93	
			34691	Clothing, Uniforms & Access	82.65	0.00	82.65	
			34753	Clothing, Uniforms & Access	215.33	0.00	215.33	
			34759	Clothing, Uniforms & Access	245.78	0.00	245.78	
			34810	Clothing, Uniforms & Access	489.38	0.00	489.38	
			34811	Clothing, Uniforms & Access	293.63	0.00	293.63	
			34812-2016	Clothing, Uniforms & Access	162.04	0.00	162.04	
			34815	Clothing, Uniforms & Access	219.68	0.00	219.68	
			34816	Clothing, Uniforms & Access	219.68	0.00	219.68	
			34817	Clothing, Uniforms & Access	109.84	0.00	109.84	
			34820	Clothing, Uniforms & Access	312.11	0.00	312.11	
			34821	Clothing, Uniforms & Access	676.43	0.00	676.43	
			34822	Clothing, Uniforms & Access	22.84	0.00	22.84	
			34823	Clothing, Uniforms & Access	572.03	0.00	572.03	
			34825	Clothing, Uniforms & Access	1,025.51	0.00	1,025.51	
			36814	Clothing, Uniforms & Access	23.93	0.00	23.93	
xxx284839	9/22/16	SUPPLYWORKS	378202972	Inventory Purchase	2,131.13	19.60	2,111.53	<b>\$2,853.12</b>
			378496442	Inventory Purchase	216.20	1.99	214.21	
			378749725	Inventory Purchase	532.27	4.89	527.38	
xxx284840	9/22/16	TJKM	0045362	Consultants	14,648.60	0.00	14,648.60	<b>\$14,648.60</b>
xxx284841	9/22/16	THE CONSULTING TEAM LLC	655	City Training Program	2,000.00	0.00	2,000.00	<b>\$2,000.00</b>
xxx284842	9/22/16	US SECURITY ASSOC INC	1404930	Professional Services	450.00	0.00	450.00	<b>\$2,037.57</b>
			1405537	Professional Services	938.00	0.00	938.00	
			1405538	Professional Services	649.57	0.00	649.57	
xxx284843	9/22/16	UNITED PARCEL SERVICE	0000966608366	Mailing & Delivery Services	383.08	0.00	383.08	<b>\$383.08</b>
xxx284844	9/22/16	VALLEY OIL CO	844095	Inventory Purchase	12,553.58	0.00	12,553.58	<b>\$12,553.58</b>

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xxx284845	9/22/16	VERIZON WIRELESS	9771701646	Utilities - Mobile Phones - City Mobile Phones	181.76	0.00	181.76	<b>\$181.76</b>
xxx284846	9/22/16	VIASYN	25971	Utilities - Electric	2,750.00	0.00	2,750.00	<b>\$2,750.00</b>
xxx284847	9/22/16	WELLS FARGO FINANCIAL LEASING	5003349755	Equipment Rental/Lease	171.71	0.00	171.71	<b>\$171.71</b>
xxx284848	9/22/16	WINSUPPLY OF SILICON VALLEY	663957 00	Bldg Maint Matls & Supplies	206.91	0.00	206.91	<b>\$218.05</b>
			663957 01	Bldg Maint Matls & Supplies	11.14	0.00	11.14	
xxx284849	9/22/16	YAMAHA GOLF CARS OF CALIFORNIA INC	L22132	Misc Equip Maint & Repair - Labor	200.00	0.00	200.00	<b>\$1,451.26</b>
			L22132	Misc Equip Maint & Repair - Materials	656.97	0.00	656.97	
			L22133	Misc Equip Maint & Repair - Labor	80.00	0.00	80.00	
			L22133	Misc Equip Maint & Repair - Materials	514.29	0.00	514.29	
xxx284850	9/22/16	G&K SERVICES	1083816889	Laundry & Cleaning Services	18.70	0.00	18.70	<b>\$6,964.52</b>
			1083816890	Laundry & Cleaning Services	7.44	0.00	7.44	
			1083816891	Laundry & Cleaning Services	41.85	0.00	41.85	
			1083816892	Laundry & Cleaning Services	10.62	0.00	10.62	
			1083816893	Laundry & Cleaning Services	70.18	0.00	70.18	
			1083816894	Laundry & Cleaning Services	69.52	0.00	69.52	
			1083816895	Laundry & Cleaning Services	177.30	0.00	177.30	
			1083816896	Laundry & Cleaning Services	345.12	0.00	345.12	
			1083816897	Laundry & Cleaning Services	165.22	0.00	165.22	
			1083816898	Laundry & Cleaning Services	20.42	0.00	20.42	
			1083816899	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083816900	Laundry & Cleaning Services	155.27	0.00	155.27	
			1083816901	Laundry & Cleaning Services	11.48	0.00	11.48	
			1083816902	Laundry & Cleaning Services	2.70	0.00	2.70	
			1083816903	Laundry & Cleaning Services	64.77	0.00	64.77	
			1083816904	Laundry & Cleaning Services	226.78	0.00	226.78	
			1083816905	Laundry & Cleaning Services	20.42	0.00	20.42	
			1083816906	Laundry & Cleaning Services	53.09	0.00	53.09	
			1083816907	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083816908	Laundry & Cleaning Services	31.05	0.00	31.05	
			1083816909	Laundry & Cleaning Services	43.98	0.00	43.98	

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			1083816910	Laundry & Cleaning Services	20.24	0.00	20.24	
			1083816911	Laundry & Cleaning Services	33.52	0.00	33.52	
			1083816912	Laundry & Cleaning Services	51.79	0.00	51.79	
			1083816915	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083816916	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083818808	Laundry & Cleaning Services	18.70	0.00	18.70	
			1083818809	Laundry & Cleaning Services	7.44	0.00	7.44	
			1083818810	Laundry & Cleaning Services	41.85	0.00	41.85	
			1083818811	Laundry & Cleaning Services	10.62	0.00	10.62	
			1083818812	Laundry & Cleaning Services	70.18	0.00	70.18	
			1083818813	Laundry & Cleaning Services	69.52	0.00	69.52	
			1083818814	Laundry & Cleaning Services	177.30	0.00	177.30	
			1083818815	Laundry & Cleaning Services	345.12	0.00	345.12	
			1083818816	Laundry & Cleaning Services	165.22	0.00	165.22	
			1083818817	Laundry & Cleaning Services	20.42	0.00	20.42	
			1083818818	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083818819	Laundry & Cleaning Services	155.27	0.00	155.27	
			1083818820	Laundry & Cleaning Services	11.48	0.00	11.48	
			1083818821	Laundry & Cleaning Services	2.70	0.00	2.70	
			1083818822	Laundry & Cleaning Services	64.77	0.00	64.77	
			1083818823	Laundry & Cleaning Services	226.78	0.00	226.78	
			1083818824	Laundry & Cleaning Services	20.42	0.00	20.42	
			1083818825	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083818826	Laundry & Cleaning Services	43.98	0.00	43.98	
			1083818829	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083818830	Laundry & Cleaning Services	8.12	0.00	8.12	
			1083818831	Laundry & Cleaning Services	13.87	0.00	13.87	
			1083818832	Laundry & Cleaning Services	44.85	0.00	44.85	
			1083818833	Laundry & Cleaning Services	21.35	0.00	21.35	
			1083818834	Laundry & Cleaning Services	19.95	0.00	19.95	
			1083818835	Laundry & Cleaning Services	17.70	0.00	17.70	

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			1083820745	Laundry & Cleaning Services	18.70	0.00	18.70	
			1083820746	Laundry & Cleaning Services	7.44	0.00	7.44	
			1083820747	Laundry & Cleaning Services	41.85	0.00	41.85	
			1083820748	Laundry & Cleaning Services	10.62	0.00	10.62	
			1083820749	Laundry & Cleaning Services	70.18	0.00	70.18	
			1083820750	Laundry & Cleaning Services	69.52	0.00	69.52	
			1083820751	Laundry & Cleaning Services	177.30	0.00	177.30	
			1083820752	Laundry & Cleaning Services	345.12	0.00	345.12	
			1083820753	Laundry & Cleaning Services	153.78	0.00	153.78	
			1083820754	Laundry & Cleaning Services	20.42	0.00	20.42	
			1083820755	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083820756	Laundry & Cleaning Services	155.27	0.00	155.27	
			1083820757	Laundry & Cleaning Services	11.48	0.00	11.48	
			1083820758	Laundry & Cleaning Services	2.70	0.00	2.70	
			1083820759	Laundry & Cleaning Services	64.77	0.00	64.77	
			1083820760	Laundry & Cleaning Services	226.78	0.00	226.78	
			1083820761	Laundry & Cleaning Services	20.42	0.00	20.42	
			1083820762	Laundry & Cleaning Services	53.09	0.00	53.09	
			1083820763	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083820764	Laundry & Cleaning Services	31.05	0.00	31.05	
			1083820765	Laundry & Cleaning Services	43.98	0.00	43.98	
			1083820766	Laundry & Cleaning Services	20.24	0.00	20.24	
			1083820767	Laundry & Cleaning Services	33.52	0.00	33.52	
			1083820768	Laundry & Cleaning Services	51.79	0.00	51.79	
			1083820771	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083820772	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083822671	Laundry & Cleaning Services	18.70	0.00	18.70	
			1083822672	Laundry & Cleaning Services	7.44	0.00	7.44	
			1083822673	Laundry & Cleaning Services	41.85	0.00	41.85	
			1083822674	Laundry & Cleaning Services	10.62	0.00	10.62	
			1083822675	Laundry & Cleaning Services	70.18	0.00	70.18	

**List of All Claims and Bills Approved for Payment**  
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Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			1083822676	Laundry & Cleaning Services	69.52	0.00	69.52	
			1083822677	Laundry & Cleaning Services	179.00	0.00	179.00	
			1083822678	Laundry & Cleaning Services	345.12	0.00	345.12	
			1083822679	Laundry & Cleaning Services	439.39	0.00	439.39	
			1083822680	Laundry & Cleaning Services	20.42	0.00	20.42	
			1083822681	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083822682	Laundry & Cleaning Services	159.87	0.00	159.87	
			1083822683	Laundry & Cleaning Services	11.48	0.00	11.48	
			1083822684	Laundry & Cleaning Services	2.70	0.00	2.70	
			1083822685	Laundry & Cleaning Services	74.32	0.00	74.32	
			1083822686	Laundry & Cleaning Services	226.78	0.00	226.78	
			1083822687	Laundry & Cleaning Services	20.42	0.00	20.42	
			1083822688	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083822689	Laundry & Cleaning Services	43.98	0.00	43.98	
			1083822692	Laundry & Cleaning Services	17.70	0.00	17.70	
			1083822693	Laundry & Cleaning Services	8.12	0.00	8.12	
			1083822694	Laundry & Cleaning Services	13.87	0.00	13.87	
			1083822695	Laundry & Cleaning Services	44.85	0.00	44.85	
			1083822696	Laundry & Cleaning Services	21.35	0.00	21.35	
			1083822697	Laundry & Cleaning Services	19.95	0.00	19.95	
			1083822698	Laundry & Cleaning Services	17.70	0.00	17.70	
xxx284860	9/22/16	BMC WEST CORPORATION	BL068619 15-16	Business License Tax	1,187.80	0.00	1,187.80	<b>\$1,187.80</b>
xxx002520	9/20/16	PUBLIC EMPLOYEES RETIREMENT SYSTEM	950002520	Retirement Benefits - Deferred Comp - City Portion	1,445.58	0.00	1,445.58	<b>\$170,900.06</b>
			950002520	Retirement Benefits - Misc Tier 1&2 Employer Paid Member Cont.	73,609.34	0.00	73,609.34	
			950002520	Retirement Benefits - Safety Tier 1&2 Emplyr Paid Member Cont	95,845.14	0.00	95,845.14	
xxx002522	9/23/16	ICMA RETIREMENT CORP	950002522	Retirement Benefits - Deferred Comp - City Portion	80.69	0.00	80.69	<b>\$80.69</b>
xxx100611	9/20/16	SFPUC WATER DEPARTMENT	080216-090116	Water for Resale	1,912,297.40	0.00	1,912,297.40	<b>\$2,052,980.40</b>



**List of All Claims and Bills Approved for Payment**  
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Sorted by Payment Number

<b>Payment No.</b>	<b>Payment Date</b>	<b>Vendor Name</b>	<b>Invoice No.</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Discount Taken</b>	<b>Amount Paid</b>	<b>Payment Total</b>
			080216-090116	Purchased Water Related Expenses - Meter Charges	22,939.00	0.00	22,939.00	
			080216-090116	BAWSCA Surcharge	117,744.00	0.00	117,744.00	
xxx100612	9/23/16	STATE BOARD OF EQUAL DIRECT DEPOSIT	347405	Use Tax Payable	4,942.05	0.00	4,942.05	<b>\$4,942.05</b>
<b>Grand Total Payment Amount</b>								<b><u>\$4,254,075.50</u></b>

**List of All Claims and Bills Approved for Payment**  
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Sorted by Payment Number

<b>Payment No.</b>	<b>Payment Date</b>	<b>Vendor Name</b>	<b>Invoice No.</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Discount Taken</b>	<b>Amount Paid</b>	<b>Payment Total</b>
xxx7580	9/27/16	ABEL A VARGAS	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	734.97	0.00	734.97	<b>\$734.97</b>
xxx7581	9/27/16	AIMEE FOSBENNER	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	258.21	0.00	258.21	<b>\$258.21</b>
xxx7582	9/27/16	ALEX MICHAELIS	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7583	9/27/16	ANNABEL YURUTUCU	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	539.34	0.00	539.34	<b>\$539.34</b>
xxx7584	9/27/16	BYRON K PIPKIN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	774.03	0.00	774.03	<b>\$774.03</b>
xxx7585	9/27/16	CATHY E MERRILL	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	258.21	0.00	258.21	<b>\$258.21</b>
xxx7586	9/27/16	CATHY HAYNES	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,317.77	0.00	1,317.77	<b>\$1,317.77</b>
xxx7587	9/27/16	CHARLES J SCHWABE	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7588	9/27/16	CHRIS CARRION	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	734.97	0.00	734.97	<b>\$734.97</b>
xxx7589	9/27/16	CORYN CAMPBELL	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	346.56	0.00	346.56	<b>\$346.56</b>
xxx7590	9/27/16	DAN HAMMONS	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,274.39	0.00	1,274.39	<b>\$1,274.39</b>
xxx7591	9/27/16	DAVID A LEWIS	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,020.57	0.00	1,020.57	<b>\$1,020.57</b>
xxx7592	9/27/16	DAVID KAHN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	867.84	0.00	867.84	<b>\$867.84</b>
xxx7593	9/27/16	DAVID L NIETO	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7594	9/27/16	DAVID L VERBRUGGE	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,884.10	0.00	1,884.10	<b>\$1,884.10</b>
xxx7595	9/27/16	DAVID M GOTT	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	346.56	0.00	346.56	<b>\$346.56</b>
xxx7596	9/27/16	DEE SCHABOT	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,274.39	0.00	1,274.39	<b>\$1,274.39</b>

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xxx7597	9/27/16	DON JOHNSON	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	492.65	0.00	492.65	<b>\$492.65</b>
xxx7598	9/27/16	DONALD R OLSEN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7599	9/27/16	DONNA A SCOTT	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7600	9/27/16	ENCARNACION HERNANDEZ	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	233.72	0.00	233.72	<b>\$233.72</b>
xxx7601	9/27/16	ERWIN YOUNG	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,052.90	0.00	1,052.90	<b>\$1,052.90</b>
xxx7602	9/27/16	ESTRELLA AGRAVIADOR KAWCZYNSKI	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	172.23	0.00	172.23	<b>\$172.23</b>
xxx7603	9/27/16	EUGENE J WADDELL	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,091.71	0.00	1,091.71	<b>\$1,091.71</b>
xxx7604	9/27/16	FRANK CURTIS BLACK	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	551.77	0.00	551.77	<b>\$551.77</b>
xxx7605	9/27/16	FRANK P BELLUCCI	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7606	9/27/16	GABRIEL A SILVA	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7607	9/27/16	GARY K CARLS	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	406.77	0.00	406.77	<b>\$406.77</b>
xxx7608	9/27/16	GARY LUEBBERS	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	346.56	0.00	346.56	<b>\$346.56</b>
xxx7609	9/27/16	GLENN FORTIN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	641.03	0.00	641.03	<b>\$641.03</b>
xxx7610	9/27/16	GREGORY E KEVIN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	641.03	0.00	641.03	<b>\$641.03</b>
xxx7611	9/27/16	HIRA L RAINA	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	406.77	0.00	406.77	<b>\$406.77</b>
xxx7612	9/27/16	IRWIN I BAKIN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7613	9/27/16	JAMES A BRICE	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7614	9/27/16	JAMES BOUZIANE	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	635.01	0.00	635.01	<b>\$635.01</b>

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xxx7615	9/27/16	JAMES R RAND	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7616	9/27/16	JAMES WEBB JR	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	285.73	0.00	285.73	<b>\$285.73</b>
xxx7617	9/27/16	JEROME P AMMERMAN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	734.97	0.00	734.97	<b>\$734.97</b>
xxx7618	9/27/16	JERRY D BAKER	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7619	9/27/16	JERRY RONDEAU	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7620	9/27/16	JOHN ADDEO	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7621	9/27/16	JOHN DEBATTISTA	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	734.97	0.00	734.97	<b>\$734.97</b>
xxx7622	9/27/16	JOHN HOWE	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	539.34	0.00	539.34	<b>\$539.34</b>
xxx7623	9/27/16	JOHN S WITTHAUS	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,884.10	0.00	1,884.10	<b>\$1,884.10</b>
xxx7624	9/27/16	KAREN D WILLES	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7625	9/27/16	KAREN L DAVIS	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	131.30	0.00	131.30	<b>\$131.30</b>
xxx7626	9/27/16	KAREN WOBLESKY	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,020.57	0.00	1,020.57	<b>\$1,020.57</b>
xxx7627	9/27/16	KATHERINE B CHAPPELEAR	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7628	9/27/16	KATHRYN BERRY	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,274.39	0.00	1,274.39	<b>\$1,274.39</b>
xxx7629	9/27/16	KELLY FITZGERALD	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	641.03	0.00	641.03	<b>\$641.03</b>
xxx7630	9/27/16	KELLY MENEHAN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	131.30	0.00	131.30	<b>\$131.30</b>
xxx7631	9/27/16	KENNETH C HOWELL	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7632	9/27/16	KLAUS DAEHNE	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	764.63	0.00	764.63	<b>\$764.63</b>

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xxx7633	9/27/16	LELAND W VANDIVER	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7634	9/27/16	MARIO R NAPPI	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7635	9/27/16	MARK G PETERSEN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,554.13	0.00	1,554.13	<b>\$1,554.13</b>
xxx7636	9/27/16	MARK STIVERS	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,031.03	0.00	1,031.03	<b>\$1,031.03</b>
xxx7637	9/27/16	MARVIN A ROSE	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,884.10	0.00	1,884.10	<b>\$1,884.10</b>
xxx7638	9/27/16	MICHAEL A CHAN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,884.10	0.00	1,884.10	<b>\$1,884.10</b>
xxx7639	9/27/16	MICHAEL CURRAN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	518.45	0.00	518.45	<b>\$518.45</b>
xxx7640	9/27/16	MICHAEL N JONES	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7641	9/27/16	MYRIAM CASTANEDA	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,072.90	0.00	1,072.90	<b>\$1,072.90</b>
xxx7642	9/27/16	NANCY BOLGARD STEWARD	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,020.57	0.00	1,020.57	<b>\$1,020.57</b>
xxx7643	9/27/16	NANCY F JACKSON	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7644	9/27/16	OSCAR J BARBA	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7645	9/27/16	PATRICIA E CASTILLO	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7646	9/27/16	RAE BARBARA WALDMAN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7647	9/27/16	RAYMOND C WILLIAMSON	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx7648	9/27/16	RICHARD C GURNEY	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	539.34	0.00	539.34	<b>\$539.34</b>
xxx7649	9/27/16	ROBERT PATERNOSTER	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	316.98	0.00	316.98	<b>\$316.98</b>
xxx7650	9/27/16	ROBERT WALKER	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,546.02	0.00	1,546.02	<b>\$1,546.02</b>



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			09/17-10/16/16	Utilities - Mobile Phones - City Mobile Phones	336.54	0.00	336.54	
xxx284863	9/27/16	AT&T	000008527705	Utilities - Telephone	3,101.86	0.00	3,101.86	<b>\$12,264.98</b>
			000008574721	Utilities - Telephone	1,316.87	0.00	1,316.87	
			000008574723	Utilities - Telephone	1,312.89	0.00	1,312.89	
			000008607897	Utilities - Telephone	28.11	0.00	28.11	
			000008608294	Utilities - Telephone	2,907.25	0.00	2,907.25	
			000008608493	Utilities - Telephone	28.47	0.00	28.47	
			000008611001	Utilities - Telephone	3,569.53	0.00	3,569.53	
xxx284864	9/27/16	ACE FIRE EQUIPMENT & SERVICE CO INC	136469	Inventory Purchase	599.84	0.00	599.84	<b>\$599.84</b>
xxx284865	9/27/16	AIRGAS USA LLC	9939036307	General Supplies	208.43	0.00	208.43	<b>\$208.43</b>
xxx284866	9/27/16	AMFASOFT CORP	SKHAN-01	DED Services/Training - Training	4,950.00	0.00	4,950.00	<b>\$4,950.00</b>
xxx284867	9/27/16	APPLEONE EMPLOYMENT SERVICES	01-4184136	Contracts/Service Agreements	741.60	0.00	741.60	<b>\$1,297.80</b>
			01-4192478	Contracts/Service Agreements	556.20	0.00	556.20	
xxx284868	9/27/16	ASTRA RADIO COMMUNICATIONS	81680	Clothing, Uniforms & Access	885.78	0.00	885.78	<b>\$885.78</b>
xxx284869	9/27/16	BSI EHS SERVICES & SOLUTIONS	37368	Professional Services	6,089.80	0.00	6,089.80	<b>\$6,089.80</b>
xxx284870	9/27/16	BAKER & TAYLOR	4011701177	Library Acquisitions, Books	55.65	0.00	55.65	<b>\$57.28</b>
			4011701177	Library Materials Preprocessing	1.63	0.00	1.63	
xxx284871	9/27/16	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0005789714	Advertising Services	504.00	0.00	504.00	<b>\$1,862.00</b>
			0005791183	Advertising Services	306.00	0.00	306.00	
			0005798250	Advertising Services	107.00	0.00	107.00	
			0005799703	Advertising Services	455.00	0.00	455.00	
			0005800053	Advertising Services	490.00	0.00	490.00	
xxx284872	9/27/16	BOUND TREE MEDICAL LLC	82275483	Inventory Purchase	1,119.03	0.00	1,119.03	<b>\$1,119.03</b>
xxx284873	9/27/16	CALIFORNIA PRODUCT STEWARDSHIP COUNCIL	0023-SV	General Supplies	2,005.00	0.00	2,005.00	<b>\$2,005.00</b>
xxx284874	9/27/16	CALTRONICS BUSINESS SYSTEMS	0149235	Equipment Rental/Lease	11,648.18	0.00	11,648.18	<b>\$11,743.18</b>
			2092470	Equipment Rental/Lease	95.00	0.00	95.00	
xxx284875	9/27/16	CANNON DESIGN GROUP	16140	Professional Services	2,835.00	0.00	2,835.00	<b>\$2,835.00</b>
xxx284876	9/27/16	CENTRAL LABOR COUNCIL PARTNERSHIP	AUGUST2015	DED Services/Training - Training	615.00	0.00	615.00	<b>\$77,914.10</b>
			AUGUST2016	DED Services/Training - Training	1,200.00	0.00	1,200.00	
			AUGUST2016	Contracts/Service Agreements	76,099.10	0.00	76,099.10	

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xxx284877	9/27/16	COAST PERSONNEL SERVICES INC	244163	Contracts/Service Agreements	846.30	0.00	846.30	<b>\$5,150.34</b>
			244164	Contracts/Service Agreements	652.86	0.00	652.86	
			244165	Contracts/Service Agreements	1,716.78	0.00	1,716.78	
			244166	Contracts/Service Agreements	1,934.40	0.00	1,934.40	
xxx284879	9/27/16	CORIX WATER PRODUCTS (US) INC	17613025551	Construction Services	6,418.03	59.02	6,359.01	<b>\$2,078.05</b>
			17613026109	Inventory Purchase	2,353.71	21.64	2,332.07	
			1761501898	Construction Services	-6,613.03	0.00	-6,613.03	
xxx284880	9/27/16	CORODATA SHREDDING INC	DN1132255	General Supplies	1,250.00	0.00	1,250.00	<b>\$1,250.00</b>
xxx284881	9/27/16	CUBE SOLUTIONS	19303	Occupational Health and Safety Services - Ergonomics Equipment	416.75	0.00	416.75	<b>\$1,579.93</b>
			19304	Occupational Health and Safety Services - Ergonomics Equipment	326.10	0.00	326.10	
			19305	Occupational Health and Safety Services - Ergonomics Equipment	301.09	0.00	301.09	
			19370	Occupational Health and Safety Services - Ergonomics Equipment	535.99	0.00	535.99	
xxx284882	9/27/16	DAPPER TIRE CO INC	43656708	Inventory Purchase	1,025.63	0.00	1,025.63	<b>\$1,025.63</b>
xxx284883	9/27/16	DELL MARKETING LP	XK1KMN6C2	Computer Hardware	1,080.67	0.00	1,080.67	<b>\$3,504.24</b>
			XK1M3T939	Computer Hardware	2,423.57	0.00	2,423.57	
xxx284884	9/27/16	DEPARTMENT OF JUSTICE	184178	Contracts/Service Agreements	1,316.00	0.00	1,316.00	<b>\$2,180.00</b>
			187180	Pre-Employment Testing	864.00	0.00	864.00	
xxx284885	9/27/16	DOUGLAS HUGHES	062494-7233008	DED Services/Training - Books	74.76	0.00	74.76	<b>\$74.76</b>
xxx284886	9/27/16	FEDERAL EXPRESS CORP	5-532-83948	Benefits and Incentives - Service Awards	17.33	0.00	17.33	<b>\$28.69</b>
			5-532-92242	Mailing & Delivery Services	6.18	0.00	6.18	
			5-548-32455	Mailing & Delivery Services	5.18	0.00	5.18	
xxx284887	9/27/16	FERGUSON ENTERPRISES INC 1423	1209406	Inventory Purchase	5,589.75	51.40	5,538.35	<b>\$5,640.71</b>
			1209774-1	Inventory Purchase	103.31	0.95	102.36	
xxx284888	9/27/16	FIRE & RISK ALLIANCE LLC	132-001-03	Miscellaneous Services	11,057.96	0.00	11,057.96	<b>\$11,057.96</b>
xxx284889	9/27/16	GALE/CENGAGE LEARNING	58970436	Library Acquisitions, Books	118.29	0.00	118.29	<b>\$118.29</b>
xxx284890	9/27/16	GARDENLAND POWER EQUIPMENT	415079	Misc Equip Maint & Repair - Materials	500.89	0.00	500.89	<b>\$850.94</b>
			415079	Hand Tools	87.60	0.00	87.60	
			415950	Misc Equip Maint & Repair - Materials	262.45	0.00	262.45	



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xxx284891	9/27/16	GEORGE HILLS CO INC	INV1010867	Liability Claims Adjustor	7,140.00	0.00	7,140.00	<b>\$7,140.00</b>
xxx284892	9/27/16	GEOSYNTEC CONSULTANTS INC	16161095	Consultants	6,379.83	0.00	6,379.83	<b>\$6,379.83</b>
xxx284893	9/27/16	GLOBAL ACCESS INC	14878	Software As a Service	236.00	0.00	236.00	<b>\$236.00</b>
xxx284894	9/27/16	GRAINGER	9135236223	Inventory Purchase	140.51	0.00	140.51	<b>\$5,017.13</b>
			9219911253	General Supplies	4,876.62	0.00	4,876.62	
xxx284895	9/27/16	GRANITEROCK CO	984611	Materials - Land Improve	5,761.08	0.00	5,761.08	<b>\$5,761.08</b>
xxx284896	9/27/16	GRAYBAR ELECTRIC CO INC	986917163	Comm Equip Maintain & Repair - Materials 2	1,249.81	0.00	1,249.81	<b>\$1,249.81</b>
xxx284897	9/27/16	HACH CO INC	10095195	General Supplies	184.18	0.00	184.18	<b>\$184.18</b>
xxx284898	9/27/16	HYBRID COMMERCIAL PRINTING INC	25901	Printing & Related Services	56.55	0.00	56.55	<b>\$806.93</b>
			25913	Printing & Related Services	750.38	0.00	750.38	
xxx284899	9/27/16	IMPERIAL SPRINKLER SUPPLY	2702304-00	Materials - Land Improve	2,383.25	0.00	2,383.25	<b>\$2,383.25</b>
xxx284900	9/27/16	INDUSTRIAL SAFETY SUPPLY CORP	1038346	Miscellaneous Equipment Parts & Supplies	2,618.33	0.00	2,618.33	<b>\$2,618.33</b>
xxx284901	9/27/16	INSIGHT PUBLIC SECTOR INC	1100493825	Computer Software	581.40	0.00	581.40	<b>\$581.40</b>
xxx284902	9/27/16	JOBTRAIN	AUGUST2016	Contracts/Service Agreements	53,397.00	0.00	53,397.00	<b>\$53,397.00</b>
xxx284903	9/27/16	JOHNSON ROBERTS & ASSOC INC	129886	Investigation Expense	26.00	0.00	26.00	<b>\$52.00</b>
			129932	Investigation Expense	26.00	0.00	26.00	
xxx284904	9/27/16	KELLY PAPER CO	8150049	General Supplies	706.28	0.00	706.28	<b>\$706.28</b>
xxx284905	9/27/16	KENNETH FOLLOSCO	20063	DED Services/Training - Support Services	110.00	0.00	110.00	<b>\$187.84</b>
			765041-1765016	DED Services/Training - Books	77.84	0.00	77.84	
xxx284906	9/27/16	KOHLWEISS AUTO PARTS INC	01OZ0644	Inventory Purchase	276.20	5.52	270.68	<b>\$1,076.96</b>
			01OZ0779	Inventory Purchase	822.73	16.45	806.28	
xxx284907	9/27/16	L N CURTIS & SONS INC	INV50771	Inventory Purchase	1,051.54	0.00	1,051.54	<b>\$1,476.06</b>
			INV52680	Inventory Purchase	424.52	0.00	424.52	
xxx284908	9/27/16	MARIANNA VON BIEREN	RAIN BARRELS	Miscellaneous Equipment Parts & Supplies	100.00	0.00	100.00	<b>\$100.00</b>
xxx284909	9/27/16	MALLORY SAFETY & SUPPLY LLC	4145306	Inventory Purchase	90.05	0.00	90.05	<b>\$336.17</b>
			4145382	Inventory Purchase	141.72	0.00	141.72	
			4146150	Inventory Purchase	104.40	0.00	104.40	
xxx284910	9/27/16	MEDINAS CATERING	469	Employee Recognition Expenses	4,091.18	0.00	4,091.18	<b>\$4,928.55</b>
			470	Employee Recognition Expenses	837.37	0.00	837.37	
xxx284911	9/27/16	METROPOLITAN PLANNING GROUP	2639	Professional Services	761.25	0.00	761.25	<b>\$761.25</b>
xxx284912	9/27/16	METROPOLITAN PLANNING GROUP						<b>\$5,967.50</b>

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			2640	Professional Services	5,967.50	0.00	5,967.50	
xxx284913	9/27/16	METROPOLITAN PLANNING GROUP	2651	Professional Services	17,620.50	0.00	17,620.50	<b>\$17,620.50</b>
xxx284914	9/27/16	MICHAEL BAKER INTERNATIONAL	950775	Professional Services	864.43	0.00	864.43	<b>\$8,583.64</b>
			953149	Professional Services	4,455.00	0.00	4,455.00	
			953315	Professional Services	3,264.21	0.00	3,264.21	
xxx284915	9/27/16	MIDWEST TAPE	94320925	Library Acquis, Audio/Visual	677.34	0.00	677.34	<b>\$2,048.56</b>
			94320927	Library Acquis, Audio/Visual	624.38	0.00	624.38	
			94324711	Library Acquis, Audio/Visual	127.14	0.00	127.14	
			94325885	Library Acquis, Audio/Visual	538.16	0.00	538.16	
			94325887	Library Acquis, Audio/Visual	81.54	0.00	81.54	
xxx284916	9/27/16	MOUNTAIN VIEW GARDEN CENTER	85291	Materials - Land Improve	304.28	0.00	304.28	<b>\$304.28</b>
xxx284917	9/27/16	MUSSON THEATRICAL INC	00409504	General Supplies	41.33	0.00	41.33	<b>\$41.33</b>
			00409762	General Supplies	41.33	0.00	41.33	
			00410167CM	General Supplies	-41.33	0.00	-41.33	
xxx284918	9/27/16	NASA SHARED SERVICE CENTER NSSC-FMD	PERMIT#16P036	Permit Fees	5,907.09	0.00	5,907.09	<b>\$5,907.09</b>
xxx284919	9/27/16	ON ASSIGNMENT LAB SUPPORT	LAB550234832	Salaries - Contract Personnel	960.00	0.00	960.00	<b>\$960.00</b>
xxx284920	9/27/16	OVERHEAD DOOR CO OF SANTA CLARA VALLEY	61617	Bldg Maint Matls & Supplies	265.00	0.00	265.00	<b>\$265.00</b>
xxx284921	9/27/16	P&R PAPER SUPPLY CO INC	30097812-00	Inventory Purchase	1,019.08	0.00	1,019.08	<b>\$1,019.08</b>
xxx284922	9/27/16	PAYFLEX SYSTEMS USA INC	128934-890404	Insurances - Depend Care & Health Care Rmb Admin Fees	752.50	0.00	752.50	<b>\$752.50</b>
xxx284923	9/27/16	PRN ERGONOMIC SERVICES	16080117	Occupational Health and Safety Services - Other	205.00	0.00	205.00	<b>\$205.00</b>
xxx284924	9/27/16	PACIFIC ELECTRIC CONTRACTING INC	MTHLDAMAU DE#05	Construction Services	9,380.39	0.00	9,380.39	<b>\$15,020.77</b>
			SNYSRTGFRMT #05	Construction Services	5,640.38	0.00	5,640.38	
xxx284926	9/27/16	PREFERRED ALLIANCE INC	0123583-IN	Pre-Employment Testing	126.00	0.00	126.00	<b>\$126.00</b>
xxx284927	9/27/16	R E P NUT N BOLT GUY	27611	Inventory Purchase	61.84	0.00	61.84	<b>\$335.24</b>
			27641	Inventory Purchase	273.40	0.00	273.40	
xxx284928	9/27/16	REED & GRAHAM INC	869568	Materials - Land Improve	316.83	0.00	316.83	<b>\$2,809.04</b>

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			869683	Materials - Land Improve	817.74	0.00	817.74	
			871645	Materials - Land Improve	490.69	0.00	490.69	
			871769	Materials - Land Improve	1,183.78	0.00	1,183.78	
xxx284929	9/27/16	SCP DISTRIBUTORS LLC	36853583	Chemicals	87.05	0.00	87.05	<b>\$87.05</b>
xxx284930	9/27/16	SAFEWAY INC	438514-090816	Special Events	15.95	0.00	15.95	<b>\$131.34</b>
			800425-091316	Food Products	37.30	0.00	37.30	
			802149-090616	Food Products	57.41	0.00	57.41	
			807061-091616	Special Events	20.68	0.00	20.68	
xxx284931	9/27/16	SALLY SWANSON ARCHITECTS INC	0244303	Engineering Services	24,645.50	0.00	24,645.50	<b>\$24,645.50</b>
xxx284932	9/27/16	SANTA CLARA VALLEY HEALTH & HOSPITAL SYS	H5883473900	Medical Services	1,104.00	0.00	1,104.00	<b>\$1,104.00</b>
xxx284933	9/27/16	SANTA CLARA VLY TRANSPORTATION AUTHORITY	1800020838	Engineering Services	56,867.39	0.00	56,867.39	<b>\$56,867.39</b>
xxx284934	9/27/16	SHRED-IT USA LLC	8120812559	Records Related Services	148.50	0.00	148.50	<b>\$148.50</b>
xxx284935	9/27/16	SILICON VALLEY POLYTECHNIC INSTITUTE	09202016-354	DED Services/Training - Training	285.00	0.00	285.00	<b>\$3,570.00</b>
			09202016-356	DED Services/Training - Training	285.00	0.00	285.00	
			09202016-359	DED Services/Training - Training	300.00	0.00	300.00	
			09202016-360	DED Services/Training - Training	2,700.00	0.00	2,700.00	
xxx284936	9/27/16	SMART & FINAL INC	113677-091416	Food Products	15.39	0.00	15.39	<b>\$446.35</b>
			114328-091516	Food Products	8.98	0.00	8.98	
			114810-091616	Food Products	147.42	0.00	147.42	
			117080-091916	City Wellness Program	15.04	0.00	15.04	
			117497-092016	Special Events	259.52	0.00	259.52	
xxx284937	9/27/16	SPARTAN TOOL LLC	527694	Inventory Purchase	252.06	0.00	252.06	<b>\$252.06</b>
xxx284938	9/27/16	STUDIO EM GRAPHIC DESIGN	16278	General Supplies	81.56	0.00	81.56	<b>\$81.56</b>
xxx284939	9/27/16	SUNNYVALE FORD	480117	Inventory Purchase	125.02	0.00	125.02	<b>\$125.02</b>
xxx284940	9/27/16	TARGET SPECIALTY PRODUCTS INC	PI0487331	Materials - Land Improve	1,344.13	0.00	1,344.13	<b>\$1,344.13</b>
xxx284941	9/27/16	USA BLUEBOOK	052790	Miscellaneous Equipment Parts & Supplies	543.64	0.00	543.64	<b>\$543.64</b>
xxx284942	9/27/16	UNITED SITE SERVICES INC	114-4421892	General Supplies	159.81	0.00	159.81	<b>\$159.81</b>
xxx284943	9/27/16	UNIVERSITY OF CALIFORNIA SANTA CRUZ	57084	DED Services/Training - Training	355.00	0.00	355.00	<b>\$18,539.50</b>
			57259	DED Services/Training - Training	5,400.00	0.00	5,400.00	
			57271	DED Services/Training - Training	4,833.00	0.00	4,833.00	

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			57274	DED Services/Training - Training	4,576.50	0.00	4,576.50	
			57277	DED Services/Training - Training	3,375.00	0.00	3,375.00	
xxx284944	9/27/16	VWR INTERNATIONAL LLC	8045471920	General Supplies	614.34	0.00	614.34	<b>\$1,169.34</b>
			8046166536	General Supplies	158.85	0.00	158.85	
			8046211185	General Supplies	396.15	0.00	396.15	
xxx284945	9/27/16	VERIZON WIRELESS	9770642504	Utilities - Mobile Phones - City Mobile Phones	3,723.91	0.00	3,723.91	<b>\$3,723.91</b>
xxx284947	9/27/16	VERIZON WIRELESS	9770642505	Utilities - Mobile Phones - City Mobile Phones	5,093.46	0.00	5,093.46	<b>\$5,093.46</b>
xxx284950	9/27/16	VERIZON WIRELESS	9770642506	Utilities - Mobile Phones - City Mobile Phones	2,358.81	0.00	2,358.81	<b>\$2,358.81</b>
xxx284953	9/27/16	WAITER.COM INC	G0913529395	Food Products	106.45	0.00	106.45	<b>\$106.45</b>
xxx284954	9/27/16	ALBERT J SCOTT	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	123.03	0.00	123.03	<b>\$123.03</b>
xxx284955	9/27/16	BAY AREA AIR QUALITY MANAGEMENT DISTRICT	3VU16	Taxes & Licenses - Misc	793.00	0.00	793.00	<b>\$7,050.00</b>
			3VU17	Taxes & Licenses - Misc	1,136.00	0.00	1,136.00	
			3VW12	Taxes & Licenses - Misc	569.00	0.00	569.00	
			3VW13	Taxes & Licenses - Misc	569.00	0.00	569.00	
			3VW14	Taxes & Licenses - Misc	569.00	0.00	569.00	
			3VW15	Taxes & Licenses - Misc	569.00	0.00	569.00	
			3VW16	Taxes & Licenses - Misc	569.00	0.00	569.00	
			3VW17	Taxes & Licenses - Misc	569.00	0.00	569.00	
			3VW18	Taxes & Licenses - Misc	569.00	0.00	569.00	
			3VW19	Taxes & Licenses - Misc	569.00	0.00	569.00	
			3VW20	Taxes & Licenses - Misc	569.00	0.00	569.00	
xxx284956	9/27/16	CHARLES S EANEFF JR	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,020.57	0.00	1,020.57	<b>\$1,020.57</b>
xxx284957	9/27/16	DEAN CHU	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	975.37	0.00	975.37	<b>\$975.37</b>
xxx284958	9/27/16	DEAN S RUSSELL	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	1,543.89	0.00	1,543.89	<b>\$1,543.89</b>
xxx284959	9/27/16	GAIL SWEGLES	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	117.59	0.00	117.59	<b>\$117.59</b>

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xxx284960	9/27/16	GOLD RUSH EATERY	355	Employee Recognition Expenses	659.81	0.00	659.81	<b>\$659.81</b>
xxx284961	9/27/16	MARK ROGGE	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	258.21	0.00	258.21	<b>\$258.21</b>
xxx284962	9/27/16	MARSHA POLLAK	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	58.11	0.00	58.11	<b>\$58.11</b>
xxx284963	9/27/16	ROBERT VAN HEUSEN	OCTOBER 2016	Insurances - Retiree Medical - Retiree Reimbursement	643.74	0.00	643.74	<b>\$643.74</b>
xxx284964	9/27/16	UNITED STATES POSTAL SERVICE	P#14-091316	Postage	200.00	0.00	200.00	<b>\$200.00</b>
xxx284965	9/27/16	CHRISTOPHER MANGHANE	CR16-5542	Vehicle Release Fee	125.00	0.00	125.00	<b>\$125.00</b>
xxx284966	9/27/16	CONVERGENT COMPUTING	BL071615-2016	Business License Tax	175.74	0.00	175.74	<b>\$175.74</b>
xxx284968	9/27/16	STANLEY TAGUCHI	BL070687 16-17	Business License Tax	150.88	0.00	150.88	<b>\$150.88</b>
xxx284969	9/27/16	STEFANIE BLANCO WILLS	325632	Refund Recreation Fees	76.00	0.00	76.00	<b>\$76.00</b>
xxx284970	9/27/16	SUSAN GUZZETTA	BL071573-2016	Business License Tax	17.57	0.00	17.57	<b>\$17.57</b>
xxx284971	9/29/16	AT&T	6557403309	Software As a Service	222.21	0.00	222.21	<b>\$222.21</b>
xxx284972	9/29/16	AT&T	000008607906	Utilities - Telephone	13,209.82	0.00	13,209.82	<b>\$13,209.82</b>
xxx284973	9/29/16	ACUSHNET CO	903009945	Inventory Purchase	255.88	0.00	255.88	<b>\$255.88</b>
xxx284974	9/29/16	BAY AREA BACKHOES INC	38840	Construction Services	2,175.00	0.00	2,175.00	<b>\$2,175.00</b>
xxx284975	9/29/16	BAY REPROGRAPHIC & SUPPLY INC	343739	Misc Equip Maint & Repair - Labor	270.00	0.00	270.00	<b>\$270.00</b>
xxx284976	9/29/16	BOB MURRAY & ASSOC	6916	Professional Services	6,296.87	0.00	6,296.87	<b>\$6,296.87</b>
xxx284977	9/29/16	CHARLES SHOEMAKER	RAIN BARRELS	Miscellaneous Equipment Parts & Supplies	100.00	0.00	100.00	<b>\$100.00</b>
xxx284978	9/29/16	CITY & COUNTY OF SAN FRANCISCO	JULY2016	Contracts/Service Agreements	846.16	0.00	846.16	<b>\$846.16</b>
xxx284979	9/29/16	CORIX WATER PRODUCTS (US) INC	17613026052	Construction Services	3,493.38	0.00	3,493.38	<b>\$5,980.79</b>
			17613026897	Construction Services	1,112.52	0.00	1,112.52	
			17613026974	Construction Services	1,374.89	0.00	1,374.89	
xxx284980	9/29/16	COSMOPOLITAN CATERING LLC	E40835-FINAL	Employee Recognition Expenses	4,013.51	0.00	4,013.51	<b>\$4,013.51</b>
xxx284981	9/29/16	CROP PRODUCTION SERVICES INC	30913633	Materials - Land Improve	1,892.25	0.00	1,892.25	<b>\$1,892.25</b>
xxx284982	9/29/16	DELL MARKETING LP	XK18R7KW2	Computer Hardware	10,005.51	0.00	10,005.51	<b>\$35,927.38</b>
			XK1CCXT75	Computer Hardware	25,921.87	0.00	25,921.87	
xxx284983	9/29/16	FEDERAL EXPRESS CORP	5-556-22004	Postage	7.80	0.00	7.80	<b>\$7.80</b>
xxx284984	9/29/16	GOLDEN GATE PETROLEUM	687182	Inventory Purchase	5,158.00	0.00	5,158.00	<b>\$5,158.00</b>
xxx284985	9/29/16	GOLDER ASSOC INC	458465	Engineering Services	159.60	0.00	159.60	<b>\$159.60</b>
xxx284986	9/29/16	GRAINGER	9226447697	Inventory Purchase	509.40	0.00	509.40	<b>\$736.07</b>

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			9230282288	Inventory Purchase	226.67	0.00	226.67	
xxx284987	9/29/16	GRANITEROCK CO	985267	Materials - Land Improve	2,413.06	0.00	2,413.06	<b>\$2,413.06</b>
xxx284988	9/29/16	HIGH LINE CORP	19759	Computer Software	6,000.00	0.00	6,000.00	<b>\$6,000.00</b>
xxx284990	9/29/16	HORIZON DISTRIBUTORS INC	1Y215675	Materials - Land Improve	204.78	0.00	204.78	<b>\$204.78</b>
xxx284991	9/29/16	IMAGEX	207131-R	Mailing & Delivery Services	12,041.52	0.00	12,041.52	<b>\$12,041.52</b>
xxx284992	9/29/16	INTEGRA CONSTRUCTION SERVICES INC	ORCHRDGRDN S#01	Construction Services	17,100.00	0.00	17,100.00	<b>\$17,100.00</b>
xxx284994	9/29/16	KELLY PAPER CO	8163236	General Supplies	253.47	0.00	253.47	<b>\$253.47</b>
xxx284995	9/29/16	KOHLWEISS AUTO PARTS INC	01OZ0751	Inventory Purchase	565.33	11.31	554.02	<b>\$601.79</b>
			01OZ0767	Inventory Purchase	48.74	0.97	47.77	
xxx284996	9/29/16	L N CURTIS & SONS INC	INV52510	Inventory Purchase	410.75	0.00	410.75	<b>\$410.75</b>
xxx284997	9/29/16	L3 COMMUNICATIONS MOBILE VISION INC	0245670-IN	Comm Equip Maintain & Repair - Materials 2	266.46	0.00	266.46	<b>\$266.46</b>
xxx284998	9/29/16	LA OFERTA	33214	Advertising Services	1,892.00	0.00	1,892.00	<b>\$1,892.00</b>
xxx284999	9/29/16	LAW ENFORCEMENT PSYCHOLOGICAL SERV INC	1609830	Recruitment Travel Expenses	971.00	0.00	971.00	<b>\$971.00</b>
xxx285000	9/29/16	MGT OF AMERICA INC	28903	Mandated Cost SB 90	4,350.00	0.00	4,350.00	<b>\$4,350.00</b>
xxx285001	9/29/16	MACIAS GINI AND OCONNELL LLP	231594	Consultants	1,080.00	0.00	1,080.00	<b>\$1,080.00</b>
xxx285002	9/29/16	MEI-LIN PANG	1617HAZELHEA DS	Community Services Grant - Neighborhood Grants	340.00	0.00	340.00	<b>\$340.00</b>
xxx285003	9/29/16	PSCMA	028	Membership Fees	325.00	0.00	325.00	<b>\$325.00</b>
xxx285004	9/29/16	PLACEWORKS INC	60216	Architectural and Design Services	3,800.00	0.00	3,800.00	<b>\$3,800.00</b>
xxx285005	9/29/16	RAVI SHARMA	POLULU1J28534 5	DED Services/Training - Books	53.45	0.00	53.45	<b>\$53.45</b>
xxx285006	9/29/16	RECRUITMILITARY LLC	16-3388	Meetings	1,190.00	0.00	1,190.00	<b>\$1,190.00</b>
xxx285007	9/29/16	SAFEWAY INC	430084-092116	Food Products	2.18	0.00	2.18	<b>\$191.91</b>
			430114-092216	Food Products	31.90	0.00	31.90	
			430118-092116	Special Events	61.91	0.00	61.91	
			720098-092316	Food Products	31.90	0.00	31.90	
			800871-092516	Food Products	55.52	0.00	55.52	
			802129-092816	Meetings	8.50	0.00	8.50	
xxx285008	9/29/16	SIERRA PACIFIC TURF SUPPLY INC	0486217-IN	General Supplies	110.38	0.00	110.38	<b>\$3,010.85</b>

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			0486446-IN	Materials - Land Improve	2,900.47	0.00	2,900.47	
xxx285009	9/29/16	SILICON VALLEY LEADERSHIP GROUP	070116-073116	Contracts/Service Agreements	1,031.15	0.00	1,031.15	<b>\$1,755.43</b>
			080116-083116	Contracts/Service Agreements	724.28	0.00	724.28	
xxx285010	9/29/16	SILICON VALLEY POLYTECHNIC INSTITUTE	09202016-355	DED Services/Training - Training	2,000.00	0.00	2,000.00	<b>\$6,700.00</b>
			09202016-357	DED Services/Training - Training	2,000.00	0.00	2,000.00	
			09202016-358	DED Services/Training - Training	2,700.00	0.00	2,700.00	
xxx285011	9/29/16	SITEONE LANDSCAPE SUPPLY LLC	77733576	Materials - Land Improve	1,805.25	0.00	1,805.25	<b>\$1,805.25</b>
xxx285012	9/29/16	STUDIO SCOTT	150	Consultants	32,200.00	0.00	32,200.00	<b>\$32,200.00</b>
xxx285013	9/29/16	STUDIO EM GRAPHIC DESIGN	16277	Graphics Services	1,305.00	0.00	1,305.00	<b>\$1,305.00</b>
xxx285014	9/29/16	SUPPLYWORKS	379034366	Inventory Purchase	4,070.51	37.43	4,033.08	<b>\$4,369.26</b>
			379165822	Inventory Purchase	339.30	3.12	336.18	
xxx285015	9/29/16	TJKM	0045439	Consultants	27,820.44	0.00	27,820.44	<b>\$27,820.44</b>
xxx285016	9/29/16	TARGET SPECIALTY PRODUCTS INC	PI0491338	Materials - Land Improve	553.26	0.00	553.26	<b>\$553.26</b>
xxx285017	9/29/16	UNIVERSITY OF CALIFORNIA SANTA CRUZ	57280	DED Services/Training - Training	3,762.00	0.00	3,762.00	<b>\$13,005.00</b>
			57282	DED Services/Training - Training	4,626.00	0.00	4,626.00	
			57284	DED Services/Training - Training	4,617.00	0.00	4,617.00	
xxx285018	9/29/16	VERIZON WIRELESS	9000057166	Communication Equipment	187.48	0.00	187.48	<b>\$187.48</b>
xxx285019	9/29/16	YAMAHA MOTOR FINANCE CORP USA	589339	Fleet Rental	5,444.83	0.00	5,444.83	<b>\$5,444.83</b>
xxx285020	9/29/16	WAITER.COM INC	G0914529394	Food Products	64.80	0.00	64.80	<b>\$64.80</b>
xxx285021	9/29/16	D-PREP INC	534331045	Training and Conferences	578.00	0.00	578.00	<b>\$578.00</b>
xxx285022	9/29/16	FIRST AMERICAN TITLE CO	4331-310243068	Customer Loans Disbursed	25,000.00	0.00	25,000.00	<b>\$25,000.00</b>
xxx285023	9/29/16	PACIFIC GAS & ELECTRIC CO	11059220090816	Utilities - Electric	6,149.06	0.00	6,149.06	<b>\$132,650.42</b>
			11059220250816	Utilities - Gas	1,030.83	0.00	1,030.83	
			11059220400816	Utilities - Gas	84.71	0.00	84.71	
			11059220450816	Utilities - Gas	488.34	0.00	488.34	
			11059220500816	Utilities - Gas	15.63	0.00	15.63	
			11059220550816	Utilities - Electric	1,124.61	0.00	1,124.61	
			11059220600816	Utilities - Gas	2,946.44	0.00	2,946.44	
			11059220750816	Utilities - Gas	176.13	0.00	176.13	
			11059220810816	Utilities - Electric	347.70	0.00	347.70	
			11059220900816	Utilities - Gas	77.68	0.00	77.68	

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			11059221020816	Utilities - Electric	315.61	0.00	315.61	
			11059221050816	Utilities - Gas	44.50	0.00	44.50	
			11059221060816	Utilities - Electric	912.61	0.00	912.61	
			11059221080816	Utilities - Electric	947.36	0.00	947.36	
			11059221150816	Utilities - Gas	62.41	0.00	62.41	
			11059221180816	Utilities - Electric	12,871.32	0.00	12,871.32	
			11059221350816	Utilities - Gas	37.53	0.00	37.53	
			11059221400816	Utilities - Gas	761.25	0.00	761.25	
			11059221600816	Utilities - Gas	51.91	0.00	51.91	
			11059221700816	Utilities - Gas	46.39	0.00	46.39	
			11059221730816	Utilities - Electric	2,425.01	0.00	2,425.01	
			11059221930816	Utilities - Electric	16,932.82	0.00	16,932.82	
			11059222630816	Utilities - Electric	2,015.81	0.00	2,015.81	
			11059222720816	Utilities - Electric	928.74	0.00	928.74	
			11059224060816	Utilities - Electric	17,498.37	0.00	17,498.37	
			11059224270816	Utilities - Electric	10.51	0.00	10.51	
			11059225100816	Utilities - Gas	72.98	0.00	72.98	
			11059225290816	Utilities - Electric	855.69	0.00	855.69	
			11059225650816	Utilities - Gas	1,490.57	0.00	1,490.57	
			11059226380816	Utilities - Electric	10,539.41	0.00	10,539.41	
			11059227030816	Utilities - Electric	827.20	0.00	827.20	
			11059227060816	Utilities - Electric	3,773.71	0.00	3,773.71	
			11059227230816	Utilities - Electric	8,234.03	0.00	8,234.03	
			11059228050816	Utilities - Electric	11,581.06	0.00	11,581.06	
			11059228290816	Utilities - Electric	76.73	0.00	76.73	
			11059228580816	Utilities - Electric	17,504.95	0.00	17,504.95	
			11059229930816	Utilities - Electric	92.12	0.00	92.12	
			35642590100816	Utilities - Electric	71.37	0.00	71.37	
			35642590150816	Utilities - Electric	59.82	0.00	59.82	
			35642590200816	Utilities - Electric	58.38	0.00	58.38	
			35642590250816	Utilities - Electric	153.28	0.00	153.28	



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			35642590300816	Utilities - Electric	97.54	0.00	97.54	
			35642590350816	Utilities - Electric	72.09	0.00	72.09	
			35642590400816	Utilities - Electric	99.70	0.00	99.70	
			35642590450816	Utilities - Electric	74.62	0.00	74.62	
			35642590500816	Utilities - Electric	60.90	0.00	60.90	
			35642590650816	Utilities - Electric	71.19	0.00	71.19	
			35642590700816	Utilities - Electric	66.84	0.00	66.84	
			35642590750816	Utilities - Electric	104.54	0.00	104.54	
			35642590800816	Utilities - Electric	91.39	0.00	91.39	
			35642590850816	Utilities - Electric	53.33	0.00	53.33	
			35642590950816	Utilities - Electric	17.79	0.00	17.79	
			35642591000816	Utilities - Electric	122.96	0.00	122.96	
			35642591050816	Utilities - Electric	63.56	0.00	63.56	
			35642591100816	Utilities - Electric	66.26	0.00	66.26	
			35642591150816	Utilities - Electric	81.77	0.00	81.77	
			35642591250816	Utilities - Electric	93.18	0.00	93.18	
			35642591300816	Utilities - Electric	48.59	0.00	48.59	
			35642591350816	Utilities - Electric	126.88	0.00	126.88	
			35642591400816	Utilities - Electric	78.89	0.00	78.89	
			35642591450816	Utilities - Electric	63.03	0.00	63.03	
			35642591500816	Utilities - Electric	50.39	0.00	50.39	
			35642591550816	Utilities - Electric	56.53	0.00	56.53	
			35642591600816	Utilities - Electric	64.72	0.00	64.72	
			35642591650816	Utilities - Electric	91.51	0.00	91.51	
			35642591700816	Utilities - Electric	83.40	0.00	83.40	
			35642591750816	Utilities - Electric	69.87	0.00	69.87	
			35642591800816	Utilities - Electric	57.24	0.00	57.24	
			35642591850816	Utilities - Electric	62.30	0.00	62.30	
			35642591900816	Utilities - Electric	66.44	0.00	66.44	
			35642591950816	Utilities - Electric	74.09	0.00	74.09	
			35642592000816	Utilities - Electric	94.96	0.00	94.96	

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			35642592050816	Utilities - Electric	86.46	0.00	86.46	
			35642592100816	Utilities - Electric	76.74	0.00	76.74	
			35642592150816	Utilities - Electric	79.50	0.00	79.50	
			35642592200816	Utilities - Electric	81.24	0.00	81.24	
			35642592250816	Utilities - Electric	31.45	0.00	31.45	
			35642592300816	Utilities - Electric	67.50	0.00	67.50	
			35642592350816	Utilities - Electric	10.52	0.00	10.52	
			35642592400816	Utilities - Electric	113.52	0.00	113.52	
			35642592450816	Utilities - Electric	58.33	0.00	58.33	
			35642592500816	Utilities - Electric	54.77	0.00	54.77	
			35642592550816	Utilities - Electric	71.01	0.00	71.01	
			35642592600816	Utilities - Electric	76.79	0.00	76.79	
			35642592650816	Utilities - Electric	100.24	0.00	100.24	
			35642592700816	Utilities - Electric	77.51	0.00	77.51	
			35642592750816	Utilities - Electric	57.49	0.00	57.49	
			35642592800816	Utilities - Electric	111.60	0.00	111.60	
			35642592850816	Utilities - Electric	62.53	0.00	62.53	
			35642592900816	Utilities - Electric	61.09	0.00	61.09	
			35642592950816	Utilities - Electric	94.75	0.00	94.75	
			35642593000816	Utilities - Electric	84.18	0.00	84.18	
			35642593050816	Utilities - Electric	92.12	0.00	92.12	
			35642593100816	Utilities - Electric	84.54	0.00	84.54	
			35642593200816	Utilities - Electric	73.00	0.00	73.00	
			35642593250816	Utilities - Electric	14.12	0.00	14.12	
			35642593300816	Utilities - Electric	87.38	0.00	87.38	
			35642593350816	Utilities - Electric	69.93	0.00	69.93	
			35642593400816	Utilities - Electric	80.39	0.00	80.39	
			35642593450816	Utilities - Electric	72.41	0.00	72.41	
			35642593500816	Utilities - Electric	80.57	0.00	80.57	
			35642593550816	Utilities - Electric	64.70	0.00	64.70	
			35642593600816	Utilities - Electric	87.79	0.00	87.79	

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			35642593650816	Utilities - Electric	87.60	0.00	87.60	
			35642593700816	Utilities - Electric	77.51	0.00	77.51	
			35642593750816	Utilities - Electric	53.51	0.00	53.51	
			35642593800816	Utilities - Electric	60.73	0.00	60.73	
			35642593850816	Utilities - Electric	9.86	0.00	9.86	
			35642593900816	Utilities - Electric	51.35	0.00	51.35	
			35642593950816	Utilities - Electric	52.97	0.00	52.97	
			35642594000816	Utilities - Electric	69.57	0.00	69.57	
			35642594050816	Utilities - Electric	40.89	0.00	40.89	
			35642594100816	Utilities - Electric	41.25	0.00	41.25	
			35642594150816	Utilities - Electric	55.50	0.00	55.50	
			35642594250816	Utilities - Electric	105.64	0.00	105.64	
			35642594300816	Utilities - Electric	65.24	0.00	65.24	
			35642594350816	Utilities - Electric	61.81	0.00	61.81	
			35642594400816	Utilities - Electric	53.69	0.00	53.69	
			35642594450816	Utilities - Electric	65.24	0.00	65.24	
			35642594500816	Utilities - Electric	41.43	0.00	41.43	
			35642594550816	Utilities - Electric	87.42	0.00	87.42	
			35642594600816	Utilities - Electric	89.41	0.00	89.41	
			35642594650816	Utilities - Electric	92.66	0.00	92.66	
			35642594700816	Utilities - Electric	84.90	0.00	84.90	
			35642594750816	Utilities - Electric	70.83	0.00	70.83	
			35642594800816	Utilities - Electric	86.34	0.00	86.34	
			35642594850816	Utilities - Electric	55.53	0.00	55.53	
			35642594950816	Utilities - Electric	85.83	0.00	85.83	
			35642595000816	Utilities - Electric	69.96	0.00	69.96	
			35642595050816	Utilities - Electric	73.75	0.00	73.75	
			35642595100816	Utilities - Electric	75.92	0.00	75.92	
			35642595150816	Utilities - Electric	60.94	0.00	60.94	
			35642595200816	Utilities - Electric	70.14	0.00	70.14	
			35642595250816	Utilities - Electric	58.21	0.00	58.21	

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			35642595300816	Utilities - Electric	65.24	0.00	65.24	
			35642595350816	Utilities - Electric	68.23	0.00	68.23	
			35642595400816	Utilities - Electric	71.48	0.00	71.48	
			35642595450816	Utilities - Electric	125.96	0.00	125.96	
			35642595500816	Utilities - Electric	49.54	0.00	49.54	
			35642595550816	Utilities - Electric	66.06	0.00	66.06	
			35642595600816	Utilities - Electric	53.33	0.00	53.33	
			35642595650816	Utilities - Electric	62.91	0.00	62.91	
			35642595700816	Utilities - Electric	64.70	0.00	64.70	
			35642595750816	Utilities - Electric	67.94	0.00	67.94	
			35642595800816	Utilities - Electric	56.95	0.00	56.95	
			35642595850816	Utilities - Electric	109.98	0.00	109.98	
			35642595900816	Utilities - Electric	61.45	0.00	61.45	
			35642595950816	Utilities - Electric	95.49	0.00	95.49	
			35642596000816	Utilities - Electric	94.11	0.00	94.11	
			35642596050816	Utilities - Electric	78.59	0.00	78.59	
			35642596100816	Utilities - Electric	71.73	0.00	71.73	
			35642596150816	Utilities - Electric	56.95	0.00	56.95	
			35642596200816	Utilities - Electric	76.24	0.00	76.24	
			35642596250816	Utilities - Electric	57.13	0.00	57.13	
			35642596300816	Utilities - Electric	65.60	0.00	65.60	
			35642596350816	Utilities - Electric	52.97	0.00	52.97	
			35642596400816	Utilities - Electric	54.21	0.00	54.21	
			35642596450816	Utilities - Electric	99.52	0.00	99.52	
			35642596500816	Utilities - Electric	59.23	0.00	59.23	
			35642598240816	Utilities - Electric	9.86	0.00	9.86	
			61266000050816	Utilities - Gas	444.05	0.00	444.05	
			74408230820816	Utilities - Electric	70.09	0.00	70.09	
xxx285036	9/29/16	DENNIS THOMAS	326047	Refund Recreation Fees	113.00	0.00	113.00	<b>\$113.00</b>
xxx285037	9/29/16	DENVER DASH	180725-11094	Refund Utility Account Credit	61.54	0.00	61.54	<b>\$61.54</b>
xxx285038	9/29/16	JUSTIN REYES ART	BL067870-2017	Business License Tax	36.05	0.00	36.05	<b>\$36.05</b>

**List of All Claims and Bills Approved for Payment**  
**For Payments Dated 9/25/2016 through 10/1/2016**

Sorted by Payment Number

<b>Payment No.</b>	<b>Payment Date</b>	<b>Vendor Name</b>	<b>Invoice No.</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Discount Taken</b>	<b>Amount Paid</b>	<b>Payment Total</b>
xxx285039	9/29/16	T2 DEVELOPMENT	M#232662	Deposits Payable - Hydrant Meter	2,303.00	0.00	2,303.00	<b>\$1,188.65</b>
			M#232662	Water Sales - Metered	-1,043.23	0.00	-1,043.23	
			M#232662	Damage to City Property	-71.12	0.00	-71.12	
xxx002521	9/26/16	INTERNAL REVENUE SERVICE	950002521	Employer Taxes - Medicare - Total	1,194.57	0.00	1,194.57	<b>\$1,194.57</b>
xxx002523	9/27/16	PUBLIC EMPLOYEES RETIREMENT SYSTEM	950002523	Retirement Benefits - Safety Tier 1&2	5,096.26	0.00	5,096.26	<b>\$5,096.26</b>
				Emplyr Paid Member Cont				
xxx100614	9/26/16	WELLS FARGO BANK	09202016	Purchasing Card Statement	140,359.50	0.00	140,359.50	<b>\$140,359.50</b>
xxx906099	9/26/16	ACCLAMATION INSURANCE MANAGEMENT		Workers' Compensation - Claims	94,227.31	0.00	94,227.31	<b>\$94,227.31</b>
xxx906100	9/29/16	JPMORGAN CHASE BANK N.A.		Bond Principal	670,200.00	0.00	670,200.00	<b>\$2,422,969.07</b>
				Bond Interest	30,769.07	0.00	30,769.07	
			20160930	Bond Principal	1,722,000.00	0.00	1,722,000.00	
<b>Grand Total Payment Amount</b>								<b><u>\$3,551,156.95</u></b>

**List of All Claims and Bills Approved for Payment**  
**For Payments Dated 10/2/2016 through 10/8/2016**

Sorted by Payment Number

<b>Payment No.</b>	<b>Payment Date</b>	<b>Vendor Name</b>	<b>Invoice No.</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Discount Taken</b>	<b>Amount Paid</b>	<b>Payment Total</b>
xxx285040	10/4/16	AT&T	0602079183	Utilities - Telephone	378.42	0.00	378.42	<b>\$378.42</b>
xxx285041	10/4/16	ACCESS HARDWARE	5635484-IN	Bldg Maint Matls & Supplies	247.00	0.00	247.00	<b>\$247.00</b>
xxx285042	10/4/16	ACME SCALE CO	0088073-IN	Equipment Maintenance & Repair Labor	477.90	0.00	477.90	<b>\$477.90</b>
xxx285043	10/4/16	ALL STAR GLASS	ISJ044672	Auto Maint & Repair - Labor	100.00	0.00	100.00	<b>\$279.81</b>
			ISJ044672	Auto Maint & Repair - Materials	179.81	0.00	179.81	
xxx285044	10/4/16	AMFASOFT CORP	NGOCTRAN-02	DED Services/Training - Training	550.00	0.00	550.00	<b>\$550.00</b>
xxx285045	10/4/16	ANDERSON PACIFIC ENGINEERING	EMRGNCYFLO W#02	Construction Services	56,289.40	0.00	56,289.40	<b>\$56,289.40</b>
xxx285046	10/4/16	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0005783960 0005800984	Advertising Services Advertising Services	84.00 112.00	0.00 0.00	84.00 112.00	<b>\$196.00</b>
xxx285047	10/4/16	BAY AREA POLYGRAPH	694	Investigation Expense	950.00	0.00	950.00	<b>\$950.00</b>
xxx285048	10/4/16	BAY-VALLEY PEST CONTROL INC	0211871 0213544	Services Maintain Land Improv Facilities Maintenance & Repair Labor	58.00 228.00	0.00 0.00	58.00 228.00	<b>\$286.00</b>
xxx285049	10/4/16	CSAC EXCESS INSURANCE AUTHORITY	17400945	Insurances - Employee Assistance Program	13,725.12	0.00	13,725.12	<b>\$13,725.12</b>
xxx285050	10/4/16	COAST COUNTIES PETERBILT	0128339P 0128903P 0128967P 0129026P	Parts, Vehicles & Motor Equip Parts, Vehicles & Motor Equip Parts, Vehicles & Motor Equip Parts, Vehicles & Motor Equip	80.57 156.12 77.17 93.44	0.00 0.00 0.00 0.00	80.57 156.12 77.17 93.44	<b>\$407.30</b>
xxx285051	10/4/16	COASTAL TRACTOR	IV92932	Parts, Vehicles & Motor Equip	876.31	0.00	876.31	<b>\$876.31</b>
xxx285052	10/4/16	CONVERGENT COMPUTING	BILL41437	Professional Services	1,250.00	0.00	1,250.00	<b>\$1,250.00</b>
xxx285053	10/4/16	DELTA DENTAL INSURANCE CO	BE001823115	Insurances - Dental	1,645.60	0.00	1,645.60	<b>\$1,645.60</b>
xxx285054	10/4/16	DISCOUNT SCHOOL SUPPLY	W26001110102	General Supplies	579.98	0.00	579.98	<b>\$579.98</b>
xxx285056	10/4/16	EMPIRE SAFETY & SUPPLY	0083521-IN	Inventory Purchase	350.26	0.00	350.26	<b>\$350.26</b>
xxx285057	10/4/16	ESPINOZA TREE SERVICE	0111	Facilities Maintenance & Repair Labor	700.00	0.00	700.00	<b>\$700.00</b>
xxx285058	10/4/16	FAST RESPONSE ON-SITE TESTING INC	13498 13499	Occupational Health and Safety Services Occupational Health and Safety Services	340.00 85.00	0.00 0.00	340.00 85.00	<b>\$425.00</b>
xxx285059	10/4/16	FEDERAL EXPRESS CORP	5-518-58151 5-540-27143	Mailing & Delivery Services Mailing & Delivery Services	14.98 5.80	0.00 0.00	14.98 5.80	<b>\$20.78</b>
xxx285060	10/4/16	FERRARA FIRE APPARATUS INC						<b>\$61.30</b>

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			INV00000W7847	Parts, Vehicles & Motor Equip	61.30	0.00	61.30	
			6					
xxx285061	10/4/16	GARDENLAND POWER EQUIPMENT	408159	Parts, Vehicles & Motor Equip	15.15	0.00	15.15	<b>\$1,175.58</b>
			408288	Parts, Vehicles & Motor Equip	15.15	0.00	15.15	
			408697	Hand Tools	967.88	0.00	967.88	
			408810	Parts, Vehicles & Motor Equip	21.58	0.00	21.58	
			415683	Parts, Vehicles & Motor Equip	155.82	0.00	155.82	
xxx285062	10/4/16	GHIRARDELLI ASSOCIATES INC	14054-2	Engineering Services	9,811.68	0.00	9,811.68	<b>\$9,811.68</b>
xxx285063	10/4/16	GOLDEN GATE TRUCK CENTER	F005728975:01	Parts, Vehicles & Motor Equip	535.95	0.00	535.95	<b>\$643.92</b>
			F005728994:01	Parts, Vehicles & Motor Equip	42.11	0.00	42.11	
			F005729378:01	Parts, Vehicles & Motor Equip	-577.73	0.00	-577.73	
			F005730331:01	Parts, Vehicles & Motor Equip	62.02	0.00	62.02	
			F005731177:01	Parts, Vehicles & Motor Equip	125.90	0.00	125.90	
			F005731870:01	Parts, Vehicles & Motor Equip	178.69	0.00	178.69	
			F005734375:01	Parts, Vehicles & Motor Equip	125.90	0.00	125.90	
			F005734858:01	Parts, Vehicles & Motor Equip	25.18	0.00	25.18	
			F005735932:01	Parts, Vehicles & Motor Equip	125.90	0.00	125.90	
xxx285064	10/4/16	GOLDFARB LIPMAN ATTORNEYS	120672	Legal Services	460.00	0.00	460.00	<b>\$1,794.17</b>
			120673	Legal Services	1,334.17	0.00	1,334.17	
xxx285065	10/4/16	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	159-1091759	Auto Maint & Repair - Labor	0.00	0.00	0.00	<b>\$3,273.12</b>
			189-1091759	Auto Maint & Repair - Labor	137.00	0.00	137.00	
			189-1091800	Parts, Vehicles & Motor Equip	785.27	0.00	785.27	
			189-1091991	Parts, Vehicles & Motor Equip	264.24	0.00	264.24	
			189-1091994	Parts, Vehicles & Motor Equip	-70.00	0.00	-70.00	
			189-1092109	Parts, Vehicles & Motor Equip	-60.00	0.00	-60.00	
			189-1092148	Auto Maint & Repair - Labor	123.81	0.00	123.81	
			189-1092148	Auto Maint & Repair - Materials	35.98	0.00	35.98	
			189-1092168	Auto Maint & Repair - Labor	41.27	0.00	41.27	
			189-1092176	Parts, Vehicles & Motor Equip	287.82	0.00	287.82	
			189-1092215	Parts, Vehicles & Motor Equip	-100.00	0.00	-100.00	
			189-1092236	Parts, Vehicles & Motor Equip	315.07	0.00	315.07	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			189-1092284	Auto Maint & Repair - Labor	41.27	0.00	41.27	
			189-1092284	Auto Maint & Repair - Materials	273.64	0.00	273.64	
			189-1092289	Parts, Vehicles & Motor Equip	242.75	0.00	242.75	
			189-1092354	Auto Maint & Repair - Labor	23.99	0.00	23.99	
			189-1092354	Auto Maint & Repair - Materials	144.47	0.00	144.47	
			189-1092355	Parts, Vehicles & Motor Equip	367.35	0.00	367.35	
			189-1092375	Auto Maint & Repair - Labor	96.58	0.00	96.58	
			189-1092376	Auto Maint & Repair - Labor	31.55	0.00	31.55	
			189-1092427	Parts, Vehicles & Motor Equip	91.85	0.00	91.85	
			189-1092432	Parts, Vehicles & Motor Equip	199.21	0.00	199.21	
xxx285067	10/4/16	GORILLA METALS	186730	Parts, Vehicles & Motor Equip	275.14	0.00	275.14	<b>\$313.20</b>
			186762	Parts, Vehicles & Motor Equip	38.06	0.00	38.06	
xxx285068	10/4/16	H & R PLUMBING AND DRAIN CLEANING INC	1759	Construction Services	24,990.00	0.00	24,990.00	<b>\$24,990.00</b>
xxx285069	10/4/16	HI-TECH OPTICAL INC	671342	Benefits and Incentives - Prescription Safety Glasses	100.00	0.00	100.00	<b>\$2,939.00</b>
			672843	Benefits and Incentives - Prescription Safety Glasses	123.50	0.00	123.50	
			672844	Benefits and Incentives - Prescription Safety Glasses	178.50	0.00	178.50	
			672845	Benefits and Incentives - Prescription Safety Glasses	100.00	0.00	100.00	
			672846	Benefits and Incentives - Prescription Safety Glasses	100.00	0.00	100.00	
			672847	Benefits and Incentives - Prescription Safety Glasses	184.50	0.00	184.50	
			672849	Benefits and Incentives - Prescription Safety Glasses	76.00	0.00	76.00	
			672850	Benefits and Incentives - Prescription Safety Glasses	91.00	0.00	91.00	
			672851	Benefits and Incentives - Prescription Safety Glasses	182.50	0.00	182.50	
			672852	Benefits and Incentives - Prescription Safety Glasses	137.50	0.00	137.50	



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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			672853	Benefits and Incentives - Prescription Safety Glasses	180.00	0.00	180.00	
			672880	Benefits and Incentives - Prescription Safety Glasses	164.50	0.00	164.50	
			674508	Benefits and Incentives - Prescription Safety Glasses	100.00	0.00	100.00	
			674509	Benefits and Incentives - Prescription Safety Glasses	100.00	0.00	100.00	
			674529	Benefits and Incentives - Prescription Safety Glasses	164.50	0.00	164.50	
			676246	Benefits and Incentives - Prescription Safety Glasses	200.00	0.00	200.00	
			676248	Benefits and Incentives - Prescription Safety Glasses	100.00	0.00	100.00	
			676250	Benefits and Incentives - Prescription Safety Glasses	99.50	0.00	99.50	
			676253	Benefits and Incentives - Prescription Safety Glasses	178.50	0.00	178.50	
			676254	Benefits and Incentives - Prescription Safety Glasses	178.50	0.00	178.50	
			676886	Benefits and Incentives - Prescription Safety Glasses	200.00	0.00	200.00	
xxx285071	10/4/16	INGRAM LIBRARY SERVICES INC	95084791	Library Acquisitions, Books	312.79	0.00	312.79	<b>\$30,230.56</b>
			95084792	Library Acquisitions, Books	7,198.99	0.00	7,198.99	
			95084792	Library Materials Preprocessing	457.99	0.00	457.99	
			95084793	Library Acquisitions, Books	8,477.92	0.00	8,477.92	
			95084793	Library Periodicals/Databases	297.23	0.00	297.23	
			95084793	Library Materials Preprocessing	578.31	0.00	578.31	
			95084794	Library Acquisitions, Books	1,046.49	0.00	1,046.49	
			95084794	Library Materials Preprocessing	72.55	0.00	72.55	
			95084795	Library Acquisitions, Books	7,403.73	0.00	7,403.73	
			95084795	Library Materials Preprocessing	707.02	0.00	707.02	
			95084796	Library Acquisitions, Books	3,326.84	0.00	3,326.84	
			95084796	Library Materials Preprocessing	350.70	0.00	350.70	

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xxx285072	10/4/16	JACOBSEN WEST	90086911	Parts, Vehicles & Motor Equip	-437.48	0.00	-437.48	<b>\$1,458.63</b>
			90086914	Parts, Vehicles & Motor Equip	437.48	0.00	437.48	
			90090947	Parts, Vehicles & Motor Equip	1,124.79	0.00	1,124.79	
			90091933	Parts, Vehicles & Motor Equip	288.43	0.00	288.43	
			90092899	Parts, Vehicles & Motor Equip	45.41	0.00	45.41	
xxx285073	10/4/16	JAVELCO EQUIPMENT SERVICE INC	51186	Parts, Vehicles & Motor Equip	20.64	0.00	20.64	<b>\$61.62</b>
			51239	Parts, Vehicles & Motor Equip	40.98	0.00	40.98	
xxx285074	10/4/16	JOHN OLSON	0034-9436-9607	DED Services/Training - Support Services	150.00	0.00	150.00	<b>\$150.00</b>
xxx285075	10/4/16	KME FIRE APPARATUS	CA537904	Parts, Vehicles & Motor Equip	482.19	0.00	482.19	<b>\$592.55</b>
			CA538106	Parts, Vehicles & Motor Equip	110.36	0.00	110.36	
xxx285076	10/4/16	KIDZ LOVE SOCCER	2016SU-A15	Rec Instructors/Officials	10,424.40	0.00	10,424.40	<b>\$10,424.40</b>
xxx285077	10/4/16	KOHLWEISS AUTO PARTS INC	01OX7183	Parts, Vehicles & Motor Equip	11.95	0.00	11.95	<b>\$945.41</b>
			01OX7192	Parts, Vehicles & Motor Equip	39.92	0.00	39.92	
			01OX8327	Parts, Vehicles & Motor Equip	4.60	0.00	4.60	
			01OX8902	Parts, Vehicles & Motor Equip	46.15	0.00	46.15	
			01OX8989	Parts, Vehicles & Motor Equip	20.88	0.00	20.88	
			01OX9184	Parts, Vehicles & Motor Equip	42.68	0.00	42.68	
			01OX9585	Parts, Vehicles & Motor Equip	29.25	0.00	29.25	
			01OX9705	Parts, Vehicles & Motor Equip	29.97	0.00	29.97	
			01OY0661	Parts, Vehicles & Motor Equip	19.23	0.00	19.23	
			01OY1519	Parts, Vehicles & Motor Equip	34.94	0.00	34.94	
			01OY1634	Parts, Vehicles & Motor Equip	29.63	0.00	29.63	
			01OY1648	Parts, Vehicles & Motor Equip	38.15	0.00	38.15	
			01OY6184	Parts, Vehicles & Motor Equip	18.10	0.00	18.10	
			01OY6263	Parts, Vehicles & Motor Equip	88.16	0.00	88.16	
			01OY6344	Parts, Vehicles & Motor Equip	125.95	0.00	125.95	
			01OY6456	Parts, Vehicles & Motor Equip	9.61	0.00	9.61	
			01OY7498	Parts, Vehicles & Motor Equip	130.86	0.00	130.86	
			01OY7499	Parts, Vehicles & Motor Equip	12.43	0.00	12.43	
			01OY7636	Parts, Vehicles & Motor Equip	26.50	0.00	26.50	
01OY8465	Parts, Vehicles & Motor Equip	14.85	0.00	14.85				

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			01OY8960	Parts, Vehicles & Motor Equip	17.33	0.00	17.33	
			01OZ2273	Inventory Purchase	157.42	3.15	154.27	
xxx285079	10/4/16	L N CURTIS & SONS INC	INV53323	Inventory Purchase	172.48	0.00	172.48	<b>\$2,824.23</b>
			INV53467	Inventory Purchase	2,651.75	0.00	2,651.75	
xxx285080	10/4/16	LANDCARE USA LLC	8132461	Miscellaneous Services	416.67	0.00	416.67	<b>\$416.67</b>
xxx285081	10/4/16	LAWSON PRODUCTS INC	9304382537	Miscellaneous Equipment Parts & Supplies	220.70	0.00	220.70	<b>\$220.70</b>
xxx285082	10/4/16	LEHR AUTO ELECTRIC	01 126592	Parts, Vehicles & Motor Equip	228.63	0.00	228.63	<b>\$3,485.77</b>
			01 126776	Parts, Vehicles & Motor Equip	271.01	0.00	271.01	
			01 127386	Parts, Vehicles & Motor Equip	283.90	0.00	283.90	
			01 127392	Parts, Vehicles & Motor Equip	52.52	0.00	52.52	
			01 127411	Parts, Vehicles & Motor Equip	30.78	0.00	30.78	
			01 127445	Parts, Vehicles & Motor Equip	243.06	0.00	243.06	
			01 127529	Parts, Vehicles & Motor Equip	21.32	0.00	21.32	
			01 127543	Parts, Vehicles & Motor Equip	52.52	0.00	52.52	
			01 128230	Vehicles & Motorized Equip	1,694.55	0.00	1,694.55	
			01 128400	Vehicles & Motorized Equip	607.48	0.00	607.48	
xxx285083	10/4/16	LELAND SAYLOR & ASSOCIATES INC	0027175	Engineering Services	8,460.00	0.00	8,460.00	<b>\$14,498.00</b>
			0027228	Engineering Services	6,038.00	0.00	6,038.00	
xxx285084	10/4/16	LESLIE ZELLERS	2016-035	Consultants	11,700.00	0.00	11,700.00	<b>\$11,700.00</b>
xxx285085	10/4/16	LOZANO SUNNYVALE CAR WASH	028	Auto Maint & Repair - Labor	1,281.00	0.00	1,281.00	<b>\$1,281.00</b>
xxx285086	10/4/16	MSI FUEL MANAGEMENT INC	4039	Parts, Vehicles & Motor Equip	1,941.18	0.00	1,941.18	<b>\$3,081.18</b>
			4048	Auto Maint & Repair - Labor	570.00	0.00	570.00	
			4063	Auto Maint & Repair - Labor	570.00	0.00	570.00	
xxx285087	10/4/16	MIDWEST TAPE	94343107	Library Acquis, Audio/Visual	1,787.81	0.00	1,787.81	<b>\$3,348.05</b>
			94343152	Library Acquis, Audio/Visual	1,071.07	0.00	1,071.07	
			94345847	Library Acquis, Audio/Visual	423.95	0.00	423.95	
			94345848	Library Acquis, Audio/Visual	65.22	0.00	65.22	
xxx285088	10/4/16	MISSION LINEN SERVICE	503245805	Laundry & Cleaning Services	53.39	0.00	53.39	<b>\$1,486.26</b>
			503252692	Laundry & Cleaning Services	49.25	0.00	49.25	
			503275019	Laundry & Cleaning Services	54.30	0.00	54.30	
			503275020	Laundry & Cleaning Services	76.54	0.00	76.54	



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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			0910-000147157	Library Periodicals/Databases	121.96	0.00	121.96	
xxx285097	10/4/16	PACIFIC ECO-RISK	12516	Water Lab Services	3,010.00	0.00	3,010.00	<b>\$3,010.00</b>
xxx285098	10/4/16	PACIFIC WEST SECURITY INC	1031723-IN	Alarm Services	79.00	0.00	79.00	<b>\$997.00</b>
			1031868-IN	Alarm Services	90.00	0.00	90.00	
			1031869-IN	General Supplies	116.00	0.00	116.00	
			1031870-IN	Facilities Maintenance & Repair Labor	199.00	0.00	199.00	
			1031871-IN	General Supplies	121.00	0.00	121.00	
			1031872-IN	General Supplies	167.00	0.00	167.00	
			1031873-IN	General Supplies	92.00	0.00	92.00	
			1031901-IN	Alarm Services	133.00	0.00	133.00	
xxx285099	10/4/16	PAN PACIFIC SUPPLY CO INC	29594121	Miscellaneous Equipment Parts & Supplies	3,352.81	0.00	3,352.81	<b>\$3,352.81</b>
xxx285100	10/4/16	PAPE MACHINERY	10095216	Parts, Vehicles & Motor Equip	180.31	0.00	180.31	<b>\$330.21</b>
			10111731	Parts, Vehicles & Motor Equip	80.45	0.00	80.45	
			10123192	Parts, Vehicles & Motor Equip	69.45	0.00	69.45	
xxx285101	10/4/16	PINE CONE LUMBER CO INC	658769	Parts, Vehicles & Motor Equip	71.60	0.00	71.60	<b>\$71.60</b>
xxx285102	10/4/16	POLYDYNE INC	1075427	Chemicals	28,499.40	0.00	28,499.40	<b>\$28,499.40</b>
			1095427	Chemicals	0.00	0.00	0.00	
xxx285103	10/4/16	PREFERRED BENEFIT INSURANCE ADMIN INC	EIA18419	Insurances - Dental	52,563.90	0.00	52,563.90	<b>\$63,987.70</b>
			EIA18419	Insurances - Vision	11,423.80	0.00	11,423.80	
xxx285104	10/4/16	RANKIN STOCK HEABERLIN	33821	Legal Services	427.22	0.00	427.22	<b>\$427.22</b>
xxx285105	10/4/16	REDWOOD ELECTRIC GROUP INC	2537-201	Facilities Maint & Repair - Labor	5,515.00	0.00	5,515.00	<b>\$5,515.00</b>
xxx285106	10/4/16	REED & GRAHAM INC	871941	Materials - Land Improve	2,442.02	0.00	2,442.02	<b>\$12,326.37</b>
			872073	Materials - Land Improve	1,465.49	0.00	1,465.49	
			872234	Materials - Land Improve	660.37	0.00	660.37	
			872354	Materials - Land Improve	1,771.82	0.00	1,771.82	
			872470	Materials - Land Improve	2,030.71	0.00	2,030.71	
			872633	Materials - Land Improve	2,054.91	0.00	2,054.91	
			872745	Materials - Land Improve	1,901.05	0.00	1,901.05	
xxx285107	10/4/16	RENNE SLOAN HOLTZMAN SAKAI LLP	32322	Investigation Expense	269.50	0.00	269.50	<b>\$5,781.54</b>
			32323	Legal Services	308.00	0.00	308.00	
			32324	Legal Services	5,204.04	0.00	5,204.04	

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xxx285108	10/4/16	ROYAL BRASS INC	803013-001	Parts, Vehicles & Motor Equip	8.97	0.00	8.97	<b>\$1,442.11</b>
			803189-001	Parts, Vehicles & Motor Equip	23.94	0.00	23.94	
			803190-001	Parts, Vehicles & Motor Equip	138.43	0.00	138.43	
			804947-001	Parts, Vehicles & Motor Equip	104.87	0.00	104.87	
			805820-001	Parts, Vehicles & Motor Equip	412.66	0.00	412.66	
			805949-001	Parts, Vehicles & Motor Equip	497.50	0.00	497.50	
			805962-001	Parts, Vehicles & Motor Equip	40.23	0.00	40.23	
			806532-001	Parts, Vehicles & Motor Equip	1.01	0.00	1.01	
			806942-001	Parts, Vehicles & Motor Equip	86.44	0.00	86.44	
			807468-001	Parts, Vehicles & Motor Equip	128.06	0.00	128.06	
xxx285109	10/4/16	SFO REPROGRAPHICS	33635	Printing & Related Services	84.83	0.00	84.83	<b>\$276.23</b>
			34045	Printing & Related Services	81.56	0.00	81.56	
			34046	Printing & Related Services	109.84	0.00	109.84	
xxx285110	10/4/16	SAFETY KLEEN SYSTEMS INC	71016645	Auto Maint & Repair - Labor	90.18	0.00	90.18	<b>\$1,517.44</b>
			71016657	Auto Maint & Repair - Labor	110.00	0.00	110.00	
			71050727	Auto Maint & Repair - Labor	65.00	0.00	65.00	
			71180750	Auto Maint & Repair - Labor	1,197.26	0.00	1,197.26	
			71287060	Auto Maint & Repair - Labor	55.00	0.00	55.00	
xxx285111	10/4/16	SAFEWAY INC	800313-092316	Food Products	10.33	0.00	10.33	<b>\$235.61</b>
			802218-092816	General Supplies	16.97	0.00	16.97	
			808335-090816	Food Products	208.31	0.00	208.31	
xxx285112	10/4/16	SANTA CLARA VLY TRANSPORTATION AUTHORITY	0000017009	DED Services/Training - Transportation	275.00	0.00	275.00	<b>\$275.00</b>
xxx285113	10/4/16	SIMPLEX GRINNELL	78888267	Facilities Maintenance & Repair Labor	426.57	0.00	426.57	<b>\$3,205.54</b>
			78888268	Facilities Maintenance & Repair Labor	696.72	0.00	696.72	
			78888269	Facilities Maintenance & Repair Labor	899.72	0.00	899.72	
			78888341	Facilities Maintenance & Repair Labor	124.88	0.00	124.88	
			78888344	Facilities Maintenance & Repair Labor	268.89	0.00	268.89	
			78888345	Facilities Maintenance & Repair Labor	366.69	0.00	366.69	
xxx285114	10/4/16	SMART & FINAL INC	78888346	Facilities Maintenance & Repair Labor	422.07	0.00	422.07	<b>\$310.89</b>
			118282-092116	Food Products	168.12	0.00	168.12	

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			118282-092116	General Supplies	43.00	0.00	43.00	
			119197-092316	Food Products	86.77	0.00	86.77	
			119197-092316	General Supplies	13.00	0.00	13.00	
xxx285115	10/4/16	SOUTHERN FOLGER DETENTION EQUIPMENT CO	279	Facilities Maintenance & Repair Labor	1,207.00	0.00	1,207.00	<b>\$1,207.00</b>
xxx285116	10/4/16	SPENCON CONSTRUCTION INC	SDWKCRB2017#01	Construction Services	200,163.86	0.00	200,163.86	<b>\$200,163.86</b>
xxx285117	10/4/16	STATE WATER RESOURCES CONTROL BOARD	OP#21378 D4	Membership Fees	155.00	0.00	155.00	<b>\$155.00</b>
xxx285118	10/4/16	STEVENS CREEK CHRYSLER JEEP DODGE	217182	Auto Maint & Repair - Labor	185.00	0.00	185.00	<b>\$896.00</b>
			336259	Parts, Vehicles & Motor Equip	346.93	0.00	346.93	
			336395	Parts, Vehicles & Motor Equip	364.07	0.00	364.07	
xxx285119	10/4/16	SUBURBAN PROPANE	2059576	Fuel, Oil & Lubricants	19.99	0.00	19.99	<b>\$19.99</b>
xxx285120	10/4/16	SUNNYVALE BUILDING MAINTENANCE	99025	Professional Services	580.00	0.00	580.00	<b>\$760.00</b>
			99051	Professional Services	180.00	0.00	180.00	
xxx285121	10/4/16	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DENTAL1016	Insurances - Dental	28,953.30	0.00	28,953.30	<b>\$28,953.30</b>
xxx285122	10/4/16	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DISABILITY1016	Insurances - Long Term Disability	3,819.00	0.00	3,819.00	<b>\$3,819.00</b>
xxx285123	10/4/16	SUZANNE LUFT	74	Rec Instructors/Officials	225.00	0.00	225.00	<b>\$450.00</b>
			75	Rec Instructors/Officials	225.00	0.00	225.00	
xxx285124	10/4/16	TURF & INDUSTRIAL EQUIPMENT CO	IV17619	Parts, Vehicles & Motor Equip	163.13	0.00	163.13	<b>\$1,138.77</b>
			IV17807	Parts, Vehicles & Motor Equip	83.36	0.00	83.36	
			IV17869	Parts, Vehicles & Motor Equip	1.36	0.00	1.36	
			IV17925	Parts, Vehicles & Motor Equip	92.44	0.00	92.44	
			IV17925A	Parts, Vehicles & Motor Equip	78.30	0.00	78.30	
			IV18016	Parts, Vehicles & Motor Equip	114.19	0.00	114.19	
			IV18180	Parts, Vehicles & Motor Equip	131.03	0.00	131.03	
			IV18184	Parts, Vehicles & Motor Equip	3.57	0.00	3.57	
			IV18184A	Parts, Vehicles & Motor Equip	141.38	0.00	141.38	
			IV18207	Parts, Vehicles & Motor Equip	203.41	0.00	203.41	
			IV18207A	Parts, Vehicles & Motor Equip	5.02	0.00	5.02	

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xxx285126	10/4/16	TURF STAR INC	IV18211	Parts, Vehicles & Motor Equip	64.73	0.00	64.73	<b>\$1,807.87</b>
			IV18220	Parts, Vehicles & Motor Equip	56.85	0.00	56.85	
			6947245-00	Parts, Vehicles & Motor Equip	1,321.27	0.00	1,321.27	
			6948602-00	Parts, Vehicles & Motor Equip	32.04	0.00	32.04	
			6948800-00	Parts, Vehicles & Motor Equip	308.29	0.00	308.29	
			6949062-00	Parts, Vehicles & Motor Equip	72.10	0.00	72.10	
xxx285127	10/4/16	US HEALTHWORKS MEDICAL GROUP PC	2983552-CA	Pre-Employment Testing	119.00	0.00	119.00	<b>\$308.00</b>
			2985908-CA	Pre-Employment Testing	189.00	0.00	189.00	
			34596	Fuel, Oil & Lubricants	1,421.01	0.00	1,421.01	
xxx285129	10/4/16	VALLEY OIL CO	34752	Fuel, Oil & Lubricants	497.21	0.00	497.21	<b>\$2,693.89</b>
			34981	Fuel, Oil & Lubricants	311.03	0.00	311.03	
			35099	Fuel, Oil & Lubricants	156.61	0.00	156.61	
			35306	Fuel, Oil & Lubricants	308.03	0.00	308.03	
			P61569	Parts, Vehicles & Motor Equip	175.78	0.00	175.78	
xxx285130	10/4/16	VERMEER PACIFIC	P61578	Parts, Vehicles & Motor Equip	474.87	0.00	474.87	<b>\$3,545.82</b>
			P61580	Parts, Vehicles & Motor Equip	1,656.78	0.00	1,656.78	
			P61920	Parts, Vehicles & Motor Equip	65.52	0.00	65.52	
			P61921	Parts, Vehicles & Motor Equip	65.52	0.00	65.52	
			P61922	Parts, Vehicles & Motor Equip	606.94	0.00	606.94	
			P62101	Parts, Vehicles & Motor Equip	396.83	0.00	396.83	
			P62138	Parts, Vehicles & Motor Equip	103.58	0.00	103.58	
xxx285131	10/4/16	W G FRITZ CONSTRUCTION INC	3668	Facilities Maint & Repair - Labor	2,299.58	0.00	2,299.58	<b>\$3,813.68</b>
			3668	Facilities Maint & Repair - Materials	1,514.10	0.00	1,514.10	
xxx285132	10/4/16	WHCI PLUMBING SUPPLY	S2146132.001	Bldg Maint Matls & Supplies	842.48	0.00	842.48	<b>\$842.48</b>
xxx285133	10/4/16	WATER ONE	91177	Facilities Maint & Repair - Labor	95.00	0.00	95.00	<b>\$203.75</b>
			91177	Facilities Maint & Repair - Materials	108.75	0.00	108.75	
xxx285134	10/4/16	WECK LABORATORIES INC	W6I0567	Water Lab Services	710.88	0.00	710.88	<b>\$710.88</b>
xxx285135	10/4/16	WESTERN CONTRACT INTERIORS	21022T0	Furniture	16,946.19	0.00	16,946.19	<b>\$16,946.19</b>
xxx285136	10/4/16	WINSUPPLY OF SILICON VALLEY	664188 00	Bldg Maint Matls & Supplies	432.71	0.00	432.71	<b>\$480.13</b>
			664188 01	Bldg Maint Matls & Supplies	47.42	0.00	47.42	



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xxx285137	10/4/16	WAITER.COM INC	G0920530489	Food Products	167.14	0.00	167.14	<b>\$167.14</b>
xxx285138	10/4/16	ABC TREE FARM LLC	041-2016	Special Events	275.00	0.00	275.00	<b>\$275.00</b>
xxx285139	10/4/16	MANSI PATEL	ORTEGA080216	Community Services Grant - Neighborhood Grants	459.64	0.00	459.64	<b>\$459.64</b>
xxx285140	10/4/16	SOUTH BAY REGIONAL PUBLIC SAFETY	217093	Training and Conferences	250.00	0.00	250.00	<b>\$250.00</b>
xxx285142	10/4/16	ELIZABETH HALE	170823-36116	Refund Utility Account Credit	123.24	0.00	123.24	<b>\$123.24</b>
xxx285143	10/6/16	AAA SPEEDY SMOG TEST ONLY STATION	022758	Auto Maint & Repair - Labor	40.00	0.00	40.00	<b>\$40.00</b>
xxx285144	10/6/16	AT&T	AUGUST2016	Software As a Service	241.30	0.00	241.30	<b>\$241.30</b>
xxx285145	10/6/16	ACCESS HARDWARE	5635729-IN	Training and Conferences	30.00	0.00	30.00	<b>\$30.00</b>
xxx285146	10/6/16	ADVANCED CHEMICAL TRANSPORT INC	114833	HazMat Disposal - Hazardous Waste Disposal	3,450.60	0.00	3,450.60	<b>\$3,450.60</b>
xxx285147	10/6/16	ALAMEDA CTY INFORMATION TECHNOLOGY DEPT	112-1607058	Software As a Service	1,529.22	0.00	1,529.22	<b>\$3,069.81</b>
			112-1608058	Software As a Service	1,540.59	0.00	1,540.59	
xxx285148	10/6/16	ALTA PLANNING + DESIGN INC	00-2015-294-9	Consultants	421.50	0.00	421.50	<b>\$421.50</b>
xxx285149	10/6/16	ALTEC INDUSTRIES INC	10617371	Parts, Vehicles & Motor Equip	42.74	0.00	42.74	<b>\$42.74</b>
xxx285150	10/6/16	AMOS KU	091216PURCHASE	DED Services/Training - Books	57.73	0.00	57.73	<b>\$337.64</b>
			SE					
			ATMEL5498634	DED Services/Training - Books	279.91	0.00	279.91	
			3					
xxx285151	10/6/16	ANDERSON PACIFIC ENGINEERING	PRMRYTRT0NE	Construction Services	408,043.65	0.00	408,043.65	<b>\$408,043.65</b>
			#02					
xxx285153	10/6/16	BADGER METER INC	1110020	Water Meters	2,472.48	0.00	2,472.48	<b>\$2,472.48</b>
xxx285154	10/6/16	BAKER & TAYLOR	4011710916	Library Acquisitions, Books	54.92	0.00	54.92	<b>\$1,265.76</b>
			4011710916	Library Materials Preprocessing	6.37	0.00	6.37	
			4011713964	Library Acquisitions, Books	588.93	0.00	588.93	
			4011713964	Library Materials Preprocessing	20.03	0.00	20.03	
			4011719745	Library Acquisitions, Books	570.06	0.00	570.06	
			4011719745	Library Materials Preprocessing	25.45	0.00	25.45	
xxx285155	10/6/16	BASCOM TRIM & UPHOLSTERY	3287	Auto Maint & Repair - Labor	237.50	0.00	237.50	<b>\$1,855.75</b>
			3287	Auto Maint & Repair - Materials	278.44	0.00	278.44	
			3326	Auto Maint & Repair - Labor	855.00	0.00	855.00	
			3326	Auto Maint & Repair - Materials	184.88	0.00	184.88	

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			3342	Parts, Vehicles & Motor Equip	299.93	0.00	299.93	
xxx285156	10/6/16	BAY AREA POLYGRAPH	696	Investigation Expense	275.00	0.00	275.00	<b>\$275.00</b>
xxx285157	10/6/16	BAY AREA WATER SUPPLY & CONSERVATION ACY	2803	Membership Fees	48,247.00	0.00	48,247.00	<b>\$48,247.00</b>
xxx285158	10/6/16	BELKORP AG LLC	270959	Parts, Vehicles & Motor Equip	665.27	0.00	665.27	<b>\$2,062.33</b>
			273173	Parts, Vehicles & Motor Equip	303.95	0.00	303.95	
			273409	Parts, Vehicles & Motor Equip	860.96	0.00	860.96	
			283417	Parts, Vehicles & Motor Equip	677.09	0.00	677.09	
			284578	Parts, Vehicles & Motor Equip	-665.27	0.00	-665.27	
			288710	Parts, Vehicles & Motor Equip	41.62	0.00	41.62	
			288711	Parts, Vehicles & Motor Equip	178.71	0.00	178.71	
xxx285159	10/6/16	BERT S ESPINOSA	BLSEP2016	Medical Services	3,750.00	0.00	3,750.00	<b>\$3,750.00</b>
xxx285160	10/6/16	BERTRAND FOX ELLIOT OSMAN & WENZEL	25426	Legal Services	91.34	0.00	91.34	<b>\$1,223.24</b>
			25427	Legal Services	125.40	0.00	125.40	
			25428	Legal Services	233.00	0.00	233.00	
			25429	Legal Services	773.50	0.00	773.50	
xxx285161	10/6/16	BOUND TREE MEDICAL LLC	70231657	Supplies, First Aid	-254.15	0.00	-254.15	<b>\$484.22</b>
			82227268	Inventory Purchase	16.83	0.00	16.83	
			82285108	Inventory Purchase	721.54	0.00	721.54	
xxx285162	10/6/16	BRODART CO	449204	General Supplies	550.35	0.00	550.35	<b>\$550.35</b>
xxx285163	10/6/16	BURTONS FIRE INC	S33869	Parts, Vehicles & Motor Equip	157.52	0.00	157.52	<b>\$537.63</b>
			S34057	Parts, Vehicles & Motor Equip	302.82	0.00	302.82	
			S34178	Parts, Vehicles & Motor Equip	77.29	0.00	77.29	
xxx285164	10/6/16	CSG CONSULTANTS INC	8871	Miscellaneous Services	5,775.00	0.00	5,775.00	<b>\$5,775.00</b>
xxx285165	10/6/16	CHAU TANG	091616PURCHASE	DED Services/Training - Books	38.44	0.00	38.44	<b>\$38.44</b>
			SE					
xxx285166	10/6/16	COMCAST	10/07-11/06/16	Miscellaneous Services	76.31	0.00	76.31	<b>\$76.31</b>
xxx285167	10/6/16	CORIX WATER PRODUCTS (US) INC	17613027467	Inventory Purchase	753.96	6.93	747.03	<b>\$3,565.38</b>
			17613027509	Inventory Purchase	2,844.51	26.16	2,818.35	
xxx285168	10/6/16	COUNTY OF ALAMEDA	01/01-03/31/16	Contracts/Service Agreements	65,984.90	0.00	65,984.90	<b>\$132,140.67</b>
			07/01-08/31/16	Contracts/Service Agreements	66,155.77	0.00	66,155.77	

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xxx285169	10/6/16	COUNTY OF SANTA CLARA OFC OF THE SHERIFF	1800054191	Prisoner Transport	96.03	0.00	96.03	<b>\$96.03</b>
xxx285170	10/6/16	CRAIG SHEROD PHOTOGRAPHY	630	Professional Services	320.81	0.00	320.81	<b>\$320.81</b>
xxx285171	10/6/16	D W NICHOLSON CORP	SMRTELCTRCL #01	Construction Services	15,247.50	0.00	15,247.50	<b>\$15,247.50</b>
xxx285172	10/6/16	DA LUBRICANT CO INC	2016-53821-00	Fuel, Oil & Lubricants	274.10	0.00	274.10	<b>\$274.10</b>
xxx285173	10/6/16	DT AUTO SERVICE INC	3106524	Fuel, Oil & Lubricants	14.60	0.00	14.60	<b>\$258.17</b>
			3114553	Fuel, Oil & Lubricants	14.20	0.00	14.20	
			3119934	Fuel, Oil & Lubricants	7.85	0.00	7.85	
			3119936	Fuel, Oil & Lubricants	2.15	0.00	2.15	
			3120869	Fuel, Oil & Lubricants	11.00	0.00	11.00	
			3131027	Fuel, Oil & Lubricants	10.00	0.00	10.00	
			3131029	Fuel, Oil & Lubricants	13.44	0.00	13.44	
			3144650	Fuel, Oil & Lubricants	13.40	0.00	13.40	
			3144652	Fuel, Oil & Lubricants	14.00	0.00	14.00	
			3145985	Fuel, Oil & Lubricants	14.00	0.00	14.00	
			3167829	Fuel, Oil & Lubricants	12.92	0.00	12.92	
			3167850	Fuel, Oil & Lubricants	4.22	0.00	4.22	
			3172929	Fuel, Oil & Lubricants	6.83	0.00	6.83	
			3175329	Fuel, Oil & Lubricants	16.91	0.00	16.91	
			3176610	Fuel, Oil & Lubricants	13.67	0.00	13.67	
			3195842	Fuel, Oil & Lubricants	15.81	0.00	15.81	
			3203120	Fuel, Oil & Lubricants	16.08	0.00	16.08	
			3209192	Fuel, Oil & Lubricants	14.48	0.00	14.48	
			3216187	Fuel, Oil & Lubricants	14.51	0.00	14.51	
			3216499	Fuel, Oil & Lubricants	13.80	0.00	13.80	
			3225627	Fuel, Oil & Lubricants	14.30	0.00	14.30	
xxx285175	10/6/16	DAPPER TIRE CO INC	43703270	Inventory Purchase	1,085.89	0.00	1,085.89	<b>\$1,085.89</b>
xxx285176	10/6/16	DEL GAVIO GROUP	7993	Consultants	1,365.60	0.00	1,365.60	<b>\$19,201.39</b>
			7994	Consultants	278.10	0.00	278.10	
			8003	Consultants	17,557.69	0.00	17,557.69	
xxx285177	10/6/16	DETAIL PLUS	33205	Auto Maint & Repair - Labor	185.00	0.00	185.00	<b>\$225.00</b>

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			33313	Auto Maint & Repair - Labor	40.00	0.00	40.00	
xxx285178	10/6/16	DONALD WILLEY	CLAIM16-17-01	Liability Claims Paid	263.00	0.00	263.00	<b>\$263.00</b>
			5					
xxx285179	10/6/16	FEDERAL EXPRESS CORP	5-547-66552	Mailing & Delivery Services	5.36	0.00	5.36	<b>\$31.41</b>
			5-548-16033	Mailing & Delivery Services	12.94	0.00	12.94	
			5-555-68118	Mailing & Delivery Services	6.15	0.00	6.15	
			5-563-38256	Mailing & Delivery Services	6.96	0.00	6.96	
xxx285180	10/6/16	FOSTER BROS SECURITY SYSTEMS INC	282453	Misc Equip Maint & Repair - Labor	130.00	0.00	130.00	<b>\$1,722.44</b>
			282453	Misc Equip Maint & Repair - Materials	177.81	0.00	177.81	
			282677	Bldg Maint Matls & Supplies	1,395.05	0.00	1,395.05	
			282705	Bldg Maint Matls & Supplies	19.58	0.00	19.58	
xxx285181	10/6/16	GCS ENVIRONMENTAL EQUIPMENT SERVICES INC	14260	Parts, Vehicles & Motor Equip	734.99	0.00	734.99	<b>\$734.99</b>
xxx285182	10/6/16	GALE/CENGAGE LEARNING	58985662	Library Acquisitions, Books	97.44	0.00	97.44	<b>\$179.19</b>
			59023742	Library Acquisitions, Books	24.35	0.00	24.35	
			59053741	Library Acquisitions, Books	57.40	0.00	57.40	
xxx285183	10/6/16	GARDENLAND POWER EQUIPMENT	417287	Misc Equip Maint & Repair - Labor	93.00	0.00	93.00	<b>\$138.71</b>
			417287	Misc Equip Maint & Repair - Materials	45.71	0.00	45.71	
xxx285184	10/6/16	GHIRARDELLI ASSOCIATES INC	13100-03	Engineering Services	10,481.25	0.00	10,481.25	<b>\$13,115.00</b>
			13100-4	Engineering Services	2,633.75	0.00	2,633.75	
xxx285185	10/6/16	GORILLA METALS	186540	Parts, Vehicles & Motor Equip	51.77	0.00	51.77	<b>\$118.40</b>
			186552	Parts, Vehicles & Motor Equip	28.57	0.00	28.57	
			186857	Parts, Vehicles & Motor Equip	38.06	0.00	38.06	
xxx285186	10/6/16	GRANITEROCK CO	985378	Materials - Land Improve	7,600.33	0.00	7,600.33	<b>\$7,600.33</b>
xxx285187	10/6/16	HACH CO INC	10097721	General Supplies	120.12	0.00	120.12	<b>\$120.12</b>
xxx285188	10/6/16	IDEXX DISTRIBUTION GROUP	3007086588	General Supplies	1,739.52	0.00	1,739.52	<b>\$1,739.52</b>
xxx285189	10/6/16	IMPERIAL SPRINKLER SUPPLY	2723913-00	Materials - Land Improve	121.17	0.00	121.17	<b>\$121.17</b>
xxx285190	10/6/16	JENNIFER MARQUEZ LARA	082716PURCHASE	DED Services/Training - Support Services	71.80	0.00	71.80	<b>\$71.80</b>
			SE					
xxx285192	10/6/16	JOHN PINA	091216PURCHASE	DED Services/Training - Books	29.75	0.00	29.75	<b>\$66.27</b>
			SE					

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			091616PURCHA	DED Services/Training - Books	36.52	0.00	36.52	
			SE					
xxx285193	10/6/16	JOHNSON ROBERTS & ASSOC INC	130026	Investigation Expense	91.00	0.00	91.00	<b>\$91.00</b>
xxx285194	10/6/16	KIER & WRIGHT CIVIL ENGINEERS	115559	Consultants	2,500.00	0.00	2,500.00	<b>\$2,500.00</b>
xxx285195	10/6/16	KOHLWEISS AUTO PARTS INC	01OZ3107	Inventory Purchase	23.90	0.48	23.42	<b>\$118.09</b>
			01OZ3224	Inventory Purchase	23.90	0.48	23.42	
			01OZ4359	Inventory Purchase	72.70	1.45	71.25	
xxx285196	10/6/16	LTI ELECTRIC INC	1814	Facilities Maint & Repair - Labor	840.00	0.00	840.00	<b>\$1,465.00</b>
			1814	Facilities Maint & Repair - Materials	625.00	0.00	625.00	
xxx285197	10/6/16	LUX BUS AMERICA	23924	Travel Related Services	931.25	0.00	931.25	<b>\$2,175.83</b>
			24398	Travel Related Services	1,052.13	0.00	1,052.13	
			25069	Travel Related Services	33.00	0.00	33.00	
			25070	Travel Related Services	159.45	0.00	159.45	
xxx285198	10/6/16	MIKE DAVIS LANDSCAPE SERVICES	1017	Services Maintain Land Improv	2,003.00	0.00	2,003.00	<b>\$2,003.00</b>
xxx285199	10/6/16	MOUNTAIN VIEW GARDEN CENTER	85743	Materials - Land Improve	202.06	0.00	202.06	<b>\$202.06</b>
xxx285200	10/6/16	NAPA AUTO PARTS	256184	Parts, Vehicles & Motor Equip	-848.21	0.00	-848.21	<b>\$4,687.05</b>
			256399	Parts, Vehicles & Motor Equip	-3.27	0.00	-3.27	
			257222	Parts, Vehicles & Motor Equip	31.54	0.00	31.54	
			258552	Parts, Vehicles & Motor Equip	-31.54	0.00	-31.54	
			259353	Parts, Vehicles & Motor Equip	4.12	0.00	4.12	
			259354	Parts, Vehicles & Motor Equip	1.97	0.00	1.97	
			259674	Parts, Vehicles & Motor Equip	33.13	0.00	33.13	
			259701	Parts, Vehicles & Motor Equip	34.32	0.00	34.32	
			259962	Parts, Vehicles & Motor Equip	36.58	0.00	36.58	
			259984	Parts, Vehicles & Motor Equip	42.62	0.00	42.62	
			260083	Parts, Vehicles & Motor Equip	102.23	0.00	102.23	
			260170	Parts, Vehicles & Motor Equip	41.47	0.00	41.47	
			260180	Parts, Vehicles & Motor Equip	54.36	0.00	54.36	
			260183	Parts, Vehicles & Motor Equip	54.36	0.00	54.36	
			260184	Parts, Vehicles & Motor Equip	54.36	0.00	54.36	
			260224	Parts, Vehicles & Motor Equip	92.98	0.00	92.98	

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			260249	Parts, Vehicles & Motor Equip	8.09	0.00	8.09	
			260250	Parts, Vehicles & Motor Equip	12.07	0.00	12.07	
			260320	Parts, Vehicles & Motor Equip	19.90	0.00	19.90	
			260437	Parts, Vehicles & Motor Equip	33.13	0.00	33.13	
			260499	Parts, Vehicles & Motor Equip	48.86	0.00	48.86	
			260717	Parts, Vehicles & Motor Equip	32.84	0.00	32.84	
			260779	Parts, Vehicles & Motor Equip	57.39	0.00	57.39	
			260852	Parts, Vehicles & Motor Equip	99.50	0.00	99.50	
			261160	Parts, Vehicles & Motor Equip	123.51	0.00	123.51	
			261229	Parts, Vehicles & Motor Equip	47.16	0.00	47.16	
			261251	Parts, Vehicles & Motor Equip	224.39	0.00	224.39	
			261374	Parts, Vehicles & Motor Equip	-59.44	0.00	-59.44	
			261403	Parts, Vehicles & Motor Equip	-41.19	0.00	-41.19	
			261493	Parts, Vehicles & Motor Equip	129.33	0.00	129.33	
			261515	Parts, Vehicles & Motor Equip	15.50	0.00	15.50	
			261532	Parts, Vehicles & Motor Equip	33.77	0.00	33.77	
			261631	Parts, Vehicles & Motor Equip	92.98	0.00	92.98	
			261632	Parts, Vehicles & Motor Equip	92.98	0.00	92.98	
			261735	Parts, Vehicles & Motor Equip	157.58	0.00	157.58	
			261768	Parts, Vehicles & Motor Equip	29.11	0.00	29.11	
			262085	Parts, Vehicles & Motor Equip	9.92	0.00	9.92	
			262130	Parts, Vehicles & Motor Equip	848.16	0.00	848.16	
			262178	Parts, Vehicles & Motor Equip	110.01	0.00	110.01	
			262189	Parts, Vehicles & Motor Equip	-15.50	0.00	-15.50	
			262302	Parts, Vehicles & Motor Equip	9.62	0.00	9.62	
			262304	Parts, Vehicles & Motor Equip	47.67	0.00	47.67	
			262787	Parts, Vehicles & Motor Equip	1,892.14	0.00	1,892.14	
			262910	Parts, Vehicles & Motor Equip	30.31	0.00	30.31	
			262921	Parts, Vehicles & Motor Equip	27.13	0.00	27.13	
			262975	Parts, Vehicles & Motor Equip	42.62	0.00	42.62	
			263021	Parts, Vehicles & Motor Equip	-848.16	0.00	-848.16	

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			263181	Parts, Vehicles & Motor Equip	43.30	0.00	43.30	
			263419	Parts, Vehicles & Motor Equip	246.47	0.00	246.47	
			263437	Parts, Vehicles & Motor Equip	67.68	0.00	67.68	
			264068	Parts, Vehicles & Motor Equip	36.82	0.00	36.82	
			264109	Parts, Vehicles & Motor Equip	21.65	0.00	21.65	
			264472	Parts, Vehicles & Motor Equip	9.10	0.00	9.10	
			264475	Parts, Vehicles & Motor Equip	119.60	0.00	119.60	
			264509	Parts, Vehicles & Motor Equip	25.80	0.00	25.80	
			264614	Parts, Vehicles & Motor Equip	40.42	0.00	40.42	
			264835	Parts, Vehicles & Motor Equip	30.99	0.00	30.99	
			264918	Parts, Vehicles & Motor Equip	35.67	0.00	35.67	
			264953	Parts, Vehicles & Motor Equip	3.18	0.00	3.18	
			265032	Parts, Vehicles & Motor Equip	65.27	0.00	65.27	
			265069	Parts, Vehicles & Motor Equip	79.72	0.00	79.72	
			265148	Parts, Vehicles & Motor Equip	14.11	0.00	14.11	
			265188	Parts, Vehicles & Motor Equip	-65.27	0.00	-65.27	
			265603	Parts, Vehicles & Motor Equip	15.13	0.00	15.13	
			265961	Parts, Vehicles & Motor Equip	39.42	0.00	39.42	
			265970	Parts, Vehicles & Motor Equip	4.73	0.00	4.73	
			266120	Parts, Vehicles & Motor Equip	11.77	0.00	11.77	
			266245	Parts, Vehicles & Motor Equip	94.88	0.00	94.88	
			266551	Parts, Vehicles & Motor Equip	22.58	0.00	22.58	
			266589	Parts, Vehicles & Motor Equip	53.07	0.00	53.07	
			266712	Parts, Vehicles & Motor Equip	59.56	0.00	59.56	
			266936	Parts, Vehicles & Motor Equip	11.77	0.00	11.77	
			266964	Parts, Vehicles & Motor Equip	68.06	0.00	68.06	
			267106	Parts, Vehicles & Motor Equip	19.00	0.00	19.00	
			267122	Parts, Vehicles & Motor Equip	6.71	0.00	6.71	
			267682	Parts, Vehicles & Motor Equip	462.85	0.00	462.85	
			267807	Parts, Vehicles & Motor Equip	30.61	0.00	30.61	

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			090116PURCHA	DED Services/Training - Books	34.71	0.00	34.71	
			SE					
xxx285208	10/6/16	OMEGA ENGRAVING	258581	Clothing, Uniforms & Access	24.50	0.00	24.50	<b>\$24.50</b>
xxx285209	10/6/16	PANKEYS RADIATOR SHOP INC	232553	Auto Maint & Repair - Labor	550.00	0.00	550.00	<b>\$550.00</b>
xxx285210	10/6/16	PEARSON BUICK GMC	283064	Parts, Vehicles & Motor Equip	114.19	0.00	114.19	<b>\$525.61</b>
			283532	Parts, Vehicles & Motor Equip	175.83	0.00	175.83	
			283613	Parts, Vehicles & Motor Equip	165.70	0.00	165.70	
			283758	Parts, Vehicles & Motor Equip	91.64	0.00	91.64	
			CM283532	Parts, Vehicles & Motor Equip	-21.75	0.00	-21.75	
xxx285211	10/6/16	PETERSON TRUCKS	36711P	Parts, Vehicles & Motor Equip	612.15	0.00	612.15	<b>\$684.90</b>
			36766P	Parts, Vehicles & Motor Equip	60.57	0.00	60.57	
			429212P	Parts, Vehicles & Motor Equip	12.18	0.00	12.18	
xxx285212	10/6/16	PINE CONE LUMBER CO INC	659537	Materials - Land Improve	743.86	0.00	743.86	<b>\$743.86</b>
xxx285213	10/6/16	PRIORITY 1 PUBLIC SAFETY EQUIPMENT	5854	Parts, Vehicles & Motor Equip	341.48	0.00	341.48	<b>\$341.48</b>
xxx285214	10/6/16	READYREFRESH BY NESTLE	06I0028805083	General Supplies	6.51	0.00	6.51	<b>\$735.98</b>
			06I0029664380	Food Products	51.41	0.00	51.41	
			16I0023249071	General Supplies	6.51	0.00	6.51	
			16I0023360647	General Supplies	6.51	0.00	6.51	
			16I0023956113	Food Products	18.42	0.00	18.42	
			16I0024199309	Miscellaneous Services	69.83	0.00	69.83	
			16I0025819772	General Supplies	38.40	0.00	38.40	
			16I5715636006	General Supplies	100.80	0.00	100.80	
			16I5727863002	General Supplies	24.47	0.00	24.47	
			16I5727863010	General Supplies	38.40	0.00	38.40	
			16I5736476002	General Supplies	6.51	0.00	6.51	
			16I5740132005	Miscellaneous Services	24.47	0.00	24.47	
			16I5740142004	General Supplies	56.36	0.00	56.36	
			16I5740146005	Miscellaneous Services	213.51	0.00	213.51	
			16I5740153001	General Supplies	60.85	0.00	60.85	
			16I5740154009	General Supplies	6.51	0.00	6.51	
			16I5740156004	General Supplies	6.51	0.00	6.51	



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xxx285216	10/6/16	REED & GRAHAM INC	872073REV	Materials - Land Improve	-1,465.49	0.00	-1,465.49	<b>\$5,049.54</b>
			872076	Materials - Land Improve	1,465.49	0.00	1,465.49	
			872867	Materials - Land Improve	2,214.12	0.00	2,214.12	
			873010	Materials - Land Improve	2,835.42	0.00	2,835.42	
xxx285217	10/6/16	ROBERT YOUNGBERG	PMI	DED Services/Training - Support Services	139.00	0.00	139.00	<b>\$139.00</b>
			MEMBERSHIP					
xxx285218	10/6/16	ROGER D HIGDON	2016-5362A	Consultants	6,750.00	0.00	6,750.00	<b>\$6,750.00</b>
xxx285219	10/6/16	SAFEWAY INC	432404-092716	Food Products	37.49	0.00	37.49	<b>\$37.49</b>
xxx285220	10/6/16	SCHAAF & WHEELER	27305	Engineering Services	3,915.00	0.00	3,915.00	<b>\$3,915.00</b>
xxx285221	10/6/16	SECRETARY OF STATE	28475	Miscellaneous Services	30.00	0.00	30.00	<b>\$30.00</b>
			RENEWAL					
xxx285222	10/6/16	SILICON VALLEY AUTOBODY INC	30107	Auto Maint & Repair - Labor	90.00	0.00	90.00	<b>\$5,826.95</b>
			30208	Auto Maint & Repair - Labor	1,692.00	0.00	1,692.00	
			30208	Auto Maint & Repair - Materials	396.68	0.00	396.68	
			30305	Auto Maint & Repair - Labor	330.00	0.00	330.00	
			30305	Auto Maint & Repair - Materials	797.90	0.00	797.90	
			30346	Auto Maint & Repair - Labor	420.00	0.00	420.00	
			30346	Auto Maint & Repair - Materials	321.38	0.00	321.38	
			30388	Auto Maint & Repair - Labor	666.00	0.00	666.00	
			30388	Auto Maint & Repair - Materials	1,112.99	0.00	1,112.99	
xxx285223	10/6/16	SILICON VALLEY POLYTECHNIC INSTITUTE	09282016-362	DED Services/Training - Training	300.00	0.00	300.00	<b>\$300.00</b>
xxx285224	10/6/16	SMART & FINAL INC	117622-092016	Food Products	7.29	0.00	7.29	<b>\$363.43</b>
			117622-092016	General Supplies	24.46	0.00	24.46	
			121285-092616	Food Products	27.64	0.00	27.64	
			121285-092616	General Supplies	27.76	0.00	27.76	
			121345-092616	General Supplies	45.25	0.00	45.25	
			122046-092716	General Supplies	32.59	0.00	32.59	
			123156-092916	Food Products	57.96	0.00	57.96	
			125843-100316	Food Products	140.48	0.00	140.48	
xxx285226	10/6/16	STATE BOARD OF EQUALIZATION	APR-JUN2016A DJ	Taxes & Licenses - Misc	36.26	0.00	36.26	<b>\$36.26</b>

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xxx285227	10/6/16	SUNNYVALE FORD	278892	Parts, Vehicles & Motor Equip	0.00	0.00	0.00	<b>\$5,650.87</b>
			477105	Parts, Vehicles & Motor Equip	398.29	0.00	398.29	
			477343	Parts, Vehicles & Motor Equip	33.19	0.00	33.19	
			477449	Parts, Vehicles & Motor Equip	136.39	0.00	136.39	
			477633	Parts, Vehicles & Motor Equip	18.69	0.00	18.69	
			477825	Parts, Vehicles & Motor Equip	127.81	0.00	127.81	
			477932	Parts, Vehicles & Motor Equip	388.37	0.00	388.37	
			477978	Parts, Vehicles & Motor Equip	386.78	0.00	386.78	
			478019	Parts, Vehicles & Motor Equip	40.12	0.00	40.12	
			478151	Parts, Vehicles & Motor Equip	883.05	0.00	883.05	
			478151-1	Parts, Vehicles & Motor Equip	75.14	0.00	75.14	
			478153	Parts, Vehicles & Motor Equip	77.18	0.00	77.18	
			478160	Parts, Vehicles & Motor Equip	218.44	0.00	218.44	
			478179	Parts, Vehicles & Motor Equip	7.65	0.00	7.65	
			478181	Parts, Vehicles & Motor Equip	122.99	0.00	122.99	
			478511	Parts, Vehicles & Motor Equip	22.36	0.00	22.36	
			478532	Parts, Vehicles & Motor Equip	113.84	0.00	113.84	
			478791	Parts, Vehicles & Motor Equip	19.31	0.00	19.31	
			478892	Parts, Vehicles & Motor Equip	24.47	0.00	24.47	
			479028	Parts, Vehicles & Motor Equip	152.71	0.00	152.71	
			479252	Parts, Vehicles & Motor Equip	118.40	0.00	118.40	
			479295	Parts, Vehicles & Motor Equip	400.50	0.00	400.50	
			479354	Parts, Vehicles & Motor Equip	99.31	0.00	99.31	
			479540	Parts, Vehicles & Motor Equip	156.44	0.00	156.44	
			479547	Parts, Vehicles & Motor Equip	253.19	0.00	253.19	
			479565	Parts, Vehicles & Motor Equip	66.37	0.00	66.37	
			479643	Parts, Vehicles & Motor Equip	182.70	0.00	182.70	
			479680	Parts, Vehicles & Motor Equip	148.74	0.00	148.74	
			479709	Parts, Vehicles & Motor Equip	18.51	0.00	18.51	
			479806	Parts, Vehicles & Motor Equip	37.44	0.00	37.44	
			479833	Parts, Vehicles & Motor Equip	330.93	0.00	330.93	

**List of All Claims and Bills Approved for Payment**  
**For Payments Dated 10/2/2016 through 10/8/2016**

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			479834	Parts, Vehicles & Motor Equip	80.91	0.00	80.91	
			479839	Parts, Vehicles & Motor Equip	282.99	0.00	282.99	
			479950	Parts, Vehicles & Motor Equip	52.44	0.00	52.44	
			480021	Parts, Vehicles & Motor Equip	26.00	0.00	26.00	
			480047	Parts, Vehicles & Motor Equip	56.69	0.00	56.69	
			480072	Parts, Vehicles & Motor Equip	38.11	0.00	38.11	
			CM474025	Parts, Vehicles & Motor Equip	-81.56	0.00	-81.56	
			CM478151	Parts, Vehicles & Motor Equip	-45.86	0.00	-45.86	
			CM479540	Parts, Vehicles & Motor Equip	-38.06	0.00	-38.06	
			FOCS741647	Auto Maint & Repair - Labor	109.95	0.00	109.95	
			FOCS742248	Auto Maint & Repair - Labor	109.95	0.00	109.95	
xxx285231	10/6/16	SUNNYVALE TOWING INC	290655	Vehicle Towing Services	40.00	0.00	40.00	<b>\$1,145.00</b>
			290671	Vehicle Towing Services	40.00	0.00	40.00	
			290676	Vehicle Towing Services	40.00	0.00	40.00	
			290679	Vehicle Towing Services	40.00	0.00	40.00	
			291441	Vehicle Towing Services	85.00	0.00	85.00	
			292189	Vehicle Towing Services	35.00	0.00	35.00	
			292193	Vehicle Towing Services	40.00	0.00	40.00	
			292194	Vehicle Towing Services	40.00	0.00	40.00	
			292551	Vehicle Towing Services	35.00	0.00	35.00	
			293241	Vehicle Towing Services	200.00	0.00	200.00	
			295681	Vehicle Towing Services	250.00	0.00	250.00	
			295690	Vehicle Towing Services	300.00	0.00	300.00	
xxx285232	10/6/16	SUPERIOR PRESS	3410119	Printing & Related Services	55.09	0.00	55.09	<b>\$55.09</b>
xxx285233	10/6/16	SWINERTON MANAGEMENT & CONSULTING	16100004-02	Consultants	3,770.00	0.00	3,770.00	<b>\$9,850.00</b>
			16100005-02	Consultants	520.00	0.00	520.00	
			16100006-01	Consultants	750.00	0.00	750.00	
			16100006-02	Consultants	2,210.00	0.00	2,210.00	
			16100007-01	Consultants	390.00	0.00	390.00	
			16100007-02	Consultants	2,210.00	0.00	2,210.00	
xxx285234	10/6/16	TJKM	0045410	General Supplies	13,650.00	0.00	13,650.00	<b>\$13,650.00</b>

**List of All Claims and Bills Approved for Payment**  
**For Payments Dated 10/2/2016 through 10/8/2016**

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx285235	10/6/16	TALBOTS STEAM CLEANING	1179	Laundry & Cleaning Services	550.00	0.00	550.00	<b>\$550.00</b>
xxx285236	10/6/16	THOMAS PLUMBING INC	93021	Contracts/Service Agreements	590.00	0.00	590.00	<b>\$590.00</b>
xxx285237	10/6/16	TOGOS EATERY	492703	Food Products	89.78	0.00	89.78	<b>\$89.78</b>
xxx285238	10/6/16	UNIVERSITY OF CALIFORNIA SANTA CRUZ	56825	DED Services/Training - Training	600.00	0.00	600.00	<b>\$9,262.50</b>
			56845	DED Services/Training - Training	509.50	0.00	509.50	
			56968	DED Services/Training - Training	278.00	0.00	278.00	
			57254	DED Services/Training - Training	2,970.00	0.00	2,970.00	
			57288	DED Services/Training - Training	4,905.00	0.00	4,905.00	
xxx285239	10/6/16	VERGE TECHNOLOGIES INC	2016-4309	Software Licensing & Support	8,480.00	0.00	8,480.00	<b>\$8,480.00</b>
xxx285240	10/6/16	WHCI PLUMBING SUPPLY	S2139056.001	Bldg Maint Matls & Supplies	106.33	0.00	106.33	<b>\$106.33</b>
xxx285241	10/6/16	WEST COAST COMPRESSOR	0053336-IN	Misc Equip Maint & Repair - Labor	1,205.00	0.00	1,205.00	<b>\$2,573.50</b>
			0053336-IN	Misc Equip Maint & Repair - Materials	21.75	0.00	21.75	
			0053342-IN	Misc Equip Maint & Repair - Labor	1,325.00	0.00	1,325.00	
			0053342-IN	Misc Equip Maint & Repair - Materials	21.75	0.00	21.75	
xxx285242	10/6/16	WINSUPPLY OF SILICON VALLEY	664399 00	Materials - Land Improve	32.45	0.00	32.45	<b>\$32.45</b>
xxx285243	10/6/16	E-BUILDER INC	1194	Software Licensing & Support	86,175.00	0.00	86,175.00	<b>\$86,175.00</b>
			1580	Software Licensing & Support	86,175.00	0.00	86,175.00	
			198	Software Licensing & Support	-86,175.00	0.00	-86,175.00	
xxx285244	10/6/16	PACIFIC GAS & ELECTRIC CO	03142830050916	Utilities - Electric	25,880.08	0.00	25,880.08	<b>\$30,261.73</b>
			03958470700916	Utilities - Electric	4,298.76	0.00	4,298.76	
			89805160050916	Utilities - Electric	11.58	0.00	11.58	
			91290311060916	Utilities - Electric	71.31	0.00	71.31	
xxx285245	10/6/16	SANTA CLARA COUNTY CLERK-RECORDER	2013-7653	Project Contingencies	3,120.00	0.00	3,120.00	<b>\$3,120.00</b>
xxx285246	10/6/16	UNITED STATES POSTAL SERVICE	P#14-10042016	Postage	100.00	0.00	100.00	<b>\$100.00</b>
xxx285247	10/6/16	LIGUO CHI	167057-32494	Refund Utility Account Credit	174.61	0.00	174.61	<b>\$174.61</b>
xxx906103	10/4/16	US BANK TRUST NA		Miscellaneous Payment	1,041,108.78	0.00	1,041,108.78	<b>\$1,041,108.78</b>
<b>Grand Total Payment Amount</b>								<b><u>\$2,554,993.23</u></b>



# City of Sunnyvale

## Agenda Item

16-0693

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL

#### SUBJECT

Adopt the City's Investment Policy for Fiscal Year 2016/17 and Receive the Annual Performance Report for Fiscal Year 2015/16

#### BACKGROUND

The City Council first adopted a policy governing the investment of City funds on July 30, 1985. This policy has been reviewed and adopted on an annual basis since that time.

#### EXISTING POLICY

**Council Policy 7.1.2** Investment and Cash Management requires that the Investment Policy be reviewed and adopted annually within 120 days of the fiscal year to ensure consistency with the overall objectives of safety, liquidity, and yield and its relevance to current law and financial and economic trends. A summary annual performance report on portfolio performance for the preceding fiscal year is also presented to the City Council as part of the annual investment policy review.

#### 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.

#### DISCUSSION

Staff invests funds not immediately needed for disbursement. Funds for the City's Deferred Compensation Plan, the City's Retirement Plan, Other Post-Employment Benefits (OPEB) Trust, and debt issuance proceeds are not invested by City staff and therefore are not covered by this investment policy. Funds needed for disbursement are maintained in a liquid checking account.

#### **Annual Performance Report for FY 2015/16**

The following annual report on portfolio performance for FY 2015/16 includes the key provisions of the policy and comparisons of the City's performance compared to the investment policy objectives.

The key provisions of the existing policy are as follows:

1. Safety of principal is the foremost objective of the investment program. The City's portfolio is diversified by type of investment, issuer, and maturity date. Diversification is required to avoid unnecessary exposure to any potential risk. The investment policy specifies the percentage of funds that can be invested in each investment type and issuer and the maximum maturity of each investment. The policy allows a maximum maturity of seven years for US Treasury, US Agency and Government Sponsored Enterprises (GSE) investments and shorter maturities for

all other investments.

All investments in the portfolio are authorized by the investment policy and the City is in compliance with the requirement that all investments be held in safekeeping by a third party bank trust department. The City currently has a contract with Union Bank to provide this service.

2. Liquidity- the portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated. A schedule of major revenues and expenditures for at least 12 months is maintained in order to determine liquidity needs. Liquidity requirements have been met through utilizing the State's Local Agency Investment Fund (LAIF) and the City's interest bearing bank accounts. Approximately 18 percent of the portfolio was invested in LAIF at the end of FY 2015/16.
3. Yield- the portfolio will be maintained with the objectives of safety and liquidity first, and then the objective of obtaining a reasonable market rate of return based on economic cycles, taking into account the City's investment risk approach and cash flow needs.

With yields continuing to be at historical all-time lows, the City's investment strategy continues to be one of keeping investments short in anticipation of rising interest rates. The strategy is to invest in higher yielding investments when rates rise as opposed to having to wait for low interest bearing investments to mature or sell those investments at a loss so that funds can be reinvested at the higher rate. When interest rates increase, investments existing in the portfolio with longer maturities, that were purchased when rates were low, will experience a decrease in their market value because the interest rate on those investments is less than the current market's interest rate.

In order to improve investment returns, staff is currently considering options for outsourcing the management of cash investments to a qualified investment firm, such as the one used to manage the City's OPEB Trust. This needs to be carefully considered as the restrictions on investments mentioned above, which yield low returns in the interest of principal protection, don't leave a lot of room for payment for investment services from earnings.

City's performance compared to the investment policy objectives:

For FY 2015/16, the portfolio yield averaged 0.86 percent while the average yield of our benchmark (Treasury securities with an average life similar to our portfolio) was 0.64 percent resulting in an average higher yield of 22 basis points than our benchmark. The average life of the portfolio during the last fiscal year was 467 days.

Interest earnings for FY 2015/16 for all City funds totaled \$2,816,911. Interest earnings are allocated pro rata to each fund throughout the City based on the periodic cash balance held in each fund.

It should be noted that the portfolio balance has increased by 14 percent from \$314 million in June 2015 to \$358 million in June 2016. This increase can be attributed to higher than anticipated revenues (such as development related fees, property tax, utility service fees and the sale of a property) and the fact that City expenditures for FY 2015/16 were less than budgeted. Additional details on the City's Fiscal Year Ending performance will be provided with the Budgetary Year End Financial Report in December.

**Investment Policy**

The City's Investment Policy has been reviewed and certified annually by the Association of Public Treasurers of the United States and Canada (APT US&C) since 1999. Minor changes have been made to the investment policy, including an update to the current practice for the process to select investment brokers (the investment broker pool is recommended to be refreshed every three years), and adding language regarding the investment committee that provides investment oversight (it is recommended that the committee convene at least once a year as opposed to as needed). Once approved by Council, staff will submit the Investment Policy for FY 2016/17 to be re-certified by the APT US&C. The proposed FY2016/17 policy will be presented within the Council Policy Manual as Policy 7.1.2. .

**FISCAL IMPACT**

There is no fiscal impact associated with adoption of the Investment Policy as recommended.

**PUBLIC CONTACT**

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

**STAFF RECOMMENDATION**

Adopt the City's Investment Policy for FY 2016/17.

Prepared by: Stephen Quick, Finance Manager  
Reviewed by: Timothy J. Kirby, Director of Finance  
Reviewed by: Walter C. Rossmann, Assistant City Manager  
Approved by: Deanna J. Santana, City Manager

**ATTACHMENT**

1. Proposed Investment Policy for FY 2016/17

## **Policy 7.1.2 Investment and Cash Management**

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### **POLICY PURPOSE:**

The City establishes investment policies that meet its current investment goals. This policy is intended to establish objectives and criteria for the investment of the City's temporarily idle funds and for the City's Redevelopment Successor Agency and to provide guidelines for the City's cash management system.

This policy is set forth by the City of Sunnyvale (City) for the following purposes:

1. To establish a clear understanding for the City Council, City management, responsible employees, citizens and third parties of the objectives, policies and guidelines for the investment of the City's temporarily idle funds;
2. To offer guidance to investment staff on the investment of City funds; and
3. To establish a basis for evaluating investment results

### **POLICY STATEMENT:**

#### Objectives

The City's cash management system shall be designed to accurately monitor and forecast expenditures and revenues, to enable the City to invest funds to the fullest extent possible.

Idle funds of the City shall be invested in accordance with principles of sound treasury management and in accordance with the provisions of California Government Code Section 53600 et seq., the City Charter, the City's Municipal Code and this policy.

The objectives of the City's investment program are, in order of priority:

1. Safety – Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. Liquidity – The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
3. Return on Investment –The City's investment portfolio shall be designed with the objective of attaining the safety and liquidity objectives first, and then attaining a market rate of return throughout the budgetary and economic cycles, taking into



## COUNCIL POLICY MANUAL

account the City's investment risk constraints and the cash flow characteristics of the portfolio.

### Standard of Care – Prudent Investor

The governing body of the City and any staff members authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiar with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

The Director of Finance or his/her designee is authorized to manage the investment portfolio and act within the intent and scope of the investment policy and other written procedures and exercise due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

### Ethics and Conflicts of Interest

Officers and employees involved with the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Director of Finance or his/her designee and other designated employees are required to file applicable financial disclosures, as required by the Fair Political Practices Commission.

## **OPERATIONAL AND PROCEDURAL MATTERS:**

### Scope

This Investment Policy applies to all funds and investment activities of the City with the following exceptions:

1. The City's Deferred Compensation Plan is excluded because it is managed by a third party administrator and invested by individual plan participants;
2. The City participates in the Public Employees Retirement System, and does not manage any retirement funds internally.

## COUNCIL POLICY MANUAL

3. Proceeds of debt issuance shall be invested in accordance with the general investment philosophy of the City as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.
4. Funds for the Other Post Employment Benefits (OPEB) Trust shall be invested in accordance with the general investment philosophy of the City as set forth in this policy; however, these funds are invested pursuant to California code and the Trust's separate long-term investment policy as approved by Council under the Trust Agreement.

### Authorized Financial Dealers and Institutions

1. The Director of Finance or his/her designee shall maintain a list of institutions qualified and authorized to transact investment business with the City. Eligible institutions include:
  - A. Primary government dealers as designated by the Federal Reserve Bank;
  - B. Regional broker/dealers;
  - C. Nationally or state-chartered banks;
  - D. The Federal Reserve Bank; and
  - E. Direct issuers of securities eligible for purchase by the City.
2. Public deposits shall be made only in qualified public depositories within the State of California as established by State law, or as permitted by Section III.A (4-7). Deposits shall be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, shall be collateralized with securities in accordance with state law.
3. A sufficient pool of qualified financial institutions and dealers will be maintained using criteria based on credit worthiness, experience, reference checks, and qualifications under the Securities and Exchange Commission. The City will issue a Request for Qualifications once every three years for these services. All broker/dealers who desire to become qualified must be registered with Financial Industry Regulatory Authority (FINRA) and supply the following as appropriate:
  - A. Audited financial statements
  - B. Completed broker/dealer questionnaire
  - C. Certification of having reviewed the City's Investment Policy.
4. It is the policy of the City to require competitive bidding for investment transactions. Whenever possible, at least three financial dealers or institutions will be contacted to provide price quotations on security purchases and sales.
5. Selection of financial institutions and broker/dealers used by the City shall be at the sole discretion of the City.

Delivery vs. Payment

All investment transactions of the City shall be conducted using standard delivery vs. payment procedures.

Safekeeping of Securities

To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments, and maturity proceeds, all securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as agent for the City under the terms of a custody agreement executed by the bank and by the City.

**PERMITTED INVESTMENTS AND GUIDELINES TO ACHIEVE POLICY OBJECTIVES:**

Authorized Investments

All investments shall be made in accordance with Sections 53600 *et seq.* of the Government Code of California and as described within this Investment Policy. Permitted investments under this policy shall include:

1. **Securities issued by the US Treasury**, provided that:
  - A. There shall be no maximum allowable investment in US Treasury securities; and
  - B. As required by Section 53601 of the California Government Code, the City Council hereby grants express authority to the Director of Finance or his/her designee to invest in U.S. Treasury securities with final stated maturities up to seven years.
  
2. **Securities Issued and fully guaranteed as to payment by a federal agency or issued by a United States Government Sponsored Enterprise**, provided that:
  - A. No more than 30% of the total portfolio may be invested in federal agencies or government sponsored enterprises of any single issuer; and
  - B. As required by Section 53601 of the California Government Code, the City Council hereby grants express authority to the Director of Finance or his/her designee to invest in U. S. Agency securities with final stated maturities up to seven years.
  
3. **Banker's acceptances**, provided that:
  - A. No more than 30% of the total portfolio may be invested in banker's acceptances;

## COUNCIL POLICY MANUAL

- B. No more than 5% of the total portfolio may be invested per issuer;
  - C. Their maturity does not exceed 180 days; and
  - D. They are issued by institutions with short term debt obligations rated a minimum of P-1 by Moody's or A-1 by Standard and Poors, or the equivalent by a nationally recognized statistical-rating organization (NRSRO).
4. **Federally Insured Bank Deposits** (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions in the state of California, provided that:
- A. No more than 20% of the total portfolio may be invested in a combination of federally insured and collateralized time deposits;
  - B. The amount per institution is limited to the maximum covered under federal insurance; and
  - C. Their maturity does not exceed five years.
5. **Collateralized Bank Deposits** (Non-negotiable certificates of deposit) in California banks in excess of insured amounts which are fully collateralized with securities in accordance with California law, provided that:
- A. No more than 20% of the portfolio shall be invested in a combination of federally insured and collateralized time deposits;
  - B. No more than 5% may be invested per issuer; and
  - C. The maturity of such deposits does not exceed 365 days.
6. **Negotiable Certificates of Deposit** (NCDs) issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), or by a federally or state-licensed branch of a foreign bank, provided that:
- A. No more than 30% of the total portfolio may be invested in investments made in accordance with this section plus deposits made under section III (7) of this policy;
  - B. No more than 5% of the total portfolio may be invested per issuer;
  - C. The maturity does not exceed 5 years; and
  - D. They are issued by institutions which have long-term obligations which are rated "A" or higher by a nationally recognized statistical rating organization; and/or have short-term debt obligations rated "A" or higher, or the equivalent by a nationally recognized statistical rating organization.
7. **Certificates of Deposit Placement Service** (e.g CDARS or like services) using private sector entity to assist in the placement of deposits above federal insurance amounts in increments less than federal insurance at participating banks, savings and loans, or credit unions nationally through a "selected depository institution" in California, provided that:

## COUNCIL POLICY MANUAL

- A. No more than 30% of the City's total portfolio may be invested in such deposits plus negotiable certificates of deposit purchased pursuant to Section III (6) of this policy;
  - B. The full amount of the principal and the interest that may be accrued during the maximum term of each certificate shall at all times be insured by the FDIC or the NCUA;
  - C. The selected depository institution shall be a nationally or state-chartered bank, savings and loan, or credit union in California and shall serve as the custodian for each certificate of deposit issued by the placement service for the City's account;
  - D. At the same time the City's funds are deposited and the certificates of deposit are issued, the selected depository institution shall receive an amount of deposits from other commercial banks, savings banks, savings and loan associations or credit unions that, in total, are equal to or greater than the full amount of the principal that the City initially deposited with the selected depository institution;
  - E. No credit union may act as a selected depository institution unless:
    - I) The credit union offers federal depository insurance through the NCUA; and
    - II) The credit union is authorized by the NCUA in the deposit placement services, and affirms that moneys held by those credit unions while participating in a deposit placement service will at all times be insured by a federal government entity.
8. **Repurchase agreements** collateralized with securities authorized under Sections III (A1-2) of this policy maintained at a level of at least 102% of the market value of the repurchase agreements, provided that:
- A. No more than 10% of the portfolio shall be invested in repurchase agreements;
  - B. The maximum maturity of repurchase agreements shall be 15 days;
  - C. Securities used as collateral for repurchase agreements shall be delivered to the City's custodian bank, except that securities used as collateral for the one to seven day repurchase agreements with the City's depository bank may be held in safekeeping by an independent third party bank trustee in the name of the City, as evidenced by appropriate receipts of trust; and
  - D. The repurchase agreements are the subject of a master repurchase agreement between the City and the provider of the repurchase agreement. The master repurchase agreement shall be substantially in the form developed by the Securities Industry and Financial Markets Association (SIFMA).

9. **Commercial paper**, provided that:
  - A. No more than 15% of the total portfolio may be invested in commercial paper;
  - B. No more than 5% of the total portfolio may be invested per issuer.
  - C. The maturity does not exceed 270 days from the date of purchase;
  - D. The paper is of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):
    - I) Is organized and operating in the United States as a general corporation. Has total assets in excess of five hundred million dollars (\$500,000,000). Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).
    - II) Is organized within the United States as a special purpose corporation, trust, or limited liability company. Has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond. Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).
10. **State of California Local Agency Investment Fund (LAIF)**, provided that:
  - A. No more than 20% of the total portfolio may be invested in LAIF;
  - B. It is recognized that LAIF has authority to invest in some instruments that are not permitted for Cities under the California Government Code; and
  - C. A thorough investigation of the pool/fund is required prior to investing and on a continual basis. City staff will annually perform due diligence analysis of LAIF based on a standardized questionnaire developed to address investment policy and practices.
11. **Corporate medium-term notes**, provided that:
  - A. No more than 30% of the total portfolio may be invested in medium-term notes;
  - B. No more than 5% of the total portfolio may be invested per issuer;
  - C. Such notes have a maximum maturity of 5 years;
  - D. Such notes are issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States; and
  - E. Such notes are rated "A" or higher by a nationally recognized statistical rating organization.

12. **Mortgage pass-through securities and asset-backed securities**, provided that:
  - A. No more than 20% of the total portfolio may be invested in Mortgage pass-through securities and asset-backed securities;
  - B. Such securities shall have a maximum stated final maturity of 5 years;
  - C. Issued by an issuer having an “A” or higher credit rating for the issuer’s debt as provided by a nationally recognized statistical rating organization; and
  - D. Such securities are rated in the category of “AAA” by a nationally recognized statistical rating organization.
  
13. **Money market mutual funds**, provided that:
  - A. No more than 10% of the total portfolio may be invested in Money market mutual funds;
  - B. Such funds are registered with the Securities and Exchange Commission and are rated AAA by S&P or Aaa by Moody’s;
  - C. Such funds have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years’ experience investing in the securities and obligations authorized by California Government Code Section 53601 (a through j) and with assets under management in excess of \$500 million;
  - D. Such funds include in their prospectus the statement that one of the investment fund’s investment objectives is to seek to maintain a net asset value of \$1; and
  - E. Such funds invest only in US Treasury and federal agency securities, and in repurchase agreements backed by US Treasury and federal agency securities.
  
14. **Municipal Securities**. These include obligations of the state of California, any other state, and any local Agency within the state of California including the City of Sunnyvale to the extent permitted by federal law, provided that:
  - A. The maturity does not exceed 5 years from the date of purchase;
  - B. The rating by a nationally recognized statistical rating organization is in the "A" category or better; and
  - C. For Municipal Obligations in the form of variable rate demand obligations, the obligations shall be supported by a third-party liquidity facility from a financial institution with short-term ratings of at least A-1 by S&P or P-1 by Moody’s. The right of the bondholder to tender the obligation converts these obligations to a short term investment.
  
15. **Joint Powers Authority (JPA) Pools**, provided that:
  - A. The JPA is organized pursuant to CGC Section 6509.7;

## COUNCIL POLICY MANUAL

- B. The Pool invests only in securities and obligations authorized in CGC Section 53601;
  - C. The Pool is managed by an investment adviser registered with the SEC or exempt from registration; and
  - D. Such adviser has not less than five years of experience investing in securities and obligations authorized in CGC Section 53601, and has assets under management in excess of five hundred million dollars (\$500,000,000).
16. **Supranational Securities.** CGC 53601 defines allowable Supranational Securities as United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by: the International Bank for Reconstruction and Development, the International Finance Corporation, or Inter-American Development Bank, provided that:
- A. No more than 30% of the total portfolio may be invested in Supranational securities;
  - B. The maturity does not exceed 5 years from the date of purchase;
  - C. The instruments are eligible for purchase and resale within the United States; and
  - D. The rating by a nationally recognized statistical rating organization is in the "AA" category or better.

### Prohibited Investment Vehicles and Practices

1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to, mutual funds (other than government money market funds as described in Section III A(12), unregulated and/or unrated investment pools or trusts, collateralized mortgage obligations and futures and options.
2. In accordance with Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
3. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.
4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
5. Purchasing or selling securities on margin is prohibited.
6. No direct investments are to be made to support the production or drilling of fossil fuels.



7. Prohibited investments held in the portfolio at the time of adoption of this policy may be held until maturity at the discretion of the Director of Finance.

Risk/Safety

The City recognizes that it is subject to the risks of investing in fixed income securities, especially “market risk” and “call risk” which are risks that the value of the portfolio will fluctuate with changes in the general level of interest rates, and “credit risk,” which is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt.

1. Mitigating market risk in the portfolio

The City recognizes that, over time, longer-term portfolios achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City shall mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer term investments with funds which are not needed for current cashflow purposes. The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options (callable securities), will affect the market risk profile of the portfolio differently in different interest rate environments. The City, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- A. The City shall maintain a percentage of the portfolio in short term securities to provide for cash flows.
- B. The average maturity of the portfolio shall be no greater than 2.5 years.

2. Mitigating credit risk in the portfolio

- A. The diversification requirements included in the Authorized Investments section are designed to mitigate credit risk in the portfolio.
- B. No more than 5% of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and instrumentalities (limited to 30% per issuer), and LAIF. This section does not preclude the investment of up to 10% of the portfolio in short-term repurchase agreements, as defined in Section III(A8) above, money market mutual funds as defined in Section III(A13), or JPA Pools as defined in Section III(A15).
- C. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or the City’s risk preferences; and
- D. If a security owned by the City is downgraded by either Moody’s or S&P to a level below the minimum quality required by this Investment Policy, it shall be the City’s policy to sell that security as soon as practicable.

## COUNCIL POLICY MANUAL

### Liquidity

1. A schedule of major revenues and expenditures for a rolling 12-month period shall be maintained and coordinated with investments to the extent feasible.
2. Investment maturities may be timed to provide funds for scheduled expenditures not met by anticipated major revenue receipts.
3. To the extent possible, the Twenty Year Resource Allocation Plan shall be used for the cash flow projection purposes, and shall be taken into account in determining long term investment strategy.

### Return Objectives

1. **Overall objective.** The investment portfolio shall be designed with the overall objective, in order of priority, of safety, liquidity, and return on investment.
2. **Specific objective.** The investment performance objective for the portfolio shall be to earn a market average yield for the reporting period comparable to the yield of a Treasury Security with a similar average life.

### **RESPONSIBILITY AND REPORTING:**

#### Delegation of Authority

The City Manager is responsible for directing and supervising the Director of Finance and is also responsible to keep the City Council fully advised as to the financial condition of the City.

The Director of Finance is responsible, by Council delegation, for the custody and investment of City funds and the development of procedures to implement this Investment Policy. This delegation requires that the Director of Finance submit a monthly transaction report to the Council accounting for the investment of funds. The Director of Finance is further responsible for the duties and powers imposed on City Treasurers by the laws of the State of California.

The Director of Finance or his/her designee is responsible for monitoring investment market information, recommending investment strategy for portfolio diversity and timing of maturities, as well as ensuring compliance with the City's Investment Policy. The Investment staff shall maintain current knowledge of technical and legal requirements regarding municipal investments through continued education and maintain active membership in the California Municipal Treasurers Association (CMTA).

The City may employ an investment adviser to invest all or a portion of the City's cash. Such Adviser shall be granted discretion to invest and reinvest the portfolio in accordance

## COUNCIL POLICY MANUAL

with this Investment Policy and must be registered under the Investment Advisers Act of 1940. Selection of broker/dealers used by an external investment adviser retained by the City will be at the sole discretion of the investment adviser.

### Reporting, Disclosure and Program Evaluation

The Director of Finance, as Chief Financial Officer and City Treasurer, shall file a quarterly investment report with the City Council and the City Manager within 30 days following the end of the quarter covered by the report. The report shall include the following information:

1. An asset listing showing par value, cost and accurate and complete market value of each security, type of investment, issuer, and interest rate;
2. The Director of Finance shall provide a monthly transaction report to the City Council;
3. A statement of compliance with the Investment Policy; and
4. A statement that the City has adequate funds to meet its cash flow requirements for the next six months.

### Annual Reports

1. The investment policy shall be reviewed and adopted at least annually within 120 days of the end of the fiscal year to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.
2. A report of portfolio performance for the immediately preceding fiscal year shall be presented as part of the annual investment policy review. This report shall include comparisons of the City's performance compared to the return objectives, and shall include a section on compliance with the investment policy.

### **INTERNAL CONTROL:**

The Director of Finance has established a system of internal controls to ensure compliance with the Investment Policies of the City and the California Government Code. The internal control procedures include segregation of duties in the different phases of an investment transaction, monthly reconciliation of the investment report to the general ledger, and annual policy compliance review by the City's outside auditor. An independent audit is conducted by the City's outside auditors which includes a compliance review of the City's investment activities to the City's Investment Policy, the California Government Code, and Government Accounting Standards Board (GASB) requirements regarding investment disclosures.

The Finance staff has established written investment procedures. These procedures include the process for projecting future cash flows, obtaining and documenting quotes,

## COUNCIL POLICY MANUAL

the review process for purchasing a new investment, how to select a broker when multiple brokers offer the same investment at the same price and other procedures relating to investments. These procedures are reviewed annually.

### **OVERSIGHT**

The Investment Committee consisting of the City Manager, the Assistant City Manager, and the Director of Finance with staff support, will meet at least annually ~~may meet as needed~~ to evaluate the portfolio performance and establish current investment strategies and allocations in accordance with the adopted Policy and its objectives.

(Adopted: RTC 85-388 (7/30/1985); Amended: RTC 86-387 (7/22/1986), 87-421 (8/11/1987), 88-379 (07-26/88), [No RTC] (7/18/1989), 90-342 (7/17/1990), 91-303 (7/23/1991), 92-370 (7/28/1992), 93-363 (7/27/1993), 94-410 (8/9/1994), 95-301 (7/25/1995), 96-300 (7/23/1996), 97-338 (7/29/1997), 98-273 (8/4/1998), 99-383 (8/17/1999), 00-320 (9/12/2000), 01-272 (7/31/2001), 02-296 (7/23/2002), 03-277 (8/12/2003), 04-290 (8/17/2004), 05-242 (8/16/05), (Clerical/clarity update, Policy Update Project 11/2005), 06-262 (8/22/06), 07-286 (8/21/2007), 08-256 (8/26/2008), 08-307 (10/14/2008) 09-213 (8/11/2009), 10-225 (8/31/2010), 11-176 (8/23/2011), 12-211 (9/11/2012), 13-252 (10/22/2013), 14-0804 (10/28/2014), 15-0864 (10/13/2015))

Lead Department: Department of Finance

## GLOSSARY OF INVESTMENT TERMS

**Agencies.** Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

**FFCB.** The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

**FHLB.** The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

**FHLMC.** Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “FreddieMac” issues discount notes, bonds and mortgage pass-through securities.

**FNMA.** Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “FannieMae,” issues discount notes, bonds and mortgage pass-through securities.

**GNMA.** The Government National Mortgage Association, known as “GinnieMae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

**PEFCO.** The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

**TVA.** The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

**Asked.** The price at which a seller offers to sell a security.

**Average Life.** In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

**Banker’s Acceptance.** A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

**Benchmark.** A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

**Bid.** The price at which a buyer offers to buy a security.

**Broker.** A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

**Callable.** A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

**Certificate of Deposit (CD).** A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

**Collateral.** Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

**Collateralized Mortgage Obligations (CMO).** Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

**Commercial Paper.** The short-term unsecured debt of corporations.

**Cost Yield.** The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.

**Coupon.** The rate of return at which interest is paid on a bond.

**Credit Risk.** The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

**Current Yield.** The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

**Dealer.** A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

**Debenture.** A bond secured only by the general credit of the issuer.

**Delivery vs. Payment (DVP).** A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

**Derivative.** Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.

**Discount.** The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as **discount securities**. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

**Diversification.** Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

**Duration.** The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

**Federal Funds Rate.** The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

**Federal Open Market Committee.** A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.

**Haircut.** The margin or difference between the actual market value of a security and the value assessed by the lending side of a transaction (i.e. a repo).

**Leverage.** Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

**Liquidity.** The speed and ease with which an asset can be converted to cash.

**Make Whole Call.** A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

**Margin.** The difference between the market value of a security and the loan a broker makes using that security as collateral.

**Market Risk.** The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

**Market Value.** The price at which a security can be traded.

**Marking to Market.** The process of posting current market values for securities in a portfolio.

**Maturity.** The final date upon which the principal of a security becomes due and payable.

**Medium Term Notes.** Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

**Modified Duration.** The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

**Money Market.** The market in which short-term debt instruments (Tbills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

**Mortgage Pass-Through Securities.** A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

**Mutual Fund.** An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

**Premium.** The difference between the par value of a bond and the cost of the bond, when the cost is above par.

**Prepayment Speed.** A measure of how quickly principal is repaid to investors in mortgage securities.

**Prepayment Window.** The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

**Primary Dealer.** A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

**Prudent Person (Prudent Investor) Rule.** A standard of responsibility which applies to fiduciaries. In California, the rule is stated as “Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiarity with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes.”

**Realized Yield.** The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.

**Regional Dealer.** A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities and that is not a primary dealer.

**Repurchase Agreement (RP, Repo).** Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller’s point of view, the same transaction is a reverse repurchase agreement.

**Safekeeping.** A service to bank customers whereby securities are held by the bank in the customer’s name.

**Structured Note.** A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

**Supranational Debt.** Supranational debt is the term for debt (unsecured unsubordinated obligations issued or unconditionally guaranteed) of an international or multi-lateral financial agency. Supranationals are well capitalized and in most cases have strong credit support from contingent capital calls from their member countries. CGC 53601 was amended effective January 1, 2015 to allow local agencies to invest in the senior debt obligations of three supranational issuers which are eligible for purchase and resale within the United States, specifically the International Bank for Reconstruction and Development, International Finance Corporation, and Inter-American Development Bank.

**Total Rate of Return.** A measure of a portfolio’s performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

**U.S. Treasury Obligations.** Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

**Treasury Bills.** All securities issued with initial maturities of one year or less are issued as discounted instruments, and are called Treasury bills. The Treasury currently issues three- and six-month Tbills at regular weekly auctions. It also issues “cash management” bills as needed to smooth out cash flows.



## COUNCIL POLICY MANUAL

**Treasury Notes.** All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest semi-annually.

**Treasury Bonds.** All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

**Volatility.** The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

**Yield to Maturity.** The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.



# City of Sunnyvale

## Agenda Item

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16-0847

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL

#### SUBJECT

Authorize the Issuance of a Purchase Order for Water Meter Boxes, Lids and Vaults (F16-141)

#### REPORT IN BRIEF

Council approval is requested to authorize the issuance of a one-year Purchase Order, in the amount of \$130,000, for water meter boxes, lids and vaults to Ferguson Enterprises Inc. of Hayward for use by the Water Division of the Department of Environmental Services. Approval is also requested to authorize the City Manager to increase the Purchase Order if necessary not to exceed budgeted amounts, and to renew the Purchase Order (PO) for up to two additional one-year periods, subject to available funding and acceptable pricing and service.

#### EXISTING POLICY

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code for the purchase of goods or services, Council approval is required to approve bids greater than \$100,000.

#### ENVIRONMENTAL REVIEW

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

#### BACKGROUND AND DISCUSSION

The Environmental Services Department requires water meter vaults, boxes and lids for replacement and installation in existing and new private developments and for City infrastructure. These items are either stocked at Central Stores and issued through the inventory process, or purchased on an as-needed basis as projects come on-line.

The City has standardized on the use of Armorcast meter boxes, vaults and lids, mainly for their durable, lightweight fiberglass construction (as opposed to concrete/steel combination sold by other manufacturers). The fiberglass units are easier to access (concrete vaults require heavy cranes for removal), generally last longer than concrete, and the lids are made of anti-skid material to help prevent slip/fall accidents on sidewalks.

In February 2016, Council approved an increase to last year's purchase order from \$75,000 to \$155,000 (RTC No. 16-0149). At that time, it was indicated that staff would competitively bid the new contract. Invitation for Bids (IFB) No. F16-141 was posted to the City's website in June 2016 and directly provided to known Bay Area suppliers. One bid was received from Ferguson Enterprise Inc., the City's current vendor.

The pricing submitted by Ferguson was substantially higher than their current pricing, in part due to

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miscommunication between the City and the vendor regarding shipping charges and methods. Pursuant to Sunnyvale Municipal Code (SMC) Section 2.08.120(a), in situations where a single bid is received, the purchasing officer may negotiate a reasonable price, subject to the awarding authority's acceptance.

In this instance, staff was able to negotiate better pricing for most of the items bid. The final negotiated pricing includes some price increases from the current purchase order, but Ferguson was also willing to hold pricing on several bigger ticket items. Staff recommends issuing the PO to Ferguson in order to ensure that meter housing equipment is available when needed. Staff also contacted other Bay Area vendors for the Amorcast equipment to understand the reasons for not submitting a bid. As of the issuance of this report, no response has been received.

### **FISCAL IMPACT**

Based on recent purchasing activity, staff estimates that \$130,000 will be needed for the new PO. This amount may need to be increased during the year if demand remains high. Ample funding is budgeted in in the Water Resources operating program and in capital project 806351 - Land Development and Capital Construction. Therefore, staff recommends authorizing the City Manager to increase the Purchase Order not-to-exceed budgeted amounts.

### **Funding Source**

Materials and supplies are related to the City's water system are funded by the Water Supply and Distribution Fund.

### **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) Authorize the issuance of a one-year Purchase Order to Ferguson Enterprises, Inc., in substantially the same format as Attachment 1 to the report, in the amount of \$130,000; 2) authorize the City Manager to increase the Purchase Order if necessary, not to exceed budgeted amounts; and 3) authorize the City Manager to renew the Purchase Order for up to two additional one-year periods, subject to available funding, and acceptable pricing and service.

Prepared by: Pete Gonda, Purchasing Officer  
Reviewed by: Timothy J. Kirby, Director of Finance  
Reviewed by: John Stufflebean, Director of Environmental Services  
Reviewed by: Walter C. Rossmann, Assistant City Manager  
Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Draft Purchase Order
2. Bid Summary



<b>ORDERED FROM</b> 10731 - 004  Ferguson Enterprises Inc 1423 dba Groeniger & Co 27750 Industrial Blvd Hayward, CA 94545  (510) 786-3333	ORDER DATE	<b>BILL TO:</b>  <b>City of Sunnyvale</b> <b>Finance Department</b> <b>Accounts Payable</b> <b>PO Box 3707</b> <b>Sunnyvale, CA 94088-3707</b>
	EFFECTIVE DATE 11/1/2016	
	EXPIRATION DATE 10/31/2017	
	CONTRACT AMOUNT \$130,000.00	
REQUISITIONING DEPARTMENT (3450) FIN/Central Stores	FOB SEE BELOW	FREIGHT CHARGES See below.
	PAYMENT TERMS N/30	BID NO

ITEM	DESCRIPTION	UNIT	UNIT COST
1	Blanket order for the purchase of Armorcast Meter Boxes and Lids as required for a one year period in accordance with Invitation for Bids F16-141 and vendors response attached and incorporated herein by this reference.  Miscellaneous items not listed may be purchased against this blanket order.  Freight is allowed on orders of \$5,000.00 or more, or if the City's order can be combined with other inbound orders. Otherwise, shipping is FOB destination, prepaid and added.  Requisition No. RQ016465 This order replaces BL006554.  Awarded by Council _____, RTC16-0847.	DLR	\$1.0000

AUTHORIZED DEPARTMENT(S)		
NO	DEPT NAME	RELEASE AMT
3450	FIN/Central Stores	\$100,000.00
9023	ESD/Water	\$30,000.00

**DOCUMENT TERMS**

This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Goods, dated 10/8/2010, a copy of which is attached and incorporated by reference (Form #TCBPO-G). Invoices must be sent directly to Accounts Payable by mail to the address above or by e-mail to [accountspayable@sunnyvale.ca.gov](mailto:accountspayable@sunnyvale.ca.gov) and must reference the purchase order number. Failure to comply will result in a delay in payment processing.



**BUYER:**

Cordova, Deborah

**PHONE** (408) 730-7708

**FAX**

**Invitation for Bids No. F16-141 Water**

**Meter Boxes, Lids & Vaults**

<i>Ferguson Enterprises Inc.</i>					
Item Description (note-special order items only)					
	Vaults		Annual Estimated Quantity	Unit Pricing	Extended Pricing
Item No.	Approximate Vault Size/Dimension	Size Offered by Bidder			
A1	30"x48"x36"	A6001430TAx36MT	10	\$ 2,500.00	\$ 25,000.00
A2	30"x60"x36"	A6001460TAx36	3	\$ 3,100.00	\$ 9,300.00
A3	36"x60"x36"	A6001436TAx36MT	3	\$ 3,100.00	\$ 9,300.00
A4	48"x48"x43"	A6001436tAx36MT	3	\$ 3,300.00	\$ 9,900.00
A5	48"x60"x43"	A6001447TAx43MT	10	\$ 3,680.00	\$ 36,800.00
A6	48"x72"x43"	A6001506TAx43MT	3	\$ 4,250.00	\$ 12,750.00
A7	48"x78"x43"	A6001448TAx43MT	1	\$ 4,500.00	\$ 4,500.00
A8	48"x96"x43"	A6001449TAx43MT	1	\$ 6,200.00	\$ 6,200.00
<b>Total</b>					\$ 113,750.00

	Meter/Lid Size	Make/Model/Dimensions	Annual Estimated Quantity	Corrected/Adjusted Bid Pricing	Adjusted Extended Total
B1	¾" METER BOX	Armorcast	40	\$ 35.60	\$ 1,424.00
B2	¾" HINGED READING LID"	Armorcast	80	\$ 31.00	\$ 2,480.00
B3	¾" HINGED READING LID"	Armorcast	15	\$ 69.00	\$ 1,035.00
B4	1 ½" HINGED READING LID	Armorcast	15	\$ 48.00	\$ 720.00
B5	1" METER BOX	Armorcast	80	\$ 38.50	\$ 3,080.00
B6	1" HINGED READING	Armorcast	90	\$ 33.40	\$ 3,006.00
B7	2" HINGED READING LID -PURPLE RECLAIMED WATER	Armorcast	5	\$ 84.00	\$ 420.00
B8	2" METER BOX	Armorcast	30	\$ 88.00	\$ 2,640.00
B9	2" HINGED READING LID	Armorcast	30	\$ 63.75	\$ 1,912.50
<b>Total</b>					\$ 15,293.50



# City of Sunnyvale

## Agenda Item

16-0934

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL

#### SUBJECT

Reject All Bids Received for the Pavement Rehabilitation 2016 Project (PW17-06)

#### REPORT IN BRIEF

Approval is requested to reject the all bids received in response to Invitation for Bids PW17-06 for the Pavement Rehabilitation 2106 project. The lowest bid is non-responsive due to a material math error, and all three bids are significantly higher than the available budget.

#### EXISTING POLICY

Pursuant to Sunnyvale Municipal Code (SMC) Section 2.09.140(b), Council approval is required to reject public works construction bids greater than \$100,000.

#### 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

Capital Project 825290 (Pavement Rehabilitation) provides funding for ongoing roadway infrastructure rehabilitation. Over the past several years, the funding has been increased to accelerate street repairs to return the average Pavement Condition Index (PCI) of City streets to a level of 80+. The PCI measures the condition of city streets on a scale of 0-100, and is based on a physical survey of street surfaces assessing conditions like cracking, asphalt failures, tree root issues, crack sealing status, etc.

Every year, Department of Public Works (DPW) Pavement Operations staff surveys one half of the City’s streets and inputs the data in the City’s pavement management system. The system produces a list of deteriorated streets and plans are made to repair, slurry seal, double chip seal overlay, or reconstruct the streets as needed. For this pavement project, Pavement Rehabilitation 2016, approximately 2.3 million square feet (approximately 7 lineal miles of roadway) of City streets have been identified as needing reconstruction/rehabilitation.

An Invitation for Bids (IFB) was issued in August 2016, with three bids being received on September 7, 2016, as follows: \$2,478,536 from Interstate Grading and Paving, Inc., \$2,822,459 from Granite Construction Co. and \$2,849,845 from O’Grady Paving Inc. The apparent low bidder, Interstate Grading and Paving, submitted a bid with a material math error (the sum total of their bid line items was \$138,000 lower than their stated total as shown in Attachment 1), essentially rendering their bid non-responsive. The other two bids greatly exceeded the engineer’s estimate of \$1,593,000 and the

budgeted construction amount of \$1,929,000.

The high bid prices for this project are a direct result of the busy workforce and the limited supply of paving contractors within the San Francisco bay area. Generally, bid prices tend to shift upward when contractors are busy. Moreover, shorter daylight hours in the fall and winter are also a potential factor for higher operating costs for contractors. The economic activity in the Bay Area and especially with private development has put increased pressure on resources, labor and pricing. The largest pricing increases are associated with concrete work, full depth base repairs, crack sealing, and traffic signal modifications.

The three bids received do not are too costly, therefore, staff recommends rejecting them. The IFB will be re-issued for construction starting in early Spring 2017, hoping for more stabilized unit prices and available contractors. Staff will also evaluate the plans and specifications to determine if any modifications may help reduce construction costs.

### **FISCAL IMPACT**

No fiscal impact results from rejecting the bids. If bid pricing remains high when staff re-bids the project, a Budget Modification may be necessary if the total cost exceeds the available budget of \$1,929,000.

### **Funding Source**

The funding sources for this project are the SB83 VRF Road Improvement Fund and the Gas Tax Fund.

### **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**

Reject all bids received in response to Invitation for Bids PW17-06.

Prepared by: Pete Gonda, Purchasing Officer  
Reviewed by: Timothy J. Kirby, Director of Finance  
Reviewed by: Manuel Pineda, Director of Public Works  
Reviewed by: Walter C. Rossmann, Assistant City Manager  
Approved by: Deanna J. Santana, City Manager

### **ATTACHMENT**

1. Bid Summary



<b>Invitation for Bids No. PW17-06</b>				<b>Interstate Grading &amp; Paving, Inc.</b>		<b>Granite Construction Company</b>		<b>O'Grady Paving, Inc.</b>	
<b>Pavement Rehabilitation 2016 Project ST-14/09-16</b>				<b>128 So. Maple Avenue</b>		<b>715 Comstock Street</b>		<b>2513 Wyandotte Street</b>	
				<b>San Francisco, CA 94080</b>		<b>Santa Clara, CA 95054</b>		<b>Mountain View, CA 94043</b>	
				<b>H. Michael Pariani</b>		<b>James Roberts</b>		<b>Craig E. Young</b>	
<b>BID ITEMS</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>	
1 Mobilization (5% max)	LS	1	\$120,000.00	\$120,000.00	\$8,600.00	\$8,600.00	\$60,000.00	\$60,000.00	
2 Clearing Grubbing and Environmental Protection	LS	1	\$9,000.00	\$9,000.00	\$14,000.00	\$14,000.00	\$10,000.00	\$10,000.00	
3 Traffic Control	LS	1			\$145,000.00	\$145,000.00	\$100,000.00	\$100,000.00	
4 Construction Area Signs	EA	38	\$320.00	\$12,160.00	\$150.00	\$5,700.00	\$250.00	\$9,500.00	
5 Changeable Message Boards	EA	10	\$3,000.00	\$30,000.00	\$5,745.00	\$57,450.00	\$6,000.00	\$60,000.00	
6 Sampling and Testing	LS	1	\$27,000.00	\$27,000.00	\$28,000.00	\$28,000.00	\$40,000.00	\$40,000.00	
7 Remove Thermoplastic Markings, Striping and Lane Markers	LS	1	\$3,300.00	\$3,300.00	\$3,940.00	\$3,940.00	\$4,000.00	\$4,000.00	
8 Adjust SDMH Rim to Grade (City-owned)	EA	5	\$800.00	\$4,000.00	\$947.00	\$4,735.00	\$1,000.00	\$5,000.00	
9 Adjust SSMH Rim to Grade (City-owned)	EA	31	\$800.00	\$24,800.00	\$947.00	\$29,357.00	\$1,000.00	\$31,000.00	
10 Adjust Telcom Manhole Rim to Grade (Utility Company-owned)	EA	3	\$700.00	\$2,100.00	\$1,894.00	\$5,682.00	\$1,000.00	\$3,000.00	
11 Adjust WV Box to Grade (City-owned)	EA	59	\$700.00	\$41,300.00	\$687.00	\$40,533.00	\$700.00	\$41,300.00	
12 Adjust GV Box to Grade (Utility Company-owned)	EA	2	\$700.00	\$1,400.00	\$687.00	\$1,374.00	\$700.00	\$1,400.00	
13 Adjust Survey Monument Box to Grade (City-owned)	EA	24	\$700.00	\$16,800.00	\$687.00	\$16,488.00	\$700.00	\$16,800.00	
14 Adjust Monitoring Well Box to Grade (City-owned)	EA	1	\$700.00	\$700.00	\$687.00	\$687.00	\$700.00	\$700.00	
15 Adjust Sewer Cleanout Box to Grade (City-owned)	EA	1	\$700.00	\$700.00	\$947.00	\$947.00	\$700.00	\$700.00	
16 Adjust Detector Handhole Box to Grade (City-owned)	EA	4	\$700.00	\$2,800.00	\$947.00	\$3,788.00	\$700.00	\$2,800.00	
17 Repair of Compromised SDMH Utility (Revocable Item)	EA	4	\$800.00	\$3,200.00	\$1,894.00	\$7,576.00	\$1,000.00	\$4,000.00	
18 Repair of Compromised SSMH Utility (Revocable Item)	EA	4	\$800.00	\$3,200.00	\$1,894.00	\$7,576.00	\$1,000.00	\$4,000.00	
19 Repair of Compromised Telecom Manhole Utility (Revocable Item)	EA	3	\$1,000.00	\$3,000.00	\$2,762.00	\$8,286.00	\$1,500.00	\$4,500.00	
20 Repair of Compromised WV Utility (Revocable Item)	EA	4	\$700.00	\$2,800.00	\$868.00	\$3,472.00	\$700.00	\$2,800.00	
21 Repair of Compromised GV Utility (Revocable Item)	EA	2	\$700.00	\$1,400.00	\$868.00	\$1,736.00	\$700.00	\$1,400.00	
22 Repair of Compromised Survey Monument Box (Revocable Item)	EA	4	\$700.00	\$2,800.00	\$868.00	\$3,472.00	\$700.00	\$2,800.00	
23 Repair of Compromised Monitoring Well Box (Revocable Item)	EA	1	\$700.00	\$700.00	\$868.00	\$868.00	\$700.00	\$700.00	
24 Repair of Compromised Sewer Cleanout Utility (Revocable Item)	EA	1	\$700.00	\$700.00	\$1,894.00	\$1,894.00	\$700.00	\$700.00	
25 Repair of Compromised Detector Handhole (Revocable Item)	EA	4	\$700.00	\$2,800.00	\$1,894.00	\$7,576.00	\$700.00	\$2,800.00	
26 PCC Sidewalk	SF	2,115	\$16.00	\$33,840.00	\$15.00	\$31,725.00	\$17.00	\$35,955.00	
27 PCC Driveway	SF	467	\$25.00	\$11,675.00	\$23.60	\$11,021.20	\$27.50	\$12,842.50	
28 PCC Curb & Gutter	LF	2,277	\$87.00	\$198,099.00	\$80.00	\$182,160.00	\$94.00	\$214,038.00	
29 PCC Curb Ramp (Various Cases)	EA	44	\$7,800.00	\$343,200.00	\$7,188.00	\$316,272.00	\$8,400.00	\$369,600.00	
30 Cold-planing (Milling) Asphalt Concrete Pavement (2.5-inch Depth)	SY	11,279	\$4.25	\$47,935.75	\$5.00	\$56,395.00	\$7.15	\$80,644.85	
31 Cold-planing (Milling) Asphalt Concrete Pavement (2.25-inch Depth)	SY	5,961	\$3.80	\$22,651.80	\$7.00	\$41,727.00	\$5.80	\$34,573.80	
32 Cold-planing (Milling) Asphalt Concrete Pavement (2-inch Depth)	SY	13,289	\$3.40	\$45,182.60	\$8.00	\$106,312.00	\$5.70	\$75,747.30	
33 Profile Milling	SF	39,614	\$0.35	\$13,864.90	\$1.00	\$39,614.00	\$0.65	\$25,749.10	
34 Full Depth Base Repair (4-inch Depth)	SF	7,493	\$6.00	\$44,958.00	\$9.00	\$67,437.00	\$6.50	\$48,704.50	
35 Full Depth Base Repair (6-inch Depth)	SF	4,015	\$8.50	\$34,127.50	\$15.00	\$60,225.00	\$9.80	\$39,347.00	
36 Full Depth Base Repair (8-inch Depth)	SF	973	\$12.00	\$11,676.00	\$22.00	\$21,406.00	\$13.00	\$12,649.00	
37 Full Depth Base Repair (10-inch Depth)	SF	21,973	\$16.00	\$351,568.00	\$18.00	\$395,514.00	\$16.50	\$362,554.50	
38 Not Used									
39 Full Depth Base Repair Over-excavation (Revocable Item)	CY	168	\$154.00	\$25,872.00	\$140.00	\$23,520.00	\$725.00	\$121,800.00	
40 Test and Disposal of Subgrade Materials (Revocable Item)	CY	87	\$39.00	\$3,393.00	\$250.00	\$21,750.00	\$250.00	\$21,750.00	
41 Crack Sealing	LS	1	\$120,000.00	\$120,000.00	\$129,000.00	\$129,000.00	\$96,000.00	\$96,000.00	
42 Temporary Laneline Delineation	LF	11,246	\$1.50	\$16,869.00	\$1.78	\$20,017.88	\$2.00	\$22,492.00	

<b>Invitation for Bids No. PW17-06</b>				<b>Interstate Grading &amp; Paving, Inc.</b>		<b>Granite Construction Company</b>		<b>O'Grady Paving, Inc.</b>	
<b>Pavement Rehabilitation 2016 Project ST-14/09-16</b>				<b>128 So. Maple Avenue</b>		<b>715 Comstock Street</b>		<b>2513 Wyandotte Street</b>	
				<b>San Francisco, CA 94080</b>		<b>Santa Clara, CA 95054</b>		<b>Mountain View, CA 94043</b>	
				<b>H. Michael Pariani</b>		<b>James Roberts</b>		<b>Craig E. Young</b>	
<b>BID ITEMS</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>	
43 Hot Mix Asphalt Pavement (2-inch)	TON	1,821	\$105.00	\$191,205.00	\$157.00	\$285,897.00	\$138.00	\$251,298.00	
44 Hot Mix Asphalt Pavement (2.5-inch)	TON	2,668	\$105.00	\$280,140.00	\$133.00	\$354,844.00	\$138.00	\$368,184.00	
45 AC Skin Patch (2-inch Depth)	SF	32,996	\$2.00	\$65,992.00	\$2.50	\$82,490.00	\$2.50	\$82,490.00	
46 Conform Grind Asphalt Pavement (15-feet)	LF	155	\$20.00	\$3,100.00	\$92.00	\$14,260.00	\$100.00	\$15,500.00	
47 Thermoplastic Traffic Striping - Detail - 9	LF	658	\$0.80	\$526.40	\$1.07	\$704.06	\$1.00	\$658.00	
48 Thermoplastic Traffic Striping - Detail - 22	LF	3,316	\$1.70	\$5,637.20	\$2.14	\$7,096.24	\$2.00	\$6,632.00	
49 Thermoplastic Traffic Striping - Detail - 27B	LF	85	\$0.38	\$32.30	\$0.94	\$79.90	\$1.00	\$85.00	
50 Thermoplastic Traffic Striping - Detail - 27C	LF	225	\$0.80	\$180.00	\$0.94	\$211.50	\$1.00	\$225.00	
51 Thermoplastic Traffic Striping - Detail - 29	LF	58	\$1.60	\$92.80	\$2.00	\$116.00	\$2.00	\$116.00	
52 Thermoplastic Traffic Striping - Detail - 38	LF	491	\$1.60	\$785.60	\$2.00	\$982.00	\$2.00	\$982.00	
53 Thermoplastic Ladder Crosswalk (White or Yellow)	LF	1,074	\$3.00	\$3,222.00	\$4.01	\$4,306.74	\$3.50	\$3,759.00	
54 Thermoplastic 12-inch Crosswalk (White or Yellow)	LF	1,126	\$3.00	\$3,378.00	\$4.01	\$4,515.26	\$3.50	\$3,941.00	
55 Thermoplastic Stop Bar (White)	LF	281	\$3.00	\$843.00	\$4.01	\$1,126.81	\$3.50	\$983.50	
56 Blue Fire Hydrant Pavement Marker	EA	27	\$25.00	\$675.00	\$33.40	\$901.80	\$30.00	\$810.00	
57 Thermoplastic Pavement Markings (Arrows, Words and Numerals)	SF	1,216	\$3.00	\$3,648.00	\$4.01	\$4,876.16	\$3.50	\$4,256.00	
58 Paint Traffic Striping - Detail - 9	LF	1,262	\$0.80	\$1,009.60	\$1.07	\$1,350.34	\$1.00	\$1,262.00	
59 Paint Traffic Striping - Detail - 11	LF	216	\$0.70	\$151.20	\$0.80	\$172.80	\$1.00	\$216.00	
60 Paint Traffic Striping - Detail - 22	LF	137	\$1.30	\$178.10	\$1.60	\$219.20	\$2.00	\$274.00	
61 Paint Traffic Striping - Detail - 24	LF	27	\$0.70	\$18.90	\$0.80	\$21.60	\$1.00	\$27.00	
62 Paint Traffic Striping - Detail - 32	LF	510	\$1.20	\$612.00	\$1.47	\$749.70	\$1.50	\$765.00	
63 Paint Traffic Striping - Detail - 38	LF	458	\$1.20	\$549.60	\$1.47	\$673.26	\$1.50	\$687.00	
64 Paint Traffic Striping - Detail - 39	LF	1,511	\$1.00	\$1,511.00	\$1.20	\$1,813.20	\$1.00	\$1,511.00	
65 Paint Traffic Striping - Detail - 39A	LF	56	\$1.00	\$56.00	\$1.20	\$67.20	\$1.00	\$56.00	
66 Paint 12-inch Crosswalk (White or Yellow)	LF	65	\$2.00	\$130.00	\$2.67	\$173.55	\$3.00	\$195.00	
67 Paint Pavement Markings (Arrows, Words and Numerals)	SF	195	\$2.00	\$390.00	\$2.67	\$520.65	\$3.00	\$585.00	
68 Remove and Replace In-street Yield to Pedestrian Crossing Sign	EA	1	\$450.00	\$450.00	\$435.00	\$435.00	\$500.00	\$500.00	
69 Sign and Post @ E. Duane Avenue and E. Washington Avenue	EA	2	\$400.00	\$800.00	\$365.00	\$730.00	\$400.00	\$800.00	
70 Signs @ E. Duane Avenue	EA	2	\$325.00	\$650.00	\$295.00	\$590.00	\$350.00	\$700.00	
71 E. Duane Avenue/Stewart Drive Traffic Signal Modification	LS	1	\$45,000.00	\$45,000.00	\$41,255.00	\$41,255.00	\$40,000.00	\$40,000.00	
72 Sunnyvale Avenue/Washington Avenue Traffic Signal Modification	LS	1	\$80,000.00	\$80,000.00	\$72,195.00	\$72,195.00	\$80,000.00	\$80,000.00	
73 Traffic Loops (Mathilda Avenue)	EA	4	\$2,000.00	\$8,000.00	\$1,563.00	\$6,252.00	\$2,000.00	\$8,000.00	
<b>BID TOTAL</b>				<b>\$2,340,536.25</b>		<b>\$2,822,459.05</b>		<b>\$2,859,845.05</b>	
Surety			10% Bid Bond		10% Bid Bond		10% Bid Bond		
Primary License			"A"		"A", "B"		"A"		
Subs			Pixley Construction, Util Adj		JCC, Util Adj		JJR Construction, Concrete		
			JJR Construction, Concrete		Chrisp Co., Striping & Signage		Chrisp Co., Striping		
			Chrisp Co., Pavement Markings		Anrak, Grinding		Graham Construction, Crack Sealing		
			Columbia Electric, Electrical		Bond Blacktop, Crack Sealing		Pixley Constr, Manhole & Valve		
			Bond Blacktop, Crack Sealing		Mike Brown Electrical		Mike Brown Electrical		
					JJR Construction, Concrete				
					Pacific Northwest, Tack				
Note(s):									
1. The bid submitted by Interstate Grading & Paving is non-responsive due to the omission of a bid amount in Line Item 3 (\$138,000) that was included in their total base bid amount.									



# City of Sunnyvale

## Agenda Item

16-0952

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL

#### SUBJECT

Approval to Proceed with the Deaccession of Five Works of Art (Watercolor Paintings) by Susan Terry (*Hendy Iron Works*, *Twin Palms*, *Water Tower at California and Mathilda*, *Forget Me Nots* and *Tulips*) from the City's Public Art Collection Pursuant to Council Policy 6.4.4 - Art in Public Places

#### BACKGROUND

Council Policy 6.4.4 - Art in Public Places (Attachment 1) sets forth uniform guidelines for the inclusion of public art into the City's permanent Public Art Collection.

The Policy also assigns responsibility for the oversight and maintenance of the Collection to the Department of Library and Community Services (LCS) which includes deaccessioning of individual pieces of the collection when necessary. Deaccessioning is the act of formally removing a piece of art from the Collection and is a standard practice for museums, galleries, universities and government organizations that maintain a public art collection.

As defined in the City's *Art in Public Places* policy, specific circumstances may deem it necessary to permanently remove works of art from the City's Public Art Collection. The policy sets forth a deaccessioning process that includes a review by the Arts Commission of the staff evaluation for a proposed deaccession. The Commission then makes a recommendation to the City Council for final action.

This report presents the first time the deaccession process has been initiated since the amendment of the Council Policy in 2012, which added a deaccession policy framework and process.

LCS staff conducted an evaluation of the collection and identified five works of art deemed eligible for deaccession. Consequently, staff sought input from the Arts Commission at their September 21, 2016 meeting regarding a formal recommendation to remove the proposed items from the City's Public Art Collection.

#### ENVIRONMENTAL REVIEW

The deaccession of watercolor paintings from the Permanent Art Collection 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.

#### EXISTING POLICY

**Council Policy 6.4.4:** *Art in Public Places*

**DISCUSSION**

While the intent of the City's Public Art Collection is to maintain each piece of art indefinitely, there are circumstances that warrant the removal of artwork from the City's collection. As outlined in the Art in Public Places policy, these circumstances include:

1) the inability to reasonably guarantee the safety of the artwork; 2) artwork that may pose a danger to the public or that may invite vandalism; 3) artwork considered to be fraudulent in some way; 4) art discovered to have been stolen; 5) theft; 6) damage beyond repair and/or cost to repair is prohibitive; 7) the mission of the City's collection changes and the piece is no longer consistent with that mission; 8) the site where the artwork is displayed is no longer accessible to the City; 9) the artwork was intended for temporary inclusion only; 10) the artwork is deemed duplicative; and 11) the artwork has been determined to lack aesthetic value to justify its continued upkeep. It should be noted that the policy specifically prohibits the deaccession of a piece of artwork solely on the basis of content or personal preference of any staff member, commission, board member or member of the public.

In 2016, LCS identified five pieces in the collection deemed eligible for deaccession as follows:

Artist/Title	Date of Purchase/ Method of Acquisition	Purchase Price	Current Market Value	Dimensions/ Media	Reason for Deaccession	Method of Deaccession
Susan Terry <i>Hendy Iron Works</i>	1980 Sunnyvale Purchase Award	\$325	\$0	16" X 18" Watercolor	Damaged beyond repair	Recycle
Susan Terry <i>Twin Palms</i>	1980 Sunnyvale Purchase Award	\$325	\$0	20" x 16" Watercolor	Damaged beyond repair	Recycle
Susan Terry <i>Water Tower at California and Mathilda</i>	1980 Sunnyvale Purchase Award	\$325	\$0	20" x 16" Watercolor	Missing	Missing
Susan Terry <i>Forget Me Nots</i>	1985 Master Plan for Public Art	\$325	\$0	22" x 26" Watercolor	Damaged beyond repair	Recycle
Susan Terry <i>Tulips</i>	1985 Master Plan for Public Art	\$460	\$0	22" x 31" Watercolor	Damaged beyond repair	Recycle

The watercolor paintings by Susan Terry were executed on a type of paper that has grown brittle with age, causing the paintings to crack and fall apart. Therefore, paintings are considered damaged beyond repair and have no monetary value (Attachment 2 - Photos of the Artworks Proposed for Deaccession). Additionally, the *Water Tower at California and Mathilda* is currently missing as staff believes the piece was inadvertently discarded. As part of the upcoming Public Arts Master Plan, staff will review existing protocols to identify checks and balances that can be put in place to prevent this type of situation from reoccurring in the future.

In accordance with the Policy, staff has contacted Ms. Terry and she is aware of the proposal to remove the items from the City's Public Art Collection.

At the Arts Commission meeting on September 21, 2016, commissioners reviewed the staff report and agreed with the staff recommendation to approve the deaccession of five watercolor paintings: *Hendy Iron Works*, *Twin Palms*, *Water Tower at California and Mathilda*, *Forget Me Nots*, and *Tulips*. Additionally, the Commission inquired whether the five works of art could be donated, and approved an amendment to allow staff to determine the most appropriate method for dispersal of the paintings.

### **FISCAL IMPACT**

There is no significant fiscal impact associated with the removal of the five artworks. Because of the irreparable damage to the watercolor paintings, they hold no monetary value and cannot be sold. There is also no cost associated with disposing of the artwork.

There is a minimal staff cost associated with the deaccessioning process, however; this cost is included in the Art in Public Places budget, 626230. There also is a nominal savings in staff time associated with the annual cleaning and maintenance of the artworks.

### **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.

Additionally, this item was considered and recommended for approval by the Arts Commission at their September 21, 2016 meeting.

### **RECOMMENDATION**

Approve the deaccession of five watercolor paintings: *Hendy Iron Works*, *Twin Palms*, *Water Tower at California and Mathilda*, *Forget Me Nots*, and *Tulips* by Susan Terry.

The Arts Commission considered this item at its September 21, 2016 meeting and supports the staff recommendation.

Prepared by: Kristin Dance, Community Services Coordinator  
Reviewed by: Trenton Hill, Community Services Manager  
Reviewed by: Daniel Wax, Superintendent of Community Services  
Reviewed by: Cynthia E. Bojorquez, Director, Library and Community Services  
Reviewed by: Walter C. Rossmann, Assistant City Manager  
Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Council Policy 6.4.4 - Art in Public Places
2. Photos of the Artworks Proposed for Deaccession
3. Draft Minutes of the Arts Commission Meeting of September 21, 2016

## COUNCIL POLICY MANUAL

**Policy 6.4.4 Art in Public Places**

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**POLICY PURPOSE**

The purpose of this policy is to ensure uniform guidelines and procedures for the inclusion of publicly accessible art on public properties, and to establish uniformity between the requirement for art in municipal construction projects with the requirement for art in private development projects. Additionally, this policy will also provide uniform procedures and guidelines for the permanent removal or deaccession of a city-owned public art piece.

**POLICY STATEMENT**

In 2002, the City Council reviewed the status, intent and effectiveness of public art policy in Sunnyvale and approved a policy to require art in public construction projects under certain circumstances.

In 2012, the Council again reviewed the effectiveness of existing public art policy and voted to amend the current policies to include a deaccessioning policy for the City's Permanent Art Collection, as well as to further define project eligibility for subsidies from the City's Public Art Fund.

**DEFINITIONS**

1. Art: The conscious use of skill and creative imagination in the production of aesthetic objects.
2. Public Art: Artwork that is publicly accessible and that allows an unobstructed view of the artwork. The artwork can be located on either public properties or private properties.
3. Public Areas: Any public gathering place including, but not limited to; public plazas, the library, parks and park buildings, police and fire stations, community, neighborhood and senior centers, public transportation centers, and civic centers.
4. Publicly Funded Projects: All construction funded by public or taxpayer funds.
5. Public Art Fund: A fund established to create community art projects or to purchase artwork for installation on the interior or exterior of public buildings, or other such public property, such as parks, the grounds of public facilities, or community gateways. The Public Art Fund is administered by the Department of Library and Community Services and receives funding through in-lieu fees for art. Public Art Funds may be used to support eligible projects:
  - A. Create community art projects for installation on public property.
  - B. Install public art on public property such as parks or the grounds of public facilities such as the Community Center and Civic Center.
  - C. Install public art in the interior of public buildings that are deemed to be areas of concentrated public activity such as the lobbies and public areas of the Library, City Hall buildings and Community Center buildings.

## COUNCIL POLICY MANUAL

- D. Install public art at City gateways and focal points or other high profile locations identified in the Master Plan for Public Art.
  - E. Install temporary or rotating art exhibits on public property.
  - F. Subsidize public art projects required through municipal construction projects and located on public property.
6. Project Valuation: The City's building permit valuation formula as set forth in Title 16 of the Municipal Code will be used as the basis for calculating the required expenditure for public art. The formula is based on the building standards published by the International Conference of Building Officials. In the case of park and open space projects, the one percent (1%) requirement will be calculated based on the total project budget, excluding administrative costs.
7. Required Expenditure Valuation: When determining whether or not the 1% required expenditure has been met, the following costs can be included:
- A. The purchase price of the artwork
  - B. Art consultant fees
  - C. Travel costs for the artist
  - D. Transportation of the artwork to the site
  - E. Installation of the artwork
  - F. Site preparation costs directly associated with installation of the artwork
  - G. Landscaping that is integral to the artwork
  - H. Pedestals or display costs
  - I. Lighting for the artwork and utility fees associated with installation and/or operation of the artwork
  - J. Identification plaque
- Ineligible costs include:
- A. Land acquisition
  - B. Site preparation
  - C. Architect fees
  - D. Fees associated with dedication ceremonies, publicity, or educational components
  - E. Maintenance fees and repairs
8. Public Art Collection: The collection of artwork either donated to the City, or purchased through public funds, which is owned and maintained, in trust for the public, by the City of Sunnyvale.
9. Deaccession: The process to permanently remove an artwork from the City's Public Art Collection.
10. Disposal: Any method used to transfer ownership of the deaccessioned piece to another entity, either through sale, donation, trade or destruction.

## COUNCIL POLICY MANUAL

11. Conservation: The broad concept of care necessary to maintain an artwork in good condition.
12. Preservation: Actions taken to prevent deterioration of damage in artworks.
13. Restoration: The treatment of deteriorated or damaged artwork to approximate as nearly as possible its original (or artist-intended) form, design, color and function.

### **ART IN MUNICIPAL CONSTRUCTION PROJECTS**

Eligible municipal construction projects are required to integrate public art. The artwork shall be located in publicly visible areas either inside a public building or on public property. The artwork shall be valued at an amount equal to 1% of the project valuation within a variance of ten percent.

### **PROJECT ELIGIBILITY**

Eligible Projects:

- A. All aboveground publicly funded buildings or public open space projects within City jurisdiction with a construction valuation of \$1,000,000 or more. This includes the development or renovation of all public facilities, as well as; parks, street medians, City gateways, public plazas and any other locations identified in the Master Plan for Public Art developed in accordance with Council direction.
- B. All construction or renovation projects of \$100,000 or more in facilities such as:
  - Sunnyvale Community Center
  - Sunnyvale Civic Center complex including Library and Public Safety Building
  - Fire Stations
  - Columbia Neighborhood Center
  - Neighborhood Park Buildings
  - Water Pollution Control Plant and SMART Station
  - Focal points and gateways into the community
  - Any future City buildings that are comparable in nature

Exempt Projects: All underground projects, utility (including water) projects, streets and sidewalks, trees and landscaping, utility relocation, seismic upgrades, mechanical and electrical work, traffic improvements (such as traffic lights, crosswalks and traffic calming measures), and construction due to fire or other natural calamities.

### **ASSIGNMENT OF RESPONSIBILITIES**

The Director of Public Works and the Director of Library and Community Services, or their designees shall be responsible for identifying municipal construction and renovation projects that meet the conditions of this policy and will be required to provide public art.



## COUNCIL POLICY MANUAL

The Director of Library and Community Services, or his/her designee shall be responsible for initiating public art projects that are not required through municipal construction, but that have been designated as eligible for funding from the Public Art Fund, in accordance with the City's approved Master Plan for Art.

### 1. Review Process for Art in Public Places:

A. Project review Committee: This committee will coordinate the public art component of an eligible municipal construction project, and shall consist of staff from the Departments of Public Works, Library and Community Services, and Community Development, as appropriate.

B. Location and Artwork Review: Possible locations for the artwork and the type of artwork to be considered for the project shall be identified with input from the Project Review Committee, the Sunnyvale Arts Commission, pertinent city staff, interested citizens and project architects. Based upon this information, proposals will be solicited from qualified artists.

C. Short List of Artists: The Project Review Committee will be responsible for reviewing all art proposals and/or qualifications of artist applications. A short list of 2-5 artists and/or proposals will be established by the Committee. The short list shall have a minimum of two artists and/or proposals for consideration.

### 2. Approval Process:

A. Report to Council (RTC): A draft RTC outlining the project and the short list of artists will be forwarded to the Arts Commission for review and recommendation prior to going to City Council for action.

B. Council Approval: Following Council approval of a specific art proposal, the Director of Library and Community Services, or the Director's designee(s), shall be responsible for coordinating the integration of the public artwork into the municipal construction project.

### 3. In-Lieu Fee Alternative:

A. The in-lieu fee alternative available to private developers applies to public construction projects at the discretion of the Director of Public Works.

B. If the in-lieu option is exercised, the funds will be placed in the Public Art Fund for acquisition and installation of art on public property or in public buildings at a later date.

## **PERMANENT ART COLLECTION**

Artwork approved for purchase or commission by the City Council shall become part of the City's Permanent Art Collection. All artwork in the collection will be documented in the City's Public Art Inventory and identified with a metal plaque. Oversight and maintenance of the Public Art Collection is the responsibility of the Department of Library and Community Services.

## **DE-ACCESSIONING PLAN**

## COUNCIL POLICY MANUAL

Artworks in the City's Public Art Collection are meant to remain on public display. However, circumstances may deem it necessary to permanently remove works of art from the City's Public Art Collection.

### 1. Eligible Circumstances for De-accessioning:

- A. Security: The security or continued good condition of an artwork cannot be reasonably guaranteed in its current location. Arts staff will attempt to relocate any artwork deemed at risk for security purposes; but in the event a suitable, secure location cannot be found, the item may be de-accessioned from the collection.
- B. Public Safety: The artwork is a danger to the general public because it is naturally deteriorating, or it has been altered through vandalism, unforeseen man-made circumstances or a natural disaster.
- C. Inauthentic: The artwork is discovered to be inauthentic or fraudulent.
- D. Stolen Art: The artwork is discovered to be stolen, and therefore, is returned to its legal owner.
- E. Theft: The artwork is illegally removed from its place of public display and cannot be located.
- F. Damage Beyond Repair: The artwork has been severely damaged and deemed "beyond repair" by a professional art conservationist, or the artist, and it cannot be restored to the artist's original intended condition for a price less than is considered prohibitive.
- G. Change in the Public Art Collection's Mission: The artwork no longer meets the mission of the Public Art Collection due to a formal change in the Collection's Mission Statement.
- H. Loss of Site (Site Alteration or Sale of Site): The artwork can no longer reside in its original location because the original location is altered due to construction, a change of site usage, or sale of the site. Arts staff will attempt to relocate the artwork to a suitable site; however, lack of a suitable site, either now or in the foreseeable future, or if there is not suitable storage until a site in the foreseeable future is available, could merit deaccessioning.

For site-specific artwork, or permanently-affixed artwork, deaccessioning may be warranted without any attempt to relocate the artwork. It is deemed that the artwork cannot be moved without causing irreparable damage or the cost of relocating the artwork is considered prohibitive.

- I. Temporary Acquisition: The artwork is intended to be a temporary display and the City's obligation to display the artwork is complete.
- J. Excessive Representation: The artwork is deemed as duplicative or excessive in representation of work of that type or of that artist.
- K. Aesthetic Value: The artwork has not withstood the test of time and has been professionally determined to lack aesthetic value to justify its continued upkeep and/or storage.
- L. Content: Once the Artwork has been accessioned into the City's Public Art Collection, it may not be de-accessioned solely on the basis of content or personal preference of any staff member, commission or board member, or member of the public.

### 2. Assignment of De-accessioning Responsibilities:

## COUNCIL POLICY MANUAL

- A. No city department shall remove any work of art from the site for which it was selected, nor remove it from display, without prior consent of the Director of Library and Community Services, or the Director's designees(s).
- B. The Director of Library and Community Services, or the Director's designee(s), is responsible for determining whether or not the artwork meets any of the above criteria for removal or de-accessioning.
- C. The Director of Library and Community Services, or the Director's designee(s), shall be responsible for oversight of the de-accessioning process.
- D. The Director of Library and Community Services, or the Director's designee(s), shall make every effort to contact the artist of the artwork recommended for de-accession, or the artist's heirs, using current contact information. The artist, or the artist's heirs, shall be given the opportunity to purchase the artwork, or its parts, before the disposal or destruction of the artwork.
- E. The Director of Library and Community Services, or the Director's designee(s), shall determine the purchase price of a de-accessioned artwork, based on current market value.
- F. In the event that the de-accessioned artwork is sold, the Department of Library and Community Services will deposit the proceeds of such sale into the Public Art Fund of the City.
- G. In the event that the de-accessioned artwork is sold or donated, the removal of the artwork from city property shall be the responsibility of the purchaser or recipient of the donation and shall be of no cost to the City.
- H. De-accessioning and disposal of an artwork must be conducted publicly and formally with adequate documentation. It must also comply with all applicable local, state and federal laws.
- I. No current, or former, member of the Art Commission, City Council or City staff member shall be allowed to bid and/or purchase a de-accessioned artwork.
- J. A permanent record of the artwork's inclusion in the City's Public Art Collection, and reasons for its removal, shall be maintained in a Public Art Collection database by the Department of Library and Community Services.

### 3. Process for De-accessioning Artwork:

- A. If an artwork is subject to any of the above conditions and deemed eligible for de-accessioning, the Arts staff will prepare a report for review and evaluation by the City's Arts Commission, which will prepare a formal recommendation to the City Council for action on the de-accession.
- B. The Staff Report shall include:
  - a) Reasons for the suggested de-accession
  - b) Original accession method(s) and cost of artwork
  - c) Estimated current market value of the artwork
  - d) Proposed de-accession method(s) and cost for each proposed method, including the sale price if applicable
  - e) When appropriate, photo documentation of the site conditions and/or current condition of the artwork in question
  - f) Official Police Report (if applicable)

## COUNCIL POLICY MANUAL

(Adopted: RTC 02-136 (5/7/2002); Updated for accuracy (10/28/09); Amended: RTC 12-187 (8/14/2012); Clerical update (9/30/14); Clerical update (12/3/14))

Lead Department: Department of Library and Community Services

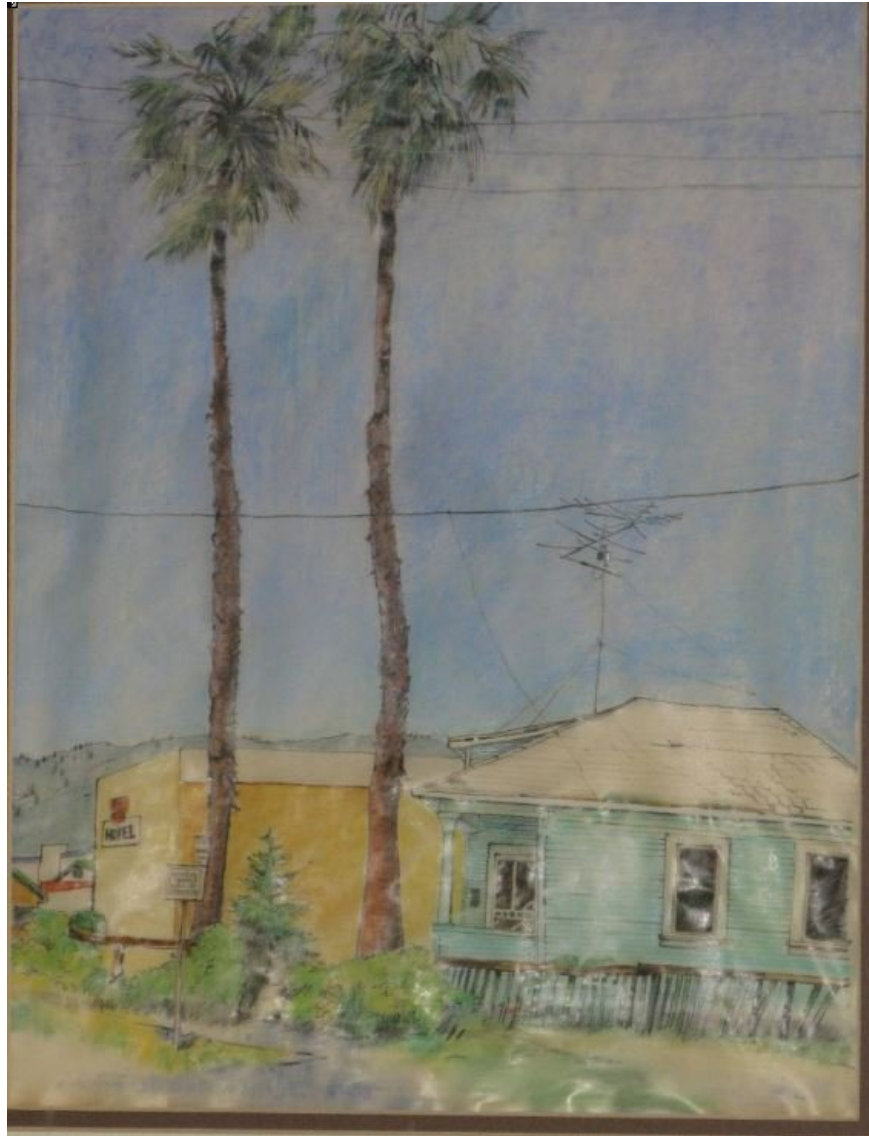


Susan Terry, "Hendy Iron Works"



"Hendy Iron Works"  
Current condition: Damaged





Susan Terry, "Twin Palms"



"Twin Palms"  
Current condition": Damaged





Susan Terry, "Water Tower at California and Mathilda"

Photo unavailable

“Water Tower at California and Mathilda”  
Current condition: Missing



Susan Terry, "Tulips"



"Tulips"  
Current condition: Damaged





Susan Terry, "Forget Me Nots"



"Forget Me Nots"  
Current condition: Damaged

Vice Chair Lawson opened for public hearing. There being no public comments, he closed the public hearing.

- 3**      [16-0648](#)      Approval to Proceed with the Deaccession of Five Works of Art (watercolor paintings) by Susan Terry (Hendy Iron Works, Twin Palms, Water Tower at California and Mathilda, Forget Me Nots and Tulips) from the City's Public Art Collection Pursuant to Council Policy 6.4.4 - Art in Public Places.

Community Services Coordinator Kristin Dance provided the Commission with a brief overview of the report. Staff conducted an evaluation of the collection and identified five works of art deemed eligible for deaccession from the City's Public Art Collection. The watercolor paintings identified for deaccession include:

- Hendy Iron Works
- Twin Palms
- Water Tower at California and Mathilda
- Forget Me Nots
- Tulips

Vice Chair Lawson inquired if the identified items may be donated to Sunnyvale Heritage Museum. Staff will follow-up with key City staff and research City policy to determine if donating the items is permitted.

Vice Chair Lawson opened for public hearing. There being no public comments, he closed public hearing.

Commissioner Kiphuth moved, Commissioner Vaughan seconded, approval of alternative #1 with amendment, the deaccession of five watercolor paintings: Hendy Iron Works, Twin Palms, Water Tower at California and Mathilda, Forget Me Nots, and Tulips by Susan Terry via disposal or donation whichever method staff deems feasible.

- 4**      [16-0842](#)      Approve Art in Private Development Project - Jay Paul Company/280 North Wolfe Road

Item 4 was considered before Item 2.

- 5**      [16-0922](#)      Election of Officers

Nominations were opened for Chair to the Arts Commission. Superintendent Wax noted that Commissioner Koppel notified City staff of his interest in serving as Chair and would accept nominations. Commissioner Kiphuth nominated Commission Koppel. No further nominations were presented.



# City of Sunnyvale

## Agenda Item

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**16-0968**

**Agenda Date: 10/25/2016**

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### **SUBJECT**

Adopt Ordinance No. 3096-16 Amending the Precise Zoning Plan, Zoning Districts Map, to Rezone Certain 28 Contiguous Properties located on Sesame Drive, Sesame Court, Vanderbilt Drive and Winggate Drive from R-1 (Low Density Residential) Zoning District to R-1/S (Low Density Residential/Single-Story) Zoning District

### **RECOMMENDATION**

Adopt Ordinance No. 3096-16.

### **ATTACHMENT**

1. Ordinance No. 3096-16



ORDINANCE NO. 3096-16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING THE PRECISE ZONING PLAN, ZONING DISTRICTS MAP, TO REZONE CERTAIN 28 CONTIGUOUS PROPERTIES LOCATED ON SESAME DRIVE, SESAME COURT, VANDERBILT DRIVE AND WINGGATE DRIVE FROM R-1 (LOW DENSITY RESIDENTIAL) ZONING DISTRICT TO R-1/S (LOW DENSITY RESIDENTIAL/SINGLE-STORY) ZONING DISTRICT

THE CITY COUNCIL OF THE CITY OF SUNNYVALE DOES ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENT OF PRECISE ZONING PLAN. The Precise Zoning Plan, Zoning Districts Map, City of Sunnyvale (Section 19.16.050 of the Sunnyvale Municipal Code) hereby is amended to rezone certain 28 contiguous properties located at 662-678 Vanderbilt Drive (Assessor Parcel Numbers 202-06-026 through 202-06-030), 1202-1204 Sesame Drive (202-08-003 through 202-08-006), 1218-1234 Sesame Court (202-08-001, 202-08-002 and 202-06-043 through 202-06-048) and 661-677 Winggate Drive (202-06-034 through 202-06-042) to the R-1/S (Low Density Residential/Single-Story) Zoning District. The location of the properties are set forth on the scale drawing attached as Exhibit A.

SECTION 2. CEQA - EXEMPTION. The City Council finds that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15305 of Title 14 of the California Code of Regulations (minor alterations in land use limitations that do not result in any changes in land use or density). In addition, the ordinance is exempt under the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the activity is not subject to CEQA. (Section 15061(b)(3)). The Council therefore directs that the Planning Division may file a Notice of Exemption with the Santa Clara County Clerk in accordance with the Sunnyvale Guidelines for the implementation of CEQA adopted by Resolution No. 118-04.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption.

SECTION 4. POSTING AND PUBLICATION. The City Clerk is directed to cause copies of this ordinance to be posted in three (3) prominent places in the City of Sunnyvale and to cause publication once in The Sun, the official publication of legal notices of the City of Sunnyvale, of a notice setting forth the date of adoption, the title of this ordinance, and a list of places where copies of this ordinance are posted, within fifteen (15) days after adoption of this ordinance.

Introduced at a regular meeting of the City Council held on October 4, 2016, and adopted as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on \_\_\_\_\_, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:  
RECUSAL:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk  
Date of Attestation: \_\_\_\_\_

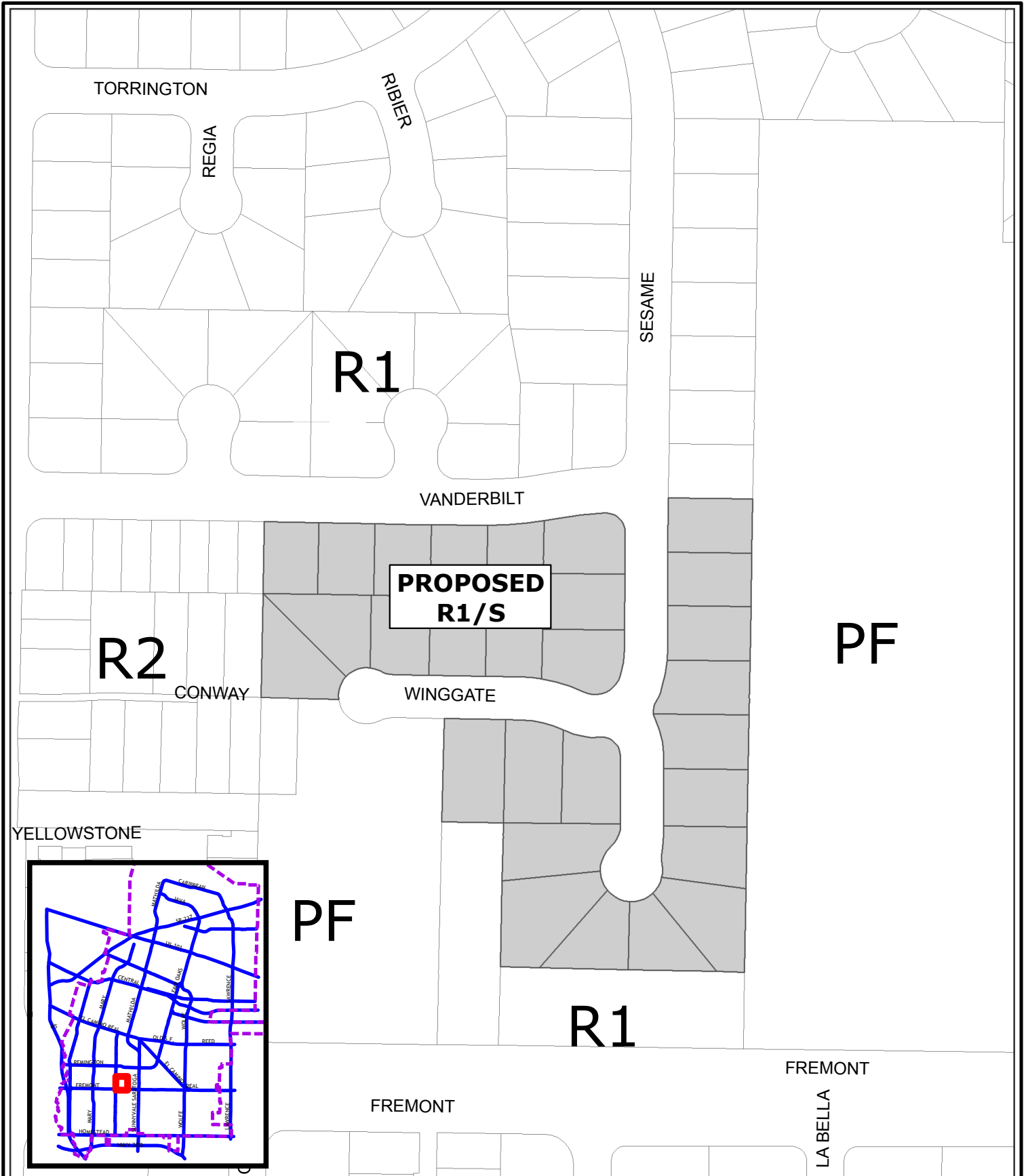
\_\_\_\_\_  
Mayor

(SEAL)

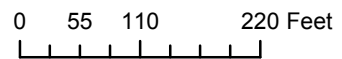
APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**EXHIBIT A**



2016-7431  
662-678 Vanderbilt Dr., 1202-1214 Sesame Dr., 1218-1234 Sesame Ct.,  
661-677 Winggate Dr.  
Proposed Single-Story Combining District





# City of Sunnyvale

## Agenda Item

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**16-0969**

**Agenda Date: 10/25/2016**

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### **SUBJECT**

Adopt Ordinance No. 3097-16 Amending the Precise Zoning Plan, Zoning Districts Map, to Rezone Certain 37 Contiguous Properties located on West Remington Drive, Rockport Drive, Templeton Court, Spinosa Drive, Strawberry Court And Tangerine Way from R-1 (Low Density Residential) Zoning District to R-1/S (Low Density Residential/Single-Story) Zoning District

### **RECOMMENDATION**

Adopt Ordinance No. 3097-16.

### **ATTACHMENT**

1. Ordinance No. 3097-16

**ORDINANCE NO. 3097-16**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING THE PRECISE ZONING PLAN, ZONING DISTRICTS MAP, TO REZONE CERTAIN 37 CONTIGUOUS PROPERTIES LOCATED ON WEST REMINGTON DRIVE, ROCKPORT DRIVE, TEMPLETON DRIVE, SPINOSA DRIVE, STRAWBERRY COURT AND TANGERINE WAY FROM R-1 (LOW DENSITY RESIDENTIAL) ZONING DISTRICT TO R-1/S (LOW DENSITY RESIDENTIAL/SINGLE-STORY) ZONING DISTRICT**

THE CITY COUNCIL OF THE CITY OF SUNNYVALE DOES ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENT OF PRECISE ZONING PLAN. The Precise Zoning Plan, Zoning Districts Map, City of Sunnyvale (Section 19.16.050 of the Sunnyvale Municipal Code) hereby is amended to rezone certain 37 contiguous properties located at 576-598 West Remington Drive (Assessor Parcel Number: 202-01-001 through 202-01-007), 575-595 Rockport Drive (Assessor Parcel Number: 202-01-016 through 202-01-024), 585-595 Templeton Drive (Assessor Parcel Number: 202-01-025 through 202-01-028 and 202-08-035), 1104-1132 Spinosa Drive (Assessor Parcel Number: 202-01-029 through 202-01-033, and 202-08-032 through 202-08-034), 1126-1138 Strawberry Court (Assessor Parcel Number: 202-08-036 through 202-08-040), 1143-1153 Tangerine Way (Assessor Parcel Number: 202-08-041 through 202-08-043) to the R-1/S (Low Density Residential/Single-Story) Zoning District. The location of the property is set forth on the scale drawing attached as Exhibit A.

SECTION 2. CEQA - EXEMPTION. The City Council finds that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15305 of Title 14 of the California Code of Regulations (minor alterations in land use limitations that do not result in any changes in land use or density). In addition, the ordinance is exempt under the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the activity is not subject to CEQA. (Section 15061(b)(3)). The Council therefore directs that the Planning Division may file a Notice of Exemption with the Santa Clara County Clerk in accordance with the Sunnyvale Guidelines for the implementation of CEQA adopted by Resolution No. 118-04.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption.

**SECTION 4. PUBLICATION.** The City Clerk is directed to cause copies of this ordinance to be posted in three (3) prominent places in the City of Sunnyvale and to cause publication once in The Sun, the official newspaper for publication of legal notices of the City of Sunnyvale, of a notice setting forth the date of adoption, the title of this ordinance, and a list of places where copies of this ordinance are posted, within fifteen (15) days after adoption of this ordinance.

Introduced at a regular meeting of the City Council held on October 4, 2016, and adopted as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on \_\_\_\_\_, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:  
RECUSAL:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk  
Date of Attestation: \_\_\_\_\_

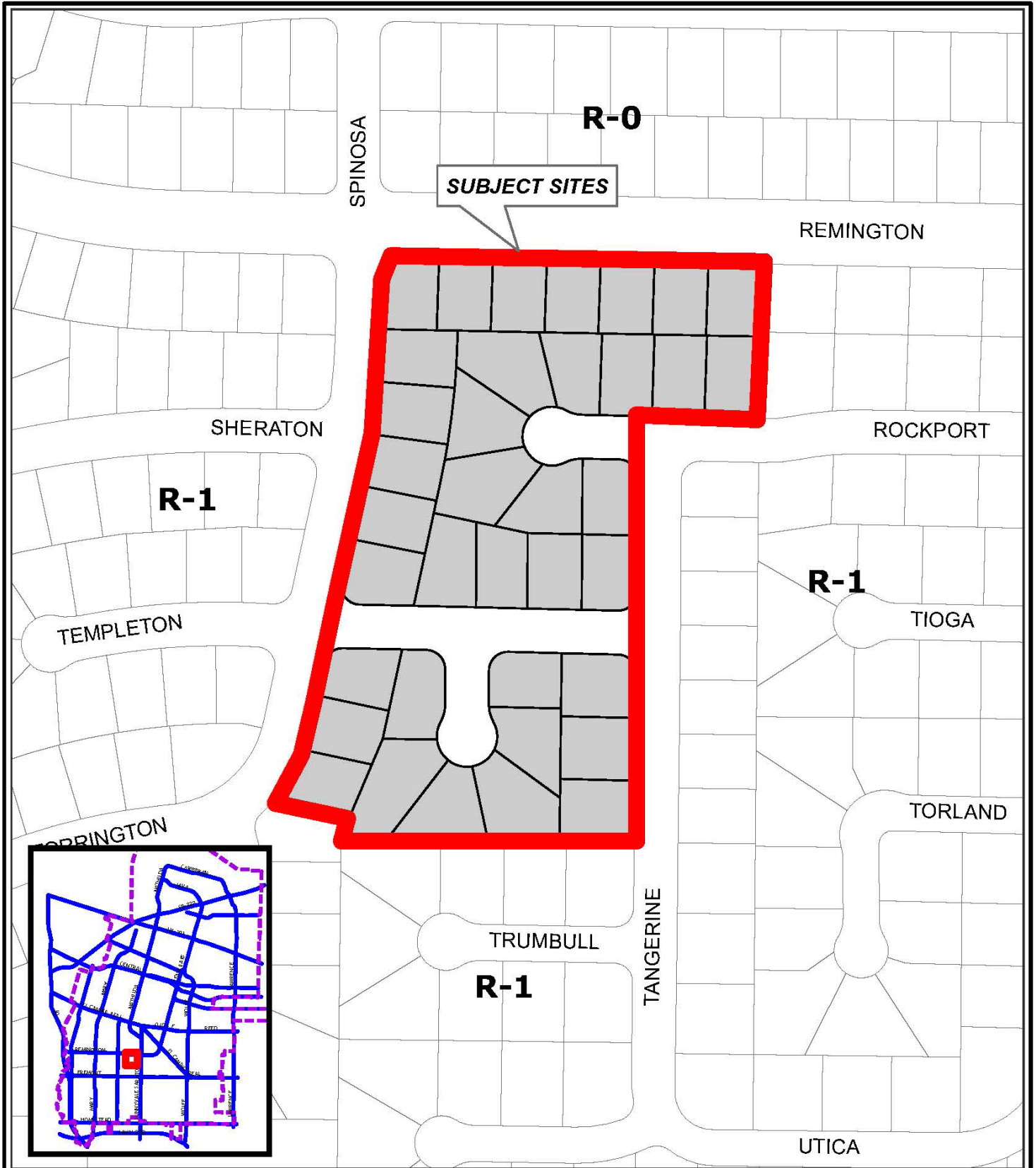
\_\_\_\_\_  
Mayor

(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**EXHIBIT A**



REZONE MAP  
Planning File 2016-7523  
37 contiguous single-family lots from R-1 to R-1/S (Single Story)

0 75 150 300 Feet

0 90 180 360 Feet







# City of Sunnyvale

## Agenda Item

16-0084

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL

#### SUBJECT

Appoint Applicants to Boards and Commissions

#### DISCUSSION

The City has ten Council-appointed boards and commissions that advise the City Council on a variety of community issues. The term length for boards and commissions is four years, with staggered terms expiring June 30 of each year. Council makes appointments to fill seats with expired terms in May/June to serve terms effective July 1, and fills vacancies as necessary quarterly throughout the year. Below is the list of current vacancies and 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. The term lengths of the current openings vary, as openings are to either fill unexpired terms due to resignations or to fill vacancies that remained following the previous recruitment process. Applicant information is available upon request from the Office of the City Clerk at [cityclerk@sunnyvale.ca.gov](mailto:cityclerk@sunnyvale.ca.gov) or (408) 730-7483.

Per Council Policy 7.2.19, appointments of board and commission members are placed on the City Council meeting agenda. The appointment process is conducted according to 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.

Should no candidate receive at least four affirmative votes, the vacancy will remain.

#### Arts Commission (1 term to 6/30/2017)

Dean Bunderson (Only preference)

Irene Gabashvili (2<sup>nd</sup> preference)

Dustin Nguyen (Only preference)

#### Heritage Preservation Commission (1 term to 6/30/2020)

Irene Gabashvili (3<sup>rd</sup> preference)



Melanie Holthaus (3<sup>rd</sup> preference)

**Parks and Recreation Commission (1 term to 6/30/2019)**

Raghava Bharadwaj (1<sup>st</sup> preference)

Irene Gabashvili (1<sup>st</sup> preference)

**Personnel Board (Employee Nominated Seat, 1 term to 6/30/2020)**

Raghava Bharadwaj (2<sup>nd</sup> preference)

Irene Gabashvili (4<sup>th</sup> preference)

Sridharan Srinivasan (2<sup>nd</sup> preference)

**Planning Commission (1 term to 6/30/2020)**

Melanie Holthaus (1<sup>st</sup> preference)

Daniel Howard (Only preference)

John Howe (Only preference)

Gregory McNutt (Only preference)

There is a new vacancy on the Housing and Human Services Commission (term to 6/30/2018) due to a resignation September 21 (see Information Only RTC No. 16-0945); this vacancy will be advertised and an appointment considered with the February 2017 appointments.

Terms of new appointees will be effective October 26, 2016. Following appointments, the staff liaison for each commission will provide a 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 of office will be offered to all incoming members.

**EXISTING POLICY**

On April 21, 2015, Council adopted revisions to Council Policy 7.2.19 *Boards and Commissions* regarding the appointment of board and commission members to allow for *paper votes* or individual candidate votes, at the discretion of the Mayor.

**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**

Staff makes no recommendation.

Prepared by: Lisa Natusch, Deputy City Clerk

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

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# City of Sunnyvale

## Agenda Item

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16-0072

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL

#### SUBJECT

Civic Center Modernization Project: Planning for NOVA Workforce Services and Approval of a Draft Scope of Work for Master Planning Services

#### REPORT IN BRIEF

Next steps for the Civic Center Modernization Project are to prepare a campus-wide Master Plan that will lead the City into more detailed design of the first phase of Civic Center improvements. Phase 1 of the Civic Center will focus on replacing City Hall, the Sunnyvale Office Center, City Hall Annex, and South Annex modular building. Additional improvements to Public Safety Headquarters will be considered based on available funding for the project as part of the first phase. A long-term master plan will ensure that future phases of the project to expand the Main Library and Public Safety Headquarters can be efficiently integrated with Phase 1 improvements.

Developing a Master Plan will require the expertise of an outside consultant. Staff has developed a draft scope of services (Attachment 2) to identify services needed as part of the Master Plan. The scope of services includes a number of important assumptions based on previous Council direction and staff recommendations. This is Council's opportunity to review the draft scope of services and provide staff direction on any changes it would like to see. A final scope will be incorporated into a request for proposals to solicit interest from qualified consultants.

One of the key issues in finalizing the scope of services is planning facilities for NOVA Workforce Service. NOVA is independently funded through Federal and State grants and currently pays rent to the City for its facilities in the Sunnyvale Office Center. Including NOVA in a new or renovated space at the Civic Center is feasible but if market based rents were charged it would be beyond NOVA's means to pay. Staff evaluated options for NOVA to stay at the Civic Center and identified potential cost savings if NOVA were to lease space offsite. Staff is recommending that NOVA stay at the Civic Center and be included as part of the new City Hall. Staff feels that this along with strategies to limit NOVA's peak parking demand (hosting some NOVA meetings at the City's Community Center) will limit the cost of NOVA facilities, and retain an important City asset for future expansion should facility needs for NOVA change.

#### BACKGROUND

In December 2015, staff presented to Council the final results of a planning and community outreach process for the Civic Center Modernization Project (RTC No.15-0445). Final work products included series of site planning prototype designs that illustrated how different project alternatives, such as new vs. renovated buildings and underground vs. surface parking would affect the site and project costs. Staff also presented information on potential revenue sources that could be used to fund the project using both existing city assets and revenue from a new general obligation bond.

In April 2015, the City conducted a survey of registered Sunnyvale voters to test the viability of a general obligation bond as a funding mechanism to pay for part of the Civic Center project. Results were presented to Council on May 17, 2016 (RTC No. 16-0077). Although a majority of residents surveyed supported the Civic Center project, there were not sufficient support levels to recommend that Council place the bond measure on the ballot. Without a viable bond measure, Council directed staff to continue planning the Civic Center as a phased project and to develop a campus-wide master plan that would create a long-term plan for all phases of the Civic Center project.

On August 9, 2016, a Council study session was held to discuss what elements of the project should move forward in the first phase and what other assumptions should be made as a starting point for the Master Plan scope of services. Based on Council feedback and staff recommendations a detailed scope of work for master planning has been developed in draft and included as Attachment 2. Another topic discussed at the study session was facilities for NOVA Workforce Services. NOVA is independently funded through Federal and State grants and currently pays rent to the City for its facilities in the Sunnyvale Office Center. Including NOVA in a new or renovated space at the Civic Center is feasible but if market based rents were charged it would be beyond NOVA's means to pay. Staff proposed to provide more details on options for NOVA and return to Council for direction.

### **EXISTING POLICY**

The Council Fiscal Policy contains several policies related to infrastructure in section 7.1C, *Capital Improvement Policies*:

- C.1.3 High priority should be given to replacing capital improvements prior to the time that they have deteriorated to the point where they are hazardous, incur high maintenance costs, negatively affect property values, or no longer serve their intended purposes.
- C.1.5 Priority will be given to the repair and replacement of existing infrastructure as compared to the provision of new or expanded facilities
- C. 1.The decision on whether to repair or to replace an existing capital asset will be based on which alternative is most cost-effective or provides the best value to the City.

### **ENVIRONMENTAL REVIEW**

The approval of the draft scope of work for Civic Center master planning 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. Environmental review in accordance with the California Environmental Quality Act (CEQA) regarding approval of the Master Plan for the Civic Center is included as part of the master planning process. The draft Master Plan scope of work includes environmental review so that an environmental document can be certified prior to Council action to adopt the Master Plan.

### **DISCUSSION**

#### **NOVA Workforce Services**

Sunnyvale has served as the host agency for NOVA Workforce Services since 1982. NOVA started as consortium of six cities in north Santa Clara Valley including: Sunnyvale, Cupertino, Mountain View, Palo Alto, Santa Clara and Los Altos. In 2000, the City of Milpitas joined the consortium and recently in 2015 all of San Mateo County was added. NOVA is governed by a 29 member Board of Directors appointed by the Sunnyvale City Council.

NOVA's mission is to prepare job seekers for the opportunities employers have for skilled workers. It serves both job seekers and area employers by providing specialized training, networking opportunities, and one-on-one counseling, plus a myriad of resources through its website ([www.novaworks.org](http://www.novaworks.org)) including postings of current job openings in the region. NOVA also offers specialized services targeted towards disadvantaged populations such as low income adults, disconnected youth, dislocated workers, veterans, individuals with disabilities and mature workers. It serves as a key element of Sunnyvale's workforce ecosystem given the considerable amount of employee turnover in the technology sector. NOVA's services are offered to the public for free and NOVA is recognized nationally as a well-functioning agency.

In Fiscal Year 2015/16 at the Sunnyvale Civic Center NOVA:

- Enrolled 3,368 new adult clients
- Served 4,345 unique adult customers
- Had 41,707 customer visits
- Provided a total of 54,984 services to job seekers

NOVA's budget primarily comes from a Federal appropriation based on an allocation formula that can vary with the adopted Federal budget and local labor market conditions including the unemployment rate and poverty levels. In FY 2015/16 NOVA was allocated \$5,750,495. NOVA has also been very effective in attracting State and local grants through competitive processes. For FY 2016/17, NOVA's adopted budget is \$10,055,000.

As NOVA's local sponsor the City provides a number of administrative support services including finance, human resources, legal, and overall program management. NOVA pays the General Fund for these services through an allocation formula as part of its annual budget. In FY 2015/16 NOVA paid \$445,000 for administrative support. NOVA also pays for its share of information technology services and reimburses the City for the cost of using print shop services and fleet vehicles based on its actual usage. In FY 2015/16 NOVA reimbursed the City \$96,000 for these services.

In addition to paying the City for administrative support NOVA pays rent for its usage of the Sunnyvale Office Center. In FY 2015/16 NOVA occupied 15,560 sq. ft. and paid a total of \$352,800 for the space or \$1.88 per sq. ft. per month, which is consistent with market rents for facilities of similar age and condition. This amount includes utilities, facility repairs and custodial services.

#### NOVA Facility Needs

In 2015, the City developed facility space needs for all City departments located at the Civic Center including NOVA. The space plan evaluated staffing levels and other service delivery needs such as meeting rooms and classroom space. Parking demand was also estimated for various functions. The conclusion for NOVA services was a need of 19,000 sq. ft. of office space and approximately 270 parking spaces. Based on the number of visitors to NOVA their parking demand is particularly high. Typical parking demand for office space is four spaces per 1,000 sq. ft. For NOVA's 19,000 sq. ft. a typical parking supply 76 spaces would be sufficient.

As part of the community engagement process for the Civic Center, land use scenarios were developed to evaluate how different building locations, parking configurations, and circulation elements would affect the overall layout of the campus. For planning purposes it was assumed that NOVA would remain at the Civic Center. Since it had already been decided by City Council to

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demolish the Sunnyvale Office Center complex due to its age and condition, space for NOVA was either included in City Hall or in a renovated Annex Building. Preliminary cost data for these options was included as part of the final project report. A third option would be that NOVA move offsite and rent commercial space to meet its needs at a market rate.

In evaluating NOVA's space needs, staff reviewed the figures developed in 2015 and looked for ways to reduce their space needs to minimize project costs while still meeting all of their program objectives. Part of NOVA's original space need of 19,000 sq. ft. was based on an assumption that office space would also be provided for the State's Employment Development Department. It's common for State and local workforce development services to be collocated since they are trying to serve many of the same clients. The space needs assessment assumed the State would have seven full-time staff members located with NOVA. More recent conversations with State representatives have indicated that between zero and three staff members could be collocated at NOVA. Considering these changes and trying to be somewhat more efficient with the use of space staff estimates that 15,000 sq. ft. would be adequate to meet NOVA's space needs and is essentially the amount of space they currently occupy at the Sunnyvale Office Center. In evaluating alternatives this is the appropriate amount of space to plan for whether NOVA stays at the Civic Center or finds space offsite.

#### NOVA Space Alternatives

Staff has analyzed three basic alternatives for NOVA facilities:

- A. Renovate the first floor of the Annex building at the Civic Center
- B. Include NOVA in the new City Hall building
- C. Lease commercial space at a new location

Regardless of the alternative selected, the City would continue to serve as the local host agency for NOVA and would continue to provide administrative support services such as human resources, finance and legal support. The issue is whether the City should invest in new or renovated facilities for NOVA programs with the understanding that it may not recover all of its costs.

Advantages and disadvantages of the alternatives above can be placed into two categories - the pros and cons of keeping NOVA at the Civic Center vs. having them move offsite, and the pros and cons of options A and B at the Civic Center. A summary of advantages and disadvantages is provided as Attachment 1. More information on the approximate cost of each alternative is provided below. All of the alternatives use 15,000 sq. ft. as NOVA's facility space need.

- A. Renovate the first floor of the Annex building at the Civic Center  
Cost data for this alternative was included with information from the City's 2015 community engagement efforts. Renovating the Annex building was included as space for NOVA in land use scenarios A, B and F (Refer to RTC No. 15-0445 for land use scenarios). The cost data developed for these scenarios assumed the entire 20,900 sq. ft. Annex building would be renovated. In reviewing this assumption further, NOVA's space needs have been reduced as discussed above and the basement level is not suitable for NOVA programs even if it were renovated. Building renovation costs (with soft costs) ranged between \$500 to \$700 per sq. ft. or \$7.5 M to \$10.5 M for building renovations, without parking.

Cost data was also developed for a range of parking types based on estimates for parking demand for each major facility including NOVA. Based on staffing levels and a large number

of visitors NOVA's parking demand was estimated to be 270 spaces. Cost data for parking resulted in a very large range depending on parking type from low cost surface parking to much higher cost underground parking. The overall range for 270 parking spaces was \$3.4 M to \$16.5 M. NOVA's peak parking demand is driven by one of its most popular programs (Pro Match) where all of the participants meet as a group once per week. Staff considered various ways to mitigate peak parking demand as a way to reduce project costs. The most promising idea is to host the weekly Pro Match group (and other NOVA meetings) at the City's Community Center. This would reduce peak parking demand at the Civic Center lowering project costs. The Community Center has sufficient parking and is typically not fully occupied on weekday mornings when the Pro Match currently meets. If this were implemented staff estimates peak parking demand for NOVA at the Civic Center could be reduced to 175 parking spaces. This reduction would adjust parking costs to a range of \$2.2 M to \$10.7 M.

Combining building and parking costs for an updated NOVA facility need of 15,000 sq. ft. of building renovations and 175 parking spaces, results in a total cost range of \$9.7 M to \$21.2 M. Over the course of 30 years, rental income from NOVA (assuming a 2% annual rent increase) would be \$14.3 M.

**B. Include NOVA in a new City Hall building at the Civic Center**

Including NOVA as part of the new City Hall building would have all of the same advantages of keeping NOVA at the City Center but at a higher project cost. New building costs (with soft costs) ranged between \$750 to \$900 per sq. ft. or \$11.3 M to \$13.5 M for a new building, without parking. The range of parking costs are the same as with Alternative A the Annex renovation.

Combining building and parking costs for an updated NOVA facility need of 15,000 sq. ft. of new building and 175 parking spaces, results in a total cost range of \$13.5 M to \$24.2 M. Over the course of 30 years, rental income from NOVA (assuming a 2% annual rent increase) would be \$14.3 M. It should be noted that NOVA's primary funding source is subject to ongoing Federal appropriations and could be changed or eliminated in the future.

**C. NOVA leases commercial space at a new location**

Under this alternative project capital costs would be reduced from between \$9.7 M and \$24.2 M. However, the City would also no longer be able to charge NOVA for rent (currently \$352,800 per year). To compare the value of rent to the cost of capital investment, NOVA's rent was assumed to be available for debt service payments over the next 30 years. Assuming NOVA's rent would increase 2% per year and interest rates on a loan were 3%, NOVA's rent could support a loan of approximately \$9.0 M. By the end of 30 years NOVA's rent would increase to \$627,000 per year and the City could continue to charge rent as long as facilities for NOVA were provided.

It's clear that under both alternatives that would keep NOVA at the Civic Center, their current rent would likely not cover the City's capital investment to provide facilities. Under an optimistic scenario where the Annex building was renovated and NOVA's parking demand was met with mostly surface parking, capital costs could be as low as \$9.7 M vs \$9.0 M that could be generated by capitalizing NOVA's rent payments for 30 years. This is close but it should be noted that the City would still be paying for utilities, facility maintenance, and custodial services. Under the most pessimistic cost scenario NOVA would be included with the new City Hall and parking needs would be met with

mostly underground parking resulting in a NOVA project cost of \$24.2 M.

In both scenarios that keep NOVA at the Civic Center, investing in facilities at the Civic Center provides a long-term asset that the City would continue to own. This would meet current service delivery needs could provide flexibility for future service growth. In the near term, NOVA's rent payments would offset a considerable amount of the cost and the City would build equity in the facility over time with a funding source that wouldn't exist if NOVA were to relocate offsite.

The obvious disadvantage of keeping NOVA at the Civic Center is higher project costs that could not be fully recovered by rent. The advantages of keeping NOVA at the Civic Center are numerous and are provided in more detail in Attachment 1. These include:

- Valuable NOVA services remain very accessible to Sunnyvale residents and employers at a convenient central location
- The City would continue to own NOVA's space at the Civic Center and would reserve the right to re-capture this space in the future if needed for core City services
- NOVA's operations remain more efficient by maintaining convenient access to support services provided by the City
- More opportunities exist to share classroom and meeting space with other City departments
- The City is able to maintain a stable environment for NOVA services by keeping its rent stable and predictable

While the advantages are considerable it's not possible to place a dollar amount on them. A judgment must be made about the value of keeping NOVA services at the Civic Center and the City's willingness to charge below market rent. Community benefits may be a longer-term option to cover these costs.

### **Civic Center Master Plan Scope of Services**

A draft scope of services has been prepared for Council approval (Attachment 2) that documents previous Council direction and identifies additional studies required as part of the master planning process. The Master Plan is intended to build on the previous community engagement process by providing more detailed analysis on several key issues including building placement, parking solutions, open space amenities and sustainable design features.

Improvements planned as part of Phase 1 of the Civic Center project will be developed to a greater level of detail so that upon adoption of the Master Plan the City will be ready to start plans and specifications for Phase 1 components. Phase 1 improvements are focused on a new City Hall, renovation of the Annex building for NOVA, and selective improvements to Public Safety Headquarters. Parking and site improvements to support these functions will be included. Part of the Master Plan will also be a construction sequencing plan to evaluate whether new construction can proceed with existing buildings occupied, or whether temporary facilities will be required.

A summary of Master Plan elements is provided below and spelled out in more detail in the draft scope of services (Attachment 2):

- A. New City Hall (LEED Platinum)
  1. Architectural concepts to develop the height, shape, location and architectural style of a new City Hall building
  2. Building floor plans

3. Preliminary landscape plan
4. Sustainable design features
5. Construction sequencing plan

B. Public Safety Headquarters

1. Building addition feasibility study
  - Public Safety building addition and selective renovation option
  - City Hall option with selective DPS renovation
  - Perimeter security improvements
  - Cost estimates for various options

C. Site Master Plan

1. Building location alternatives
2. Circulation study
3. Parking alternatives study
  - Parking quantity
  - Parking type
  - Sustainable design features
4. Open space plan
5. Site sustainable design features
6. Land survey

D. Environmental Review (CEQA)

E. Community Outreach

- Commission reviews
- Council workshops
- Open City Hall surveys
- Project website updates

F. Project Management

1. Civic Center Core Team
2. Project coordination
3. Schedule

G. Master Plan Report

**FISCAL IMPACT**

Alternatives to include facilities for NOVA at the Civic Center would require the City to offer below-market rent based on preliminary costs estimates. The amount would vary depending on whether renovated or new facilities are provided and how parking is provided.

Additional funding will be needed to proceed with further planning efforts for the Civic Center project. Approval of the draft scope of work will allow the City to issue an open and competitive request for proposal to select a consultant to prepare the Master Plan. Final costs for master planning services will be brought back to Council for approval at time of contract award.

The City's fiscal strategy for funding Phase 1 of the Civic Center project is to utilize current City



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assets. A combination of potential sources has been identified including: issuing debt and paying it back over time with existing revenue streams, utilizing capital reserves, selling City-owned properties not used for City services, charging enterprise funds for their fair share of capital costs, and considering funding from public benefit contributions. The Master Plan will provide updated cost estimates for phase 1 project components and identify a menu of possible upgrades to Public Safety Headquarters that can be selected by Council based on priorities and available funding.

### **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. Meeting notices were also emailed to the Civic Center interested parties list.

### **ALTERNATIVES**

1. Direct staff to include facilities for NOVA at the Civic Center by including space in the new City Hall building and evaluate opportunities for a public benefit contribution to offset a portion of capital costs.
2. Direct staff to include facilities for NOVA at the Civic Center by renovating the first floor of the existing Annex building and evaluate opportunities for a public benefit contribution to offset a portion of capital costs.
3. Direct staff not to include facilities for NOVA as part of the Civic Center Modernization Project and that staff consider NOVA leasing commercial space at a new location within the City of Sunnyvale.
4. Approve the draft scope of services for Civic Center master planning in substantial conformance to Attachment 2 of the report.
5. Approve the draft scope of services for Civic Center master planning with modifications as directed by Council.
6. Other direction as provided by Council.

### **STAFF RECOMMENDATION**

Alternatives 1 and 4: 1) Direct staff to include facilities for NOVA at the Civic Center by including space in the new City Hall building and evaluate opportunities for a public benefit contribution to offset a portion of capital costs; and, 4) Approve the draft scope of services for Civic Center master planning in substantial conformance to Attachment 2 of the report.

NOVA Workforce Services provides valuable training and career counselling service to the region and assists employers to find qualified job applicants. NOVA's operations which are funded from Federal, State, and local grants add approximately \$10 million per year to the local economy. Continuing to offer these valuable services at the Civic Center makes them very convenient to Sunnyvale residents and employers. Including facilities for NOVA at the Civic Center also creates better opportunities to share classroom and meeting spaces with other City departments and the community.

Including NOVA in the new City Hall building provides the City with the greatest flexibility for site layout of its facilities. Having multiple facilities integrated into one new building will help to increase open space and make multiple City services available to customers in one location. It also increases options for sharing classroom and meeting space with other City departments, and for making these

spaces available to the public after regular business hours. Although NOVA's projected rent will not fully cover the cost of new facilities, the City will retain an asset at the Civic Center that provides flexibility for future service growth if required.

Approval of the Master Plan scope of work is the next step to continue site planning, environmental review and preliminary design work for the Civic Center Modernization Project.

Prepared by: Kent Steffens, Assistant City Manager

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: Kris Stadelman, Director, NOVA Workforce Services

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Advantages and Disadvantages of NOVA Facility Location
2. Draft Scope of Services for Civic Center Master Planning

Civic Center Modernization Project  
Advantages and Disadvantages of NOVA Facility Location

Alternative	Advantages	Disadvantages
NOVA moves offsite	<ul style="list-style-type: none"> <li>• No rent subsidy required by the City</li> <li>• Reduced capital expenditures for Civic Center project</li> </ul>	<ul style="list-style-type: none"> <li>• Challenging to find adequate space with sufficient parking for NOVA clients</li> <li>• Revenue from NOVA lease reduced by \$352,800/year (FY 2015/16)</li> <li>• Reduced opportunities to share space with City programs</li> </ul>
NOVA stays at Civic Center	<ul style="list-style-type: none"> <li>• Convenient central location within NOVA service area and excellent access to NOVA programs for Sunnyvale residents and employers</li> <li>• City maintains ownership over NOVA space and could provide expansion space for future City programs</li> <li>• If configured properly some NOVA classrooms could be made available for community use after NOVA business hours</li> <li>• Opportunities to share conference and meeting space with other City services</li> <li>• City continues to receive rent to cover a portion of capital expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Requires a significant capital expenditure with some level of below market rent required</li> <li>• Building and parking facilities consume land that could be devoted to other uses</li> </ul>
Annex Building Remodel	<ul style="list-style-type: none"> <li>• Annex basement could continue to be used for the City's print shop and mail center, reducing space needs for City Hall and project costs</li> </ul>	<ul style="list-style-type: none"> <li>• Current building location constrain site options for new buildings</li> </ul>
Include NOVA in New City Hall	<ul style="list-style-type: none"> <li>• Highest potential for shared space</li> <li>• Highest value location for potential future City service expansion</li> <li>• Maximizes City services delivered from one location</li> <li>• Increases flexibility for building siting and for increasing open space</li> </ul>	<ul style="list-style-type: none"> <li>• Highest cost alternative</li> <li>• Increases parking demand for City Hall location</li> </ul>

## ATTACHMENT 2

### Draft Scope of Services City of Sunnyvale Civic Center Modernization Project Master Plan

#### I. Background and Location

##### Background

The Sunnyvale Civic Center is currently home to the City's primary administrative facilities (City Hall), Main Library, and Department of Public Safety Headquarters. In early 2015 the City began an extensive community engagement process to evaluate how facilities at the Civic Center could be renovated or replaced. Through this process the City developed a Needs Assessment, Vision Statement, and Success Criteria for the project that are intended to guide further planning efforts.

Over many years, facilities at the Civic Center have become dated, inefficient and range between 30 and 60 years old. As the population of the community has grown so has the demand for City services and the City's office space needs. The City has applied various interim solutions to meet its space needs such as adding a modular building and purchasing an adjacent office complex. However, the City has not made major investments in its facilities at the Civic Center for many years out of concern that maybe various buildings would be replaced when an overall plan for the Civic Center was developed. The Civic Center Modernization Project was created to conduct a comprehensive evaluation of the entire campus and plan for its facility needs to enhance service delivery well into the future.

In 2016 information developed in the planning process was used to evaluate financing options including the possibility of a voter-approved general obligation bond. A community survey was developed to test the viability of a bond measure that could fund a portion of project costs. The results indicated that although a majority of Sunnyvale residents supported the Civic Center project, it was unlikely that the two-thirds majority needed to pass a bond measure could be achieved. Based on this outcome, the City will pursue implementation of the project in phases. The master planning process is intended to develop preliminary designs of components in the first major phase but also to establish a long-term plan for the ultimate build out of the campus. Certain decisions about the project scope and phasing have already been made while others need further evaluation through the master planning process as outlined below.

The City's website also has additional information on the Civic Center Modernization Project including a final report from the outreach process that provides more information on the building program, project objectives, cost data, land use scenarios:  
<http://www.civiccenter.insunnyvale.com>.

##### Location

The Sunnyvale Civic Center is located at the corner of Mathilda Avenue and El Camino Real. When including internal street right-of-ways the Civic Center Campus is approximately 25 acres.

A map of the area is included as Figure 1.

## II. Master Planning Process

### Project Objectives

The Civic Center Master Plan is intended to build on the work already completed by the City through the community engagement process. It should serve as a decision making process that prepares the City to begin plans and specifications for improvements included in Phase 1 of the project upon adoption of the plan. It will also create a site Master Plan for future phases of the project to better define building placement, site circulation, open space improvements and parking solutions. It should be a holistic plan that optimizes the campus to meet current and future service delivery needs as identified in the Vision Statement, Success Criteria, and Needs Assessment that have already been adopted for the project.

The Master Plan is intended to be developed using an iterative process where key work products are developed in a logical sequence, approved along the way, and build on each other to form a final Master Plan for adoption. A project schedule will be developed to illustrate key milestones, timing for delivery of work products, when decisions are needed and an overall timeline for completion. The City's goal would be to certify the environmental document and adopt the Master Plan by the end of 2017.

### Project Phasing

The Civic Center Modernization Project includes the following major components: City Hall; Main Library; Public Safety Headquarters; site improvements; open space amenities; parking facilities; and demolition of the existing Sunnyvale Office Center, City Hall, City Hall Annex, South Annex buildings. Due to funding limitations the City will pursue implementation of the Master Plan in phases.

Phase one of the project will include a new City Hall building, selective renovation and/or expansion of the Public Safety Headquarters building, and demolition of the existing City Hall, Sunnyvale Office Center, City Hall Annex and South Annex buildings. In addition the Master Plan will determine which parking, open space and circulation improvements should be included with Phase 1.

Future phases will include the renovation and expansion or replacement of the Main Library and Public Safety Headquarters buildings. Timing of future project phases has not been determined. Upon completion of Phase 1 improvements the Civic Center Campus should be fully functional, aesthetically pleasing, and achieve as many of the project objectives as possible within budget constraints. Although a specific project budget has not been approved for Phase 1 based on a preliminary assessment of financing options total project costs for Phase 1 are anticipated to be limited to between \$100 M and \$150 M.

## III. Professional Services

- A. **New City Hall** – A new City Hall building of approximately 91,000 square feet will include the administrative offices needed for efficient service delivery by the following City departments: City Manager, City Attorney, Community Development,

Environmental Services, Human Resources, Finance, Information Technology, NOVA Workforce Services and Public Works. It will also house the City Council Chambers and Office of the City Council. Various meeting rooms and classrooms are included in the space program to accommodate staff needs and should be configured so they can be used by the community after hours and on weekends. Goals for the space are to create a modern and inviting space focused on providing excellent customer service. Staff office spaces should be efficient, promote collaboration and be flexible to meet current and future needs.

1. Architectural Concepts. An initial series of architectural concepts should be developed that would evaluate options for building height, shape and location. After receiving initial feedback from the City the most promising concepts would be developed further and presented to the City's Planning Commission and City Council for input. A final set of two or three concepts would then be developed for final selection. Final concepts would be developed to show exterior building materials, with color renderings showing the site context with parking, circulation and basic landscape features. The final architectural concept selected would then become part of the overall site Master Plan.
2. Building Floor Plan. Once the building height and shape have been selected, floor plans for each floor of the new City Hall will be developed using the space program that has already been completed. Prior to completing this task, individual meetings will be conducted with representatives of each department to better understand staffing, the need for adjacencies and service delivery needs. Preliminary floor plans will be presented for feedback in a workshop setting for all departments and then refined into a final floor plan for City approval. Floor plans will be developed to meet all applicable building codes and include support spaces such as equipment rooms, elevators, stairs and other common areas. Based on the approved floor plan color renderings should be prepared showing the primary building entry, one-stop permit center, and community meeting spaces for inclusion in the final Master Plan.
3. Preliminary Landscape Plan. The plan for City Hall should take advantage of existing mature trees, incorporate a civic plaza for community events, include outdoor patio spaces as appropriate, and consider an accessible green roof feature. Initial concepts should be developed and based on feedback from the City included with architectural concepts as they are developed and refined.
4. Sustainable Design Features. City Hall should be planned as a LEED Platinum facility. Initial ideas for sustainable design features will be presented to the City's Sustainability Commission for initial review and input. Based on this input as the Master Plan becomes more complete a preliminary LEED check list should be prepared to demonstrate how the City can best achieve a LEED Platinum rating considering initial cost, operating costs and environmental benefits. As an option, making City Hall a net zero energy consuming building should be evaluated considering costs and simple payback. The final LEED check list will be presented to the Sustainability Commission and documented in the final Master Plan.

5. Construction Sequencing Plan. Depending on final building siting, determine whether the new City Hall can be built while other Civic Center facilities remain occupied. Make recommendations to efficiently sequence new construction, renovations, demolition and site improvements. Identify needs for temporary office spaces as needed and include estimated costs.

**B. Department of Public Safety Headquarters.** The City's Department of Public Safety (DPS) Headquarters building was built in 1985. It serves as the home for all of the City's police services, dispatch, department administration, and special functions such as the training. The City's primary emergency operation center (EOC) is also located here and is currently shared space with a training and conference room. Although the building is in relatively good condition service demands have grown considerably since 1985. The building is too small and its functional layout is poor. The City's long-term goal for the building would be to fully renovate and expand or replace it entirely. Due to funding constraints only a limited number of improvements can be included in Phase 1 of the Civic Center.

1. Building Addition Feasibility Study. The City's highest priority for Public Safety improvements is a dedicated EOC, which was planned as a 5,300 sq. ft. space including circulation. This space could be located in a building addition to the existing public safety building or included as part of the new City Hall building. Another component that could be either located in an addition or in City Hall is office space for the Fire Protection Division. This function is currently located in the Sunnyvale Office Center which is planned to be demolished. Fire Prevention has a full-time staff of ten and is planned as a 1,650 sq.ft. space. Other components of the Public Safety that are high on the list of priorities for renovation and expansion include the: crime lab, briefing room, and locker rooms. These functions could be included in an addition or renovated in the current building.
  - a. **Addition Option.** Based on an evaluation of the existing DPS building, determine the best place for a building addition or stand-alone adjacent building. Create a conceptual site plan and floor plan that would include space for the dedicated EOC and Fire Protection Division at a minimum. Include other functions as appropriate. Based on what is included in the addition create a conceptual selective renovation plan for the existing DPS building.
  - b. **City Hall Option.** Assume the dedicated EOC and Fire Protection Division are located in a new City Hall. Create a conceptual floor plan for selective remodeling of the existing DPS building.
  - c. **Perimeter Security Improvements.** Evaluate existing physical security for the DPS building and secure parking area. Develop a preliminary plan for lighting, fencing and other measures to improve security.

Prepare preliminary cost estimates for all of the options outlined above. Cost estimates should be broken into stand-alone components whenever possible so the City can select a group of improvements based on priorities and available budget. Work with DPS staff to understand their priorities and operational needs as

the feasibility study is prepared. Include findings and alternatives in a feasibility study report that would be presented to City Council for final decisions.

- C. **Site Master Plan.** A primary goal for this stage of the project is to develop a long-term Master Plan for the entire Civic Center Campus. The City wants to ensure that improvements completed as part of Phase 1 are compatible and complimentary to future phases of the project. The overall Master Plan should show the end state of the campus after all project phases have been completed.
1. Building Location Alternatives. An important component of master planning is deciding the locations of future buildings. Although City Hall is the only new building planned to be constructed in the first phase, future locations for an expanded Main Library and DPS Headquarters building will be important to ensure the ultimate build out of the campus is efficient, sustainable and meets long-term service delivery needs. Alternatives to either expand and renovate, or completely replace the Main Library and DPS Headquarters building have been considered but not yet decided. It is not a goal of the master plan to make final decisions about renovating or replacing these buildings. As future phases of the Civic Center project are developed, available funding and ever-changing service delivery needs could influence what gets built. The task for master planning will be to create alternative scenarios for building siting. After determining the best location for a new City Hall - where is the best location to site a new library and new DPS Headquarters building; or if the buildings were expanded and remodeled where are the best locations to accomplish overall objectives for the site. Each building scenario should include a site plan with building footprints and site planning elements including: site circulation, parking configuration, adjacent open space features such as entry plazas or outdoor patio spaces. For the purpose of developing these alternative scenarios the building space programs already developed will be used and updated cost estimates for future phases are not required. Concepts for building location scenarios will be presented to the City's Board of Library Trustees for feedback.
  2. Circulation Study. Site circulation is a key component of site planning that will effect building placement, parking layout, and open space amenities. Key goals include: creating a welcoming, safe, and attractive environment for all modes of transportation; improving the usability of open spaces; including appropriate sustainable design features; and ensuring that circulation is supportive of customer service needs and operational demands (including DPS). Existing public streets through the campus include Olive Avenue and All America Way. These public streets could be retained, relocated, or eliminated entirely in the final Master Plan. The purpose of the circulation study is to evaluate a variety of options, consider their benefits and impacts, and decide on a circulation plan that best meets the City's current and future needs. The circulation study will be a distinct work product that will be presented to City Council for final decisions. It's envisioned that this component of the Master Plan would be delivered early in the process to inform final building placement, parking solutions, and open space amenities. A draft Circulation Study should be brought to the City's Bicycle and Pedestrian Advisory Commission for review and feedback.



3. Parking Alternatives Study. The existing Civic Center Campus has 952 parking spaces spread among ten different parking areas. The quantity of parking seems adequate for existing uses overall but some lots have much higher demand than others. Overall parking and roads consume approximately 10 acres or 40% of the available land at the campus. A goal for the parking study is to recommend an appropriate parking quantity and evaluate various methods to meet those needs. Through the community engagement process land use prototypes were developed to test a variety of parking types to see how the overall layout of the campus was affected. This information is helpful but final decisions were not made and the Master Plan is not constrained to look at only those alternatives.
  - a. Parking Quantity. Based on the planned program, count data, City standards, and potential for shared uses recommend a final parking quantity for inclusion in the Master Plan, including what parking facilities should be built with the first phase.
  - b. Parking Type. Evaluate a full range of parking types including: surface, stand-alone parking structures (with or without underground levels), parking under new buildings, and automated stacked parking solutions. Prepare conceptual layouts so various options can be drawn to scale in draft site plans. Prepare preliminary cost estimates to evaluate options on a cost per net new space basis.
  - c. Sustainable Design Features. Planned parking facilities should be planned to be energy efficient, properly treat storm water runoff, and considered as possible locations for solar power generation. Planned sustainable features should be documented in the appropriate LEED checklist.
4. Open Space Plan. One of the opportunities identified in planning efforts to date is the ability to consolidate and expand open space on the campus. Ultimate quantities of open space will depend on to what extent we convert existing single-story buildings to multi-story, convert surface parking to structured parking and reconfigure the existing circulation network. Opportunities to create more and better open space amenities on the campus are a high community value but must be balanced with project costs and functional needs. Data gathered from community engagement efforts to date should be reviewed to get a sense of priorities. Initial concepts for open space should be developed and presented to the Parks and Recreation Commission for feedback and then a refined set of open space amenities brought back to the Commission for a recommendation. The final Master Plan should clearly identify open space elements to be included in Phase 1 and additional elements to be constructed with future phases.
5. Sustainable Design Features. The Master Plan should be developed to include sustainable design features applicable to the site including energy efficient lighting, drought resistant landscaping, appropriate building orientations, and preservation of mature trees where possible. Site sustainability features should be documented on the appropriate LEED checklist.
6. Land Survey. A complete land survey of the Civic Center Campus should be completed to establish base sheets that can be used for the Master Plan and future

plans and specifications. Property lines, building locations, utility infrastructure and other site features should be located as part of the survey. A title search should be completed to document all easements and property restrictions. The City recently completed a survey of all existing trees including GPS coordinates, diameter, height, condition and species that will be provided to the consultant.

Developing the final site Master Plan will necessarily be an iterative process where some decisions will need to be made along the way. Two interactive workshops should be planned with City Council at key decision points during the development process.

- D. **Environmental Review.** An integral part of the Master Plan is completing the CEQA analysis. The environmental document should be prepared, circulated for public review, reviewed by the Planning Commission, and certified by the City Council prior to any final decisions to adopt a Master Plan. For planning purposes the environmental document is assumed to be a Program-level Environmental Impact Report that covers all elements of the Master Plan with sufficient detail to enable the City to proceed with construction on Phase 1 of the project. The Environmental analysis should include a Traffic Impact Analysis done in accordance with City and VTA standards as well as other technical studies needed for CEQA compliance.
- E. **Community Outreach.** The Master Planning Process is intended to build on previous community engagement activities by soliciting community input during development of the Master Plan. City Council meetings and workshops as well as numerous commission reviews as previously outlined will be publicized by the City as opportunities for community input. Community surveys using Open City Hall and regular postings to the project website will supplement outreach activities. Consultant should plan to coordinate with the City and prepare materials for up to three Open City Hall surveys, monthly website postings, and quarterly articles for the City's quarterly report through the Master Plan process.
- F. **Project Management and Meetings.** Regular coordination with City project management staff is an important component of the project.
  - 1. Civic Center Core Team. The City has also appointed a Civic Center Core Team comprised of three members of City Council, the City Manager, Assistant City Manager (Civic Center Project Manager), Finance Director, Library and Community Services Director, and Communications Officer. The role of the Core team is to provide general guidance and feedback on draft work products as they are developed. Core Team meetings will generally be scheduled prior to all City Council meetings and public presentations. Consultant will provide minutes of all Core Team meetings.
  - 2. Project Coordination. Regular bi-weekly progress meetings will be held with the City's Project Manager either by phone or in person depending on agenda topics.
  - 3. Project Schedule. A project schedule will be developed to illustrate planned activities, major milestones, key decision points, and the schedule for delivering draft and final work products. The schedule should show all City Council and Commission meetings, in addition to the timeline for CEQA notices and hearings.

**G. Master Plan Report.** A Master Plan Report will be prepared for final adoption by City Council that will document site plans, illustrations, estimated project costs for Phase 1 improvements, LEED check lists, and other documentation that would support the final Master Plan.



# City of Sunnyvale

## Agenda Item

16-0779

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL

#### SUBJECT

Introduce an Ordinance to Amend Sunnyvale Municipal Code Chapter 10.60 Transportation Demand Management of Title 10 Vehicles and Traffic to Implement Administrative Penalties and Hearings, and Collection of Penalties; Adopt a Resolution to Amend the FY 2016/17 Citywide Fee Schedule to Establish TDM Fees and Penalties

#### BACKGROUND

Transportation Demand Management, or TDM, is the general term for a combination of strategies that strive to decrease the use of single occupant vehicle (SOV) travel and encourage people to use transit, walk, bike, and carpool. TDM emphasizes the movement of people rather than motor vehicles, and gives priority to other transportation modes in an effort to provide transportation options and reduce congestion. As part of development approvals, the City has required TDM plans in an effort to reduce SOV trips and decrease congestion.

The City has been utilizing TDM programs for a number of years. In 1999, the City developed a TDM tool kit as guidance to assist developers in the City to prepare, implement, and monitor the success of TDM plans and programs. As regional growth and development continued, the need for TDM programs has become even more important. In 2015, staff updated the City's TDM guidelines and on December 1, 2015 staff informed Council of the updated guidelines via RTC 15-0934 (Attachment 1).

Many factors affect the ultimate success of TDM programs. The new TDM monitoring and penalty program will help determine the current level of TDM success in Sunnyvale, and this data will also help shape future TDM requirements and goals. Overall the ability to achieve higher levels of TDM is influenced by a number of factors including:

1. Appropriate land uses and densities. These include items such as having appropriate land uses within proximity of one another, proximity to transit, and higher levels of density to support transit and site layout that supports easy access for pedestrians and bicyclists.
2. Appropriate multi-modal infrastructure. Without the infrastructure in place to provide alternatives to single-occupancy vehicles, TDM programs will not be as successful. Infrastructure includes walking, biking, bus, train and "last mile" transit options.
3. Employee/er behaviors and values. Transit options, private buses and shuttles, and other options will only exist if employees decide to not drive to work based on convenience, comfort and effectiveness of the programs.

This report outlines new TDM fees and penalties, and accordingly recommends the adoption of an amended FY 2016/17 Fee Schedule and Ordinance to modify the Sunnyvale Municipal Code. The fees will be adjusted annually with the adoption of the City Fee Schedule each fiscal year using the

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Consumer Price Index (CPI) for the San Francisco area, similar to a number of other City fees.

## **EXISTING POLICY**

### **GENERAL PLAN:**

#### **Chapter 3 Land Use and Transportation - Land Use:**

**LT-1.9b:** Promote modes of travel and actions that reduce single-occupant vehicle trips and trip lengths.

**LT-5.1e:** Promote the reduction of single occupant vehicle (SOV) trips and encourage and increase in the share of trips taken by all other forms of travel.

**LT-5.6b:** Promote public and private transportation demand management.

**LT-6.1b:** Support transportation demand management programs and other ride sharing programs countywide.

#### **Chapter 7 Environmental Management:**

EM-11.4: Apply the indirect source rule to new development with significant air quality impacts. Indirect source review would cover commercial and residential projects as well as other land uses that produce or attract motor vehicle traffic.

## **ENVIRONMENTAL REVIEW**

The adoption of an ordinance of general policy 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. The adoption of the resolution amending the 2016/17 Citywide Fee Schedule does not constitute a "project" with the meaning of the 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.

## **DISCUSSION**

In order to have an effective TDM monitoring program, penalties and fees can be implemented to encourage full compliance. As part of the new monitoring program non-compliance penalties will be imposed on the property owner when the site exceeds the maximum allowable trips (under the conditions of approval) or when the property owner fails to pay administrative data collection fees required to evaluate site compliance. Failure to pay administrative data collection fees shall result in the maximum penalty to the property owner. Non-compliance penalties may be applied once every calendar year per site.

Non-compliance penalties will be determined by the level of deficiency of the site. A maximum \$3,000 per trip penalty will be used for the penalty calculation and may be assessed annually based on annual AM and PM peak hour trip counts. The penalty is based on 2016 dollars and will be evaluated and adjusted as appropriate with the adoption of the City's Fee Schedule each fiscal year using the Consumer Price Index (CPI) for the San Francisco area, similar to a number of other City fees. Staff established the value of the \$3,000 penalty by reviewing the cost of a TDM program against the amount of trip reduction it achieves (to develop a per trip dollar amount). In general, the cost varied by the complexity of the TDM program and ranged from \$1000-\$5000 per trip reduced. During the outreach process staff shared the reasoning behind the penalty fee and no concerns were expressed

regarding the dollar value of a TDM program, although concerns were raised regarding the need to have a penalty fee.

Compliance will be based on the maximum allowable AM and PM peak hour trips as identified in the conditions of approval. Both AM and PM peak hour trips will be surveyed and the penalty will be based on the highest deficiency of the two. The recommended penalties by levels of deficiency are summarized below, but are further explained (including example calculations) as part of the TDM Monitoring Program Guidelines (Attachment 2).

- Level 1: Achieve a 0%-9.9% trip reduction - Pay full penalty (\$3,000 per trip in excess of maximum allowable trips)
- Level 2: Achieve a 10%-19.9% trip reduction - Pay 75 % penalty (\$2,250 per trip in excess of maximum allowable trips)
- Level 3: Achieve 20%-29.9% trip reduction - Pay 50% penalty (\$1,500 per trip in excess of maximum allowable trips)
- Level 4: Achieve 30% or more trip reduction (up to maximum allowable trips) - Pay 25% of penalty (\$750 per trip in excess of maximum allowable trips)

Maximum non-compliance penalties are based on the site size (i.e. project size) at the time the City imposes a TDM requirement. All maximums are based on 2016 dollars and will also be analyzed during the annual adoption of the City Fee Schedule. The maximum penalties are as follows:

Tier	Project Size	Maximum Annual Non-compliance Penalty
1	Less than 50,000 SF	\$300,000
2	500,000 SF to 1,000,000 SF	\$500,000
3	Greater than 1,000,000 SF	\$700,000

TDM Administrative Fees: A TDM administrative fee in the amount of \$2,500 per driveway will be collected, which will cover the costs for data collection and staff time to review and administer the program.

Payment Late Fee: A monthly late fee of 10% of the amount of the invoice will be imposed when the property owner fails to submit the payment for administrative fees and non-compliance penalties within 60 days of the invoice date.

Delay of Status Report Submittal Penalty: A 2% penalty of the amount of maximum annual non-compliance penalty (given above in the table) per month will be imposed when the property owner fails to submit annual status report as required by the City’s TDM Program Guidelines.

**FISCAL IMPACT**

Implementing the new fees presented in this report would create new revenue sources to the City. Staff recommends that revenue from the TDM Administrative Fees would be used to offset the costs of data collection and staff time to administer the program. Revenue from the Non-Compliance Penalty, Payment Delay Penalty, and Delay of Status Report Submittal Penalty would be accounted for in an isolated fund and appropriated in the annual budget process. Since the intent of this

program is to achieve full compliance, it is expected that the revenue from penalties will be minimal.

### **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 City also held an outreach meeting on November 4, 2015, presented to the Moffett Park Business Group, and offered meetings to property owners with TDM plans. Staff met with approximately eight different property owners individually.

### **ALTERNATIVES**

1. Introduce the Draft Ordinance to Amend Chapter 10.60 Transportation Demand Management (TDM) of Title 10 Vehicles and Traffic to Implement Penalties and Administrative Hearings and Adopt the Resolution Amending the FY 2016/17 Fee Schedule to Establish TDM Fees and Penalties.
2. Do not adopt Draft Ordinance to Amend Chapter 10.60 and Resolution Amending the FY 2016/17 Fee Schedule to Establish TDM Fees and Penalties.

### **STAFF RECOMMENDATION**

Alternative 1: Adopt a Draft Ordinance to Amend Sunnyvale Municipal Code Chapter 10.60 Transportation Demand Management (TDM) of Title 10 Vehicles and Traffic to Implement Administrative Penalties and Hearings and Adopt the Resolution Amending the FY 2016/17 Fee Schedule to Establish TDM Fees and Penalties.

Staff recommends Alternative 1 in order to have an effective TDM Monitoring Program that encourages full compliance and results in the reduction of SOV trips, and consequently reduces congestion.

Prepared by: Carla Ochoa, Traffic Engineer  
Reviewed by: Shahid Abbas, Transportation and Traffic Manager  
Reviewed by: Manuel Pineda, Director, Public Works  
Reviewed by: Kent Steffens, Assistant City Manager  
Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. RTC 15-0934: New Transportation Demand Management (TDM) Program Guidelines (Informational Only)
2. TDM Monitoring Program (updated)
3. Draft Ordinance to Amend Sunnyvale Municipal Code Chapter 10.60
4. Resolution Amending FY 2016/17 Fee Schedule to Establish TDM Fees and Penalties



# City of Sunnyvale

## Agenda Item

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15-0934

Agenda Date: 12/1/2015

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### REPORT TO COUNCIL

#### SUBJECT

New Transportation Demand Management (TDM) Program Guidelines (Information Only)

#### BACKGROUND

Transportation Demand Management, or TDM, is the general term for a combination of strategies that strive to decrease the use of single occupant vehicle (SOV) travel and encourage people to use transit, walk, bike, and carpool. TDM emphasizes the movement of people rather than motor vehicles, and gives priority to other transportation modes in an effort to provide transportation options and reduce congestion. TDM strategies can include:

- Bike Parking
- Showers
- Transit Passes
- Carpool Parking
- Park and Ride Facilities
- Car Sharing
- Shuttles
- Vanpools
- Alternative Working Hours

The City has been utilizing TDM programs for a number of years. In 1999 the City developed a TDM Tool Kit as guidance to assist developers in the City of Sunnyvale to prepare, implement, and monitor the success of TDM plans and programs. As part of development approvals, the City has required TDM plans in an effort to reduce SOV trips and decrease congestion. The reduction of SOV trips as part of a TDM plan is usually referred to as a TDM trip reduction. Two examples of TDM plans and required trip reductions in the City are the requirements of the Moffett Park Specific Plan and the recently approved Landbank Development.

As regional growth and development has continued, the need for TDM programs has become even more important. As part of discussions with Council, staff had communicated that the City was in the process of updating its TDM guidelines, and staff would provide additional information once completed. This report provides the details of the new guidelines.

#### DISCUSSION

In an effort to achieve consistency as part of all new development, staff has prepared guidelines for the development of TDM programs, monitoring procedures to determine level of success, and penalty fees if the TDM reductions are not achieved. These are further described as part of Attachment 1 (Transportation Demand Management Program Guidelines), and summarized within



this report. It must be noted that this staff operational document will be modified as needed if efficiencies or enhancements are identified as new TDM plans are developed. In addition, previously approved TDM plans will continue to meet the requirements established at their time of approval. However, if applicable and if it does not conflict with the approved plan, the monitoring and non-compliance fees will follow the new guidelines.

#### TDM Process and Requirements

Although the City has a history of requiring and implementing TDM plans, as part of these new guidelines, staff has developed a specific process and requirements for new TDM submittals. This will help provide clear direction to developers and help standardize TDM plans to allow for better management by staff. In summary, the TDM plan will be required to include all appropriate development project information, the required TDM trip reduction, proposed TDM measures, TDM program implementation, and monitoring and evaluation discussion.

#### Non-Compliance Penalty

The City's goal is to encourage developers to reach the required TDM trip reduction, however if the goal is not met, non-compliance penalties will be assessed. To determine the level of penalty and the calculation procedure, staff reviewed what other jurisdictions have implemented and analyzed the dollar value of TDM reductions per approved industry standards. While staff did not find an example that met all of the City's requirements, information in other City's programs did help craft the City's process. In general the City's process and fees are based on the following criteria:

- The penalties are based on the average cost to implement a TDM program and correlation to reduction of trips.
- The penalties are intended to encourage compliance. It is not the City's preference to collect penalties, but to encourage developers to reach their TDM goals. As such, the penalties have a sliding scale, and the closer you get to reaching the TDM requirement, the cost per trip penalty is reduced. This provides a financial incentive to ensure developers meet their goal or come as close as possible.
- There is a maximum penalty based on project size. The key reason for this is to ensure that the level of penalty is in line with the size of the project and that it is a reasonable penalty considering it can be collected on a yearly basis.

Staff has not determined the level of effort required to manage the TDM program and monitoring. As the program develops and gets implemented, staff will determine if it can be incorporated into current workload, or if additional staff will be required. Staff would propose that any penalty collected as part of this process be used towards funding for staff to support the TDM program and the implementation of multimodal and complete streets improvements or programs; however the Council will have the opportunity to make the final determination as part of the budget process. In May of 2016, staff will bring to Council an ordinance and resolution to adopt the penalties.

#### Program Monitoring

Currently TDM monitoring is typically completed through survey work by the property owners, and reviewed by the City. The new process will require that developers fund driveway counts (managed by the City) to determine if they have achieved the TDM goals. Property owners or tenants will be required to complete a report, using the counts provided by the City, by December 31<sup>st</sup> of each year after TDM plan implementation per the TDM Program. The reports will include all relevant project

information, the count summary, and compliance discussion. If the project has not met its goals, they will receive a one-time six-month grace period to make the appropriate modifications to their TDM program. This grace period is only a one-time opportunity for each development and would only be available to property owners and tenants for the first monitoring period of their TDM program.

**PUBLIC CONTACT**

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

Staff held an outreach meeting with developers on November 4, 2015 and with the Moffett Park Business Group on November 9, 2015.

Prepared by: Manuel Pineda, Director of Public Works  
Reviewed by: Trudi Ryan, Director of Community Development  
Reviewed by: Kent Steffens, Assistant City Manager  
Approved by: Deanna J. Santana, City Manager

**ATTACHMENT**

1. Transportation Demand Management Program Guidelines.



## DIVISION OF TRANSPORTATION AND TRAFFIC

### **Transportation Demand Management (TDM) Program Guidelines**

#### What is a TDM Program?

A TDM is the incorporation of a variety of incentives, services, and actions that influence the reduction of automobile trips in order to provide additional relief from congestion, parking and air quality impacts.

#### TDM Process

1. Identify development requiring a TDM, per Community Development Department
2. Include TDM requirements in Conditions of Approval (COA)
3. Owner submits draft TDM Plan
4. City reviews each draft of TDM Plan (owner shall allow a minimum of three weeks for review of each draft TDM Plan)
5. When the final TDM Plan is accepted, the program shall be implemented per requirements in this document. Upon acceptance the TDM program shall be implemented per City requirements.
6. TDM plan must be accepted by the City before building permits are issued.
7. Upon implementation of the program per requirements outlined in this document, the owner shall contact the City in writing to identify the designated TDM Coordinator, their contact information, occupancy date, and implementation date of the TDM plan. Such notification shall be sent to the City TDM Program (see page 5)

#### TDM Requirements

*TDM goals* – TDM are intended to reduce automobile trips in order to provide additional relief from congestion, parking and air quality impacts. Therefore, TDM plans are required to set trip reduction goals. Trip reduction goals are outlined in the project conditions of approval.

*Plan submittals* – The owner shall submit three (3) hard copies and one (1) electronic copy (PDF) of each of the draft TDMs, and three (3) hard copies and one (1) electronic copy (PDF) of the final TDM (the equivalent shall be submitted of any revised final plans required by the City). Electronic copies shall be submitted to the City's project planner, while hard copies can be mailed or delivered to the City's TDM Program. The review timeline will not begin until all copies of the plan are received.

*Program implementation* – TDM programs shall be implemented as follows:

- a) Developments where the TDM plan is identified as a mitigation measure shall have full implementation of the program within a month of initial occupancy.

- b) Other developments where TDM plans are required, shall have a complete and active TDM program in place upon 75% occupancy

*Monitoring* – The TDM Coordinators shall produce annual reports to the City. Additional monitoring and reporting requirements are noted in the Program Monitoring Procedures section below. The owner shall notify the City TDM Program Manager upon occupancy per requirements outlined in the “*Program Implementation*” subsection of this document. Driveway counts and staff review time as a way of monitoring trips are managed by the City, but funded by the owner.

*TDM Coordinator* – The owner is required to have a TDM Coordinator. The TDM Coordinator shall be responsible for implementing the TDM Plan and shall be the primary contact with the City. It shall be the owner’s responsibility to notify the City if the TDM Coordinator or their contact information changes; the TDM Coordinator’s name, mailing address, email address, and phone number shall always be kept up to date with the City’s TDM Program Manager. TDM Coordinator changes shall be reported to the City in writing to the City TDM Program Manager.

### TDM Plans

The owner shall use the City of Sunnyvale Transportation Demand Management Tool Kit (<http://www.pmcworld.com/client/sunnyvale/documents/4-11-11/TDM-Tool-Kit.pdf>) as guidance in preparation of the TDM plan. The plan shall include, but is not limited, to the items listed below. The plan shall be formatted in this order. Additional information, sections, or appendices can be added following the required content in their corresponding sections. Sections or information that is not applicable or feasible for the specific project shall be noted as such.

1. Cover Page
  - a. Site address
  - b. Owner name & address
  - c. Preparer consultant name, address, phone number
  - d. Submittal date
  - e. Final draft shall include file number issued with draft TDM comments from the City.
2. Table of Contents
3. Introduction and project description
  - a. Land use description
  - b. Trip reduction goals
  - c. Site plan (letter-size)
  - d. Area map (letter-size)
4. Trip Reduction Program and Mitigation Measures
5. Planning and Design Measures
  - a. Transit Service
  - b. Bicycle and Pedestrian Access
  - c. Parking Management
  - d. Project Amenities
  - e. Exhibit highlighting TDM plan elements on the project site plan
6. Other TDM programs and measures
7. Implementation Mechanism
8. Monitoring & Evaluation
  - a. Preliminary Schedule (to include expected construction completion and anticipated 75 percent occupancy)

- b. Acknowledgement that the City will administer annual driveway trip counts beginning at 75 percent occupancy. All costs associated with the counts and monitoring review will be paid for by the owner; the City will invoice the owner prior to the completion of the counts.
  - c. Acknowledgement of non-compliance penalties per most up-to-date City TDM Program. Penalties are subject to change.
9. TDM Coordinator Contact Information
10. Appendix
- a. Appendix A: Plan Summary (see Attachment 1 of this document for format of summary sheet that shall be included as part of this Appendix)
  - b. Appendix B: Copy of project Conditions of Approval pertaining to TDM

Non-compliance Penalty

Non-compliance penalties will be determined by level of deficiency of the program. A \$3,000.00 per trip penalty will be used for the penalty calculation and may be assessed annually based on annual AM and PM peak hour trip counts. The penalty is based on 2015 dollars and will be increased by Engineering News Record (ENR) Bay Area Construction Cost Index every December starting December of 2016.

Calculation Detail

- Compliance determination will be based on maximum allowable AM and PM peak hour trips as identified in the conditions of approval
- Both AM and PM peak hour trips will be surveyed; the penalty is based on the highest deficiency of the two
- Reduction factors
  - Achieve a 0%-9.9% reduction - Pay full penalty (\$3,000 per trip)
  - Achieve a 10%-19.9% reduction - Pay 75 % penalty (\$2,250 per trip)
  - Achieve 20%-29.9% reduction - Pay 50% penalty (\$1,500 per trip)
  - Achieve 30% or more - Pay 25% of penalty (\$750 per trip)

Penalty Maximum

- All maximums are based on 2015 dollars. The amount will be increased by ENR Cost Index every December starting December of 2016.

Project Size	Maximum Annual Penalty
Less than 500,000 SF	\$300,000
500,000 SF to 1,000,000 SF	\$500,000
Greater than 1,000,000 SF	\$700,000

Example 1:	Example 2:
<ul style="list-style-type: none"> <li>○ Project Size (P) = 425,000 SF</li> <li>○ Expected AM Trips = 400</li> <li>○ Expected PM Trips = 350</li> <li>○ AM/PM Trip reduction goal = 30%</li> <li>○ Maximum Allowable AM Trips = 280</li> <li>○ Maximum Allowable PM Trips = 245</li> <li>○ Actual AM Trips = 324</li> <li>○ Actual PM Trips = 213</li> <li>○ AM Reduction = 400-324=76 (19%)</li> <li>○ PM Reduction = 350-213=137 (39%)</li> </ul>	<ul style="list-style-type: none"> <li>○ Project Size (P) = 1,264,135 SF</li> <li>○ Expected AM Trips = 2390</li> <li>○ Expected PM Trips = 3219</li> <li>○ AM/PM Trip reduction goal = 30%</li> <li>○ Maximum Allowable AM Trips = 1673</li> <li>○ Maximum Allowable PM Trips = 2253</li> <li>○ Actual AM Trips = 2175</li> <li>○ Actual PM Trips = 1931</li> <li>○ AM Reduction = 2390-2175=215 (9%)</li> <li>○ PM Reduction = 3219-1931=1288</li> </ul>

<ul style="list-style-type: none"> <li>○ Highest Deficiency = AM Trips, 44 trips deficient of goal</li> <li>○ Per trip penalty = \$2,250</li> <li>○ Total penalty = \$99,000 for cycle year</li> </ul>	<ul style="list-style-type: none"> <li>(40%)</li> <li>○ Highest Deficiency = AM Trips, 502 trips deficient of goal</li> <li>○ Per trip penalty = \$3,000</li> <li>○ Total penalty = \$700,000 (maximum penalty)</li> </ul>
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Penalties are subject to change at the City's discretion.

### Program Monitoring Procedures

The City will be processing status reports on an annual basis. In advance of the monitoring cycle, the City will send out invoices to owners, via the designated TDM Coordinator(s). The invoices will be for costs associated with driveway counts and associated staff time. Payment of the invoices will be due approximately thirty (30) days from the invoice date. Upon receipt of payment, the City will schedule the driveway counts and upon completion of the counts, the data will be provided to the owner to complete to report. The annual status report will be due to the City the every year on December 31<sup>st</sup>, unless otherwise specified by the City's TDM Program Manager.

Developments that are compliant with goals will continue with annual monitoring as scheduled. Developments that are not compliant with goals will be re-invoiced for follow-up driveway counts. This will result in a six-month grace period and give developments the opportunity reach TDM trip reduction goals before incurring penalties. This grace period is only applicable to the first annual reporting following occupancy. Following this grace period, all non-compliant driveway counts will incur penalty hereafter.

While driveway counts will be done by the City, owners should conduct annual or semi-annual employee surveys to measure the effectiveness of the TDM program. The owner should conduct a survey before the TDM is implemented to establish a baseline.

### Status reports

Status reports are due to the City on an annual basis and shall be submitted by the owner per the TDM monitoring procedures. The status report shall include, but is not limited to the items listed below.

1. Cover Page
  - a. Site address
  - b. Owner name & address
  - c. Preparer consultant name, address, phone number
  - d. Submittal date
  - e. File number
2. Driveway count summary
3. Development description
  - a. Owner(s) and owner(s) description
  - b. Owner occupancy dates
  - c. Site plan
  - d. Area map
4. List of TDM measures or programs currently in place
5. Summary of employee surveys conducted

6. Note compliance or non-compliance with goals. If non-compliant, note planned improvements in order to meet goals for next reporting cycle.
7. Latest TDM Coordinator Contact Information
8. Appendix
  - a. Appendix A: Plan Summary (see Attachment 1 of this document for format of summary sheet that shall be included as part of this Appendix)
  - b. Appendix B: Additional information on employee surveys conducted

City TDM Program Contact Information

Mailing Address: City of Sunnyvale  
Transportation Demand Program Manager  
456 W. Olive Avenue  
Sunnyvale, CA 94086

Phone Number: (408) 730-7415

**Attachment 1: Required Summary Sheet**

Site Address:	
Floor Area (square feet):	
Site Area (square feet):	
Land Use:	
TDM required as a mitigation measure (yes/no)?	
Owner(s) if known:	
List current TDM measures:	

Trip Generation Table

	Code <sup>1</sup>	Land Use Description <sup>1</sup>	Units	Unit Type <sup>2</sup>	AM Trips	PM Trips
Project use – 1						
Project use – 2 <sup>3</sup>						
Project use – 3 <sup>3</sup>						
Total						
Reduction Goal %						
Not to exceed trips						
Actual trips <sup>4</sup>						
Trip deficiency(-)/exceeding goal(+)						

Notes:

1. All trip generation calculations shall be done per the latest version of the ITE Trip Generation Manual at the time of project approval. The edition applicable to this project is \_\_\_\_\_.
2. Unit type per ITE Trip Generation Manual (e.g. dwellings, occupied rooms, KSF)
3. Only applicable for multi-use projects.
4. Only applicable for annual reporting per driveway counts administered by the City.





## **DIVISION OF TRANSPORTATION AND TRAFFIC**

### **Transportation Demand Management (TDM) Program Guidelines**

#### What is a TDM Program?

A TDM is the incorporation of a variety of incentives, services, and actions that influence the reduction of automobile trips in order to provide additional relief from congestion, parking and air quality impacts.

#### TDM Approval Process

- Identify development requiring a TDM, per Community Development Department
- Include TDM requirements in Conditions of Approval (COA)
- Prior to issuance of building permits, owner must have a TDM Form approved by the City and a copy of the TDM Plan shall be on file with the City.

#### TDM Requirements

*TDM Responsibility* – All applicable TDM fees, penalties, reporting requirements, program implementation, and other TDM obligations are the sole responsibility of the property owner. Furthermore, since the TDM requirements are part of the conditions of permit(s) associated with the property, TDM requirements apply to the property regardless of ownership or use.

*TDM Goals* - TDM are intended to reduce automobile trips in order to provide additional relief from congestion, parking and air quality impacts. Therefore, TDM plans are required to set trip reduction goals. Trip reduction goals are outlined in the project conditions of approval.

*TDM Form* - The owner shall submit a TDM Form for each project site. Parcels sharing driveway access are to be considered a single site and single parcels with two or more separate access is also considered a single site.

*Program implementation* – Property owners shall implement TDM programs as soon as possible, however each site will not be subject to monitoring until it has reached 75% occupancy.

*Monitoring* - The TDM Coordinators shall submit TDM Status Update Forms to the City each monitoring year as determined by the City; one TDM Status Update Form shall be submitted per site. Additional monitoring and reporting requirements are noted in the Program Monitoring Procedures section below. It is the owner's responsibility to inform the city when sites have reached 75% occupancy. Driveway counts and staff review time as a way of monitoring trips are managed by the City, but funded by the owner.

*TDM Coordinator* - The owner is required to have a TDM Coordinator. The TDM Coordinator shall be responsible for implementing the TDM Plan and shall be the primary contact with the City. It shall be the owner's responsibility to notify the City if the TDM Coordinator or their contact information changes; the TDM Coordinator's name, mailing address, email address, and phone number shall always be kept up to date with the City's TDM Program Manager. TDM Coordinator changes shall be reported to the City in writing to the City TDM Program Manager.

TDM Plans

**ATTACHMENT 2**

The owner shall have a current TDM Plan available at all times. When sites are found to be non-compliant with the maximum allowable trips, the owner shall cause the TDM plan to be adjusted. Upon the City’s request, the owner shall submit the most up-to-date TDM Plan to the Department of Public Works; the plan shall be submitted within five (5) calendar days of the City’s request.

Non-compliance Penalty

Non-compliance penalties will be determined by level of deficiency of the program. A \$3,000.00 per trip penalty will be used for the penalty calculation and may be assessed annually based on annual AM and PM peak hour trip counts. The fees and penalties will be adjusted annually based on Consumer Price Index (CPI) with the adoption of the city-wide fee schedule each fiscal year.

Calculation Detail:

- Compliance determination will be based on maximum allowable AM and PM peak hour trips as identified in the conditions of approval (trips will be determined by the project trip generation analysis)
- Both AM and PM peak hour trips will be surveyed; the penalty is based on the highest deficiency of the two
- Reduction factors
  - Level 0: project is compliant, penalties are not applicable
  - Level 1: Achieve a 0%-9.9% reduction - Pay full penalty (\$3,000 per trip in excess of maximum allowable trips)
  - Level 2: Achieve a 10%-19.9% reduction - Pay 75 % penalty (\$2,250 per trip in excess of maximum allowable trips)
  - Level 3: Achieve 20%-29.9% reduction - Pay 50% penalty (\$1,500 per trip in excess of maximum allowable trips)
  - Level 4: Achieve 30% or more - Pay 25% of penalty (\$750 per trip in excess of maximum allowable trips)

Penalty Maximum:

The fees and penalties will be adjusted annually based on Consumer Price Index (CPI) with the adoption of the city-wide fee schedule each fiscal year.

<b>Tier</b>	<b>Project Size</b>	<b>Maximum Annual Penalty</b>
1	Less than 500,000 SF	\$300,000
2	500,000 SF to 1,000,000 SF	\$500,000
3	Greater than 1,000,000 SF	\$700,000

<p>Example 1:</p> <ul style="list-style-type: none"> <li>○ Project Size (P) = 425,000 SF</li> <li>○ Expected AM Trips = 400</li> <li>○ Expected PM Trips = 350</li> <li>○ AM/PM Trip reduction goal = 30%</li> <li>○ Maximum Allowable AM Trips = 280</li> <li>○ Maximum Allowable PM Trips = 245</li> <li>○ Actual AM Trips = 324</li> <li>○ Actual PM Trips = 213</li> <li>○ AM Reduction = 400-324=76 (19%)</li> <li>○ PM Reduction = 350-213=137 (39%)</li> <li>○ Highest Deficiency = AM Trips, 44 trips deficient of goal</li> <li>○ Per trip penalty = \$2,250</li> <li>○ Total penalty = \$99,000 for cycle year</li> </ul>	<p>Example 2:</p> <ul style="list-style-type: none"> <li>○ Project Size (P) = 1,264,135 SF</li> <li>○ Expected AM Trips = 2390</li> <li>○ Expected PM Trips = 3219</li> <li>○ AM/PM Trip reduction goal = 30%</li> <li>○ Maximum Allowable AM Trips = 1673</li> <li>○ Maximum Allowable PM Trips = 2253</li> <li>○ Actual AM Trips = 2175</li> <li>○ Actual PM Trips = 1931</li> <li>○ AM Reduction = 2390-2175=215 (9%)</li> <li>○ PM Reduction = 3219-1931 = 1288 (40%)</li> <li>○ Highest Deficiency = AM Trips, 502 trips deficient of goal</li> <li>○ Per trip penalty = \$3,000</li> <li>○ Total penalty = \$700,000 (maximum penalty)</li> </ul>
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Penalties are subject to change at the City’s discretion.

Program Monitoring Procedures

The City will be processing TDM Status Update Forms on an annual basis. In advance of the monitoring cycle, the City will send out invoices to owners, via the designated TDM Coordinator(s). The invoices will be for costs associated with driveway counts and associated staff time. Payment of the invoices will be due approximately thirty (30) days from the invoice date. Delay in payment shall be taken into account in determination of trip reduction compliance. Failure to fund traffic counts shall result in application of maximum penalty. Upon receipt of payment, the City will schedule the driveway counts and upon completion of the counts, the data will be provided to the owner to complete the report. The annual TDM Status Forms will be due to the City every year on December 31<sup>st</sup>, unless otherwise specified by the City's TDM Program Manager.

Developments that are compliant with goals will continue on with the next annual monitoring cycle as scheduled. Developments that are not compliant with goals will be given a six-month grace period where developments have the opportunity to reach TDM trip reduction goals before incurring penalties. Owners will be re-invoiced for follow-up driveway counts. This grace period is only applicable to the first annual reporting following occupancy. Following this grace period, all non-compliant driveway counts will incur penalty hereafter.

While driveway counts will be done by the City, owners should conduct annual or semi-annual employee surveys to measure the effectiveness of the TDM program. The owner should conduct a survey before the TDM is implemented to establish a baseline.

TDM Status Update Forms

TDM Status Update Forms are due to the City on an annual basis based on the monitoring cycle as determined by the City and shall be submitted by the owner per the TDM monitoring procedures.

City TDM Program Manager Contact Information

Mailing Address: City of Sunnyvale  
Transportation Demand Management Program Manager  
456 W. Olive Avenue  
Sunnyvale, CA 94086

Phone Number: (408) 730-7415

ORDINANCE NO. \_\_\_\_-16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING AND ADDING NEW SECTIONS TO CHAPTER 10.60 (TRANSPORTATION DEMAND MANAGEMENT) OF TITLE 10 (VEHICLES AND TRAFFIC) OF THE SUNNYVALE MUNICIPAL CODE

WHEREAS, on December 1, 2015, City staff updated and presented to City Council the newly revised Transportation Demand Management (“TDM”) Program Guidelines, which incorporates a variety of incentives, services and actions for certain employers that are intended to reduce automobile trips to provide additional relief from congestion, parking and air quality impacts; and

WHEREAS, as part of the TDM Program Guidelines, the City desires to increase enforcement efforts and impose penalties against those TDM Program owners that violate the TDM Program requirements; and

WHEREAS, Sunnyvale Municipal Code Chapter 10.60 sets forth the requirements for the City’s TDM Program and includes provisions for the enforcement of penalties against TDM Program owners who fail to meet the TDM Program requirements; and

WHEREAS, the City Council hereby adopts the amended Chapter 10.60 of the Sunnyvale Municipal Code.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SUNNYVALE DOES ORDAIN AS FOLLOWS:

SECTION 1. CHAPTER 10.60 AMENDED AND NEW SECTIONS ADDED. Chapter 10.60 (Transportation Demand Management) of Title 10 (Vehicles and Traffic) of the Sunnyvale Municipal Code is hereby amended and new sections added as follows:

Chapter 10.60.

TRANSPORTATION DEMAND MANAGEMENT

- 10.60.010. Purpose and application.
- 10.60.020. Transportation Demand Management Program Guidelines. Bay Area Air Quality Management District Oversight.
- 10.60.030. Administrative Penalties.
- 10.60.040. Appeal of Administrative Penalties.
- 10.60.050. Hearing Procedures.
- 10.60.060. Final Decision.
- 10.60.070. Judicial Review.

**10.60.080. Collection of Penalties.**

**10.60.010. Purpose and application.**

The purpose of this chapter is to promote the development of transportation demand management (“TDM”) programs at employer work sites in order to reduce traffic impacts and improve air quality. In order to accomplish that purpose, this chapter establishes certain ~~reporting-program~~ requirements to facilitate ~~evaluation-of~~ the effectiveness ~~administration~~ of TDM programs and to ~~chart-require~~ progress toward achieving average vehicle ridership goals. Additionally, this chapter enacts enforcement procedures to ensure that the TDM goals outlined in Chapter 19.45 are achieved.

**10.60.020. ~~Bay Area Air Quality Management District oversight.~~ Transportation Demand Management Program Guidelines**

The director of public works shall develop detailed procedures and guidelines to ensure the orderly and efficient administration of the requirements of this chapter. These procedures and guidelines are incorporated into this chapter as the TDM Program Guidelines, which may be amended from time to time by the director of public works. The director shall appoint a City TDM Program Manager to implement the requirements of the TDM Program Guidelines.

~~Within the city of Sunnyvale, the implementation of trip reduction and travel demand requirements, pursuant to Government Code Section 65089.3, shall be satisfied through the administration, implementation and enforcement by the Bay Area Air Quality Management District of District Regulation 13, Rule 1 (Trip Reduction Requirements for Large Employers).~~

**10.60.030. ~~Annual certification.~~ Administrative Penalties.**

A violation of the TDM program requirements by the TDM Program owner, as further set forth in the TDM Program Guidelines, may result in the assessment of administrative penalties by the City’s TDM Program Manager. The TDM administrative penalties shall be adopted by City Council resolution and may be amended as necessary by Council.

~~The city shall certify annually to the congestion management agency that this chapter remains in effect.~~

**10.60.040. Appeal of Administrative Penalties.**

The TDM Program owner may appeal the TDM administrative penalties to the TDM hearing officer within fifteen (15) days of the date of assessment of the penalties, as further outlined in the administrative penalty notice. The TDM hearing officer shall be the director of public works or his or her designee. The hearing officer shall fix a time and place for hearing such appeal and shall give notice thereof in writing to the TDM Program owner by serving it personally, electronically or by depositing it in the United States mail addressed to the TDM Program owner.

**10.60.050. Hearing procedures.**

(a) The hearing officer may conduct the hearing informally, both as to rules of procedure and admission of evidence, in any manner which will provide a fair hearing.

(b) At the hearing, the party contesting the administrative penalty shall be given the opportunity to testify and to present evidence concerning the administrative penalty.

(c) The failure of any recipient of an administrative penalty to appear at the administrative hearing shall constitute a waiver of any objections to the imposition of the penalty or other appropriate remedy imposed by the hearing officer, and a failure to exhaust their administrative remedies.

(d) The peak hour trip count report submitted by the City's TDM Program Manager shall constitute prima facie evidence of the respective facts contained in those documents.

(e) The hearing officer may continue the hearing and request additional information from the City's TDM Program Manager or the recipient of the administrative penalty prior to issuing a written decision.

**10.60.060. -Final Decision.**

After considering all of the evidence submitted at the hearing, the hearing officer shall issue a written decision to uphold, cancel or modify the administrative penalty and shall state in the decision the reasons for that decision. The decision of the hearing officer shall be final.

**10.60.070. Judicial Review.**

The recipient of an administrative penalty may seek judicial review of the final decision by filing a petition for review with the superior court in accordance with the timelines and provisions set forth in the Code of Civil Procedure section 1094.5 et. seq.

**10.60.080. Collection of Penalties.**

The City may utilize any appropriate remedy in this code or under state law in order to collect any unpaid TDM administrative penalties.

**SECTION 2. CEQA - EXEMPTION.** The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15378(b)(5), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is general policy and procedure making and not a project under CEQA.

**SECTION 3. CONSTITUTIONALITY; SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption.

SECTION 5. POSTING AND PUBLICATION. The City Clerk is directed to cause copies of this ordinance to be posted in three (3) prominent places in the City of Sunnyvale and to cause publication once in The Sun, the official publication of legal notices of the City of Sunnyvale, of a notice setting forth the date of adoption, the title of this ordinance, and a list of places where copies of this ordinance are posted, within fifteen (15) days after adoption of this ordinance.

Introduced at a regular meeting of the City Council held on \_\_\_\_\_, 2016, and adopted as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on \_\_\_\_\_, 2016, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:  
RECUSAL:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk  
Date of Attestation: \_\_\_\_\_

\_\_\_\_\_  
Mayor

(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



RESOLUTION NO. \_\_\_\_-16

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE TO AMEND THE FY 2016/17 CITYWIDE FEE SCHEDULE AND ADOPT TRANSPORTATION DEMAND MANAGEMENT (TDM) FEES AND PENALTIES**

WHEREAS, the City Council of the City of Sunnyvale (“City”) adopted Resolution No. 762-16, the Master Fee Schedule, on June 28, 2016; and

WHEREAS, the City Council approved Ordinance No. \_\_\_\_-16 amending Chapter 10.60 (Transportation Demand Management) of the Sunnyvale Municipal Code; and

WHEREAS, to ensure consistency with Ordinance No. \_\_\_\_-16, the City desires to implement administrative fees and penalties for the enforcement of the Transportation Demand Management Program as set forth in Exhibit “A.”

WHEREAS, the City has prepared the Transportation Demand Management (“TDM”) Program Guidelines, which incorporate a variety of incentives, services and actions for certain employers that are intended to reduce automobile trips to provide additional relief from congestion, parking and air quality impacts; and

WHEREAS, pursuant to the TDM Program Guidelines and Chapter 10.60 of the Sunnyvale Municipal Code, the City desires to increase enforcement efforts and impose penalties against those developers and owners that violate the TDM requirements.

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

1. Section 8.10, “Transportation Demand Management” of the Master Fee Schedule, is hereby adopted as shown in Exhibit “A”, attached hereto and incorporated by reference herein.
2. The establishment of fees herein is exempt from the requirements of the California Environmental Quality Act pursuant to Public Resources Code 15378(b)(4) because it is related to the creation of government funding mechanisms or other fiscal activities which do not involve any commitment to any specific project.
3. This resolution shall be effective on the effective date of ordinance number \_\_\_\_-16 (Transportation Demand Management) of the Sunnyvale Municipal Code.
4. All other provisions of Resolution No. 762-16 shall remain in effect.



Adopted by the City Council at a regular meeting held on \_\_\_\_\_, 2016, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:  
RECUSAL:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk  
(SEAL)

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Attorney

# EXHIBIT A

## CITY OF SUNNYVALE FISCAL YEAR 2016/17 FEE SCHEDULE

	<u>Fiscal Year 2016/17</u>	<u>Charge Code</u>	<u>Object Level 3 &amp; 4</u>	<u>Title (Obj. Lvl. 3)</u>	<u>Title (Obj. Lvl. 4)</u>
<b><u>SECTION 8.10. TRANSPORTATION DEMAND MANAGEMENT (SMC Ch. 10.60)</u></b>					
<b>A. <u>Administrative Data Collection Fee</u></b>					
Fee per driveway	\$2,500.00	TBD	TBD	TBD	TBD
Late Payment on Invoice:	10%	TBD	TBD	TBD	TBD
Any property owner who fails to pay the amount due on the administrative data collection fee invoice amount within sixty (60) days of the invoice date, shall be charged a percentage per month on the amount of the invoice.					
<b>B. <u>Non-compliance penalty*</u></b>					
Fee per trip penalty	\$3,000.00	TBD	TBD	TBD	TBD
Penalty Maximum (per annum):					
Tier 1 (less than 500,000 SF)	\$300,000.00	TBD	TBD	TBD	TBD
Tier 2 (500,000 SF to 1,000,000 SF)	\$500,000.00	TBD	TBD	TBD	TBD
Tier 3 (greater than 1,000,000 SF)	\$700,000.00	TBD	TBD	TBD	TBD
Late Payment on Invoice:	10%	TBD	TBD	TBD	TBD
Any property owner who fails to pay the amount due on the non-compliance penalty fee invoice amount within sixty (60) days of the invoice date, shall be charged a percentage per month on the amount of the invoice.					
Penalty Fee for failure to submit Annual Status Report:	2%	TBD	TBD	TBD	TBD
Any property owner who fails to submit the annual status report as required by the City's TDM Program guidelines, shall be charged a percentage of the amount of the annual non-compliance penalty maximum per month.					

Non-compliance Penalty Calculation Detail:

- Compliance determination will be based on maximum allowable AM and PM peak hour trips as identified in the conditions of approval
- Both AM and PM peak hour trips will be surveyed; the penalty is based on the highest deficiency of the two
- Reduction factors:
  - Level 0: project is compliant, penalties are not applicable
  - Level 1: Achieve a 0%-9.9% reduction - Pay full penalty (\$3,000 per trip in excess of maximum allowable trips)
  - Level 2: Achieve a 10%-19.9% reduction - Pay 75 % penalty (\$2,250 per trip in excess of maximum allowable trips)
  - Level 3: Achieve 20%-29.9% reduction - Pay 50% penalty (\$1,500 per trip in excess of maximum allowable trips)
  - Level 4: Achieve 30% or more - Pay 25% of penalty (\$750 per trip in excess of maximum allowable trips)

\*The fees and penalties will be adjusted annually based on the Consumer Price Index (CPI) with the adoption of the City-wide fee schedule each fiscal year.



# City of Sunnyvale

## Agenda Item

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**16-0827**

**Agenda Date: 10/25/2016**

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Tentative Council Meeting Agenda Calendar



# City of Sunnyvale

## Tentative Council Meeting Agenda Calendar

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### Tuesday, November 1, 2016 - City Council

#### Study Session

- 16-0865** 5:30 P.M. SPECIAL COUNCIL MEETING (Joint Study Session with Sustainability Commission)  
Climate Action Plan

#### Special Order of the Day

- 16-0085** SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and Commission Members

#### Public Hearings/General Business

- 16-0985** Proposed Project: Related General Plan Amendment and Rezoning applications:  
GENERAL PLAN AMENDMENT:  
· To change the land use designation from Residential High Density to Residential Low-Medium Density (Sunnytrees townhomes complex), a 5.05-acre site; and  
· To change the land use designation from Residential Low Density to Residential Low-Medium Density (838 Azure Street), a 0.34-acre site  
REZONE: Introduction of an Ordinance to rezone the 838 Azure Street site from Low Density Residential (R-0) to Low-Medium Density Residential with a Planned Development combining district (R-2/PD), 0.34-acre site.  
File #: 2016-7078  
Location: 838 Azure Street/842 Sunnyvale-Saratoga Road (APN: 211-18-030) and Sunnytrees townhomes complex [821-836 Azure Street (APNs: 211-41-013 through 211-41-032), 103-180 Brahms Way (APNs: 211-41-001 through 211-41-059), and 817-827 Cezanne Drive (APNs: 211-41-050 through 211-41-055)]  
Zoning: R-0 (838 Azure Street) / R-2/PD (Sunnytrees townhomes complex)  
Applicant / Owner: Xin Lu (838 Azure Street), City of Sunnyvale/Multiple property owners (Sunnytrees townhomes complex)  
Environmental Review: Mitigated Negative Declaration
- 16-0475** Introduction of Ordinance: 1) Amending Various Sections of Title 16 (Buildings and Construction) of the Sunnyvale Municipal Code to Adopt by Reference the 2016 California Building, Residential, Mechanical, Plumbing, Electrical, Building Standards Administrative, Energy, Historical Building, Existing Building, and Green Building Standards Codes, and the International Property Maintenance Code, with Local Amendments and Related Findings; 2) Adding Chapters 16.66 and 16.70 to Codify Expedited

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Permit Review Processes for Small Rooftop Solar Systems and Electric Vehicle Chargers; and 3). Finding that the Action is Exempt from the California Environmental Quality Act

- 16-0713** Public Hearing and Introduction of Ordinance Amending Chapter 16.52 of the Sunnyvale Municipal Code to Adopt by Reference the 2016 California Fire Code with Local Amendments and Related Findings and Find that the Action is Exempt from the California Environmental Quality Act

**Tuesday, November 15, 2016 - City Council**

**Closed Session**

- 16-0856** 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)  
Closed Session held pursuant to California Government Code Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: City Property Located on Iowa Avenue between Mathilda Avenue and Charles St. ("Block 15 Affordable Housing Site")

**Study Session**

- 16-0864** 5 P.M. SPECIAL COUNCIL MEETING (Study Session)  
The City's Efforts to Establish an Affordable Housing Development on Iowa Avenue between Mathilda Avenue and Charles Street (Block 15)

**Public Hearings/General Business**

- 16-0718** Approval of a Reimbursement Agreement with Stratford School for Construction of a Trash Enclosure and Maintenance Building at Raynor Park, and Adoptapproval of a Resolution Authorizing the City Manager to Execute a Water Line Easement Deed for Stratford School
- 16-0744** Biennial Review of Priority Needs for Human Services
- 16-0750** Consider Alternative Method of Service Delivery for Crossing Guard Services and Award a Contract for Crossing Guard Services (F16-102)

**Tuesday, December 6, 2016 - City Council**

**Study Session**

- 16-0549** 5 P.M. SPECIAL COUNCIL MEETING (Study Session)  
Pension Trust Fund
- 16-0962** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)  
Discussion of Council 2016 Intergovernmental Relations Assignments
- 16-0520** 6:45 P.M. SPECIAL COUNCIL MEETING (Study Session)  
Discussion of Upcoming Selection of Mayor for 2017-2018 and Vice Mayor for 2017

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**Public Hearings/General Business**

- 15-0603** Lawrence Station Area Plan and Final Environmental Impact Report  
2013-7653
- 16-0664** Next Steps and Possible Options for the Property Located at 1050 & 1060  
Innovation Way (Onizuka) and Start the Surplus Process for 1484 Kifer  
Road (Unilever)
- 16-0929** File #: 2016-7489  
Location: 1150 Royal Ann Drive and multiple properties bound by  
Hollenbeck Avenue on the west, Torrington Drive on the south, Spinosa  
Drive on the east and Sheraton Drive on the north and including Tiffany  
Court, Templeton Court and South Sage Court.  
Zoning: R-1  
Proposed Project:  
REZONE: Introduction of an Ordinance to rezone 62 contiguous lots (61  
single-family homes and a private swim club) from R-1 (Low Density  
Residential) to R-1/S (Low Density Residential/Single Story Combining  
District)  
Applicant /Owner: Erik Peterson (plus multiple owners)  
Environmental Review: The ordinance being considered is categorically  
exempt from review pursuant to CEQA Guidelines Section 15305 (minor  
alterations in land use) and Section 15061(b)(3) (a general rule that CEQA  
only applies to projects that have the potential for causing significant effect  
on the environment. Where it can be seen with certainty that there is no  
possibility that the action may have a significant effect on the environment,  
the activity is not subject to CEQA).

**Tuesday, December 13, 2016 - City Council****Closed Session**

- 16-0331** 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)  
Closed Session held pursuant to California Government Code Section  
54957:  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: City Manager
- 16-0327** 5 P.M. SPECIAL COUNCIL MEETING (Closed Session)  
Closed Session held pursuant to California Government Code Section  
54957:  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: City Attorney

**Public Hearings/General Business**

- 16-0690** Receive and File the FY 2015/16 Budgetary Year-End Financial Report,  
Comprehensive Annual Financial Report (CAFR) and Sunnyvale Financing

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Authority Financial Report

- 16-0800** File #: 2015-7576  
Location: 1250 Lakeside Drive (APNs: 216-43-035 and -036)  
Zoning: LSP  
Proposed Project: Related applications on an 8.83-acre site:  
SPECIFIC PLAN AMENDMENT: to the Lakeside Specific Plan to revise the land use configuration, increase the height allowance, and make other miscellaneous updates.  
SPECIAL DEVELOPMENT PERMIT: for development of an existing vacant site with two new buildings and associated site improvements - a six-story, 263-room hotel with an attached 3,000 sq. ft. restaurant and an attached three-level above grade parking structure; and a five-story, 250-unit apartment building over a two-level, above-grade podium parking garage  
PARCEL MAP: to create two lots for each land use.  
Applicant / Owner: Sunnyvale Partners, Ltd (applicant) / Aircoa Equity Interests, Inc (owner)
- 16-0807** Certification of the November 8, 2016 Election Results - Initiative Ballot Measure M and City Ballot Measure N
- 16-0852** File #: 2014-7373  
Location: 871 E. Fremont Ave. (APNs: 211-25-011, 211-25-033, 211-25-034, 211-25-038 and 211-25-039)  
Zoning: R-3/ECR and C-1/ECR  
Proposed Project: Related applications on five parcels totaling 5.49 acres:  
REZONE: Introduction of an Ordinance to rezone one parcel from C-1/ECR to R-3/ECR,  
SPECIAL DEVELOPMENT PERMIT: To allow 138 residential units (39 townhomes and 99 flats) and 6,934 square feet of retail/office use with surface and underground parking,  
TENTATIVE MAP: To create 40 lots and one common lot, which includes 39 townhome lots and one lot for condominium purposes (99 residential condominiums and one commercial condominium).  
Applicant / Owner: De Anza Properties  
Environmental Review: Environmental Impact Report
- 16-0857** Consider Terms of Exclusive Negotiating Agreement (ENA) with [Party TBD] for Development of Affordable Housing on City Property (Block 15 Housing Site)
- 16-1008** Update to the Status of Department of Public Safety Recruitment and Staffing and Approval of Budget Modification No. #

**Tuesday, January 10, 2017 - City Council**

**Special Order of the Day**



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**17-0001** Certification of November 8, 2016 Election Results - Council Seats 4, 5, 6 and 7

**17-0005** SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Council-Elect

**Public Hearings/General Business**

**17-0006** Selection/Confirmation of Mayor for 2017-2018

**17-0007** Selection/Confirmation of Vice Mayor for 2017

**17-0008** Approval of 2017 City Council Meeting Calendar

**17-0009** 2017 Seating Arrangements for City Council

**17-0010** Annual Public Hearing - Discussion of Potential Council Study Issues and Budget Issues for Calendar Year 2017

**17-0011** Approve the Proposed 2017 Priority Issues and Short and Long-term Legislative Advocacy Positions (LAPs)

**17-0012** City Council 2017 Appointments to Intergovernmental and Internal Assignments, Council Subcommittees, and Community Member Appointments

**Tuesday, January 24, 2017 - City Council**

**Closed Session**

**16-0329** 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)  
Closed Session held pursuant to California Government Code Section 54957:  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: City Attorney

**Public Hearings/General Business**

**16-0859** Consider Approval of Conversion Impact Report for Blue Bonnet Mobile Home Park, Located at 617 E. Evelyn Avenue in Sunnyvale

**16-0930** File #: 2016-7467  
Location: 1403-1457 Mallard Way (APNs: 309-11-039 through 309-11-041, 309-11-053 to 309-11-055, and 309-11-022), 800-862 Carlisle Way (APNs: 309-11-036 through 309-11-038 and 309-12-013), 321-361 Dartshire Way (APNs:309-11-023 through 309-11-025 and 309-12-029 through 309-12-032), 854-870 Cornwall Court (APNs: 309-11-042 through 309-11-052), 812-827 Coventry Court (APNs: 309-12-019 through 309-12-026), and 1402-1458 Kingfisher Way (APNs: 309-11-026 through

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309-11-035, 309-12-014 through 309-12-018, and 309-12-027 through 309-12-028).

Zoning: R-0

Proposed Project: Introduction of Ordinance to REZONE 53 contiguous single family home lots from R-0 (Low Density Residential) to R-0/S (Low Density Residential/Single-Story)

Applicant / Owner: Paul Healy (plus multiple owners)

Environmental Review: The Ordinance being considered is categorically exempt from review pursuant to CEQA Guidelines Section 15305 (minor alteration in land use) and Section 15061(b)(3) (a general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the activity is not subject to CEQA).

**16-0931**

File #: 2016-7578

Location: 1156-1202 Sesame Drive (APNs: 202-08-006 through 202-08-016), 1140-1160 Snowberry Court (APNs: 202-08-022 through 202-08-030), and 614-646 Torrington Drive (APNs: 202-08-017 through 202-08-021)

Zoning: R-1

Proposed Project: Introduction of Ordinance to REZONE 25 contiguous single family home lots from R-1 (Low Density Residential) to R-1/S (Low Density Residential/Single-Story)

Applicant / Owner: Francois Cornillion (plus multiple owners)

Environmental Review: The Ordinance being considered is categorically exempt from review pursuant to CEQA Guidelines Section 15305 (minor alteration in land use) and Section 15061(b)(3) (a general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the activity is not subject to CEQA).

**Thursday, January 26, 2017 - City Council**

**Public Hearings/General Business**

**16-0059**

8:30 A.M. SPECIAL COUNCIL MEETING

Strategic Session-Prioritization & Policy Priorities Update

**Friday, January 27, 2017 - City Council**

**Public Hearings/General Business**

**16-0076**

8:30 A.M. SPECIAL COUNCIL MEETING

Strategic Session-Prioritization & Policy Priorities Update

**Tuesday, January 31, 2017 - City Council**

**Public Hearings/General Business**

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16-0065 TBD - meeting to be held only if necessary

**Tuesday, February 7, 2017 - City Council**

**Study Session**

16-0087 6 P.M. SPECIAL COUNCIL MEETING (Study Session)  
Board and Commission Interviews (as necessary)

**Public Hearings/General Business**

15-0605 Land Use and Transportation Element and Environmental Impact Report

16-0193 Quarterly General Plan Amendment Initiation

**Friday, February 17, 2017 - City Council**

**Public Hearings/General Business**

16-0057 8:30 A.M. SPECIAL COUNCIL MEETING  
Study/Budget Issues Workshop

**Tuesday, February 28, 2017 - City Council**

**Public Hearings/General Business**

16-0086 Appoint Applicants to Boards and Commissions

16-0242 Individual Lockable Storage Requirements for Multi-Family Housing (Study Issue)

**Date to be Determined - City Council**

**Public Hearings/General Business**

14-0035 Pilot Bicycle Boulevard Project on East-West and North-South Routes  
(Study Issue, Deferred to January 2017)

16-0510 File # - 2015-7624  
Location: 767 N. Mathilda Ave. (APN: 165-43-021)  
Zoning: Industrial and Service (MS)  
Proposed Project:  
Conditional Use Permit: To develop a 3.44 acre site into a 6-story, 238-room hotel (Hilton Garden Inn) with surface parking. Project includes a Variance for solar shading.  
Applicant / Owner: Architectural Dimensions / Sinogap, LLC  
Environmental Review: Initial Study / Mitigated Negative Declaration  
Project Planner: Margaret Netto, (408) 730-7628, mnetto@sunnyvale.ca.gov

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**16-0585**

Authorization of Additional Property Assessed Clean Energy (PACE)  
Financing Programs to Support Property Upgrades and Find that the  
Actions are Exempt from Environmental Review under CEQA Guidelines  
Section 15378(b)(45)



# City of Sunnyvale

## Agenda Item

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**16-0835**

**Agenda Date: 10/25/2016**

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Information/Action Items

**2016 INFORMATION/ACTION ITEMS**  
**COUNCIL DIRECTIONS TO STAFF**

No.	Date Assigned	Directive/Action Required	Dept	Due Date	Date Completed
1.	8/18/15	Look for potential matching funds for the Lawrence/Wildwood project and adjust TIF assumptions as needed	DPW	January 2017	
2.	5/3/16	Hold a study session in October/November to discuss ways implementation of the Climate Action Plan could be accelerated and how this would affect other City priorities (coordinate with affected departments). Follow up with further discussion at the Council priority setting session in January 2017	ESD	11/1/16	
3.	8/9/16	Follow up with County staff to provide another update to City Council on the County's Hamlin Court Cold Weather Shelter before it opens for the season	CDD	10/4/16	<b>10/4/16</b>
4.	10/4/16	Follow up on Councilmember Meyering's question regarding authority to use photographs of City property/equipment in campaign literature	OCA		

**NEW STUDY/BUDGET ISSUES  
SPONSORED BY COUNCIL IN 2016**

<b>No.</b>	<b>Date Requested</b>	<b>Study Issue Title</b>	<b>Requested By</b>	<b>Dept</b>	<b>Issue Paper Approved by City Manager</b>
1.	6/28/16	Rent Stabilization for Mobile Home Parks	Davis/ Griffith/ Martin-Milius	CDD	



# City of Sunnyvale

## Agenda Item

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16-0945

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL

#### SUBJECT

Board/Commission Resignations (Information Only)

#### DISCUSSION

Larry Klein, who was appointed to the Planning Commission on July 1, 2016 and serving a term to expire June 30, 2020, resigned from the commission effective September 13, 2016. A letter of resignation has been filed with the Office of the City Clerk. With this resignation, the Planning Commission has six members.

In addition, Dennis Chiu, who was appointed to the Housing and Human Services Commission on July 1, 2014 and serving a term to expire June 30, 2018, resigned from the commission effective September 21, 2016. A letter of resignation has been filed with the Office of the City Clerk. With this resignation, the Housing and Human Services Commission has six members.

The Planning Commission vacancy has been included in the recruitment process for the October 2016 board and commission appointments. The Housing and Human Services Commission vacancy will be included in the recruitment process for early 2017 appointments in order to allow adequate time to advertise the vacancy.

#### EXISTING POLICY

Administrative Policy, Chapter 1, General Management, Article 15, Section 2, Subdivision 8 states that when a resignation letter is received, staff shall prepare an Information Only Report to Council that indicates the resignation(s) and specifies the process staff recommends to fill the new vacancy.

#### 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: Lisa Natusch, Deputy City Clerk

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager





# City of Sunnyvale

## Agenda Item

16-0953

Agenda Date: 10/25/2016

### REPORT TO COUNCIL

#### SUBJECT

Master Plan for Public Art Update (Information Only)

#### BACKGROUND

In 2012, the City Council amended the City’s Art in Private Development (AIPD) requirement to allow developers the option of placing artwork in their development or paying an in-lieu fee to be deposited into the City’s Public Art Fund. However, the ordinance does not include policy guidelines or distribution procedures to be followed once the in-lieu fees were deposited into the City’s Public Art Fund. Consequently, City Council directed staff to develop a Master Plan for Public Art (MPAA) to provide this guidance for the utilization of the Public Art Fund. The current balance of the fund is approximately \$300,000.

The MPAA will serve as a comprehensive planning document that reflects the community’s vision for public art as well as provides an organizational framework with specific goals, strategies and resource allocation guidelines. The Report to the Arts Commission was presented by City staff on September 21, 2016 which outlined a project timeline (below) including the issuance of a Request for Qualifications (RFQ), community input and City Council review processes. As can be seen from the project timeline below, staff intends to issue a RFQ in November and expects for Council to review the MPAA in September 2017. Staff also sought specific feedback from commissioners regarding the community input component as discussed below.

Month	1	2	3	4	5	6	7	8	9	10	11
	Nov 2016	Dec	Jan 2017	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Distribution of RFQ											
Selection & Hiring of Consultant											
Research and Assessment											
Arts Commission Outreach Meeting											
Community Input Process											
Consultant Recommendations											
Staff Review of MPPA											
RTC Development											
Commission Review of MPPA											
City Council Review of MPPA											

The scope of work for the MPAA will include, but not be limited to:

1. Development of updated mission, vision, goals and principles;
2. Review of existing policies and inventory;
3. Recommendations for program enhancements of the Art in Public Places and AIPD programs;

and

4. Recommendations for City's short, medium and long-range art goals.

### **EXISTING POLICY**

#### **General Plan, Chapter 4, Community Character - Design**

**Policy CC-1.4** - Support measures which enhance the identity of special districts and residential neighborhoods to create more variety in the physical environment.

**Policy CC-1.8** - Provide and encourage the incorporation of art - both functional and decorative - in public and private development.

**CC-1.8a** - As non-general fund resources allow - develop a new Master Plan for Public art.

**CC-1.8e** - Continue to acquire public artworks which contribute to the public identity of outdoor places and provide pleasure and enrichment for Sunnyvale residents.

### **DISCUSSION**

The Arts Commission provided the following feedback regarding the stakeholder input component which will be provided to the consultant:

- Conduct public meetings, community surveys and focus groups meetings.
- Strategic outreach efforts should be utilized to ensure all ages and demographics have the opportunity to provide input.
- Use social media as well as print advertisements in the Sunnyvale Sun (to promote and advertise outreach events).
- All businesses, not only those required to participate in the AIPD program, should be given the opportunity to provide input.
- Include input from schools, community organizations, faith-based groups and neighborhood groups.
- Input from Sunnyvale residents should receive priority over input from non-Sunnyvale residents.

### **PUBLIC CONTACT**

This item was presented to and feedback was provided by the Arts Commission at their September 21, 2016 meeting.

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: Trenton Hill, Community Services Manager

Reviewed by: Daniel Wax, Superintendent of Community Services

Reviewed by: Cynthia E. Bojorquez, Director, Library and Community Services

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager



# City of Sunnyvale

## Agenda Item

16-1014

Agenda Date: 10/25/2016

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### REPORT TO COUNCIL

#### SUBJECT

Mary Avenue Bike Lanes Project (Information Only)

#### BACKGROUND

The installation of bicycle lanes on Mary Avenue from Fremont Avenue to Maude Avenue was identified in the City of Sunnyvale 2006 Bicycle Master Plan and went through a multi-year process prior to implementation. As part of the project several concepts were developed which identified different lane configurations and their effect on traffic and parking. These concepts were discussed and reviewed at several meetings including three community meetings (10/13/2010, 3/31/2011, and 2/27/2013) and four Bicycle and Pedestrian Advisory Commission meetings (10/21/2010, 3/17/2011, 4/28/2011, and 7/18/2013). Based on input received from these meetings, final design alternatives were developed and approved by the City Council on October 8, 2013 (RTC No. 13-239 - Attachment 1). The design alternatives approved by Council in 2013 were as follows:

- From Fremont to El Camino Real: Bike lane with one travel lane in both directions, adding a two way center left turn lane, and retaining parking on both sides of the road.
- From El Camino Real to Evelyn Avenue: Retaining travel lanes and eliminating parking on the west side.
- From Evelyn Avenue to Central Expressway: Converting the southbound right-turn lane, narrowing lanes, and narrowing the median.
- From Central Expressway to Maude: Elimination of one travel lane in each direction and, and providing buffered bike lanes.

The staff report also included a link to the conceptual designs for the alternatives and other concepts that were considered.

Over the last few years staff has worked diligently to implement the Mary Avenue project. As Council is aware there had been concerns from the community and Council regarding the schedule of the project, and staff has taken a number of steps to communicate status and find ways to implement the project. Over the last 12-18 months, staff has separated the project into two phases (Phase 1 - Fremont to Evelyn and Phase 2 Evelyn to Central), pursued grants and identified funding for both phases, held additional meetings to provide status on schedule, provided updates through the City Manager Bi-Weekly Report, held a bicycle Study Session with Council including a focus on Mary Avenue, and the City Council awarded a design contract for Phase 1 on May 5, 2015, , a construction contract for Phase 1 of the project on May 17, 2016, and a contract amendment to complete the design for Phase 2 on June 21, 2016.

#### DISCUSSION

The project is currently under construction for Phase 1 which was designed per the approved concept plans (Attachment 2 provides the plans included as a link for RTC No. 13-239 and Attachment 3 provides the current Construction Drawings). Staff has received a number of CRM's with concerns about the project, specifically the loss of parking. Concerns during construction are typical for any Road Allocation or Road Diet project, and staff expects more concerns will be received after the project is implemented (specifically from commuters who travel but don't live on Mary Avenue.) This is typically attributed to three key items:

- Although the staff that managed the multi-year Mary Avenue process is no longer with the City, current staff has reviewed the available record on the project, and as expected, there was not unanimous support from the community.
- This has been a multi-year process. Staff would expect there are a number of residents that were not able to participate or did not live in the area at that time.
- Residents who commute but do not live on a roadway where lanes are being reduced typically do not engage as part of the community process.

In addition, staff reviewed the 2013 staff report and council presentation. The recommendations discuss maintaining parking on both sides of the road from Fremont to El Camino and eliminating parking on the west side between El Camino and Evelyn. Accommodating transitions on the roadway from two lanes to one lane and allowing turn pockets at key intersections requires parking removal, which affects approximately 39 additional properties. These are shown as part of the approved concept designs included in the 2013 RTC, but our review of the Council meeting shows that this matter was not discussed separately as part of the RTC or presentation. This does not mean that it was not considered by the Council or that there was a lack of transparency; the video only suggest that it was not taken up for further discussion but was included as part of the information that informed the Council's action. Unfortunately, as part of the construction outreach for the project, a letter was inadvertently sent with the project description, as approved by Council, and did not include the additional locations where parking will be removed per the approved concept plans. A new letter has been sent with updated information.

Staff continues to move forward with implementing the project per the approved Council direction. The current schedule (weather permitting) is for the slurry seal pavement treatment to be applied October 19-25, 2016, and final project completion is scheduled for late November.

### **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: Manuel Pineda, Director, Public Works

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. RTC No. 13-239
2. 2013 Concept Plan
3. 2016 Final Design



**Council Meeting: October 8, 2013**

**SUBJECT: Discussion and Possible Action Regarding Mary Avenue Street Space Allocation Study and Budget Modification No. 8 to Adopt a Mitigated Negative Declaration and Appropriate \$346,790 in Transportation Development Act Grant Funds and \$425,360 in Traffic Impact Fee Funds to Construct Bike Lanes on Mary Avenue between Fremont Avenue and Maude Avenue**

### **BACKGROUND**

A segment of Mary Avenue from Fremont Avenue to Maude Avenue (Attachment A – Location Map) is the subject of a street space allocation study to consider the addition of bike lanes to the roadway. The City Council directed that a study of the provision of bike lanes along Mary Avenue be a high priority, and grant funding was subsequently secured to conduct this study. This section of Mary Avenue currently features multiple travel lanes, a mix of on-street parking on both sides of the street and areas without on-street parking. Consistent with the City's street space allocation policies, staff has conducted a technical analysis of options to meet minimum design standards for motor vehicles, bicycles and pedestrians. Staff also conducted three public outreach meetings. Staff is presenting this information to Council in order for Council to consider whether to change the existing transport mode accommodations to provide bicycle facilities along this section of Mary Avenue. Should the Council elect to proceed with bike lane construction, a Transportation Development Act grant in the amount of \$346,790 has been secured to partially fund a project. The balance of funding (\$425,360) would come from Transportation Impact Fee funds.

### **EXISTING POLICY**

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

**LT 5.5D,** Maximize the provision of bicycle and pedestrian facilities.

**Council Policy 7.1.5 Donations, Contributions and Sponsorships.** The City Manager may apply for grants of any dollar amount, but shall notify the Council when grants are being pursued. Council approval of a budget modification to appropriate grant monies is required before funds can be expended by staff.

Additional relevant policies can be found in Attachment B.

## **DISCUSSION**

In 2008, the City of Sunnyvale adopted a Policy on the Allocation of Street Space (Policy) and subsequently amended the General Plan to include the Policy on April 28, 2009 (RTC 09-085). The Policy for Allocation of Street Space was initiated by the City's Bicycle and Pedestrian Advisory Commission (BPAC). The goal of the Policy was to provide direction on how to consider all modes of transportation when allocating roadway space, particularly in situations that could require the removal of travel lanes or on-street parking or other roadway reconfigurations because of right-of-way constraints. Consideration of bike lanes was a particular intent of the Street Space Allocation Policy.

Mary Avenue from Fremont Avenue to Maude Avenue currently features a bike route delineated by signs, but there are no bike lanes. Staff and the consultant team evaluated a set of design concepts for providing bike lanes for four distinct segments of the study area.

The four study roadway segments and design concepts evaluated are summarized as follows:

Concept	Fremont to El Camino Real	El Camino Real to Evelyn	Evelyn to Central Expressway	Central Expressway to Maude Avenue
Concept 1	Eliminate one travel lane each direction, two-way left turn lane, on-street parking both sides	Eliminate one travel lane each direction, two-way left turn lane, on-street parking both sides	Convert southbound through lane to right turn lane, substandard bike lane	Minor roadway widening/median modification, sharrows at Central Expressway
Concept 2	Retain travel lanes, eliminate parking one side of the street	Retain travel lanes, eliminate parking one side of the street	Minor roadway, median modifications	Eliminate one travel lane in each direction
Concept 3	Eliminate one travel lane each direction, two-way left turn lane, on-street parking both sides	Eliminate one travel lane each direction, two-way left turn lane, on-street parking both sides	Convert southbound through lane to right turn lane, modify median, narrow travel lanes	Minor roadway widening, minimum width bike lanes
Concept 3A	Same as 3	Same as 3	Same as 3	Additional widening to provide wide bike lanes

Concept 4	Eliminate one travel lane each direction, two-way left turn lane, on-street parking both sides	Eliminate one travel lane each direction, two-way left turn lane, on-street parking both sides	Convert southbound through lane to right turn lane, widen roadway, narrow lanes	Eliminate one travel lane in each direction, provide buffered bike lanes
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Comparative typical sections for the study concepts by roadway segment are presented in Attachment C. Drawings are too large to present in the written staff report but can be viewed at [www.marybikelanes.insunnyvale.com](http://www.marybikelanes.insunnyvale.com). Staff evaluated roadway geometry, motor vehicle volume and roadway capacity, parking supply and demand, motor vehicle speeds, and collision history. Staff conducted a more refined operations analysis of the El Camino Real to Evelyn Avenue segment for concepts 2 and 4. Cost was evaluated for all concepts. Possible environmental impacts and budgetary implications were also generally considered. Staff utilized an iterative process by which two concepts were initially produced, reviewed, and presented to the public; these were subsequently modified to produce additional alternatives that addressed issues and ideas raised in the initial review. A final iteration was development of the El Camino Real to Evelyn Avenue operations analysis using a computer simulation.

Generally speaking, the study found that the five design concepts are technically feasible without creating significant traffic or parking impacts. Concept 2 proposes to eliminate on-street parking on one-side of Mary Avenue in the Fremont to Evelyn segment. The study found that off-street parking supply is technically sufficient to service the current on-street demand from a purely supply and demand perspective. Concepts 1, 3, and 4 propose to eliminate a travel lane in each direction in the Fremont to Evelyn and Central Expressway to Maude segments. The study found that a travel lane can be eliminated in each direction without impacting intersection levels of service if the number of travel lanes is kept at the intersections of Evelyn Avenue and El Camino Real.

Because of higher peak hour traffic volumes on the El Camino Real to Evelyn segment, staff conducted more detailed simulation modeling of traffic flow to understand how traffic merging from two lanes to one would behave. The concern was that although intersection capacity at El Camino Real and Evelyn (the two busiest intersections in this segment) would be retained, traffic merging downstream from these locations might queue excessively. This might also create sufficient delay in traffic flow to incite diversion of traffic to other area streets. The simulation modeling was performed for both existing and future year (2020) traffic volumes. The analysis concluded that elimination of a travel lane would function without

causing significant delay or back ups into the adjoining intersections. A small amount of traffic diversion could occur, on the order of about 2% of the total traffic volume in the evening peak hour, with most of this traffic diverting to a Mathilda Avenue route. Another phenomenon that could occur would be drivers destined for the neighborhoods adjacent to this segment of Mary Avenue may make turns into the neighborhood sooner than they currently do. This again was a small percentage of vehicles, on the order of 1% of total traffic.

The design concepts are not wedded together across the four distinct roadway segments analyzed. Different concept treatments for the different roadway segments can be mixed and matched.

Three public outreach meetings were held; meeting summaries are included as Attachment D.

#### **ANALYSIS OF CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

An environmental checklist was completed for this project that identified potential environmental impacts. Each impact was studied, and if significant, mitigations were identified to address the impacts which render them to a less than significant. The Mitigated Negative Declaration is included as Attachment E to this RTC and provides a more thorough analysis of each impact, including the mitigations that will render those impacts to a less than significant level and the mitigations that will be monitored by city staff.

The BPAC considered this item at its July 18, 2013 meeting and voted 5-0 to support the staff recommendation (Attachment G – Excerpt of the Draft Bicycle and Pedestrian Advisory Commission Meeting Minutes of July 18, 2013).

#### **FISCAL IMPACT**

The total cost to modify striping, traffic signals and medians and install signs and legends for bike lanes within existing right-of-way on Mary Avenue from Fremont Avenue to Maude Avenue is \$772,150. Grant funds from the Transportation Development Act through the Santa Clara Valley Transportation Authority Bicycle Expenditure Program have been awarded in the amount of \$346,790. Council has previously approved the use of Traffic Impact Fee funds for this project (RTC 03-385) and these funds would be used to fund the balance of the project cost, which is \$425,360.

Budget Modification No. 8 has been prepared to appropriate Transportation Development Act grant funds and Traffic Impact Fee funds in the amount of \$ 772,150 to a new project, Mary Avenue Bicycle Lanes.



**Budget Modification No. 8  
FY 2013/14**

	<u>Current</u>	<u>Increase (Decrease)</u>	<u>Revised</u>
<b>Transportation Development Act Fund</b>			
<u>Revenues:</u>			
Transportation Development Act Revenue	\$0	\$346,790	\$346,790
<b>Capital Projects Fund/Traffic Impact Fees Subfund</b>			
<u>Reserves:</u>			
Capital Reserve	\$15,672,988	(\$425,360)	\$15,247,628
<b>Capital Projects Fund/General Assets Subfund</b>			
<u>Expenditures:</u>			
New Project – Mary Avenue Bike Lanes	\$0	\$772,150	\$772,150

**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 Web site.

In addition, three public outreach meetings were held. Also, the Bicycle and Pedestrian Advisory Commission held public hearings on the Mary Avenue Street Space Allocation Study at its October 21, 2010, March 17, 2011, April 28, 2011, and July 18, 2013 meetings (Attachment F).

**ALTERNATIVES**

1. Select from the concepts detailed in this report a street allocation concept for one or more specific roadway segments on Mary Avenue between Fremont Avenue and Maude Avenue.
2. Pursue a roadway design that provides continuous bike lanes on Mary Avenue between Fremont Avenue and Maude Avenue.
3. Adopt the Mitigated Negative Declaration for construction of bicycle facilities on Mary Avenue between Fremont Avenue and Maude Avenue.

4. Make no changes to existing street space allocation on Mary Avenue between Fremont Avenue and Maude Avenue.

### **RECOMMENDATION**

As a result of the evaluation, staff and the Bicycle and Pedestrian Advisory Commission are recommending alternatives 1, 2 and 3: Direct staff to allocate street space on Mary Avenue between Fremont Avenue and Maude Avenue to provide bike lanes from Fremont Avenue to El Camino Real, by eliminating one travel lane in each direction, adding a two-way left turn lane, and retaining parking on both sides of the street (Concept 3 in this report); from El Camino Real to Evelyn Avenue by retaining travel lanes and eliminating parking on the west side of Mary Avenue (Concept 2 in this report); between Evelyn Avenue and Central Expressway, converting the southbound right turn lane, narrowing lanes, and narrowing the median (Concept 3 in this report); and between Central Expressway and Maude Avenue, eliminating one travel lane in each direction, and providing buffered bike lanes (Concept 4 in this report). In addition, staff and the Bicycle and Pedestrian Advisory Commission recommend that Council direct that a project design maximizes the provision of 6' bike lanes; provides colored bike lanes at right turn merge zones; provides 6' bike lanes adjacent to on-street parking; utilizes "Begin Right Turn Lane Yield to Bikes" signs at right turn lanes; clearly delineates the beginning of auto parking zones; implements Council-directed parking restrictions within 20' of controlled intersections; and certify the mitigated negative declaration.

The staff recommendation provides bike lanes the full length of the study area. Six-foot wide bike lanes can be provided along most of the study area, which is viewed as the safest accommodation for bicyclists, pedestrians and motorists by providing bike lanes of an optimal width as identified by the Santa Clara Valley Transportation Authority Bicycle Technical Guidelines. Providing parking on both sides of the street between Fremont Avenue and El Camino Real reduces the need for people to walk across the street to access adjacent single family homes and avoids potential discrepancies between single family home driveway supply and observed demand. This also avoids elimination of on-street parking at Sunnyvale Middle School, which hosts weekend youth sports and other school-related activities and their associated parking demand. The two-way left-turn lane installation between Fremont Avenue and El Camino Real provides a refuge for left turning traffic, which reduces conflicts and delays and provides parking lanes that exceed minimum dimensional standards. Traffic levels-of-service are maintained above City standards by retaining capacity at key intersections. Construction work is limited to minor modification of median islands, roadway re-striping, and traffic signal detection adjustments. Between Central Expressway and Maude Avenue, removal of one travel lane allows for bike lane and travel lane widths that exceed minimum standards, minimizes construction cost, and eliminates the interaction of bicycles with the gutter.

Between El Camino Real and Evelyn Avenue, staff is recommending retaining two travel lanes in each direction and removing on-street parking

on the west side of the roadway. The volumes of traffic on Mary Avenue north and south of El Camino distinctly vary, being significantly lower south of El Camino. The nature of traffic is much more localized as well, as Mary Avenue south of El Camino primarily serves traffic destined to the adjacent residential neighborhoods, while north of El Camino Mary Avenue carries more through traffic connecting to Central Expressway, Evelyn Avenue, and El Camino Real. A significant volume of traffic takes advantage of the Caltrain crossing, as the Caltrain line is a significant impediment to north-south travel in the City. While the computer simulation shows that in concept a reduction in travel lanes with capacity retained at Evelyn and El Camino Real could work without causing significant congestion, staff is concerned that the existing and future condition traffic volumes exceed by 4,000 to 5,000 vehicles the maximum recommended volume for two-lane streets as defined by traffic engineering industry sources. The analysis shows that existing lengthy vehicle queues that occur during parts of the peak traffic hours would continue or be exacerbated by removing travel lanes. Also, the model shows the potential for traffic diversion to neighborhood and other streets.

The City's Street Space Allocation policies contain sometimes conflicting policy regarding roadway capacity considerations, safety, and parking. In some situations, it is not possible to meet all objectives. In this case, providing safe bicycle accommodation is a primary objective of the study. Roadway capacity considerations should not and do not take precedence over providing safe accommodation. Providing for all *transport* modes is a primary objective of the street space allocation policies in general, and parking is not considered a transport mode. The evaluation of parking supply and demand shows a low demand for on-street parking in the El Camino Real to Evelyn segment, with the highest demand to be 19 spaces during the weekend day and evening hours out of a total supply of approximately 72 on-street spaces. Available off-street capacity is significant during these times, with over 204 available off-street spaces during the period with the highest on-street parking demand. Land uses in this area are primary multi-family residences and commercial and institutional uses, which have a different roadway frontage character than single family uses and have off-street parking provisions for residents, visitors, customers and users. Because of the availability of significant off-street parking resources to service the on-street demand, staff believes retaining two travel lanes and eliminating on-street parking on the west side of Mary Avenue is the most technically prudent and feasible means to provide safe accommodation for all transport users.

Certifying the Mitigated Negative Declaration provides environmental clearance for the project, addresses potential environmental impacts and allows the project to move to the final design and construction phase.

Reviewed by:

Kent Steffens, Director, Public Works

Prepared by: Jack Witthaus, Transportation and Traffic Manager

Reviewed by:

Grace K. Leung, Director of Finance

Approved by:

Gary M. Luebbers, City Manager

**ATTACHMENTS**

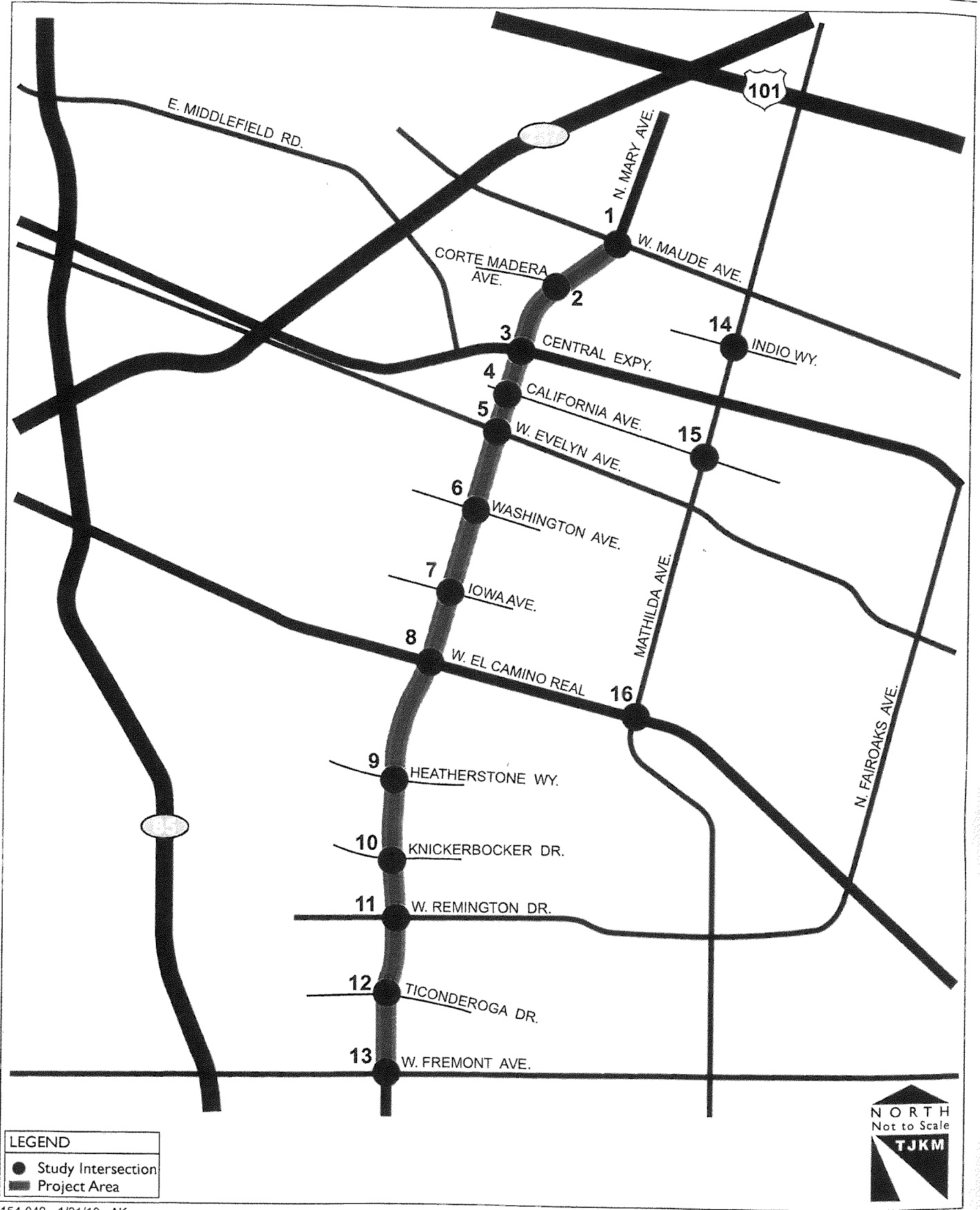
- A. Project Location Map
- B. Existing Policies
- C. Street Space Allocation Concepts Typical Sections
- D. Public Meeting Summaries
- E. Mitigated Negative Declaration
- F. Excerpts from Various BPAC Meeting Minutes
- G. Excerpt of the Draft Bicycle and Pedestrian Advisory Commission Meeting Minutes of July 18, 2013

Mary Avenue Street Space Allocation Study

# ATTACHMENT A PROJECT LOCATION MAP

City of Sunnyvale – Mary Avenue Street Space Allocation Study – Alternatives Traffic Operations Analysis Figure 1  
 Project Study Corridor

1



**EXISTING POLICY**

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

**Policy LT 5.9** Appropriate accommodations for motor vehicles, bicycles, and pedestrians shall be determined for City streets to increase the use of bicycles for transportation and to enhance the safety and efficiency of the overall street network for bicyclists, pedestrians, and motor vehicles.

**Policy LT 5.10** All modes of transportation shall have safe access to City streets.

**Policy LT 5.12** City streets are public space dedicated to the movement of vehicles, bicycles and pedestrians. Providing safe accommodation for all transportation modes takes priority over non-transport uses. Facilities that meet minimum appropriate safety standards for transport uses shall be considered before non-transport uses are considered.

**Policy LT 5.13** Parking is the storage of transportation vehicles and shall not be considered a transport use.

**Policy LT 5.14** Historical precedence for street space dedicated for parking shall be a lesser consideration than providing street space for transportation uses when determining the appropriate future use of street space.

**Policy LT 5.16** When decisions on the configuration of roadway space are made, staff shall present options, including at a minimum an option that meets minimum safety -related design standards for motor vehicles, bicycles and pedestrians.

**Policy LT 5.17** Bike retrofit projects shall be evaluated based on the merits of each project in the context of engineering and planning criteria.

- **LT 5.17a** The City shall maintain engineering and planning criteria with respect to roadway geometry, collisions, travel speed, motor vehicle traffic volume, and parking supply and demand (on and off street) to guide decisions on the provision of bike lanes.

**Policy LT 5.18** The City Council shall make the final decisions on roadway space reconfiguration when roadway reconfiguration will result in changes to existing accommodations.

**Policy LT 5.19** Public input on roadway space reconfiguration shall be encouraged and presented independently of technical engineering and planning analyses.

## ATTACHMENT B

**Policy LT 5.21** Safety considerations of all modes shall take priority over capacity considerations of any one mode.

- **LT 5.21a** For each roadway space retrofit project, a bike and pedestrian safety study shall be included in the staff report to evaluate the route in question.



Mary Avenue Street Space Allocation Study

## **Typical Street Cross-Sections**

## Concept 1

Fremont Avenue to Evelyn Avenue

Evelyn Avenue to Central Expressway

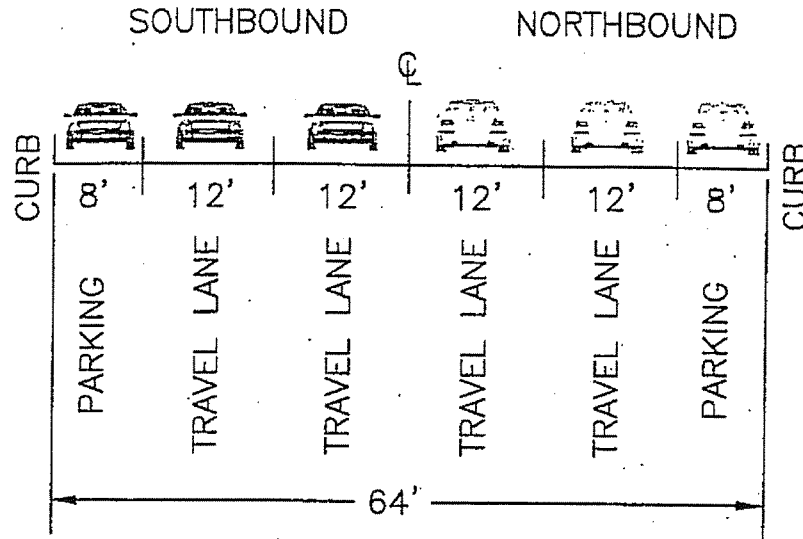
Central Expressway to Maude Avenue

# Concept 1

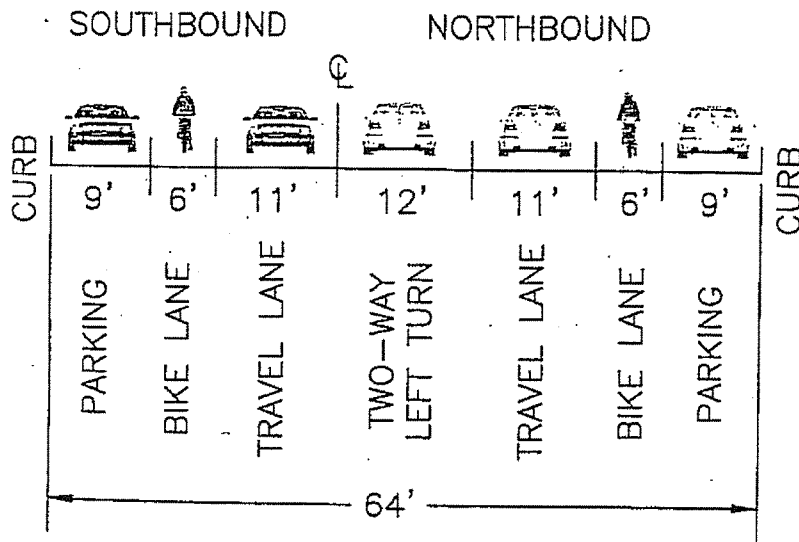
## Fremont Avenue to Evelyn Avenue

NOT TO SCALE

EXISTING:



PROPOSED:

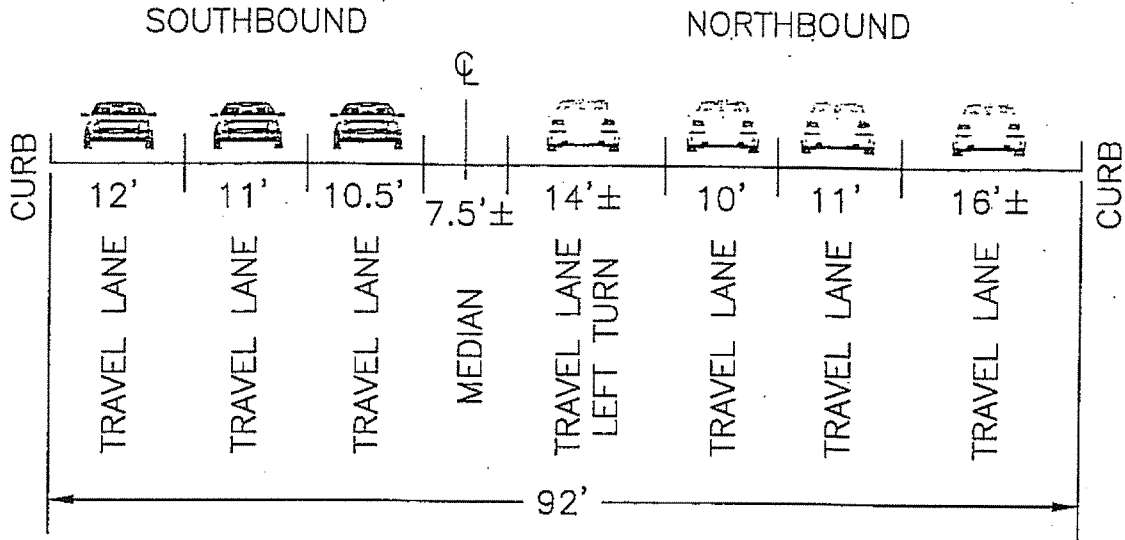


# Concept 1

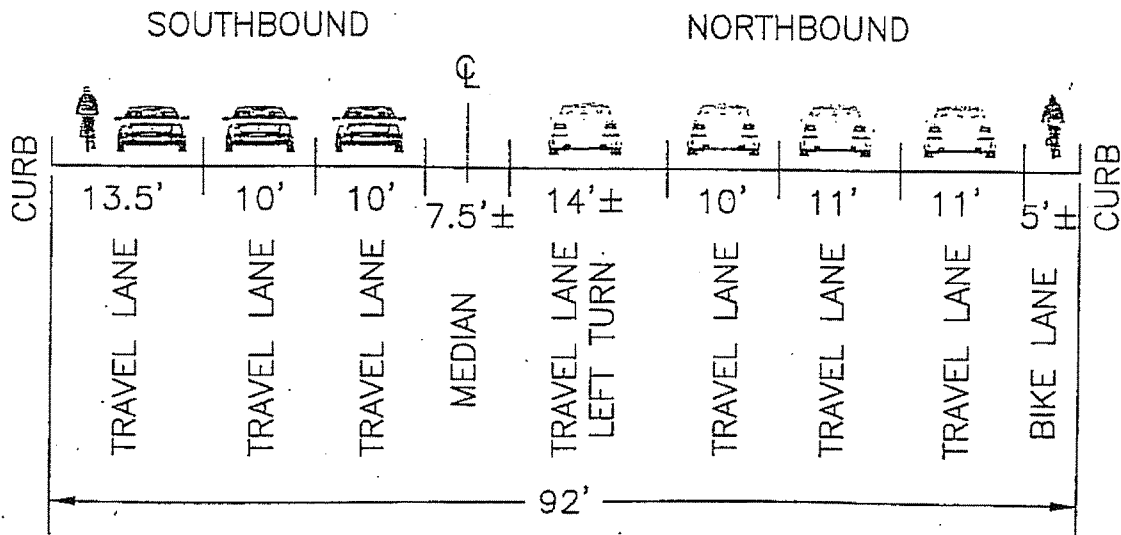
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NOT TO SCALE

EXISTING:



PROPOSED:

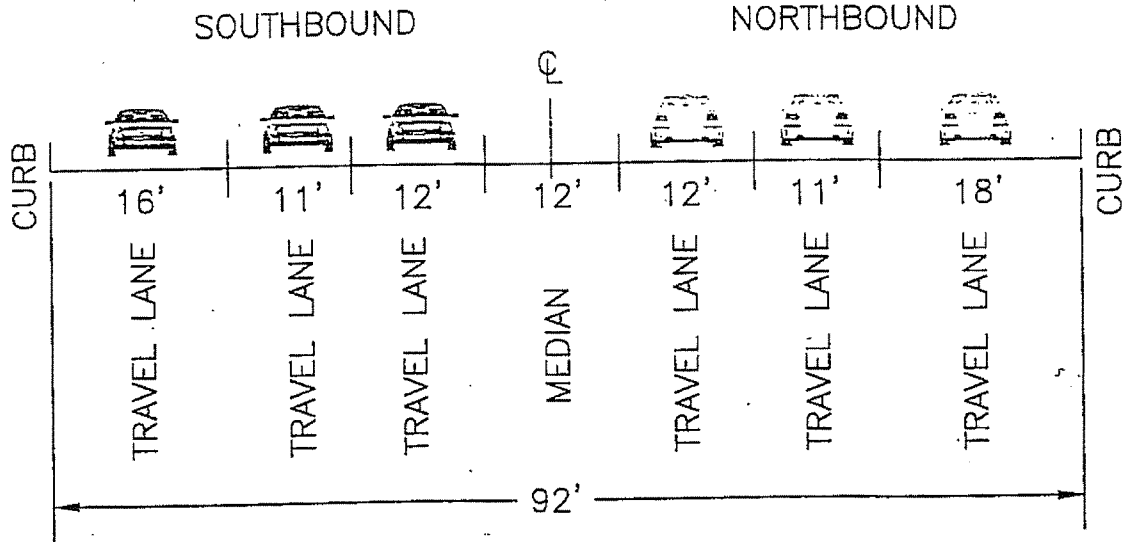


# Concept 1

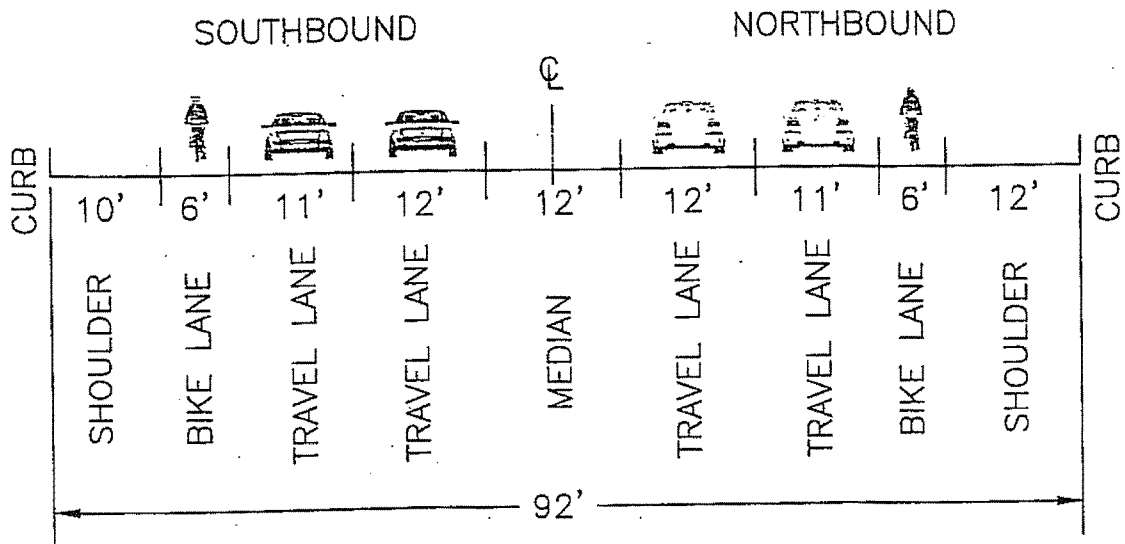
## Central Expressway to Maude Avenue

NOT TO SCALE

EXISTING:



PROPOSED:



## Concept 2

Fremont Avenue to Evelyn Avenue

Evelyn Avenue to Central Expressway

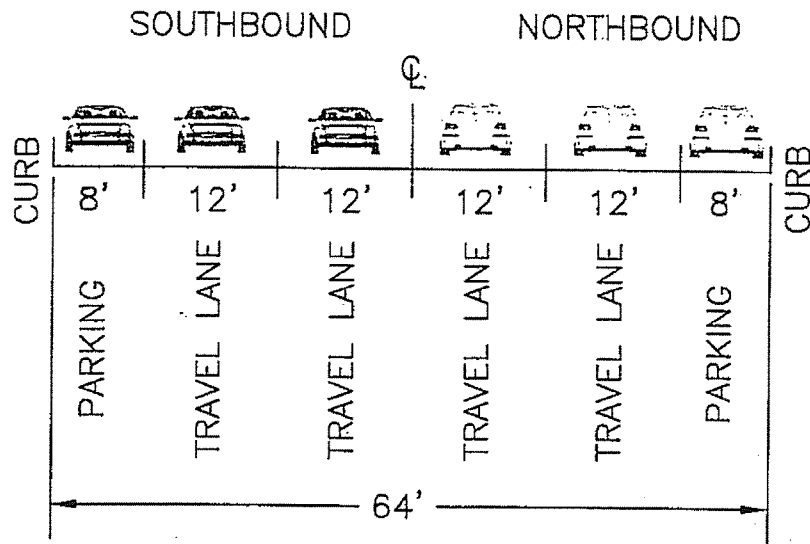
Central Expressway to Maude Avenue

# Concept 2

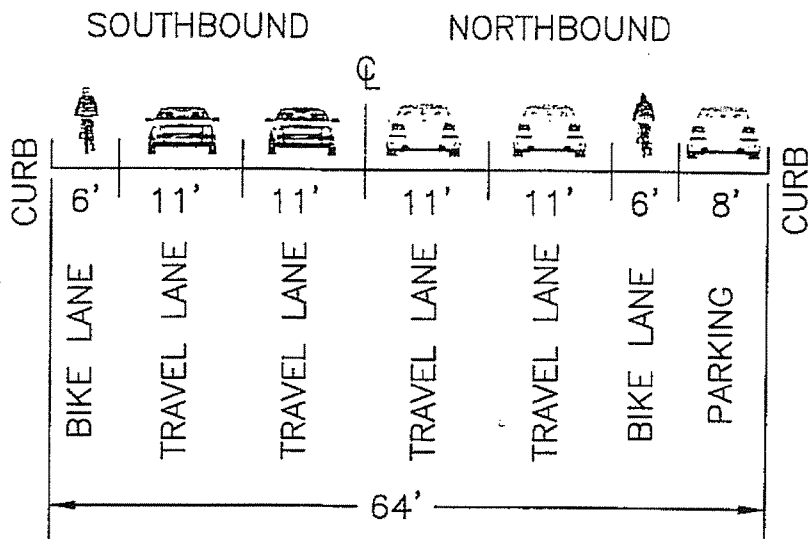
## Fremont Avenue to Evelyn Avenue

NOT TO SCALE

EXISTING:



PROPOSED:

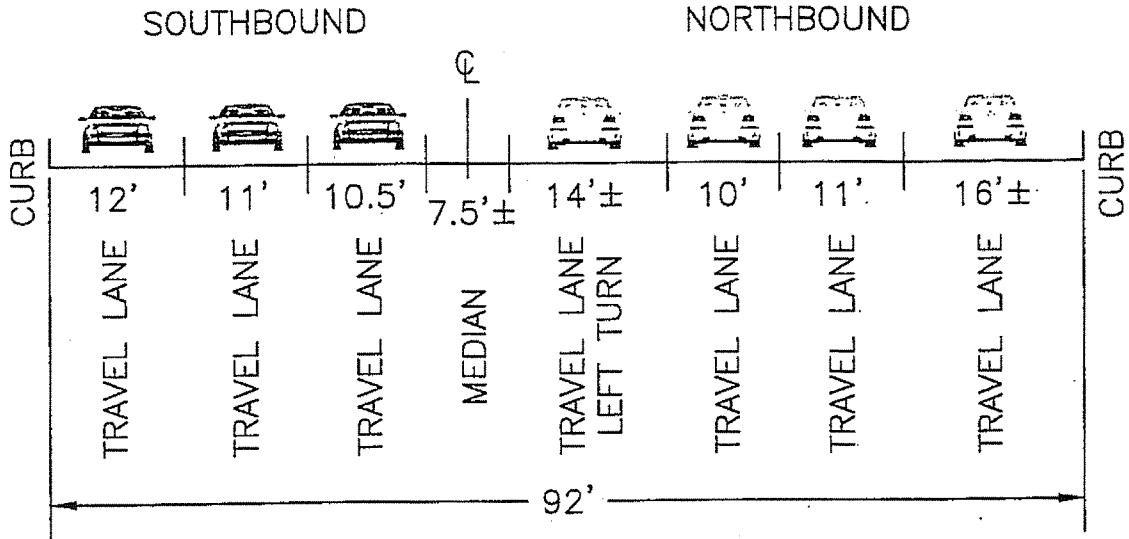


# Concept 2

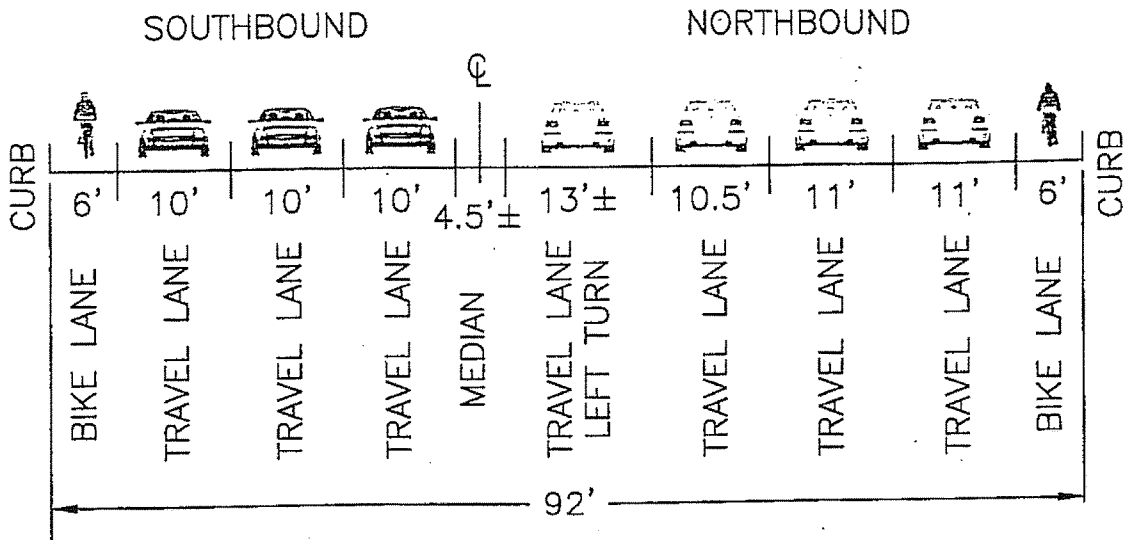
## Evelyn Avenue to Central Expressway

NOT TO SCALE

EXISTING:



PROPOSED:



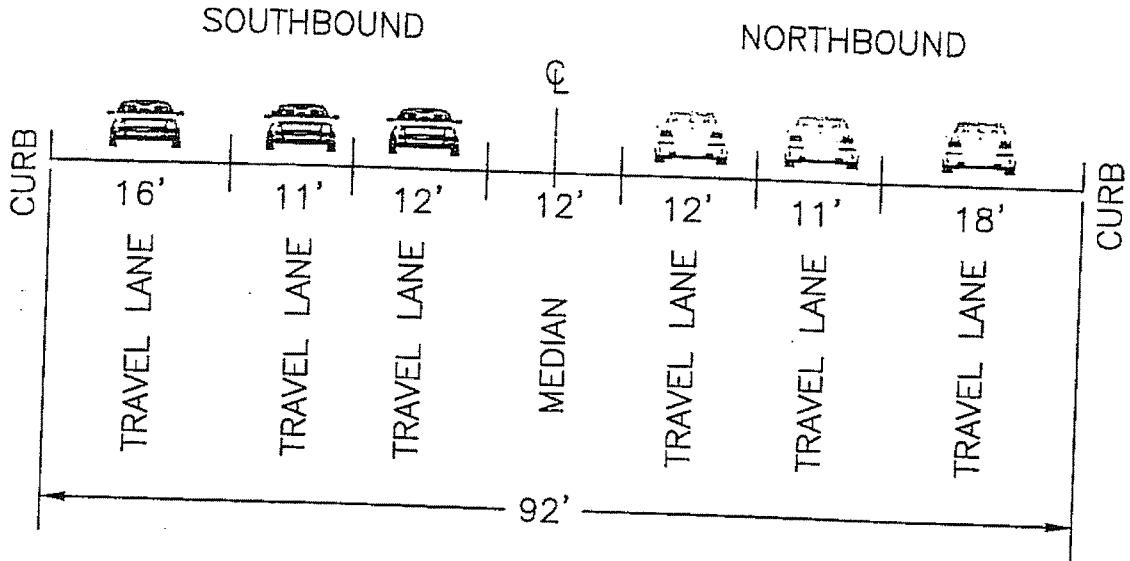


# Concept 2

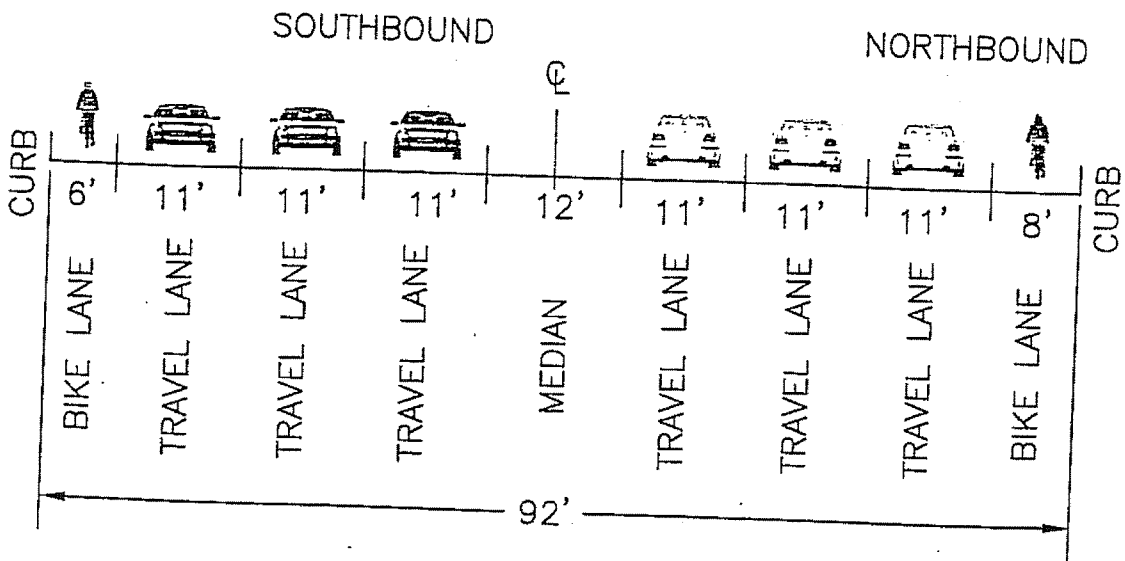
## Central Expressway to Maude Avenue

NOT TO SCALE

EXISTING:



PROPOSED:



## Concept 3

Fremont Avenue to Evelyn Avenue

Evelyn Avenue to Central Expressway

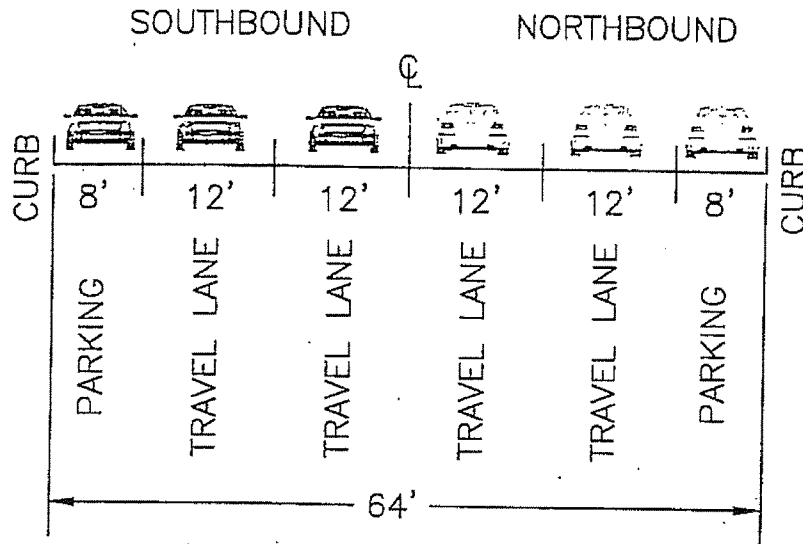
Central Expressway to Maude Avenue

# Concept 3

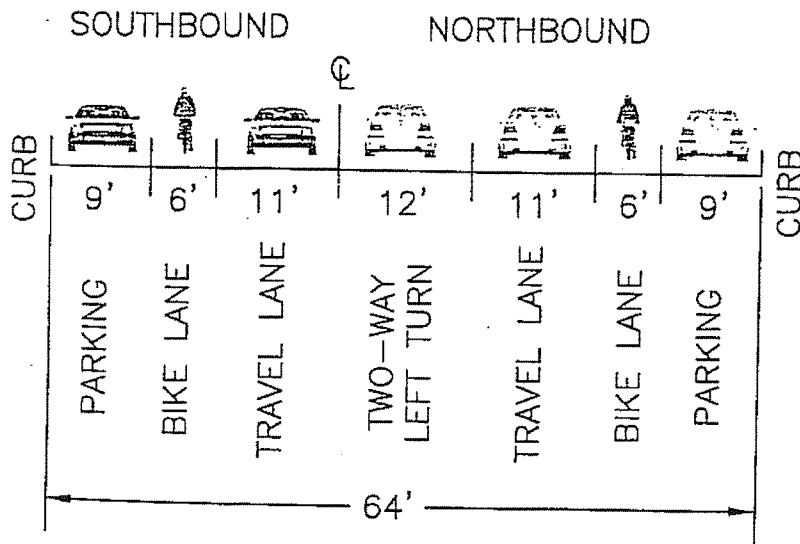
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NOT TO SCALE

EXISTING:



PROPOSED:

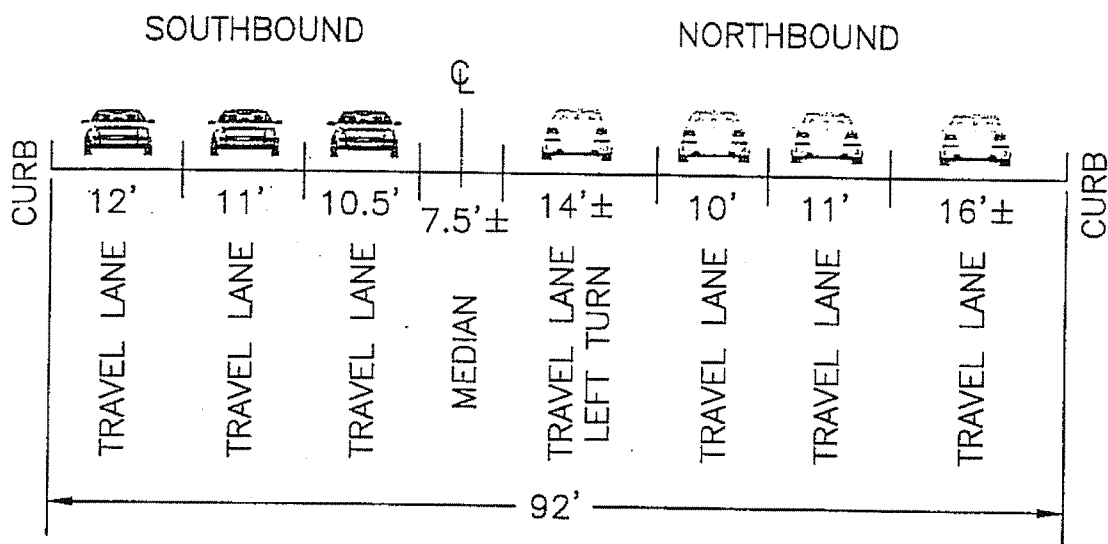


# Concept 3

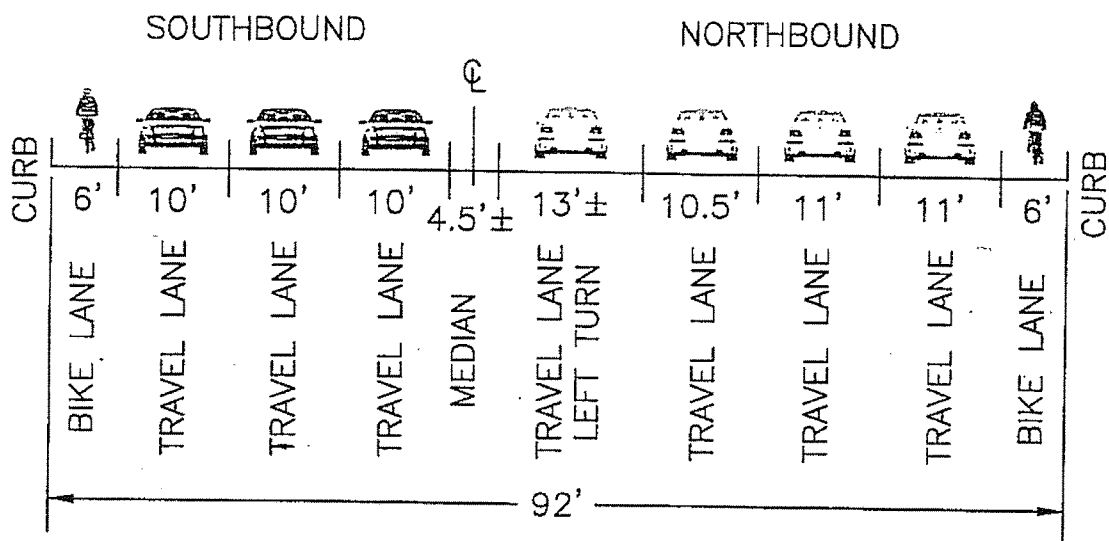
## Evelyn Avenue to Central Expressway

NOT TO SCALE

EXISTING:



PROPOSED:

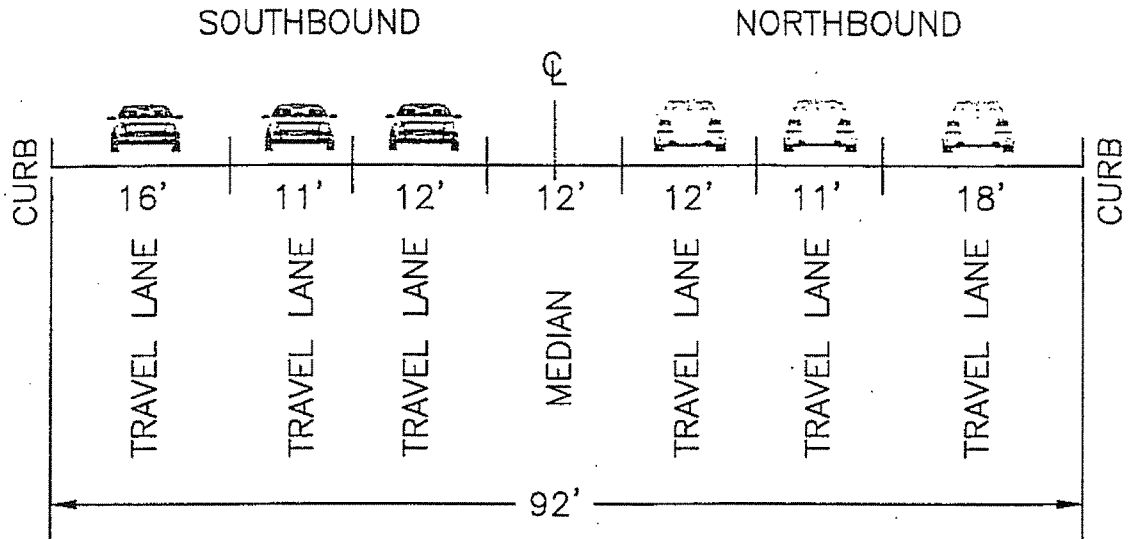


# Concept 3

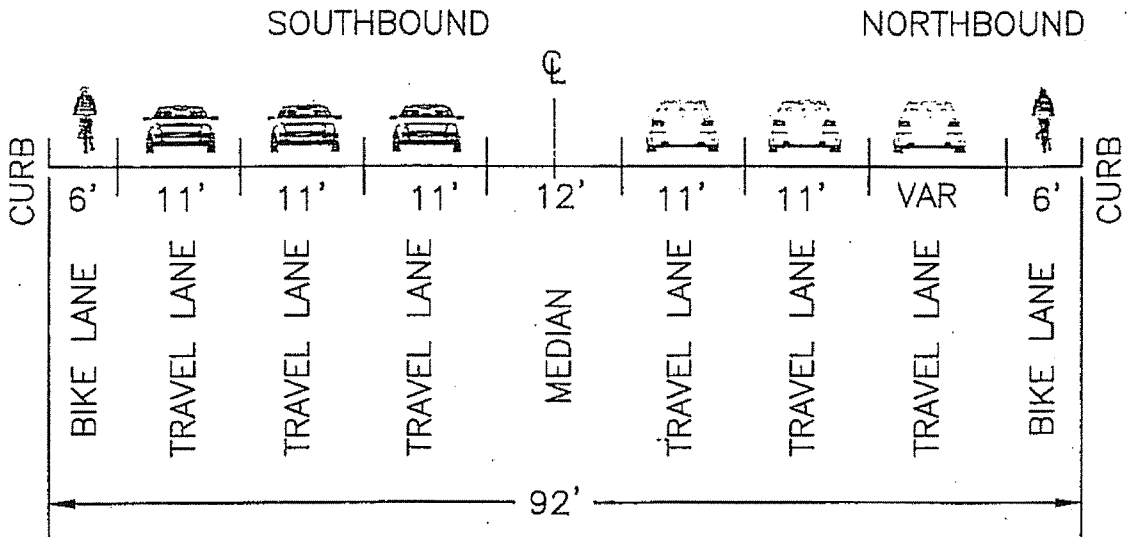
## Central Expressway to Maude Avenue

NOT TO SCALE

EXISTING:



PROPOSED:

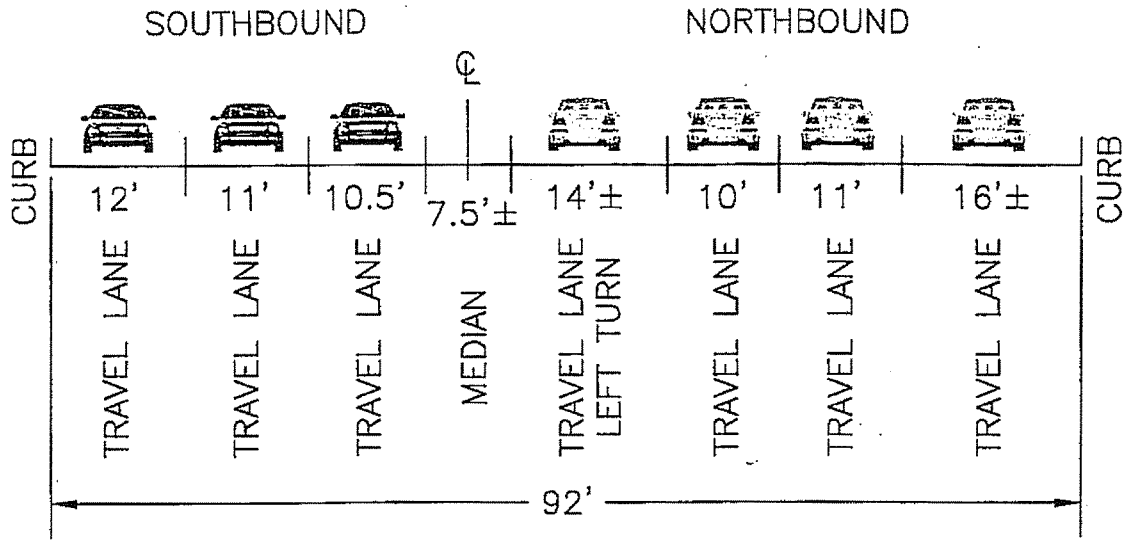


# Concept 4

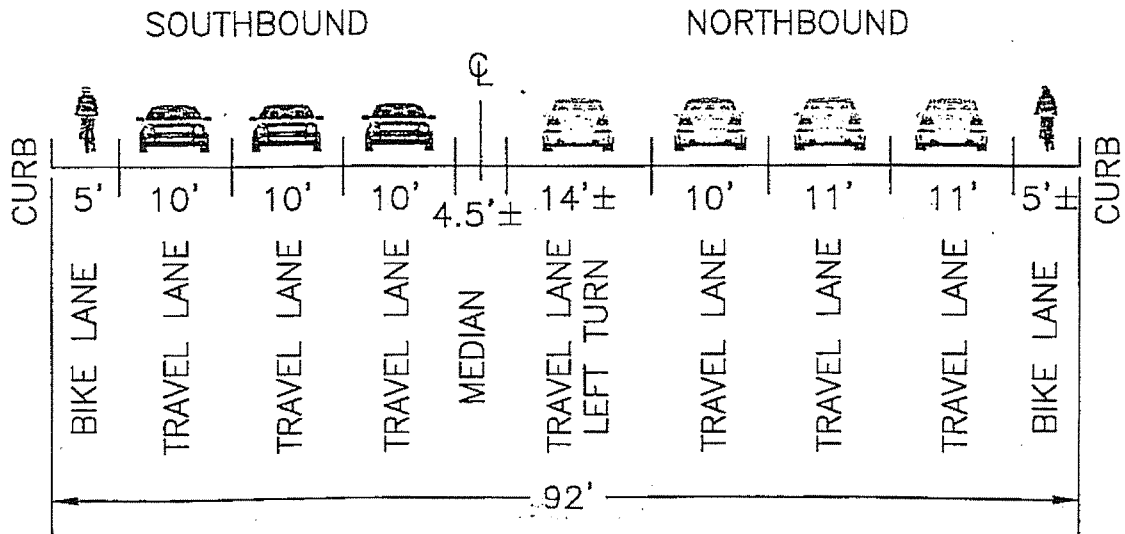
## Evelyn Avenue to Central Expressway

NOT TO SCALE

EXISTING:



PROPOSED:



## Concept 4

Fremont Avenue to Evelyn Avenue

Evelyn Avenue to Central Expressway

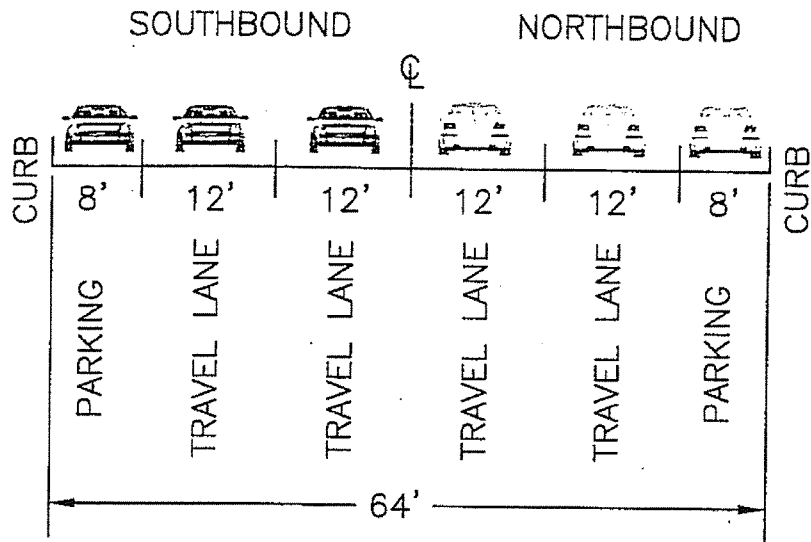
Central Expressway to Maude Avenue

# Concept 4

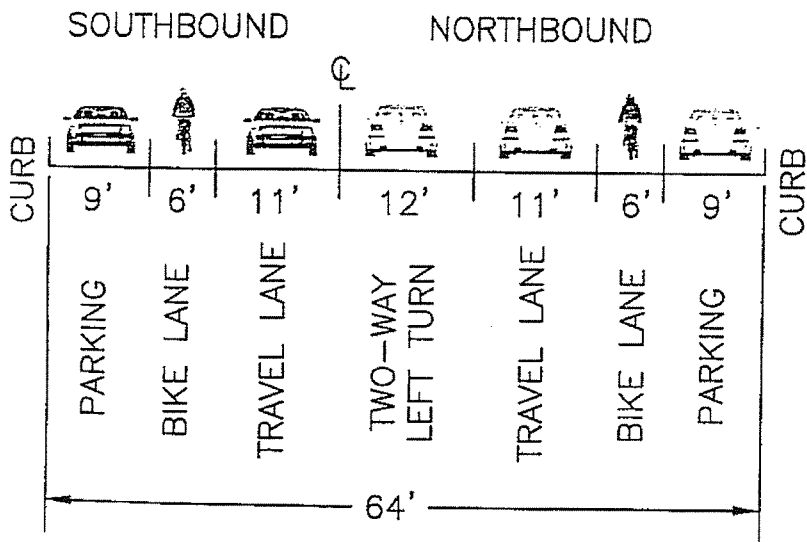
## Fremont Avenue to Evelyn Avenue

NOT TO SCALE

EXISTING:



PROPOSED:



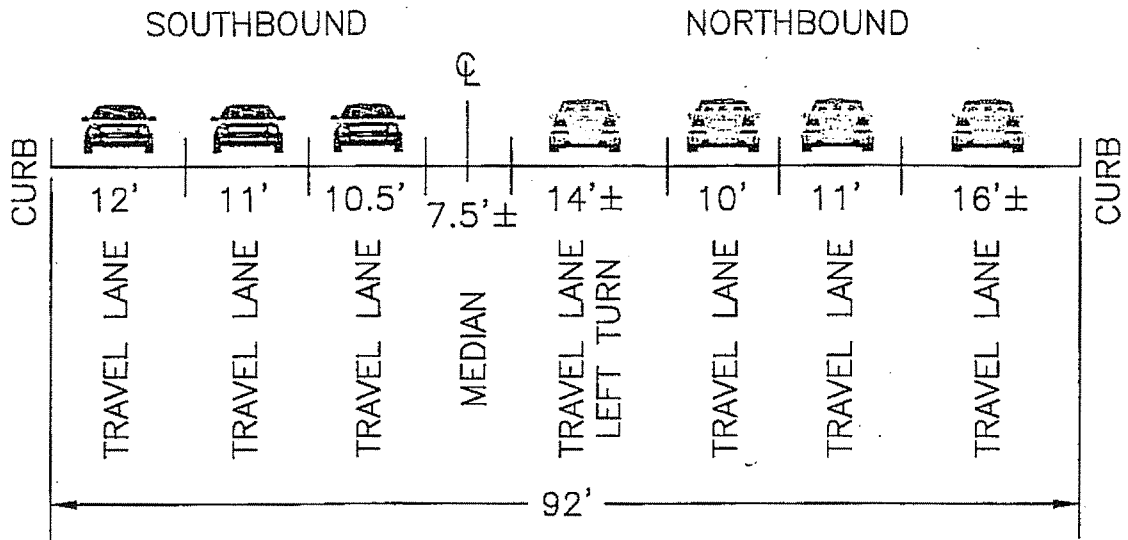


# Concept 4

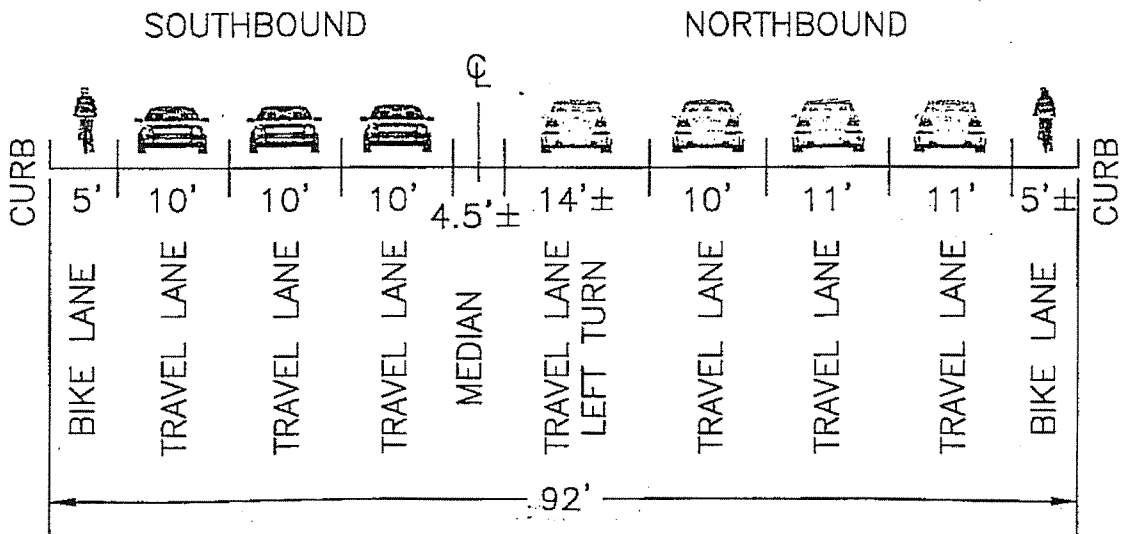
## Evelyn Avenue to Central Expressway

NOT TO SCALE

EXISTING:



PROPOSED:

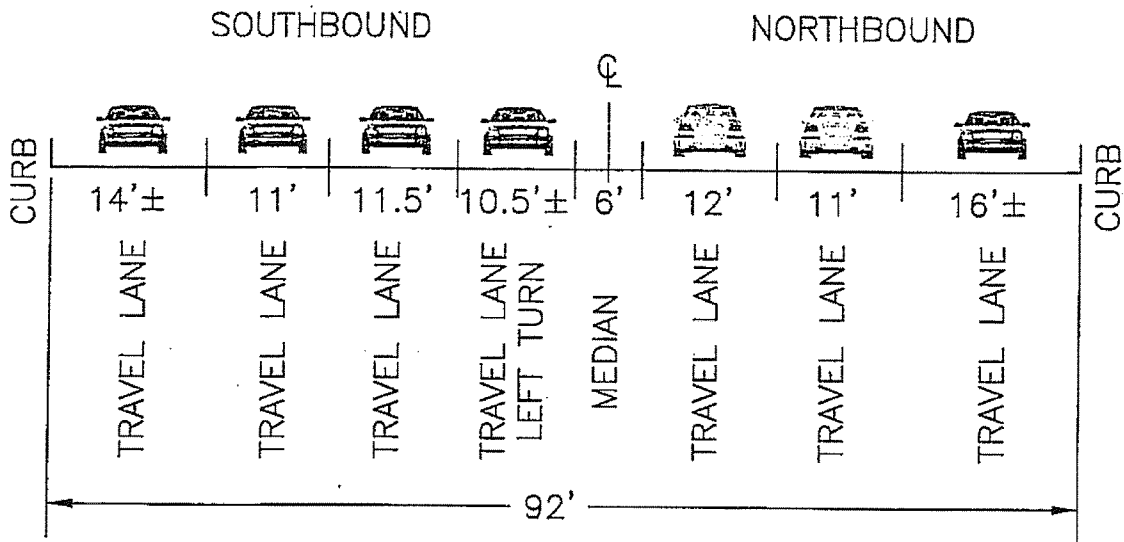


# Concept 4

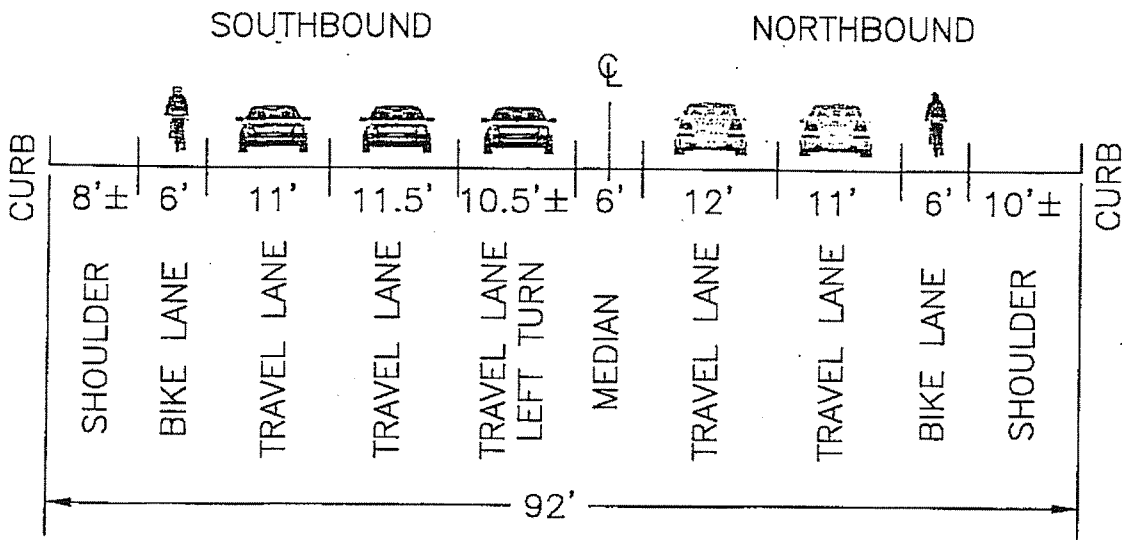
## Central Expressway to Maude Avenue

NOT TO SCALE

EXISTING:



PROPOSED:



**Mary Avenue Street Space Allocation Study**  
**Excerpts from Various Bicycle and Pedestrian Advisory**  
**Commission Meeting Minutes**

indicated that the bike and walk to school week seemed to be very successful, and suggested that BPAC members approach schools to communicate with TSCN and show interest in participating in future years. In addition, indicated that the City of Los Angeles had a Cyclovia event on 10/10/2010 which had 100,000 participants. Recommended having a similar event in Sunnyvale, and commented that our serious disadvantage is that we have this entrenched automobile culture that they do not seem to have in Los Angeles. Also noted that he observed a sign posted at the end of the Stevens Creek Trail at Sleeper Avenue announcing that the bike/pedestrian bridge over-crossing SR 85 is fully funded with expected completion in the fall.

### **CONSENT CALENDAR**

- 1.A) Approval of Draft Minutes of the September 16, 2010 Meeting
- 1.B) Approval of Agenda of the October 21, 2010 Meeting
- 1.C) Approval of the 2010 BPAC Calendar Update

Consent Calendar Item 1 was moved to follow Public Hearing Item 2. **Commissioner Durham moved a motion seconded by Commissioner Manitakos to approve Consent Calendar items 1.A), 1.B) and 1.C). Motion was passed 7-0.**

### **STAFF RESPONSE TO PRIOR PUBLIC COMMENTS**

No response was needed.

### **PUBLIC COMMENTS**

None.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

- 2. DISCUSSION: Mary Avenue Street Space Allocation Study

Andrew Kluter – Provided a Powerpoint presentation describing two evaluated alternatives for each of three roadway segments. In general, the first alternative proposes a road diet by reducing the number of auto travel lanes and providing bike lanes. This alternative maintains the existing auto travel lanes at critical intersections such as Mary Avenue/Fremont Avenue and Mary Avenue/El Camino Real for safe operational purposes. The second alternative proposes retaining the existing number of auto travel lanes and prohibiting parking on one side of the street to accommodate the provision of bike lanes. It should be noted that both alternatives maintain the

existing number of auto travel lanes between Evelyn Avenue and Central Avenue, with the second alternative including median reduction to accommodate continuous Class II bicycle lanes. The three road segments from south to north are: Mary Avenue from Fremont Avenue to Evelyn Avenue (primarily running through a residential area), from Evelyn Avenue to Central Expressway, and from Central Expressway to Maude Avenue. The consultant also described a set of draft criteria, listed below, for evaluating the two alternatives. In addition, Mr. Kluter requested feedback of the BPAC members for consideration in future steps of the feasibility study and noted the possibility of mixing and matching between the two alternatives along the road segments. Also noted that a refined alternative is expected to be presented to the public in a community meeting to be held in January 2011. Cost estimate will also be prepared prior to the January community meeting. Provided a web site address where up-to-date information on the project is being posted.

The Draft Evaluation Criteria are as follows:

- 1- City Policy Considerations including:
  - Appropriate accommodations for vehicles and bikes,
  - Enhanced safety and efficiency for all road users;
  - Call for developing engineering & planning criteria based on roadway geometry, collision history, travel speed, traffic volume, and other factors;
- 2- Maintain current/acceptable vehicle peak hour Level of Service (LOS) at key intersections;
- 3- Lane widths for motorized vehicles and bicycles;
- 4- Ability to provide continuous Class II bicycle lanes;
- 5- Traffic calming and pedestrian safety features;
- 6- Potential for speed reduction and collision reduction;
- 7- Cost consideration – modification of roadway elements including curbs, medians, pavement, and landscaping; and,
- 8- Parking supply impacts.

Commissioner Switzer – Noted the need for establishing bike lanes that are as wide as possible. Also noted that she considers criteria #4 a high priority. Indicated that outreach of the community meeting was very good, and requested just as a good of an outreach process to be carried out for the January community meeting.

Commissioner Rausch – Noted that the community meeting outreach within the residential part of Mary Avenue was limited, and suggested posting future meeting announcements in the Sunnyvale newspaper.

Commissioner Durham – Noted that most homes along the southerly segment of Mary Avenue have at least three to four on-site parking stalls per house (in garages and on driveways) excluding the stalls currently provided on the street. Considers Criteria #8 a low priority when it sacrifices safety conditions. Also noted that criteria #2 through #5 are the most important ones in his view.

Commissioner Stawitcke - Considers criteria items #3, #4, #5 and #6 as equally important and highest priority followed by criteria #2, #7 and #8.

Chair Walz – Noted that he agrees that criteria #2 through #5 are the highest priority. Added that should the cost become an issue, then possibly the project could be implemented in phases depending on the grants and/or other funding sources that may be attained. Suggested that the safest and best segment be implemented first in case of phasing the project to make it more affordable.

There was a general consensus among the BPAC members that the most important evaluation criteria are number 3, 4, 5 and 6.

Arthur Schwartz – Inquired if the bike lane width includes the gutter. Also suggested paving over the gutter to better accommodate cyclists whenever it is only possible to provide a four-foot bike lane.

Andrew Kluter – Clarified that width of the bike lanes include the gutter and that the bike lane is generally provided at a minimum of 3 feet plus 2 feet gutter. Where possible, the bike lane is proposed 4 feet plus 2 feet gutter.

Kevin Jackson – Recommended providing six-foot bike lanes as much as possible because pavement and concrete do not age the same, and the line of separation become unsafe for cyclists. Noted his belief that the high traffic volumes and speeds along the street warrant providing the six-foot bike lanes. In addition, noted that parking is dangerous for cyclists especially in the peak traffic hours, and that parked cars also restrict visibility for cars turning in and out of driveways.

Comments noted on Segment 1 (Most southerly segment): The proposed six-foot bike lanes are adequate. In the case of having parking shifting from side to side, recommended the establishment of distinguished marked crosswalks including in the vicinity of the soccer field. Also recommended having swerves in lane edge lines at intersections and not at mid-block locations because motorists have a tendency to drive straight and over-crossing marked lines which create pinch points for cyclists. The BPAC members recommended Alternative 1 for Segment 1.

Comments noted on Segment 2 (The middle segment): Recommended maintaining consistent width for the vehicular travel lanes. Alternative 2 is considered better because it does not propose sharrows (lanes shared between automobile and bicycle traffic).

Comments noted on Segment 3 (Most northerly segment): The BPAC members raised concerns regarding the four-foot bike lanes and suggested instead considering narrowing the vehicular turn lanes to nine feet. Noted that this is a 40 mph zone and that bike lanes need to be at least six feet wide. Requested avoiding

the sharrows by narrowing down the vehicular travel lanes and separating/markings bike lanes.

Commissioner Manidakos - Noted with regard to Segment 3 that the plan under review for both options have a separate right-turn lane at Mary Avenue/Maude Avenue that is located to the right of the bike lane. This forces cyclists to mix with the traffic or wait behind turning cars to get back to the bike lane. He considers this design practice to be confusing and hazardous. Noted his opposition to such design and his preference to maintain the bike lane abutting to the curb.

A public member: Requested modifying width of all bike lanes to at least five feet, and requested retaining turn lanes to avoid delays and collisions. Inquired if the consultant is a cyclist and whether he prefers a certain alternative and why. Also inquired if more than two alternatives have been reviewed.

Andrew Kluter – Clarified that he has no preferred alternative at this point, and is currently formulating the evaluation criteria and reviewing elements of the two alternatives. Added that he bicycles, and welcomed suggestions for additional or hybrid alternatives.

Kevin Jackson – Noted that this project is being motivated as a bicycle retrofit project which should not be compromised especially in light of the street space allocation policy with the capacity concerns and street parking as subordinate goals. Indicated that the facility should be designed to accommodate safe use by average and not elite cyclists which should be the project's measure of success. Added that the Class II bicycle facility along Mary Avenue will be a good connection between the bridge over I-280 and the Borregas Avenue pedestrian/bicycle bridges.

### 3. DISCUSSION: Draft Climate Action Plan (CAP) policies

Heba El-Guendy – Circulated an updated list of draft CAP policies, growth scenarios per the current General Plan along with potential changes, and an updated project schedule for developing the first Sunnyvale CAP and updating the Land Use and Transportation Element (LUTE). Noted that the draft CAP policies have been developed based on input from the Horizon 2035 Committee, the public, and staff. Described the Study Session process that will be attended by Council members, the Planning Commission and BPAC. Requested reviewing the circulated materials before the study session to provide input. Added that soon after the study session, BPAC members can still provide comments using the link on the project's web page or via e-mail to Gerri Caruso and Tricia Lord of the Community Development Department.

Chair Walz – Noted his hope for the Council not to water down the CAP policies that are currently under review. Also noted that one of the links on the main project web page is inaccurate with "Sunnyvale.com".

## **PUBLIC COMMENTS**

Jim Stallman commented on development of the Valley Transportation Plan 2040 and Highway 85 projects.

Kevin Jackson commented on the Horizon 2035 Land Use and Transportation Element update and environmental impact report.

Chair Walz commented on a Lawrence Station Area Plan public meeting.

Garth Williams commented on Sunnyvale's involvement in Stevens Creek Trail planning.

## **PUBLIC HEARINGS/GENERAL BUSINESS**

### 2. ACTION: Transportation Development Act (TDA) Article 3 Funding Recommendation

After questions from Commissioners, the public hearing was opened. Patrick Grant suggested pursuing Trust for Public Lands grants. George Emma inquired about the geometry of Wildwood Avenue. Kevin Jackson inquired about potential Bicycle Expenditure Program projects, and indicated support for funding of a Stevens Creek Trail feasibility study. Art Schwartz inquired about Remington Drive bike lanes funding.

The Commission took a straw vote on TDA funding priorities.

**Commissioner Durham moved and Commissioner Stawitcke seconded a motion to recommend TDA funding for the East Channel Trail, in order to swap funds for a Stevens Creek Trail feasibility study.**

**Motion passed: 5-0-1, Commissioner Manidakos abstained.**

### 3. ACTION: Mary Avenue Bike Lanes Project Alternative Design Concept Evaluation

**Commissioner Stawitcke moved and Commissioner Manidakos seconded deferring Item 4, Pastoria Avenue Bike Lanes, to the April, 2011 meeting.**

**Motion passed: 5-0, Commissioner Durham absent.**

After the staff report, the BPAC adjourned for five minutes to allow the public an opportunity to review plans that were presented.

Commissioners provided comments on the plans that were presented.

The public hearing was opened. Dan Hafeman expressed concern about right of way acquisition and requested that through bike traffic at Maude Avenue be accommodated. Art Schwartz commented on bike lanes and tricycles, and requested reconsideration of gutter design standards. Kevin Jackson commented on bike lanes at right turn pockets, and buffer zones next to bike lanes. Patrick Grant noted the presence of a large drain grate near California Avenue.

### 4. DISCUSSION: Pastoria Avenue Bike Lanes Project – Deferred to April, 2011 meeting.

## **NON-AGENDA ITEMS AND COMMENTS**



**Commissioner Durham moved and Commissioner Stawitcke seconded the motion to approve Consent Calendar items 1.A) and 1.B).**

**Motion passed: 6-0.**

Commissioner Rausch arrived at 6:55 PM due to the change in meeting location.

### **PUBLIC COMMENTS**

Kevin Jackson noted with regard to one of the e-mail messages contained in the agenda packet that the travel lanes along Tasman Drive are substandard and that cyclists have the right to use full width of the lanes.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

#### **4. DISCUSSION: VTA BEP Funding Awards**

David Simons (member of the VTA BPAC) noted that the Transportation Funds for Clean Air (TFCA) program was undersubscribed. Bike/pedestrian projects applying for TFCA must meet the cost effectiveness criteria and be ready for implementation. Concerned that the list of projects applying for Bicycle Expenditure Program (BEP) funds were initially shared with the VTA BPAC as a discussion, and not action item.

#### **2. DISCUSSION: Mary Avenue Bike Lanes – Central Expressway to Maude Avenue**

BPAC members reiterated their preference for a road diet along this roadway segment due to:

- Mary Avenue is expected to be the main north-south cycling route through the City, and is a cost effective route in terms of implementation;
- Allow the provision of wider six-foot bike lanes all along the length of the road segment. This wider bike lane width would also exclude the side gutter, relative to the other alternative that generally offers the standard five-foot bike lane including the typical two-foot gutter which narrows the effective width of the bike lane;
- Enhance good safety conditions and encourage cycling through the provision of wider bike lanes. The wider bike lanes will also better accommodate tricycles and baby trailers;
- The provision of wider 12-foot vehicular travel lanes is not expected to significantly increase speeds, and will allow some room for drivers' error;
- Allow for break down and maintenance space on the sides of the road; and,
- Somewhat reduce construction cost relative to other alternatives.

#### **3. DISCUSSION: Grand Boulevard Concept Planning**

Chair Walz noted that VTA may form a citizen advisory committee for the Bus Rapid Transit (BRT) project on El Camino Real and encouraged having a cycling activist from the individual cities along the corridor to be a member of such committee. Clarified the need for providing continued bike lanes along El Camino Real as the corridor travels through the different municipalities.

Motion by Chair Manidakos, second by Commissioner Switzer to support staff recommendation.

Commissioner Jackson friendly amendment to put parking restrictions at intersections, accepted. Motion carries, 5-0.

### 3. Review and Make a Recommendation on a Mary Avenue Street Space Allocation Study

Staff summarized the recommendation.

Chair Manidakos inquired about 6 ft. lanes. Staff stated this was likely not possible between Evelyn Avenue and Central Expressway.

Chair Manidakos stated that at El Camino Real and Evelyn Avenue parking removal is justified, and that at Evelyn Avenue and Central Expressway there is a pinch point. He noted that northbound right turns at Central are difficult for bikes. He also stated that southbound at Evelyn Avenue right turns are heavy and bikes cannot see the programmed visibility signal. Chair Manidakos suggested a light targeted at bikes. He also stated that the RTC is a little confusing and needs to present all four segments only. He stated that street cross sections should be presented by street segment.

Commissioner Jackson noted that on page 32, the web site terminology differs from references in RTC, and that on page 34 he disagrees with the statement that street space policies conflict. He believes near El Camino Real bike lanes are 5 feet northbound and southbound, and recommends narrower travel lanes. Commissioner Jackson also expressed the need for clear demarcation of beginning of parking lanes. He stated that near Bidwell bike lanes are 5 feet on one side and 9 feet on the other, and on southbound Mary bike lanes are 4.5 feet. Commissioner Jackson stated that he would like to see 20 feet parking buffers implemented at intersections, suggested constructing 1 foot gutters in areas where 6 foot bike lanes cannot be provided, and also suggested radar speed feedback signs.

Commissioner Switzer suggested considering crosswalks and other pedestrian safety improvements.

The public hearing was opened. Art Schwartz stated that cars are cutting corners at intersections and believes cars at signalized intersections will trip through green when turning right. Mr. Schwartz stated that he thinks lane dividers should be provided.

Commissioner Jackson stated that it is difficult for bicycles to see delineators.

Mr. Durham stated that he supports El Camino Real to Fremont Avenue lanes, and thinks variable width lanes north of El Camino will be a good improvement. He also suggested squaring off lanes at parking transitions, and recommended colored bike lanes at right turn transitions. Mr. Durham also suggested at the train tracks consider a bike box southbound on the south side of railroad tracks.

Commissioner Switzer stated that she supports green lanes, and supports considering them at right turn lanes.

Motion by Chair Manidakos to support the staff recommendation with the added provision to provide a design that maximizes 6 foot bike lanes and provide colored bike lanes at intersection turn lanes.

Commissioner Jackson second. Friendly amendment by Jackson, to provide a 1 foot gutter if 6 foot bike lanes cannot be achieved. Commissioner Jackson also stated that when bike lanes 6 feet adjacent to on-street parking the should be 6 feet wide, the project should implement 20 feet parking restriction at intersections, speed feedback signs, Begin right turn lane, Yield to Bikes signs, and clearly delineate the beginning of parking lanes.

Chair Manidakos stated that he does not accept gutter narrowing or speed feedback signs.

Commissioner Kolber discussed the effectiveness of speed feedback signs.

Motion approved, 5-0 as amended.

#### 4. Election of Officers

For Chair, Commissioner Rausch nominated Commissioner Switzer. Commissioner Switzer declined.

Commissioners Jackson and Switzer nominated Chair Manidakos. Chair Manidakos accepted. Nomination approved unanimously, 5-0.

For Vice Chair, Commissioner Kolber requested that the Vice Chair be someone who will not be termed out within the next year. Chair Manidakos nominated Commissioner Jackson. Commissioner Rausch leaves at 8:04 PM. Nomination approved, 4-0.

#### **NON-AGENDA ITEMS AND COMMENTS**

Chair Manidakos and Commissioner Switzer announced that they are out of town in August.

Commissioner Switzer stated that the City of Fremont cracked down on autos passing on the right using bike lanes.

Staff responded to an inquiry regarding trucks.

#### **INFORMATION ONLY ITEMS**

1. BPAC E-mail messages and/or letters since circulation of the agenda packet of the June 20, 2013 meeting.
2. BPAC Active Items List.

Accepted as submitted.

#### **ADJOURNMENT**

Meeting adjourned at 8:10 p.m.

Respectfully submitted by:

---

Jack Witthaus, Transportation and Traffic Manager





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MATCHLINE, SEE ABOVE RIGHT

MATCHLINE, SEE SHEET 2

- LEGEND:**  
— EXISTING CURB  
- - - EXISTING STRIPING  
- - - PROPOSED STRIPING

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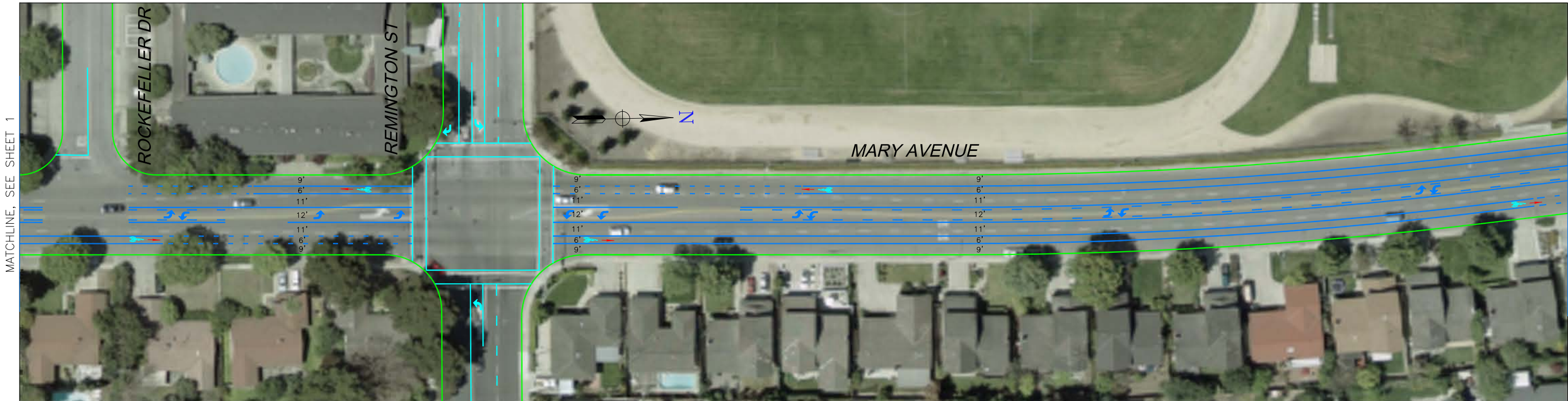
**TJKM Transportation Consultants**  
 5960 Inglewood Drive, Suite 100  
 Pleasanton, CA 94588  
 Phone: (925)463-0611 Fax: (925)463-3690  
 email: tjkm@tjkm.com



R.C.E. 15347  
 DESIGNED: AK/SA  
 DRAWN: SD  
 CHECKED: AK/RH

CITY OF SUNNYVALE	
MARY AVE CONCEPT BIKE LAYOUT	
SEGMENT 1 – ALTERNATIVE 1	
DRAWING NO.	SHEET 1 OF 5
DATE: 9-30-10	SCALE: 1"=40'
PROJECT NO. 154-040	





PRELIMINARY DESIGN

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CITY OF SUNNYVALE  
 MARY AVE CONCEPT BIKE LAYOUT  
 SEGMENT 1 – ALTERNATIVE 1

DRAWING NO.	SHEET 2 OF 5
DATE: 9-30-10	SCALE: 1"=40'
PROJECT NO. 154-040	





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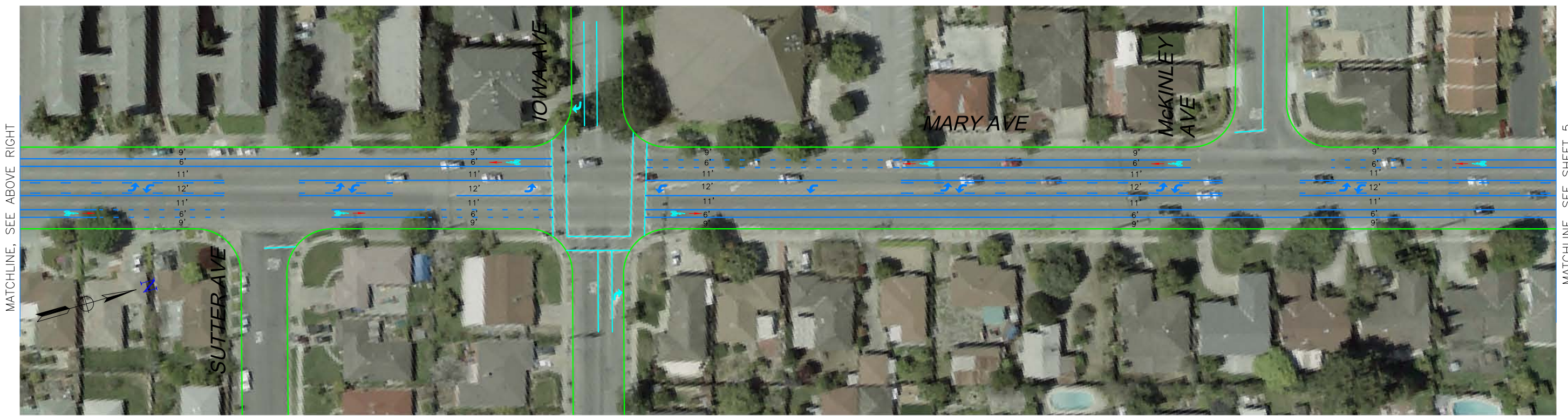
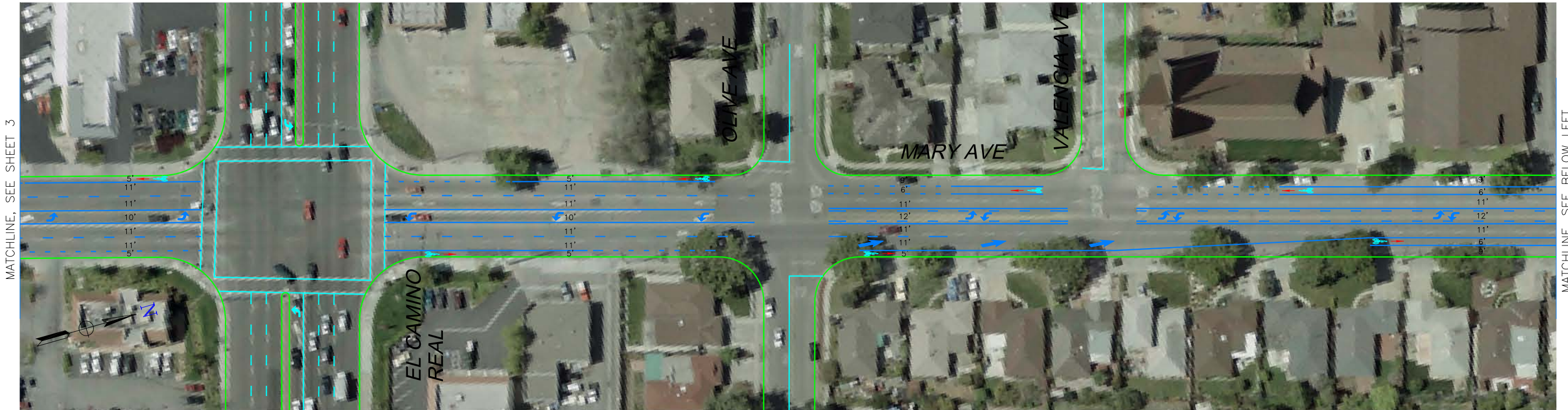


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CITY OF SUNNYVALE  
 MARY AVE CONCEPT BIKE LAYOUT  
 SEGMENT 1 - ALTERNATIVE 1

DRAWING NO.	SHEET 3 OF 5
DATE: 9-30-10	SCALE: 1"=40'
PROJECT NO. 154-040	





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CITY OF SUNNYVALE  
 MARY AVE CONCEPT BIKE LAYOUT  
 SEGMENT 1 – ALTERNATIVE 1

DRAWING NO.	SHEET 5 OF 5
DATE: 9-30-10	SCALE: 1"=40'
PROJECT NO. 154-040	





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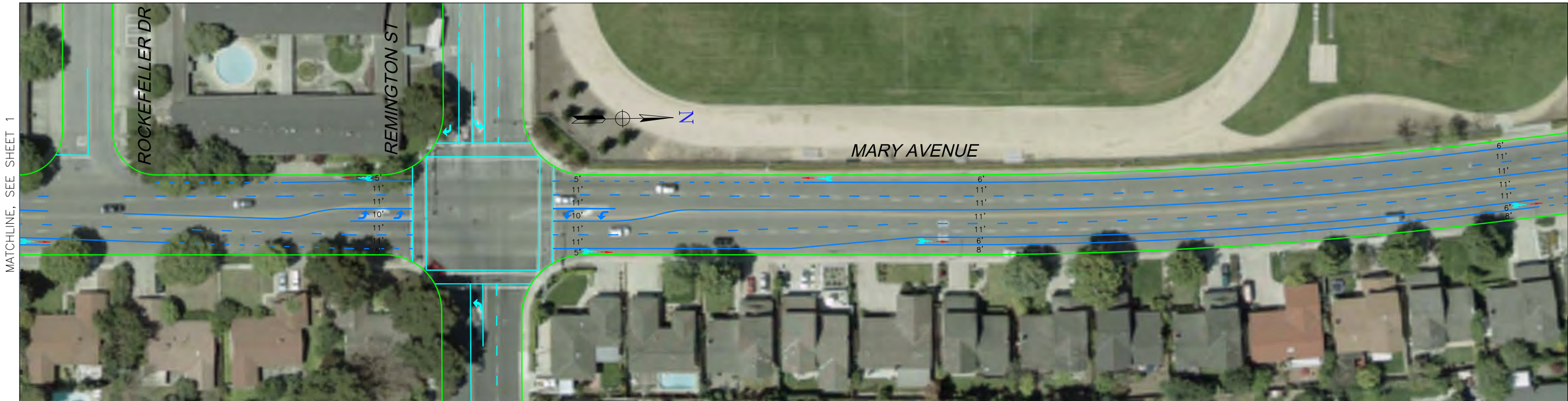
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CITY OF SUNNYVALE  
 MARY AVE CONCEPT BIKE LAYOUT  
 SEGMENT 1 – ALTERNATIVE 2

DESIGNED: AK/SA	DRAWING NO.	SHEET 1 OF 5
DRAWN: SD	DATE: 9-30-10	SCALE: 1"=40'
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CITY OF SUNNYVALE  
 MARY AVE CONCEPT BIKE LAYOUT  
 SEGMENT 1 – ALTERNATIVE 2

DESIGNED: AK/SA	DRAWING NO.	SHEET 2 OF 5
DRAWN: SD	DATE: 9-30-10	SCALE: 1"=40'
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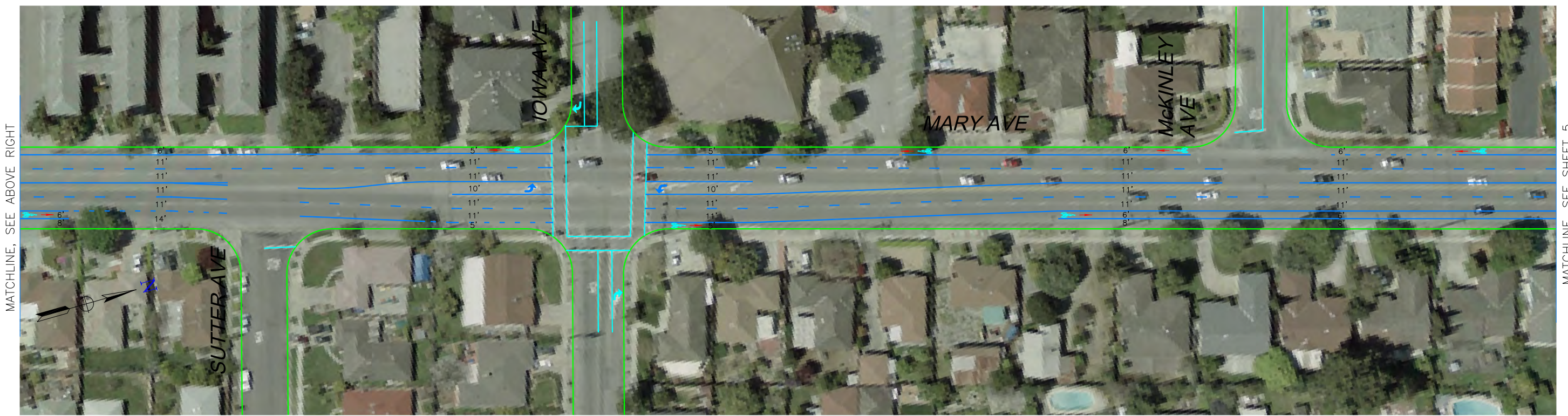
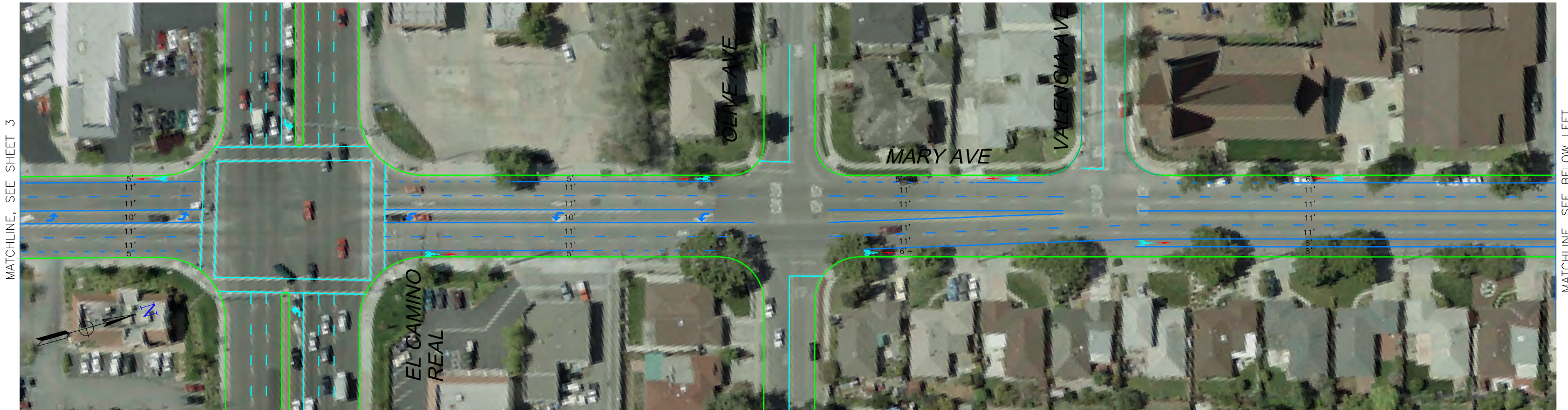
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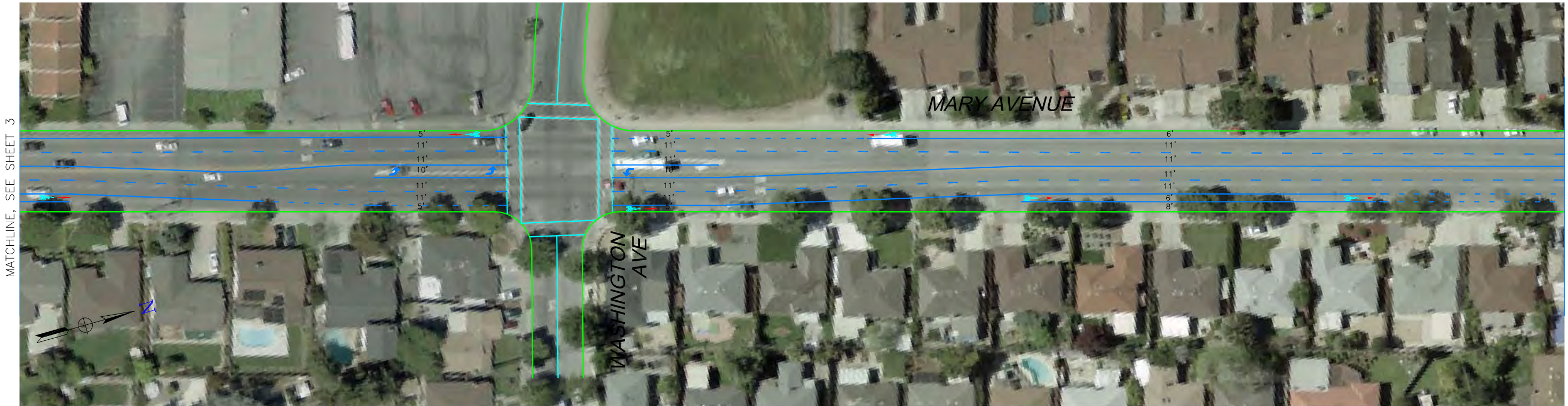
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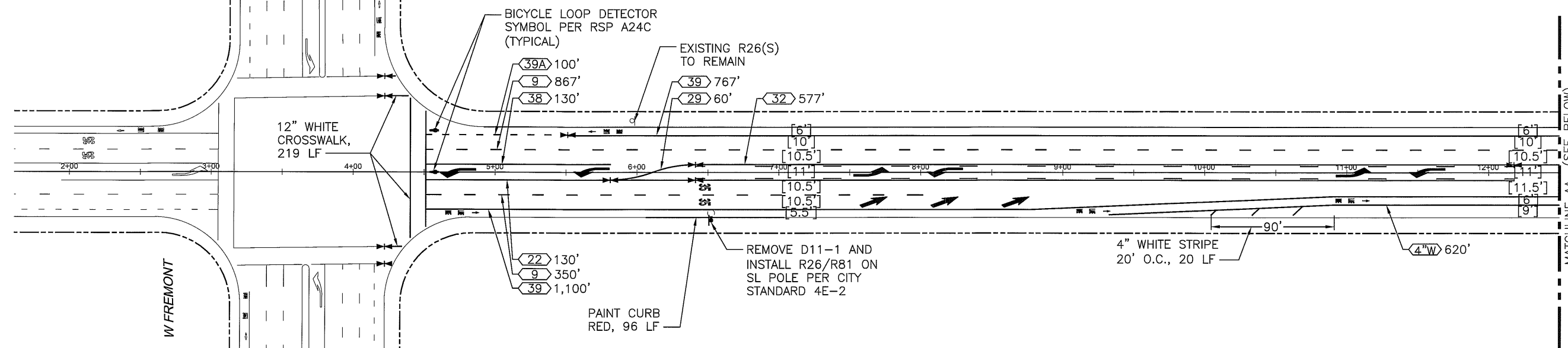
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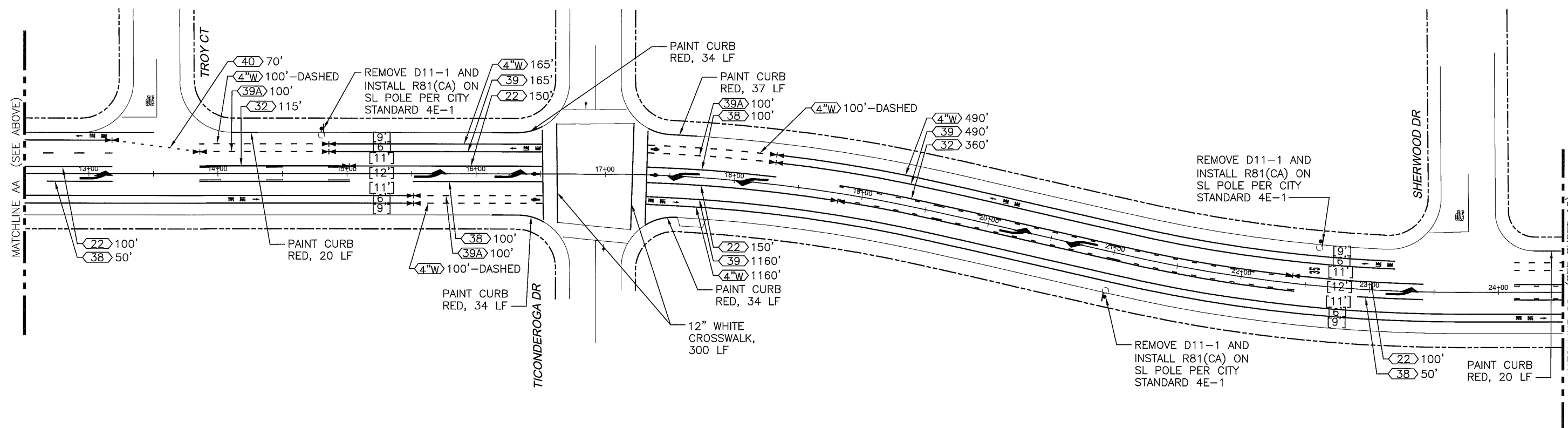
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MARY AVENUE



MARY AVENUE



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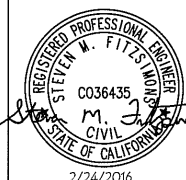
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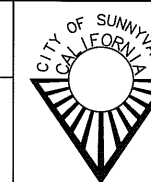


PREPARED BY:  
W-Trans  
1276 Lincoln Ave., Suite 204  
San Jose, CA 95125  
P: 707-542-9500 F: 707-542-9590



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Drawn By:	SL
Checked By:	DJW
Consultant's Job No.	SUN005

CITY OF SUNNYVALE  
DEPARTMENT OF PUBLIC WORKS  
STRIPING AND SIGNING PLAN  
STA 4+50 TO 24+50  
MARY AVENUE BIKE LANE PROJECT



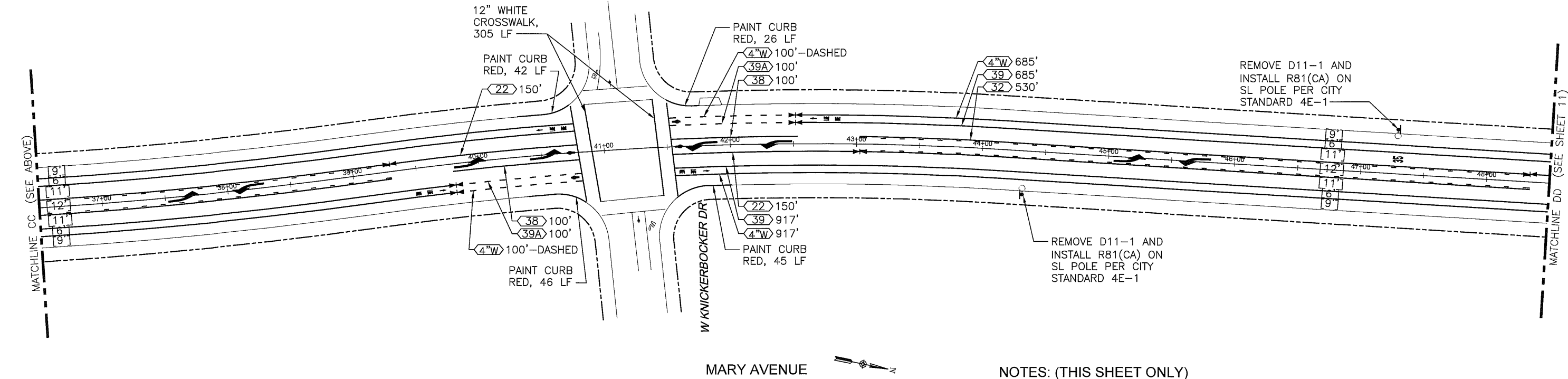
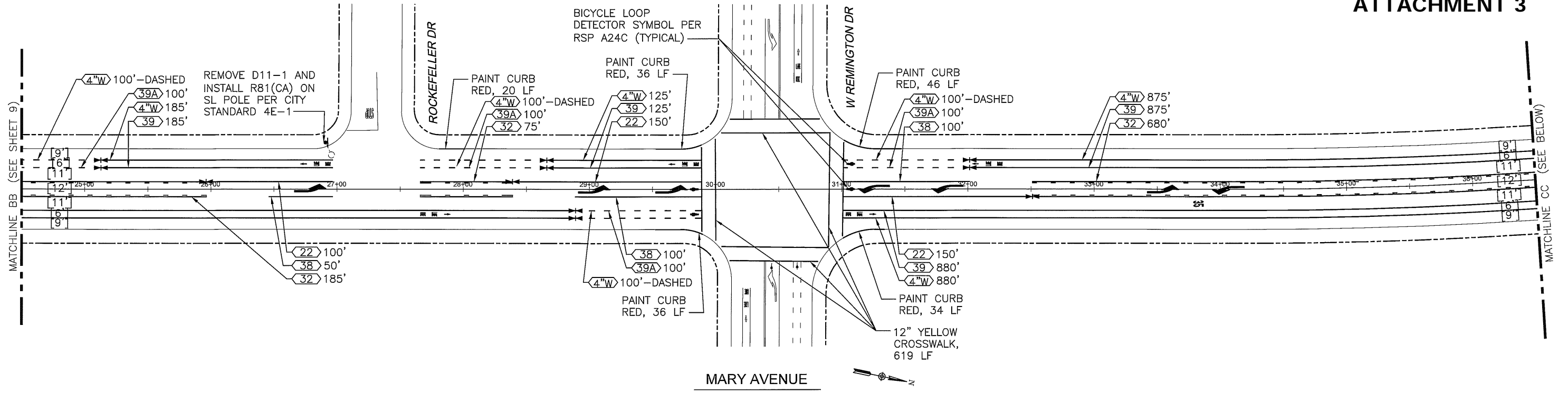
City of Sunnyvale  
Santa Clara County  
California  
  
Department of Public Works  
456 West Olive Avenue  
P.O. Box 3707  
Sunnyvale 94088-3707

City of Sunnyvale  
Project No.  
TR14-02/15

Drawing No. SS-1

Sheet 9 of 32

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Drawn By:	SL
Checked By:	DJW
Consultant's Job No.	SUN005

**CITY OF SUNNYVALE**  
**DEPARTMENT OF PUBLIC WORKS**  
**STRIPING AND SIGNING PLAN**  
**STA 24+50 TO 48+50**  
**MARY AVENUE BIKE LANE PROJECT**



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 Santa Clara County  
 California

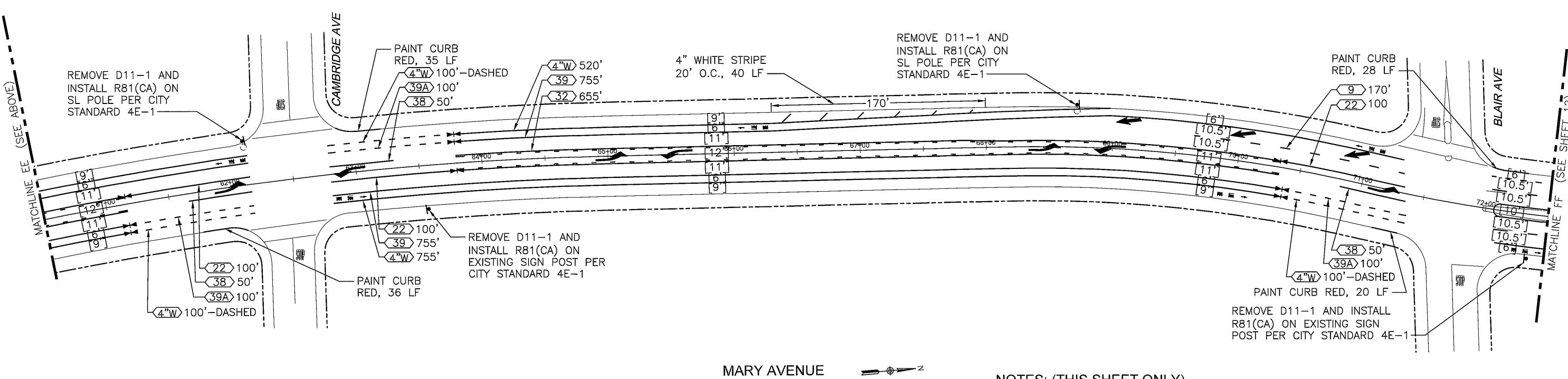
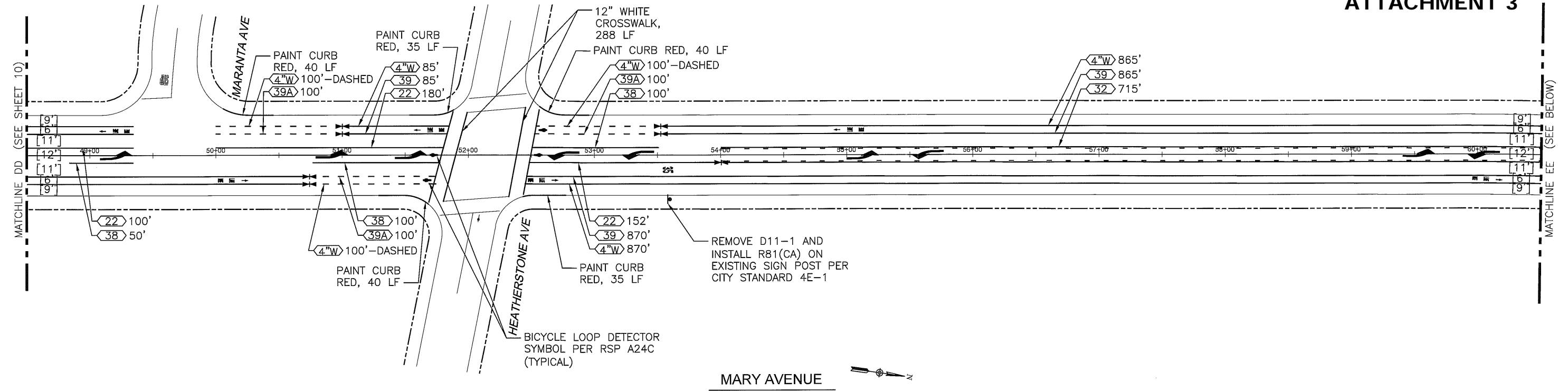
Department of Public Works  
 456 West Olive Avenue  
 P.O. Box 3707  
 Sunnyvale 94088-3707

City of Sunnyvale  
 Project No. TR14-02/15

Drawing No. SS-2

Sheet 10 of 32

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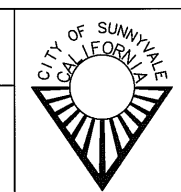
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 San Jose, CA 95125  
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Consultant's Job No.	SUN005

CITY OF SUNNYVALE  
 DEPARTMENT OF PUBLIC WORKS

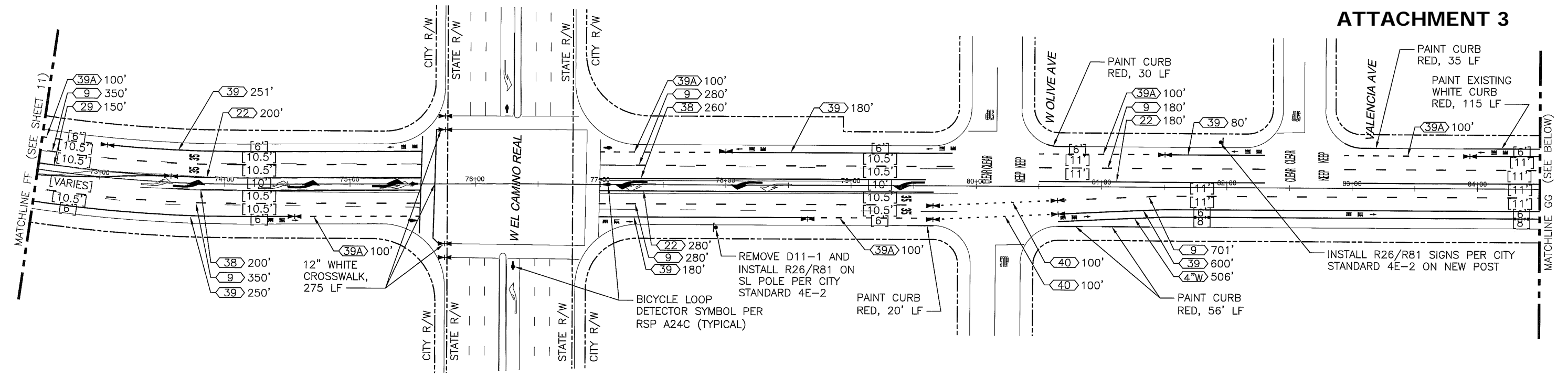
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 STA 48+50 TO 72+50  
 MARY AVENUE BIKE LANE PROJECT



City of Sunnyvale Santa Clara County California	City of Sunnyvale Project No. TR14-02/15
Department of Public Works 456 West Olive Avenue P.O. Box 3707 Sunnyvale 94088-3707	Drawing No. SS-3
	Sheet 11 of 32

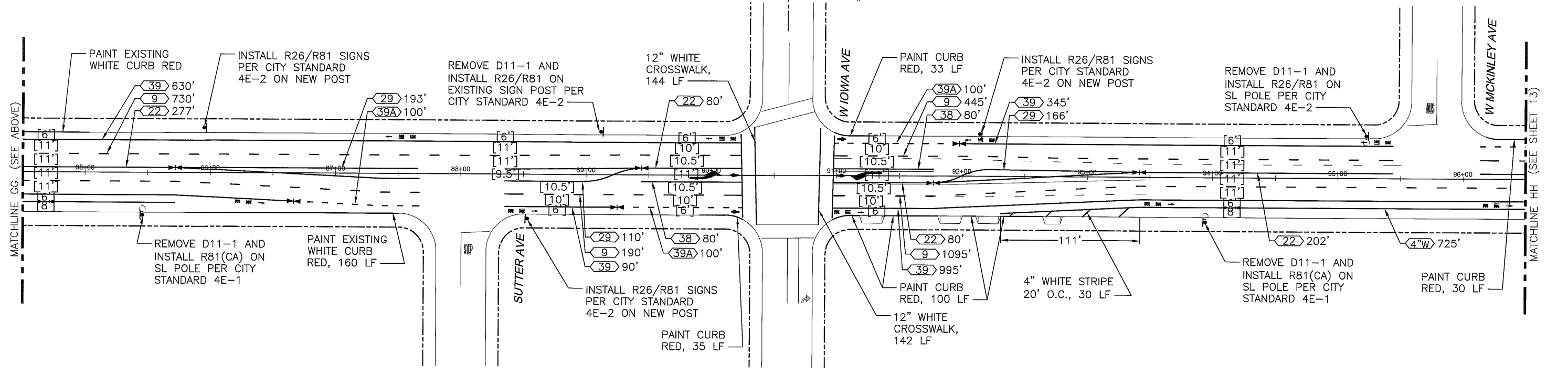
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MARY AVENUE

WORK IS PART OF BASE BID QUANTITIES | WORK IS PART OF ADDITIVE ALTERNATE #1 QUANTITIES



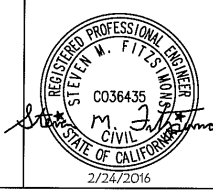
MARY AVENUE

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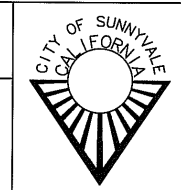
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 San Jose, CA 95125  
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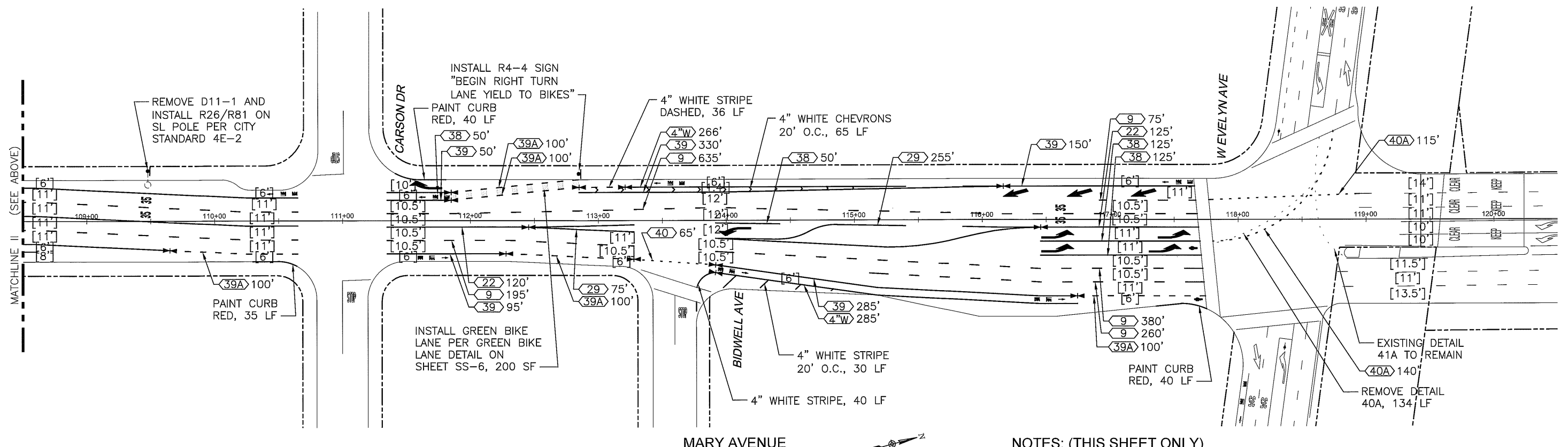
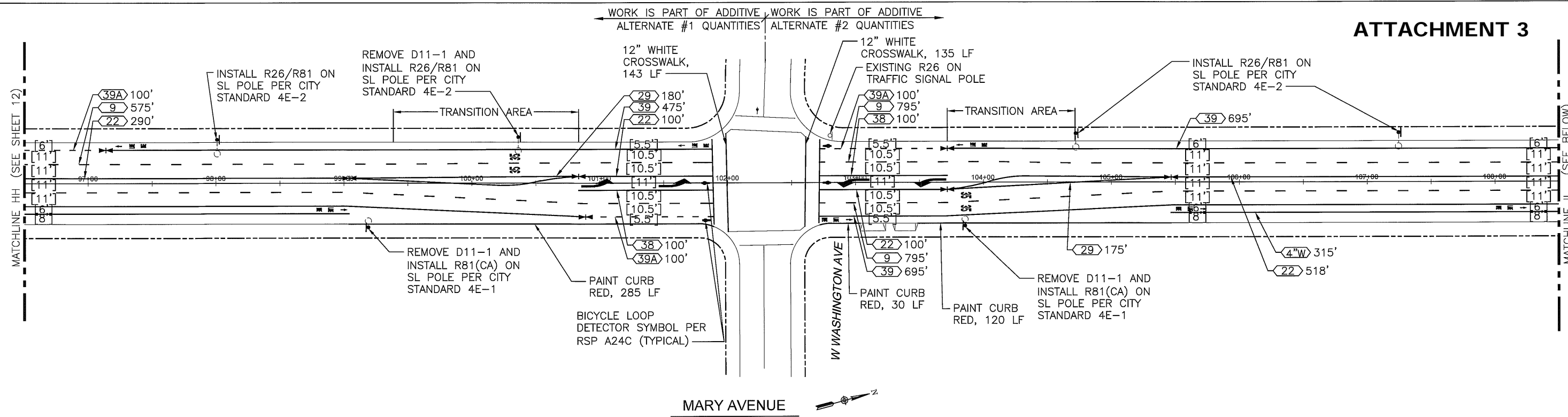
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CITY OF SUNNYVALE  
 DEPARTMENT OF PUBLIC WORKS  
 STRIPING AND SIGNING PLAN  
 STA 72+50 TO 96+50  
 MARY AVENUE BIKE LANE PROJECT



City of Sunnyvale Santa Clara County California	City of Sunnyvale Project No. TR14-02/15
Department of Public Works 456 West Olive Avenue P.O. Box 3707 Sunnyvale 94088-3707	Drawing No. SS-4
Sheet 12 of 32	

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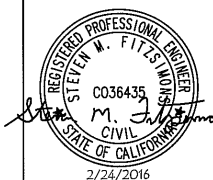


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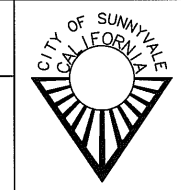
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CITY OF SUNNYVALE  
 DEPARTMENT OF PUBLIC WORKS  
 STRIPING AND SIGNING PLAN  
 STA 96+50 TO 120+50  
 MARY AVENUE BIKE LANE PROJECT



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 Project No.  
 TR14-02/15  
 Drawing No. SS-5  
 Sheet 13 of 32

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# City of Sunnyvale

## Agenda Item

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**16-0732**

**Agenda Date:** 10/25/2016

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Study Session Summary of September 20, 2016 - New City Logo & Brand Workshop

**Call to Order:**

Vice Mayor Larsson called the meeting to order at 6 p.m.

**City Councilmembers Present:**

Mayor Glenn Hendricks  
Vice Mayor Gustav Larsson  
Councilmember Jim Griffith  
Councilmember Tara Martin-Milius  
Councilmember Jim Davis  
Councilmember Larry Klein

**City Councilmembers Absent:**

Councilmember Pat Meyering

**Public Comment:**

Russ Melton spoke in support of the logo.

Maria Pan suggested additional public outreach.

Reid Meyers, community member who was part of the brand and logo committees, provided information regarding the process and spoke in support of the new brand and logo.

**Study Session Summary:**

The City held a workshop for the City Council and public to introduce the design for the City's new logo and provide an update on the related branding and website redesign projects. Communications Officer Jennifer Garnett provided a short presentation and responded to questions from the Council. Topics included how to ensure the symbol and wordmark would not be modified; the reasoning behind the selection of green as the primary color for the logo symbol; the lettering style for the new 'Sunnyvale' wordmark; selecting a standard typeface for City materials (print and digital); and the design of the City's business system such as stationery, lapel pins, etc. In response to inquiries about the roll-out plan for the new logo, staff confirmed that a schedule was being developed for both a public launch and phasing in the new logo citywide. Staff will update the Council with the roll-out plan and schedule once finalized.

The new logo and brand are part of the City's significant project to completely overhaul its failing and outdated website technology which includes making the site mobile-friendly and updating the content and functionality. In preparation for that project, City staff performed a communications audit and confirmed that the City has no defined brand and is using multiple logos and design styles. This, compounded with confusing, inaccurate and outdated service information on the website,

undermines the overall effectiveness and value of the City's reputation as a high quality service provider. As a result, the City embarked on a consultant-led process to define its municipal brand and develop comprehensive design guidelines that will ensure consistency and quality across all of the City's communications channels. This also led to the development of a new City logo that aligns with the new brand and is designed to work with modern communications platforms, particularly digital applications. The new logo and design guidelines will directly shape the overall visual design of the new website and webpage templates as well as guide subsequent efforts to update and modernize the City's remaining primary communications channels.

**Adjournment:**

Vice Mayor Larsson adjourned the meeting at 6:40 p.m.



# City of Sunnyvale

## Agenda Item

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**16-0521**

**Agenda Date: 10/25/2016**

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Board/Commission Meeting Minutes



# City of Sunnyvale

## Meeting Minutes - Final Sustainability Commission

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Monday, August 15, 2016

7:00 PM

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

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### **CALL TO ORDER**

Chair Paton called the meeting to order at 7:01 p.m. in the West Conference Room.

### **SALUTE TO THE FLAG**

Chair Paton led the salute to the flag.

### **ROLL CALL**

**Present:** 7 - Chair Bruce Paton  
Vice Chair Amit Srivastava  
Commissioner Brian Glazebrook  
Commissioner Dan Hafeman  
Commissioner Petya Kisyova  
Commissioner Kristel Wickham  
Commissioner Steven Zornetzer

**Commissioner Glazebrook arrived at 7:05 p.m.**

**Council Liaison – Pat Meyering (absent)**

### **ORAL COMMUNICATIONS**

Tim Oey, a Sunnyvale resident and Bicycle and Pedestrian Advisory Commissioner, talked about his family's efforts to be zero waste, citing that they only take out their trash and recycling a few times a year. He invited the Commissioners to a zero waste potluck on August 28 on Allison Way, Sunnyvale, and to the 2016 Trailblazer Race organized by Friends of Stevens Creek Trail.

### **CONSENT CALENDAR**

- 1      [16-0825](#)      Approve the Sustainability Commission Meeting Minutes of July 18, 2016

Vice Chair Srivastava moved and Commissioner Hafeman seconded a motion to approve the July 18, 2016 meeting minutes. The motion carried by the following vote:

**Yes:** 4 - Chair Paton  
Vice Chair Srivastava  
Commissioner Hafeman  
Commissioner Wickham

**No:** 0

**Abstain:** 3 - Commissioner Glazebrook  
Commissioner Kisyova  
Commissioner Zornetzer

Commissioners Glazebrook, Kisyova, and Zornetzer abstained as they were not present at the July meeting.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

**2**      [16-0641](#)      City-wide Residential Food Scraps Collection Program for Single-Family Households and Small Businesses that Use Commercial Cart Service

Mark Bowers, Solid Waste Programs Division Manager, and Karen Gissibl, Environmental Programs Manager, presented a report on residential food scraps recovery, which included a summary of findings from the City's recent pilot study and its proposed city-wide rollout. Mr. Bowers highlighted program costs, its anticipated food scrap recovery rate, and its unique features (e.g., 70/30 split trash/food scrap carts).

The Commission asked clarification questions about the study and commended the City's progress towards achieving the goals in its Zero Waste Strategic Plan.

Chair Paton opened the public hearing.

Tim Oey commented that the city-wide program provides a viable alternative for residents who, like him, are interested in separating food scraps from trash but do not have the time or capability for backyard composting.

Chair Paton closed the public hearing.

Commissioner Hafeman moved and Commissioner Zornetzer seconded a motion to recommend that Council approve the staff recommendation (Alternative 1) of the report, with the comment that the City should implement the city-wide food scraps collection program as quickly as possible. The motion carried by the following vote:

**Yes: 7 -** Chair Paton  
Vice Chair Srivastava  
Commissioner Glazebrook  
Commissioner Hafeman  
Commissioner Kisyova  
Commissioner Wickham  
Commissioner Zornetzer

**No: 0**

**3**      [16-0716](#)      Sustainability Speaker Series Coordination

Nupur Hiremath, Sustainability Coordinator, provided clarification on the process for forming an Ad Hoc Committee to support development of the Sustainability Speaker Series proposal.

Commissioner Wickham moved and Vice Chair Srivastava seconded a motion to form an Ad Hoc Committee for the purpose of planning the Sustainability Speaker Series.

The Commission asked for clarification on the budgeted amount and the anticipated implementation timeline for the Speaker Series. Elaine Marshall, Environmental Programs Manager, clarified that the budget contained \$25,000 per fiscal year (July 1 – June 30) for the Sustainability Speaker Series and that any leftover funds would carry over to the subsequent fiscal year, as this item was a part of the Projects Budget. She added that the Commission's recommended plan for the Speaker Series would need to be submitted to City Council for approval.

Chair Paton offered a friendly amendment to propose that the Ad Hoc Committee return to the Commission with a draft plan for the Speaker Series within three months.

Commissioner Wickham accepted the friendly amendment.

The motion carried by the following vote:

**Yes: 7 -** Chair Paton  
Vice Chair Srivastava  
Commissioner Glazebrook  
Commissioner Hafeman  
Commissioner Kisyova  
Commissioner Wickham  
Commissioner Zornetzer



No: 0

Chair Paton asked the Commission for volunteers or nominations for Ad Hoc Committee members. Commissioners Zornetzer and Wickham volunteered and Chair Paton confirmed their participation in the committee. Chair Paton directed the Ad Hoc committee to use the key discussion questions from this meeting's agenda as a guide for developing the Speaker Series plan and to provide monthly progress updates.

The Commission discussed potential topics of interest for the Speaker Series including: building codes; energy management; and transportation. The Commission discussed that the Series should reach a broad audience, highlight what the City's sustainability priorities are, and present actionable information for residents for creating sustainable change. The Commission discussed potential target audiences as residents, City leadership, and commercial and industrial enterprises. Commissioner Kisyova identified the U.S. Green Building Council and the American Institute of Architects-Santa Clara Valley as potential partner organizations.

Chair Paton proposed that Commissioners send any suggestions related to the Speaker Series to Nupur Hiremath to pass on to the Ad Hoc committee.

#### **STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

#### **4      [16-0714](#)      Draft Study Issue: Solar-Ready Roofs**

Vice Chair Srivastava summarized the proposed draft Study Issue, which is intended to examine the feasibility of requiring developers of new residential and commercial construction to: (1) install either a solar photovoltaic system, solar water heating panels, or living vegetation on the roof; and (2) set aside a minimum portion of the roof as "solar ready" (i.e., without shading). He noted that the percentage of the roof that would need to be un-shaded roof would need to be determined by staff as a part of the Study Issue. He noted that only three cities in California (San Francisco, Lancaster, and Palo Alto) had adopted such ordinances to date.

Chair Paton, Commissioner Kisyova, and Commissioner Hafeman asked Vice Chair Srivastava to clarify the language "solar-ready" as this term has typically referred to buildings being wired appropriately to support solar. Vice Chair Srivastava responded that he had specifically used a general term because the traditional definition of "solar-ready" has changed, as the technology has evolved

(e.g., DC cells are now included on the solar panels themselves).

Commissioner Kisyova shared that the State Energy Code (both the 2013 and the 2016 editions) contains “solar-ready” requirements and wanted to clarify if the Study Issue was duplicative of the Energy Code requirements. Staff will check with the Building Division to determine if the Energy Code requirements are consistent with objectives of the proposed Study Issue. Vice Chair Srivastava requested early staff feedback (i.e., prior to submission of Study Issue to City Manager on October 1, 2016) on whether such a Study Issue is needed.

Chair Paton proposed that the Commission brainstorm potential Study Issue topics. The Commission discussed building codes, net zero energy, sea-level rise, and transportation as potential topic areas for developing Study Issues. Vice Chair Srivastava noted that sea-level rise has been on the list of Study Issues for more than 3 years. Elaine Marshall clarified that there is an ongoing effort to identify risk and vulnerability to sea-level rise in Sunnyvale through Santa Clara County’s Silicon Valley 2.0 tool. Commissioner Kisyova recalled that duplication between the proposed Study Issue and this tool was the reason the Commission dropped this Study Issue last year. Chair Paton proposed that he would reformulate the sea-level rise Study Issue from the 2016 cycle for consideration.

The Commission discussed broader guidelines for selecting Study Issue topics such as: (1) Linking Study Issues to the Climate Action Plan (CAP) and the City’s budget; (2) Compiling a list of Study Issues proposed by the Sustainability Commission so as to identify topics of continued relevance vs. those that are not worth revisiting; (3) Ensuring that Study Issue topics do not duplicate existing efforts undertaken by the City or other agencies (e.g., sea-level rise efforts of USACE and NOAA).

## **NON-AGENDA ITEMS & COMMENTS**

### **-Commissioner Comments**

Commissioner Hafeman attended a Valley Transportation Authority (VTA) workshop, which sought community input to potential 2017 modifications to the route maps and provided insight into VTA’s challenges of developing a transit system in an area designed primarily for automobile use.

Commissioner Kisyova noted that the El Camino Real Public Advisory Committee accepted a vision, goals, and a plan with many sustainable elements at the July meeting.

Commissioner Wickham announced that she is participating in the City’s energy

efficiency pilot study.

Chair Paton noted that the Sunnyvale Sustainable and Affordable Living Coalition ([livablesunnyvale.org](http://livablesunnyvale.org)) is a new organization formed to advocate for more sustainable and affordable housing in Sunnyvale.

**-Staff Comments**

Elaine Marshall noted that she would be the primary contact and liaison for the Sustainability Commission starting September while Nupur Hiremath is on maternity leave.

**ADJOURNMENT**

The meeting was adjourned at 9:42 pm.



# City of Sunnyvale

## Meeting Minutes - Final Heritage Preservation Commission

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Wednesday, August 3, 2016

7:00 PM

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

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### **CALL TO ORDER**

Vice Chair Mouritsen called the meeting to order.

### **SALUTE TO THE FLAG**

Vice Chair Mouritsen led the Salute to the Flag.

### **ROLL CALL**

**Present:** 6 - Commissioner Hannalore Dietrich  
Commissioner Dawn Hopkins  
Commissioner Dixie Larsen  
Commissioner Mike Michitaka  
Vice Chair Dale Mouritsen  
Commissioner Kenneth Valenzuela

### **ORAL COMMUNICATIONS**

### **CONSENT CALENDAR**

**1.A.**     [16-0780](#)     Approve the Heritage Preservation Commission Meeting Minutes of  
June 1, 2016

Comm. Dietrich noted minor revisions to the draft minutes, which were distributed prior to the meeting and provided at the meeting.

Comm. Larsen seconded. Comm. Hopkins motioned to approve the Draft Minutes of June 1, 2016, as amended.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

2. [16-0790](#) Selection of Chair and Vice Chair

Comm. Michitaka made a motion to nominate Vice Chair Mouritsen to serve as Chair. Comm. Valenzuela seconded.

Vice Chair Mouritsen declined.

Motion failed.

Comm. Dietrich nominated Comm. Michitaka to serve as Chair. Comm. Larsen seconded.

Motion carried by the following vote:

**Yes:** 6 - Commissioner Dietrich  
Commissioner Hopkins  
Commissioner Larsen  
Commissioner Michitaka  
Vice Chair Mouritsen  
Commissioner Valenzuela

**No:** 0

Vice Chair Mouritsen nominated Comm. Dietrich to serve as Vice Chair. Comm. Valenzuela seconded.

Motion carried by the following vote:

**Yes:** 6 - Commissioner Dietrich  
Commissioner Hopkins  
Commissioner Larsen  
Commissioner Michitaka  
Vice Chair Mouritsen  
Commissioner Valenzuela

**No:** 0

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

Vice Chair Dietrich asked staff regarding study issue CDD 16-14: Exploring Options for Establishment of a Plaque Program for Heritage Resources. Ms. Blizinski responded that the study issue was deferred and will be on the upcoming 2017 Potential Study Issue list for re-ranking.

**NON-AGENDA ITEMS & COMMENTS****-Commissioner Comments**

Principal Planner Amber Blizinski introduced Noren Caliva-Lepe, Senior Planner as the new Heritage Preservation Commission staff Liaison.

Ms. Blizinski then noted that the next scheduled meeting will be a special meeting on September 14, in-lieu of the regular September 7 meeting. She asked the Commissioners to review the Murphy Avenue Design Guidelines and to note down the important aspects of the current Guideline, as it will be discussed at the next meeting.

Chair Michitaka asked about the Butcher's Corner property.

Senior Planner Noren Caliva-Lepe responded that she would provide an update regarding the Butcher's Corner project at the next meeting. She also noted that she would add the Commissioners to the project interested parties list.

**INFORMATION ONLY REPORTS/ITEMS**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:22 p.m.



# City of Sunnyvale

## Meeting Minutes - Final Bicycle and Pedestrian Advisory Commission

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Thursday, July 21, 2016

6:30 PM

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

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### **CALL TO ORDER**

Vice Chair Cordes called the meeting to order at 6:34 p.m. in the West Conference Room.

### **ROLL CALL**

- Present 5 -** Commissioner John Cordes  
Chair Kevin Jackson  
Commissioner Timothy Oey  
Commissioner Angela Rausch  
Commissioner Kyle Welch
- Absent 2 -** Vice Chair David Jones  
Commissioner Margaret Okuzumi

Status of an absences: Excused.

Council Liaison Attendance: Councilmember Martin-Milius (absent)

### **ORAL COMMUNICATIONS**

Commissioner Welch requested volunteer(s) and/or help with an article for the next Quarterly Report.

Commissioner Jackson inquired if the BPAC email received any feedback related to the current Quarterly Report item. Staff indicated no communications were received.

Commissioner Jackson noted the BPAC was formally recognized August 4, 1992 and would celebrate their 25-year anniversary August 4, 2017; Commissioner Jackson also noted the FY 16/17 budget included a position in DPS for a Safe Routes to School coordinator for three years. This position would assist with a pilot mapping project, and with creation of a brochure for walking and/or biking to Ponderosa School by start of school year.

Commissioner Jackson noted on July 26, 2016 City Council will take action on the Old Mountain View/Alviso Road Bridge replacement project and asked for support.

Commissioner Welch reported the Silicon Valley Bike Event will be August 11, 2016 at Microsoft in Mountain View from 10 a.m. to 5 p.m.

**CONSENT CALENDAR**

- 1A.**     [16-0677](#)     Approve the Bicycle and Pedestrian Commission Meeting Minutes of June 16, 2016

Commissioner Jackson made a clarification to item 1A. page 3 “Commissioner Comments” section, second paragraph regarding his comment to notice the BPAC in advance of a project brought to the BPAC that goes to Council. Commissioner Jackson clarified the intent of the advance notice is to allow BPAC members to decide whether to attend in support of the BPAC recommendation.

MOTION: Commissioner Oey moved and Commissioner Welch seconded the motion to approve the Consent Calendar with modifications. The motion carried by the following vote:

- Yes 5 -**   Commissioner Cordes  
                  Chair Jackson  
                  Commissioner Oey  
                  Commissioner Rausch  
                  Commissioner Welch

**No 0**

- Absent 2 -**   Vice Chair Jones  
                  Commissioner Okuzumi

**PUBLIC HEARINGS/GENERAL BUSINESS**

- 2**         [16-0679](#)     Election of Officers

For the office of Chair, Commissioner Welch nominated Commissioner Jackson and Vice Chair Cordes nominated Commissioner Okuzumi. Vice Chair Cordes closed nominations. Kevin Jackson was selected as Chair by the following vote:

- Yes 4 -**   Chair Jackson  
                  Commissioner Oey  
                  Commissioner Rausch  
                  Commissioner Welch

**No 0**



**Absent 2** - Vice Chair Jones  
Commissioner Okuzumi

**Abstain 1** - Commissioner Cordes

For the office of Vice Chair, Commissioner Jackson nominated Chair Jones, Commissioner Welch nominated Commissioner Rausch, Commissioner Rausch nominated Commissioner Welch, and Vice Chair Cordes nominated Commissioner Okuzumi. Commissioner Jones was selected as Vice Chair by the following vote:

**Yes 3** - Commissioner Cordes  
Chair Jackson  
Commissioner Rausch

**No 2** - Commissioner Oey  
Commissioner Welch

**Absent 2** - Vice Chair Jones  
Commissioner Okuzumi

**3**      [16-0678](#)      Sunnyvale Bikeway User Map

Carol Shariat, Principal Transportation Planner/Engineer presented a draft copy of the updated Bike Map. Staff worked with Alta Planning & Design to assist with adding locations of bike racks, public access paths & signalized intersections.

Commissioners made comments on the draft bike map and also noted the Heatherstone Bridge and Mary Bridge are missing. Staff informed Commissioners remaining project funding is very limited, therefore changes should be to a minimum. Commissioner Jackson noted the access paths should be made more prominent. Commissioners marked up the draft bike map with suggested edits and submitted to staff. Vice Chair Cordes noted neighborhood guided bike routes and Bay Trail are not marked on the map; staff indicated they would add both. Vice Chair Cordes commented how to get additional funding for work still needed on the map.

Vice Chair Cordes opened the Public Hearing.

Zachary Kaufman noted the bridge that goes over 101 does not look continuous, and also the Mary Avenue Bridge is missing.

Vice Chair Cordes encouraged Commissioners and public to submit their edits to staff before the August meeting.

**MOTION:** Commissioner Rausch moved and Commissioner Oey seconded to

continue this item to the next BPAC meeting in August 2016.

The motion carried by the following vote:

**Yes 5** - Commissioner Cordes  
Chair Jackson  
Commissioner Oey  
Commissioner Rausch  
Commissioner Welch

**No 0**

**Absent 2** - Vice Chair Jones  
Commissioner Okuzumi

Vice Chair Cordes stated he needed to leave and opened the floor for nominations for Chair Pro Tem to continue the meeting. Commissioner Oey nominated Commissioner Rausch. There were no other nominations. Vice Chair Cordes closed nominations. Commissioner Rausch was selected to serve as Chair Pro Tem by the following vote:

**Yes 5** - Commissioner Cordes  
Chair Jackson  
Commissioner Oey  
Commissioner Rausch  
Commissioner Welch

**No 0**

**Absent 2** - Vice Chair Jones  
Commissioner Okuzumi

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

[16-0680](#)

DPW 17-01 Develop Implementation Standards for Cycle  
Tracks/Separated Bikeways

Staff noted revisions were made to study issue DPW 17-01 as per Commissioner Jackson's comments and slight modifications made by staff. Commissioner Jackson commented revisions are ok and suggested adding protected intersections within cycle track study issue to also be looked at.

A member of the public, Zachary Kaufman inquired about the study of cycle tracks DPW 17-01 and would it be tied to a specific area in the City. Commissioner Welch clarified it would be a study to look at using cycle tracks in the City and if they would be effective and safe. Mr. Kaufman commented on concerns of hazards with cycle tracks when debris gets into the cycle tracks and also inquired on a timeline for the study.

[16-0653](#) DPW 17-04 Update Bike Plan Every Five Years

Chair Pro Tem Rausch inquired with Commissioners for any changes to DPW 17-04 and none received.

Commissioner Jackson suggested adding a new study issue to develop additional approaches to meet parking needs while improving safety and capacity of transportation facilities and purposely not include the mention of bike lanes in the study issue. The intent is meant to improve safety and capacity for all traffic and study the real need for on-street parking.

MOTION: Commissioner Jackson moved to add a new study issue as discussed and Commissioner Oey seconded the motion with clarification this would be to study citywide to look at parking needs for on-street parking that ultimately will improve bike safety. The motion carried by the following vote:

**Yes 4** - Chair Jackson  
Commissioner Oey  
Commissioner Rausch  
Commissioner Welch

**No 0**

**Absent 3** - Vice Chair Jones  
Commissioner Cordes  
Commissioner Okuzumi

### **NON-AGENDA ITEMS & COMMENTS**

#### **-Commissioner Comments**

Commissioners discussed the Safe Routes to School map project. Commissioner Welch inquired on who determined the routes for the Safe Routes to School map project that provides guided bike signs at various intersections. Staff indicated a consultant worked in coordination with the former traffic manager on the selected routes. Staff noted there will be additional routes added.

Commissioner Jackson commented on the Mathilda/237/Hwy 101 interchange project and that there would be bike lanes included in the project. Commissioner Jackson would like the speed reduced on Mathilda after the reconfiguration of the interchange.

Commissioner Jackson discussed with the Commissioners concerns by Los Altos parents when riding from Los Altos into Sunnyvale, route gets dangerous. He did not know which route they were concerend with. He also inquired about a coordinated effort with Los Altos for updating bike and pedestrian plans.

Commissioner Jackson inquired if a consultant was hired yet for update of the bike plan, Staff indicated no. Commissioner Jackson discussed a recommended consultant and staff clarified we would have to follow the City procurement policy which requires we go out to bid for projects in excess of \$25,000.

**-Staff Comments**

None.

**INFORMATION ONLY REPORTS/ITEMS**

- [16-0681](#) Active Items List
- [16-0682](#) BPAC 2016 Approved Work Plan
- [16-0752](#) Cycle Tracks Consideration

**ADJOURNMENT**

Chair Pro Tem Rausch adjourned the meeting at 8:09 p.m.



# City of Sunnyvale

## Agenda Item

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**16-1000**

**Agenda Date:** 10/25/2016

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**SUBJECT**

Approve Joint City Council and Redevelopment Successor Agency Meeting Minutes of May 3, 2016

**RECOMMENDATION**

Redevelopment Successor Agency:

Approve Joint City Council and Redevelopment Successor Agency Meeting Minutes of May 3, 2016 as submitted.



# City of Sunnyvale

## Meeting Minutes City Council

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Tuesday, May 3, 2016

5:00 PM

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

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**Special Meeting- Closed Session- 5 PM | Special Meeting- Joint Meeting of City Council  
and the Redevelopment Successor Agency- 5:55 PM | Special Meeting- 6PM | Regular  
Meeting- 7 PM**

### **5:55 P.M. SPECIAL MEETING: Joint Meeting of the City Council and the Redevelopment Successor Agency**

#### **1 Call to Order in the Council Chambers (Open to the Public)**

Mayor / Board Member Hendricks called the meeting to order at 5:55 p.m. in Council Chambers.

#### **2 Roll Call**

Present: 6 - Mayor / Board Member Hendricks  
Vice Mayor / Board Member Larsson  
Councilmember / Board Member Griffith  
Councilmember / Board Member Meyering  
Councilmember / Board Member Martin-Milius  
Councilmember / Board Member Davis

#### **3 Public Comment**

None.

- 4**      [16-0444](#)      Approve Joint City Council and Redevelopment Successor  
Agency Meeting Minutes of April 30, 2013

City Attorney / Agency Counsel John Nagel presented the staff report.

Vice Mayor / Board Member Larsson stated he would abstain from voting as he was not present at the meeting.

Councilmember / Board Member Davis stated he would abstain from voting as he was not present at the meeting.

Public Hearing opened at 5:59 p.m.  
No speakers.

Public Hearing closed at 5:59 p.m.

MOTION: Councilmember / Board Member Griffith moved and Councilmember / Board Member Martin-Milius seconded the motion to  
Redevelopment Successor Agency: Approve Joint City Council and  
Redevelopment Successor Agency Meeting Minutes of April 30, 2013 as submitted;  
City Council: Approve Joint City Council and Redevelopment Successor Agency  
Meeting Minutes of April 30, 2013 as submitted.

The motion carried by the following vote:

Yes: 3 - Mayor / Board Member Hendricks  
Councilmember / Board Member Griffith  
Councilmember / Board Member Martin-Milius

No: 1 - Councilmember / Board Member Meyering

Abstain: 2 - Vice Mayor / Board Member Larsson  
Councilmember / Board Member Davis

**5**      [16-0389](#)      Approve Joint City Council and Redevelopment Successor  
Agency Meeting Minutes and City Council Meeting Minutes of  
April 12, 2016

MOTION: Vice Mayor / Board Member Larsson moved and Councilmember / Board  
Member Griffith seconded the motion to  
Redevelopment Successor Agency: Approve Joint City Council and  
Redevelopment Successor Agency Meeting Minutes and City Council Meeting  
Minutes of April 12, 2016 as submitted;  
City Council: Approve Joint City Council and Redevelopment Successor Agency  
Meeting Minutes and City Council Meeting Minutes of April 12, 2016 as submitted.

The motion carried by the following vote:

Yes: 5 - Mayor / Board Member Hendricks  
Vice Mayor / Board Member Larsson  
Councilmember / Board Member Griffith  
Councilmember / Board Member Martin-Milius  
Councilmember / Board Member Davis

No: 1 - Councilmember / Board Member Meyering

## **6 Adjourn Special Meeting**

Mayor / Board Member Hendricks adjourned the meeting at 6 p.m.





# City of Sunnyvale

## Agenda Item

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**16-1004**

**Agenda Date: 10/25/2016**

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### **SUBJECT**

Approve Redevelopment Successor Agency Special Meeting Minutes of July 26, 2016

### **RECOMMENDATION**

Redevelopment Successor Agency:

Approve the Redevelopment Successor Agency Special Meeting Minutes of July 26, 2016 as submitted.



# City of Sunnyvale

## Meeting Minutes City Council

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Tuesday, July 26, 2016

6:00 PM

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

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**Special Meeting: Closed Session-6 PM | Special Redevelopment Successor Agency  
Meeting-6:45 PM | Regular City Council Meeting-7 PM**

### **6:45 P.M. SPECIAL REDEVELOPMENT SUCCESSOR AGENCY MEETING**

#### **1 Call to Order in the Council Chambers (Open to the Public)**

Successor Agency Chair Hendricks called the meeting to order at 6:50 p.m.

#### **2 Roll Call**

Present: 6 - Chair Hendricks  
Vice Chair Larsson  
Board Member Griffith  
Board Member Meyering  
Board Member Martin-Milius  
Board Member Davis

#### **3 Public Comment**

None.

#### **4 Consent Calendar**

Board Member Meyering pulled Item 4.B.

**A**      [16-0728](#)      Approve Redevelopment Successor Agency Special Meeting  
Minutes of June 30, 2016

MOTION: Agency Vice Chair Larsson moved and Board Member Griffith seconded the motion to approve the Redevelopment Successor Agency Special Meeting Minutes of June 30, 2016 as submitted.

AMENDMENT: Board Member Meyering moved to amend the motion so that comments of dissenting people with regard to the prior votes that took place in that meeting be incorporated.

The motion to amend died due to lack of a second.

The main motion carried by the following vote:

Yes: 5 - Chair Hendricks  
Vice Chair Larsson  
Board Member Griffith  
Board Member Martin-Milius  
Board Member Davis

No: 1 - Board Member Meyering

**B**      [16-0701](#)      Approve the Second Amendment to Outside Counsel Agreement with Goldfarb Lipman for Town Center Development Matters and Approve Budget Modification No. 4 to appropriate \$100,000 to the Project Management for Town Center Development Agreement Project

MOTION: Agency Vice Chair Larsson moved and Board Member Griffith seconded the motion to authorize the Agency Counsel to execute a Second Amendment, in substantially the same form as Attachment 1 to the report, to the Outside Counsel Agreement with the law firm of Goldfarb Lipman to increase the not to exceed amount by \$100,000, for a new not to exceed contract amount of \$200,000.

The motion carried by the following vote:

Yes: 6 - Chair Hendricks  
Vice Chair Larsson  
Board Member Griffith  
Board Member Martin-Milius  
Board Member Davis  
Board Member Meyering

## **5 Adjourn Special Meeting**

Chair Hendricks adjourned the meeting at 6:55 p.m.



# City of Sunnyvale

## Agenda Item

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16-0957

Agenda Date: 10/25/2016

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### **SUBJECT**

Approve the Second Amendment to Outside Counsel Agreement with Goldfarb Lipman for Litigation Services pertaining to the three lawsuits related to the dissolution of the Redevelopment Agency.

### **REPORT IN BRIEF**

Approval is requested for a Second Amendment to the Outside Counsel Agreement with the law firm of Goldfarb Lipman for legal services and representation of the City in the matters of (i) *Sunnyvale Successor Agency v. Ana Matasantos* (Sac SC # 34-2013-800001499) (“Sunnyvale #1”); (ii) *Santa Clara Office of Education et al. vs Successor Agency to the Sunnyvale Redevelopment Agency* (Sac SC # 34-2013-800001627) (“Sunnyvale #2”); and (iii) *Sunnyvale vs. Michael Cohen* (Sac SC #34-2015-80002067) (“Sunnyvale #3”). This Second Amendment is needed to cover the costs associated with the filing of the opening and reply briefs in the appeal of Sunnyvale #3, and to have sufficient funding for the costs associated with oral arguments in Sunnyvale #1, #2 and #3 when scheduled. These costs are estimated to be approximately \$40,000.

### **BACKGROUND**

Karen Tiedemann, a partner in the law firm Goldfarb Lipman in Oakland, is a lawyer specializing in the areas of real estate transactions, affordable housing, nonprofit organization and environmental law. Ms. Tiedemann and her firm were retained by the City Attorney under Section 908 of the City Charter to represent the City and provide legal services, consultation and advice concerning the above referenced cases in litigation. The Agreement was entered in June 24, 2013, and the First amendment was entered into in April 2016, with a current not to exceed amount of \$160,000. The term of the amended Agreement expires on May 19, 2019.

### **DISCUSSION**

The Goldfarb law firm has represented the City in many matters concerning the dissolution of the Redevelopment Agency during the past years. In October 2014, the City Council gave authority by a 7-0 vote to pursue appellate review in Sunnyvale #1 and Sunnyvale #2. Sunnyvale #1 and Sunnyvale #2 involve approximately \$13.8 million that the former RDA paid to the City in FY 2010-11 and 2011-12 under the 1977 Repayment Agreement between the City and the former RDA. The California Department of Finance (DOF) and the County of Santa Clara contend that the payments were not authorized by the 2011 law that dissolved redevelopment agencies.

Sunnyvale #3 involves a 2012 Re-entered Agreement that authorized the Successor Agency to repay the City approximately \$12.5 million for the 1998 Certificates of Participation that were issued to refinance the RDA’s prior debt for the construction of the downtown parking garage. The City filed a separate lawsuit after it was rejected by the DOF.

It is anticipated that the City will incur an additional \$40,000 in legal fees for completion of the appeals in Sunnyvale #1, #2 and #3. Therefore, it is necessary to amend the Agreement to allow for an additional \$40,000 in legal expenses, for a new not-to-exceed amount of \$200,000.

**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.

**FISCAL IMPACT**

Funding for RDA Counsel Fees in FY 2016/17 has been appropriated in the General Fund.

**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**

**City Council:**

Authorize the City Attorney to execute a Second Amendment, in substantially the same form as Attachment 1 to the report, to the Outside Counsel Agreement with the law firm of Goldfarb Lipman to increase the not-to-exceed amount by \$40,000, for a new not-to-exceed contract amount of \$200,000.

**Redevelopment Successor Agency:**

Authorize the Agency Counsel to execute a Second Amendment, in substantially the same form as Attachment 1 to the report, to the Outside Counsel Agreement with the law firm of Goldfarb Lipman to increase the not-to-exceed amount by \$40,000, for a new not-to-exceed contract amount of \$200,000.

Prepared by: Nichole Anglin, Paralegal

Reviewed and Approved by: John A. Nagel, City Attorney and Agency Counsel

**ATTACHMENT**

1. Draft Second Amendment to Outside Counsel Agreement

**SECOND AMENDMENT TO  
OUTSIDE COUNSEL SERVICES AGREEMENT  
BETWEEN THE CITY OF SUNNYVALE AND THE  
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY  
OF THE CITY OF SUNNYVALE AND  
GOLDFARB & LIPMAN LLP  
(FORMER RDA LITIGATION)**

THIS SECOND AMENDMENT TO OUTSIDE COUNSEL SERVICES AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by the CITY OF SUNNYVALE (“City”), a municipal corporation, and the SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUNNYVALE, a public agency organized and existing under Health and Safety Code section 34173 (g) (“Agency”) and GOLDFARB & LIPMAN LLP, a California professional corporation, engaged in the practice of law in California (“Outside Counsel”).

**RECITALS**

**WHEREAS**, on June 24, 2013, City and Outside Counsel entered into an agreement entitled, “Outside Counsel Services Agreement between the City of Sunnyvale and the Successor Agency to the Redevelopment Agency of the City of Sunnyvale and Goldfarb & Lipman LLP” (“Agreement”); and

**WHEREAS**, Outside Counsel was retained to assist in the litigation matter of *Successor Agency to Redevelopment Agency of the City of Sunnyvale and City of Sunnyvale v. Matosantos, et al.*, Sacramento County Superior Court Case No. 34-2013-80001499 (Sunnyvale #1); and

**WHEREAS**, in October 2014, by a unanimous 7-0 vote, the City Council authorized the City Attorney to pursue appellate review, and now includes *Santa Clara Office of Education et al. vs Successor Agency to the Sunnyvale Redevelopment Agency* (Sac SC # 34-2013-800001627) (“Sunnyvale #2”); and *Sunnyvale vs. Michael Cohen* (Sac SC #34-2015-80002067) (“Sunnyvale #3”); and

**WHEREAS**, on April 19, 2016, City and Outside Counsel entered into a First Amendment to Agreement entitled, “First Amendment to Outside Counsel Services Agreement between the City of Sunnyvale and the Successor Agency to the Redevelopment Agency of the City of Sunnyvale and Goldfarb & Lipman LLP” (“Agreement”) to amend the Agreement to extend the term and increase the amount of total compensation to a total not-to-exceed amount of \$160,000; and

**WHEREAS**, City and Outside Counsel desire to further amend the amended Agreement to increase the amount of total compensation allowed by \$40,000, for a total not-to-exceed amount of \$200,000

**NOW, THEREFORE,** the parties agree to further amend the amended Agreement as follows:

1. Section 3.0 is hereby amended to read as follows:

**3.0 COMPENSATION, REIMBURSEMENT AND METHOD OF PAYMENTS.**

**3.1 Compensation.** Fees for all legal services provided hereunder shall be charged in accordance with Second Revised Exhibit "A" which is attached and incorporated by reference. Second Revised Exhibit "A" may be amended, from time to time, to alter fees and charges applicable hereto provided that a letter agreement is duly signed and approved by the City Attorney. The total amount of fees and expenses shall not exceed \$200,000. Outside Counsel shall notify the City prior to incurring billable costs in excess of 95% of the not-to-exceed amount.

2. First Revised Exhibit A, "Fee Schedule" is amended to read as shown in Second Revised Exhibit A, attached and incorporated into this Second Amendment.

3. All of the terms and conditions of the amended Agreement not specifically modified by this Second Amendment shall remain in full force and effect.

WITNESS THE EXECUTION HEREOF on the day and year first written above.

CITY OF SUNNYVALE, a municipal corporation

GOLDFARB & LIPMAN LLP, a professional corporation

By \_\_\_\_\_  
JOHN A. NAGEL  
City Attorney

By \_\_\_\_\_  
KAREN M. TIEDEMANN  
Partner

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

SUCCESSOR AGENCY TO THE  
REDEVELOPMENT AGENCY OF THE CITY  
OF SUNNYVALE, a public agency organized  
and existing under Health and Safety Code  
section 34173 (g)

By \_\_\_\_\_  
JOHN A. NAGEL  
Agency Counsel

Dated: \_\_\_\_\_



**SECOND REVISED EXHIBIT A**

**FEE SCHEDULE**

HOURLY RATE

Partner	\$275-295
Senior Counsel	\$275-295
Associates	\$175-215
Litigation Paralegal	\$145
Senior Law Clerks	\$145
Law Clerks	\$130
Project Coordinators	\$130